

Introduction

Student handbooks are as unique as the students and the campuses they serve. Our examination of student handbooks over the years suggests that, while details vary significantly, the topics addressed are fairly consistent.

Many districts use the student handbook to meet requirements under federal or state law for annual notice to parents and/or students, with a suitable acknowledgment to be signed by the parent(s) or guardian(s).

The Model Student and Parent/Guardian Handbook represents a compilation of material commonly found in handbooks for secondary schools. In defining a “baseline,” we have attempted to omit those details that appear to be unique to individual districts. The model handbook is a DRAFT, designed as a starting point for the revision or construction of a student handbook appropriate for your district.

To assist you in reworking this material, we have included editorial notes to:

- advise you of statements that are required by law;
- suggest additional items that may be appropriate; and
- alert you to the need to correlate handbook provisions with district policies.

Some policy references may be to codes for which the district does not have or need a policy. Samples of local policies addressing the topics outlined in the model handbook may be obtained from the Core Manual which is available on the CAFE website at www.cabe.org or from the Policy Service Department at 860-571-7446 or 800-317-0033.

In adjusting the handbook to suit your needs, you may wish to consider whether the language is too formal and impersonal. We have attempted to parallel policy language and, consequently, have used third person pronouns and generally avoided gender references.

If you have any questions about the handbook, please call CAFE’s Legal or Policy Service Departments at 800-317-0033 or 860-571-7446.

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Connecticut Association of Boards of Education
81 Wolcott Hill Road, Wethersfield, CT 06109-1242

*Springtime is traditionally
when school districts
prepare their handbooks
for next year. Get a head
start by ordering the*

2019 CABE Model Student and Parent/Guardian Handbook



*Available on CD with
accompanying hard copy!*

2019 CABA Model Student and Parent/Guardian Handbook



Check out the advantages of the Handbook on a CD:

- ✓ *FREES up staff's time — no need for staff to do the research.*
- ✓ *Covers all essential legal areas. Provides listing of mandatory, recommended and optional topics for a handbook.*
- ✓ *Contains information that meets requirements for student and parent notification.*
- ✓ *References are made to appropriate existing policies, as well as to Connecticut General Statutes.*
- ✓ *Modify the material on the CD to fit your school district's needs.*

Some new additions this year are:

*School Climate | Exclusionary Time Outs | Recording of Classroom Activities
Opioid Use and Related Disorders | Additions to Instructional Program
Respect | Oral Health Assessments | Selective Service Registration Program
Title I Parent and Family Engagement*

*Plus many other changes to existing policies to comply with recent
federal and state legislative changes impacting policy.*

The handbook is available to CABA member districts for \$225, plus \$20 for additional copies of the CD. The cost to nonmember boards is \$550, plus \$40 per additional CD. To order, please complete the attached form and mail to: CABA, 81 Wolcott Hill Road, Wethersfield, CT 06109-1242, or fax to 860-571-7452 or go to www.cabe.org/page.cfm?p=1234 to order online.

2019 CABA Model Student Handbook Order Form

Name _____

School District _____

Address _____

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State _____ Zip Code _____

Phone _____

Email _____

Fee: Members: \$225 includes one CD; additional _____ CDs \$20 each.

Nonmembers: \$550 includes one CD; additional _____ CDs \$40 each.

Payment enclosed.

Please bill the _____
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Purchase order # _____

Please add \$25 for shipping and handling.

**Please complete this
form and mail or fax
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You can also order on the
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