

## **Students**

### **Student Handbooks**

The administration shall publish and annually revise a handbook containing information about the school and the rules and regulations with which students are expected to comply. The administration is responsible to ensure that the handbook does not conflict with any CREC policies or state or federal law. The handbook shall be distributed to all students the first week of each school year and to new students when they enroll, and shall be posted on the school's website.

The Superintendent or designee shall have the handbook and any revisions reviewed by legal counsel.

Policy adopted: June 18, 2003  
Revised: May 20, 2020

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## Students

### Student Handbooks

Student handbooks are an essential communication vehicle between the schools, parents/guardians and students. The handbooks establish the rules and regulations, expectations, and day-to-day procedures the school requires students and parents/guardians to follow.

Handbooks must be reviewed annually and, if necessary, revised, to assure consistency with changes in CREC policies and regulations, new or revised state/federal law requirements, and changes in school procedures and practices.

Handbooks shall be submitted to the Superintendent or designee for review and approval prior to dissemination.

In case of a conflict between a CREC policy or regulation and the provisions of a handbook, the CREC policy most recently adopted or regulation most recently issued will prevail. If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parents/guardians.

Distribution of the handbook may not necessarily be sufficient to assure exposure to and comprehension of the material. Accordingly, certain topics, including discrimination; sexual harassment; conduct and discipline; attendance; dress code; weapons searches; drug and alcohol policies; eligibility for extra-curricular activities; and student due process rights should be discussed directly with students in order to explain the issues and to provide an opportunity for discussion.

Student handbooks shall contain the following topics:

- A disclaimer such as, “In case of a conflict between a CREC policy and the provisions of this handbook, the CREC policy most recently adopted will prevail. If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parents/guardians”.
- Information on how students and parents/guardians can access and review CREC policies and regulations.
- Media access to students (policy 1112.5)
- Health and safety protocols (policy/regulation 3516.1)
- Pesticide application/management (policy/regulation 3524.1)
- The text of the Charging Meals regulation (3542.43-R)

## 5114.12-R

- Attendance (policy 5113)
- Video surveillance (policy 5131.111)
- The Safe School Climate Plan (policy 5131.911)
- The text of the Hazing policy/regulation (5131.91)
- School uniform (regulation 5132.1)
- The text of the Student Nutrition and Physical Activity (policy 6142.10)
- Directory information (policy 5145.15)
- Family life education (policy 6142.1)
- Non-discrimination (policy 5162)
- Protection of undocumented students (policy 5111.3)
- Sexual harassment (policy 5145.5)
- Student discipline (policy 5144)
- Student records confidentiality – FERPA (policy 5125)
- Truancy (policy 5113.2)

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