

## 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.

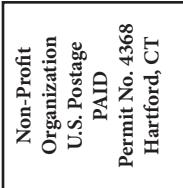
To assist you in reworking this material, we have included editorial notes to:

- 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 CABE website at [www.cabe.org](http://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 the*

# 2018 CABE Model Student and Parent/Guardian Handbook



*Available on CD with  
accompanying hard copy!*

# 2018 CABE 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:*

*Sudden Cardiac Arrest | Items Not Permitted in School | Medicaid Billing for Health-Related Services | Parent Portal Information Systems  
School Governance Councils | Sexual Health Education  
Service Animals | Lock-down Procedure | U.S. Supreme CT & FAPE  
Plus many other changes to existing policies to comply with recent federal and state legislative changes impacting policy.*

**The handbook is available to CABE 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: CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109-1242, or fax to 860-571-7452 or go to [www.cabe.org/page.cfm?p=1234](http://www.cabe.org/page.cfm?p=1234) to order online.**

## Model Student Handbook Order Form

Name \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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 \_\_\_\_\_  
School District.

Purchase order # \_\_\_\_\_

Please complete this form and mail or fax it to: Connecticut Association of Boards of Education, 81 Wolcott Hill Road, Wethersfield, CT 06109; Fax: 860-571-7452. You can also order on the CABE website: [www.cabe.org/page.cfm?p=1234](http://www.cabe.org/page.cfm?p=1234)

