



SUGGESTED TOPICS FOR SECONDARY STUDENT HANDBOOKS

List of Faculty and Staff

Mission Statement

Purpose of Handbook

Right to Amend

Admission Procedures and Requirements

Academic Information

- Subject Requirements for Graduation
- Consequences on Cheating
- Credits and Grading
- Academic Honors
- Eligibility for Extra Curricular Activities
- Late Work and Incomplete Grades
- Expectation for All Written Work
- Community Service Requirements
- College Credit
- Course Changes

School Activities

- Athletics
- Eligibility
- Equipment
- Training Rules
- Earning Varsity Letters
- Varsity Cheer Squad
- Other Extra Curricular Activities

Student Government

Performing Arts Program

Clubs

- Procedure for Starting a Club
- The National Honor Society
- ETC.

Policies and Procedures

- Sexual Harassment Policy
- Inspection of School Property
- Medical Emergency Policy
- Policy on Dangerous Weapons
- Student Safety and Supervision Procedure
- Policy on School Sponsored Activities
- Health Education
- Infectious Diseases and Immunizations
- Immunizations
- Substance Abuse
- Referrals
- Policy on Communication between the Parents and Teachers and Administrators
- Policy on Scheduling of Events
- Policy on Student Fund Raising
- School Dances
- Policy on Acceptable Computer Use
- Policy on Family Education Rights and Privacy Act of 1974

Covenant of Student Conduct

- Expectations for Student Behavior
- Administration and Review of Behavior Policies Appeals Process
- Conduct, Discipline and Graduation
- Disciplinary Sanctions
- Suspension
- Detention
- Dress Code
- Attire for Liturgies and Other Formal Occasions
- Enforcement

Campus Regulations

- Visitors
- Transportation of Students
- Automobiles and Parking
- Food/Drink
- Gum
- School Cleanliness
- Lockers and Personal Property
- School Office

Attendance Policies and Definitions

- Excused Absence
- Unexcused Absence
- Prearranged Absence
- Extended Absence
- School Sponsored Activities
- Tardiness

Attendance Procedures

- When a Student is Absent
- Appointments During School Hours
- Illness During School Hours

Consequences of Absences and Tardy Arrivals

Hand Book Contract