

# CRAFTING & IMPLEMENTING AN EFFECTIVE STUDENT HANDBOOK

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ABHE ORLANDO FLORIDA FEBRUARY, 2020

SCOTT CAWOOD

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LET'S GET THIS STRAIGHT FROM THE START  
STUDENT HANDBOOKS ARE NOT MASTERPIECES

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## A LITTLE VISIT THROUGHOUT AN INSTITUTIONAL HANDBOOK HISTORY

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### 1960's

- Lead your partner to the desired pew then allow her to enter first so you remain nearest to the aisle.
- Always place chapel hymnals back in the racks at the end of the service.

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## A LITTLE VISIT THROUGHOUT AN INSTITUTIONAL HANDBOOK HISTORY

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### 1970's

- Couples should avoid deliberate physical contact in the college buildings and public places.
- MEN- Sport coat and or suit, dress shirt and tie are to be worn in the cafeteria Wednesday evening and for each meal on Sunday.
- Can not announce an engagement before Dec 1st of the student sophomore year.
- Students may not marry during the academic year and never under the age of 21
- Elevator rules – Should stand facing the door. Men should stand behind the operator, ladies on the opposite side.
- Students who are travelling long distances in private cars or by bus may travel in informal attire with permission. Such dress is not appropriate for air or train travel.

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## A LITTLE VISIT THROUGHOUT AN INSTITUTIONAL HANDBOOK HISTORY

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### The slippery slope:

- 1972 Had to stay in class dress in resident hall till 10 pm
- 1974 Changed to class dress till 6:15 on MWF
- 1975 Changed to class dress till 6:30 every day
- 1990 Beards allowed for the first time but could not grow one during the semester
- 1994 Students permitted to attend movies, plays
- 1996 Jeans allowed to be worn to class
- 2010 Shorts permitted in class

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## A RATIONALE FOR STUDENT HANDBOOKS

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- Legal
- Compliance & Accreditation
- Procedural
- Community Expectations
- Age Appropriate Expectation

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## AGE APPROPRIATE RATIONALE:

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➤ **Middle School:**  
Emergence of

**High School:**  
Emergence of

➤ **College:**  
Emergence of

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## WHAT IS YOUR BIBLICAL BASIS FOR YOUR HANDBOOK AND COMMUNITY EXPECTATIONS?

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**James 4:4, ESV**

You adulterous people! Do you not know that friendship with the world is enmity with God? Therefore, whoever wishes to be a friend of the world makes himself an enemy of God.

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## WHAT IS YOUR BIBLICAL BASIS FOR YOUR HANDBOOK AND COMMUNITY EXPECTATIONS?

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### **Romans 15:5-7, ESV**

May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that you may with one voice glorify the God and Father of our Lord Jesus Christ. Therefore, welcome one another as Christ has welcomed you for the glory of God.

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## WHAT IS YOUR BIBLICAL BASIS FOR YOUR HANDBOOK AND COMMUNITY EXPECTATIONS?

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### **Proverbs 4:5-13, ESV**

Get wisdom; get insight; Do not forget and do not turn away from the words of my mouth. Do not forsake her and she will keep you; love her and she will guard you. The beginning of wisdom is this: Get wisdom, and whatever you get, get insight. Prize her highly and she will exalt you; she will honor you if you embrace her. She will place on your head a graceful garland; she will bestow on you a beautiful crown. Hear my son and accept my words, that the years of your life may be many. I have taught you the way of wisdom; I have led you in the paths of uprightness. When you walk, your step will not be hampered, and if you run, you will not stumble. Keep hold of instruction and do let go; guard her for she is your life.

