

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 on the CABE website at www.cabe.org or from the Policy Service Department at 860-571-7446 or 800-317-0033.

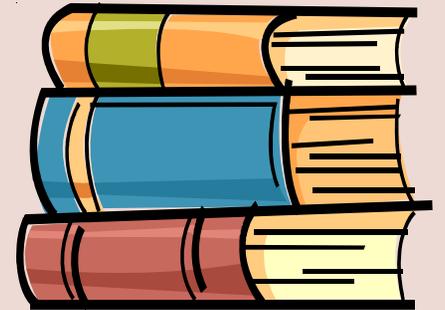
In adjusting the handbook to suit your needs, you may wish to consider whether the language is too formal and impersonal. We have attempted to parallel policy language and, consequently, have used third person pronouns and generally avoided gender references.

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



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

CABE’s Model Student and Parent/Guardian Handbook 2011-2012



Available on CD with accompanying hard copy!

CABE's Model Student and Parent/Guardian Handbook 2011-2012



Check out the advantages of the Handbook on a CD:

- ✓ *FREES up staff's time — no need for staff to do the research.*
- ✓ *All essential legal areas are covered. 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 additions added this year are:

advanced placement courses, student support services, online course credit, computer resources and telecommunication devices.

Plus many other changes that will bring your handbook up-to-date.

The handbook is available to member districts for \$200, plus \$20 for additional copies of the CD. The cost to nonmember boards is \$500, plus \$40 per extra CD. To order, please fill out the attached form and mail to: CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109-1242, Attention: Bonnie Carney or fax to 860-571-7452.

Model Student Handbook Order Form

Name _____

School District _____

Address _____

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Email _____

- Fee:** Members: \$200 includes one CD; additional _____ CDs \$20 each.
 Nonmembers: \$500 includes one CD; additional _____ CDs \$40 each.

Payment enclosed.

Please bill the _____
School District.

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81 Wolcott
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You can also
order on the
CABE website: www.cabe.org

