

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF EDUCATION

#### APPENDIX F

**STUDENT/PARENT HANDBOOK CHECKLIST**

Overview: The Student-Parent Handbook shall provide sufficient information regarding the school’s academic, social, emotional, and behavioral components, program offerings, and services. It must convey an accurate and professional impression of the school by avoiding false, misleading, or exaggerated statements. Handbooks shall be updated annually and made accessible to students, parents, local education agencies (LEAs), representatives of placing agencies, and other interested parties.

| **Item Number** | **Required Items** | **8VAC20-671** | **Handbook Page #** |
| --- | --- | --- | --- |
| 1. \_\_\_\_\_
 | Title of publication  | (Recommended) |  |
| 1. \_\_\_\_\_
 | Name and address of the school  | 8VAC20-671-10 - 40 |  |
| 1. \_\_\_\_\_
 | Date of publication (including month/year)  | 8VAC20-671-10 - 40  |  |
| 1. \_\_\_\_\_
 | Index or Table of Contents | (Reader Usability)  |  |
| 1. \_\_\_\_\_
 | History of the school | (Recommended) |  |
| 1. \_\_\_\_\_
 | Written procedure for parents and students, for resolving complaints, which shall include information on reporting such complaints to the Department. | 8VAC20-671-10-160 |  |
| 1. \_\_\_\_\_
 | A written statement outlining the objectives of the school including a description of the target population and the program offering.  | 8VAC20-671-10-210.4 |  |
| 1. \_\_\_\_\_
 | Describe school’s general physical facilities and equipment. | 8VAC20-671-10-370.D and 590 |  |
| 1. \_\_\_\_\_
 | Written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior.  | 8VAC20-671-10-380 |  |
| 1. \_\_\_\_\_
 | Describe the student application and admission process. | 8VAC20-671-10-410 |  |
| 1. \_\_\_\_\_
 | Describe how the school will address student attendance, tardiness, and early dismissal.  | (Recommended) |  |
| 1. ­­­\_\_\_\_\_
 | Written statement of purpose, philosophy, and objectives.  | 8VAC20-671-10-440 |  |
| 1. \_\_\_\_\_\_
 | Include grading practices (grading scale, weight and percentages of assignments, projects, quizzes, tests). If participation and behavior are factored into academic grades, the handbook must explain.  | (Recommended) |  |
| 1. \_\_\_\_\_
 | Describe graduation requirements. | 8VAC20-671-10-450.C, 520.G.  |  |
| 1. \_\_\_\_\_
 | Identify requirements for a diploma. | 8VAC20-671-10- 610.B |  |
| 1. \_\_\_\_\_
 | Describe how the school cooperates with public schools in the administration of SOL tests and statewide assessments.  | 8VAC20-671-10-450.D |  |
| 1. \_\_\_\_\_
 | Process and procedures regarding development of Individualized Education Programs (IEPs).  | 8VAC20-671-10-460 |  |
| 1. \_\_\_\_\_
 | Process regarding development of Individualized Instruction Programs (IIPs) for privately placed students.  | 8VAC20-671-10-470 |  |
| 1. \_\_\_\_\_
 | Describe how the school shall provide a program of instruction that clearly articulates learning outcomes for core subjects: English, mathematics, science, and history/social science.  | 8VAC20-671-10-490.F |  |
| 1. \_\_\_\_\_
 | Describe how the school shall require students to participate in a program of health and physical fitness during the regular school year.  | 8VAC20-671-10-490.G |  |
| 1. \_\_\_\_\_
 | Describe how the school shall provide students with opportunities to gain appreciation for art and music. | 8VAC20-671-10-490.H |  |
| 1. \_\_\_\_\_
 | Describe how the school will assign, collect, and evaluate make-up work. | (Recommended) |  |
| 1. \_\_\_\_\_
 | Describe the school’s Individual Student Alternative Education Plan (ISAEP) program. | 8VAC20-671-10-530 |  |
| 1. \_\_\_\_\_
 | Describe the transition services designed within an outcome-oriented process for all students, as appropriate, that promotes movement from the private school to a public school the child would normally attend; movement from school to post-school activities, including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. | 8VAC20-671-10-540.B |  |
| 1. \_\_\_\_\_
 | Describe the process and procedures that the school will implement to address the following: 1) School-sponsored extracurricular activities shall be under the direct supervision of staff and organized to avoid interrupting the instructional program; 2) CPR and first aid certified staff shall accompany students on school-sponsored activities; and 3) Schools that take students on outdoor adventure activities and offer programs such as canoeing, skiing, camping, and rock climbing shall develop policies and procedures to ensure supervision, health and safety, and medical management. | 8VAC20-671-10-550.A., B., and C |  |
| 1. \_\_\_\_\_
 | Describe the curriculum used for the Family Life Education Program and a statement that written parental consent is required.  | 8VAC20-671-10-560.A., B  |  |
| 1. \_\_\_\_\_
 | Describe the school places students on work-study, on-the-job training, or any other form of employment which shall ensure compliance with the applicable laws governing the employment of children.  | 8VAC20-671-10-570 |  |
| 1. \_\_\_\_\_
 | Describe how virtual courses will be offered through accredited providers and supervision responsibilities of school staff.  | 8VAC20-671-10-580.A., B.  |  |
| 1. \_\_\_\_\_
 | Describe the equipment, instructional materials, and library media available to support the instructional program.  | 8VAC20-671-10-590 |  |
| 1. \_\_\_\_\_
 | Insert a copy of the school’s academic calendar.  | 8VAC20-671-10-600 |  |
| 1. \_\_\_\_\_
 | Include the school rules and expectations relating to conduct. | 8VAC20-671-10-620 |  |
| 1. \_\_\_\_\_
 | Describe the school's behavior intervention policies and procedures | 8VAC20-671-10-630 |  |
| 1. \_\_\_\_\_
 | Provide written protocol regarding the use of timeout.  | 8VAC20-671-10-640 |  |
| 1. \_\_\_\_\_
 | Include the school’s protocol regarding the use of restraint and seclusion in emergency situations.  | 8VAC20-671-10-660 |  |
| 1. \_\_\_\_\_
 | Describe the annual professional development and refreshers required of staff.  | 8VAC20-671-10- 350.F |  |
| 1. \_\_\_\_\_
 | Describe the process when making referrals to Children’s Protective Services (CPS), including documentation, reporting, and required notifications. | 8VAC20-671-10-690 |  |
| 1. \_\_\_\_\_
 | Include information related to the requirement of a comprehensive physical examination and current record of immunization in each student record. | 8VAC20-671-10-710.A, B |  |
| 1. \_\_\_\_\_
 | Describe the medication management procedures, including training, transporting, storing, administering, and disposal of medication. | 8VAC20-671-10-710. E - K |  |
|  | Describe how the school will provide related services. | 8VAC20-671-100.14 |  |
| 1. \_\_\_\_\_
 | Describe the school’s food service program.  | 8VAC20-671-10-720 |  |
| 1. \_\_\_\_\_
 | Describe the transportation services provided by the school.  | 8VAC20-671-10-730 |  |
| 1. \_\_\_\_\_
 | Define the criteria for discharge.  | 8VAC20-671-10-740 |  |
| 1. \_\_\_\_\_
 | Describe the maintenance of student records.  | 8VAC20-671-10-750 |  |