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**PURSUIT OF WISDOM CENTERED ON CHRIST AND HIS WORD LEADS TO CLEAR STANDARDS ON ISSUES:**

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Academic Integrity

Hazing

Harassment

Sexual Purity

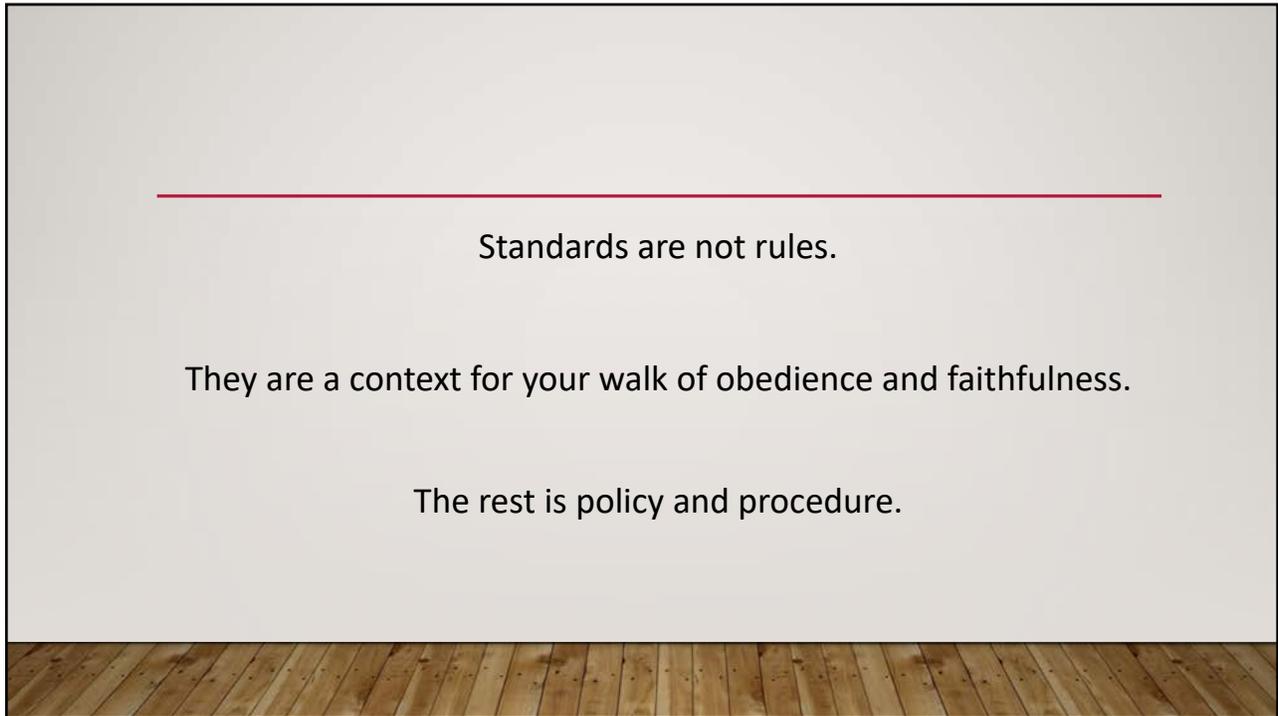
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**STILL LEAVES INSTITUTIONS WITH DECISIONS TO MAKE ABOUT LIFE & EXPECTATIONS IN EACH COMMUNITY**

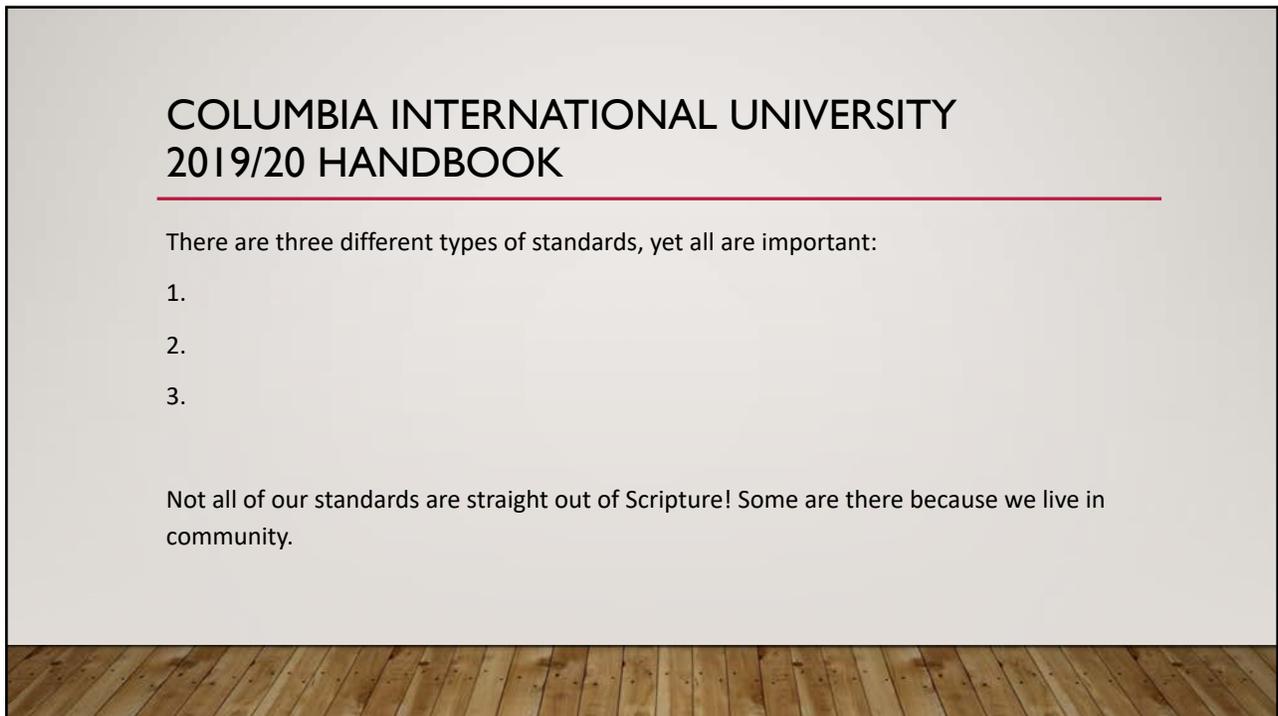
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- Music
- Entertainment
- Tobacco & Vaping
- Legalized Drugs & Stimulants
- Alcohol
- Sports Betting

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## CONTENT: CONTINUAL UPDATE

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- Handbooks were looked at as annually static contracts.
  - Printed and distributed
  - Sign off pages collected
  - Could not be updated till the summer
- Handbooks should be looked at as a fluid foundational guide for living and knowing procedures.
  - Electronic home / Print when needed.
  - Have a statement in the handbook that indicates that it can be updated at anytime.

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## CONTENT: AVOID IMMEDIATE UPDATE SYNDROME

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How many times have you been a part of or heard this conversation?

“Hey, What just ...”

Most of our handbooks are too ...

Add when you ...

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## CONTENT: COMPLIANCE TO FEDERAL & STATE

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Make a decision whether these become legal statements or narrative descriptions covering the legal mandate of informing those attending and those exploring enrollment.

- Clery
- Title IX
- Non-Discrimination Statement
- FERPA
- Mission Statement- Compliant to yourself

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## CONTENT: SOURCES

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- Conduct the annual exercise of sending the appropriate content to departments for their review. This creates buy-in and generates good systemic analysis.
  - Guide them through this process. (Short meeting)
  - Entice them to creatively edit not just proof the text.
- Don't forget to have student input. Student government and Resident Life staff

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**FORMAT:  
A WHOLE NEW WORLD**

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\_\_\_\_\_ undergrad student  
handbook is now a resource  
hub.

Not a book but an orderly  
selection of policy and  
procedure.



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**FORMAT:  
A WHOLE NEW WORLD**

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traditional student handbook  
written in collective of second  
and third person. On the web  
reads like a web based word  
document.



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## FORMAT: A WHOLE NEW WORLD

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\_\_\_\_\_ presents handbook in e-reader form with audio of turning pages

4 sections

- **Love for God:** Church attendance, Chapel, spiritual formation
- **Love for Others:** Purity and respect to the community
- **Integrity in Conduct:** Dress, safety, honesty, alcohol
- **Excellence in Effort:** Discipline, standards, appeals



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## FORMAT: A WHOLE NEW WORLD

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\_\_\_\_\_ traditional student handbook is in web based sections – menu to the left side.



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## CONTENT ISSUES & QUESTIONS

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- Biblical Proof Texting
- Inclusion of ...
- Academic ...
- Amnesty Policy
- Grievance Policy
  - Expect institutional procedural missteps
  - Appeals process with uniformity