



Connecticut Association of Boards of Education, Inc.

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**RECOMMENDED POLICIES \*\* REVISED – September 2010**

*The following are policies that are considered “good practice” policies and are recommended for inclusion in the board of education policy manual.*

**SERIES 0000: MISSION – GOALS – OBJECTIVES**

- Code of Ethics .....#0050
- Mission/Vision Statements.....#0100
- Commitment to Religious Neutrality .....#0521.2

**SERIES 1000: COMMUNITY RELATIONS**

- Advertising and Promotion .....#s1111.2, 1325
- Media Access to Students.....#1112.5
- Public Participation at Board Meetings .....#1120
- Distribution of Materials by Students (Use of Students).....#1140
- Public Complaints .....#1312
- Soliciting Funds from and by Students .....#1314/1324
- Contests for Students.....#1322
- Use of School Facilities.....#1330
- Smoke Free Environment.....#1331
- Relations with Law Enforcement Officials .....#s 1411, 5145.11
- Otherwise Lawful Possession of Firearms on School Property.....#1700

**SERIES 2000: ADMINISTRATION**

- Board – Superintendent Relationship .....#2000.1
- Professional Development.....#2112
- Organizational Chart .....#2120
- Job Description of the Superintendent of Schools.....#2131
- Administrative Leeway in the Absence of Board Policy.....#2210
- Code of Ethics .....#2300
- Evaluation of Administrators and Administration.....#2400

**SERIES 3000: BUSINESS & NON-INSTRUCTIONAL OPERATIONS**

- Budget Planning .....#3110
- Spending Public Funds for Advocacy .....#3152
- Budget Transfers .....#3160
- Tuition Fees.....#3240
- Sale and Disposal of Books, Equipment and Supplies .....#3260
- Gifts, Grants and Bequests .....#3280
- School Fund Raisers.....#3281
- Purchasing Procedures .....#3320
- Soliciting Prices, Bids .....#3323

**SERIES 3000: BUSINESS & NON-INSTRUCTIONAL OPERATIONS (continued)**

- Ordering Goods and Services, Paying for Goods and Services.....#3326
- Periodic Financial Reporting (Audits)..... #s 3430, 3434
- Fraud Prevention and Investigation.....#3435
- Inventories.....#3440
- Student Activity Funds.....#3453
- Compliance with 504 Regulations.....#3511
- Energy Conservation.....#3513.1
- Use of School Facilities.....#3515
- Asbestos Control.....#3516.12
- Sex Offender Notification.....#3516.4
- Sexual Offenders on School Property.....#3516.5
- Data Security in Schools.....#3520.1
- Electronic Information Security.....#3520.11
- Green Cleaning Program.....#3524.2
- Board of Education Credit Card.....#3526.3
- Transportation.....#3541ff
- Use of District/Private Owned Vehicles.....#3541.43/3541.44
- Food Service - Free and Reduced Price Lunches (7 C.F.R. §245.5).....#3542.31
- Food Sales by Students and Others.....#3542.33
- Nutrition Program.....#3542.34
- Vending Machines.....#3542.45
- Retention of Electronic Records.....#3543.31

**SERIES 4000: PERSONNEL**

- Personnel Policies for Staff Not Represented by a Union..... 4000 series
- Recruitment of Minority Staff Members (a plan is required) (10-220(a))..... #s 4111.3/4211.3
- Appointment and Conditions of Employment.....#4112
- Reference Checks..... #s 4112.51/4212.51
- Access to Employee Records (Personnel Records)..... #s 4112.6/4212.6
- Use & Disclosure of Employee Medical Information (HIPAA)..... #s 4112.61/4212.61
- Nepotism.....#4112.8
- Transfer/Reassignment (if not covered by contract)..... #s 4114/4214
- Evaluation/Supervision..... #s 4115/4215
- Non-renewal/Suspension of Certified Staff.....#4117.4
- Sexual Harassment..... #s 4118.112/4218.112, 5145.5
- Conflict of Interest.....#4118.13/4218.13
- Disabilities..... #s 4118.14/4218.14
- Academic Freedom.....#4118.21
- Retaliation and Whistle-Blowing.....#4118.211
- Staff/Student Relations.....#4118.24/4218.24
- E-Mail (Electronic Monitoring)..... #s 4118.4/4218.4
- Acceptable Computer Network use..... #s4118.5/4218.5
- Staff Development..... #s 4131/4231
- Tutoring.....#4134
- Blood borne Pathogens.....#4147.1/4247.1
- Employee Protection..... #s 4148/4248
- Family and Medical Leave Act..... #s 4152.6/4252.6
- Suspension/Dismissal of Non-certified Staff.....#4217.4
- Teacher Aids/Paraprofessionals.....#4222

**SERIES 4000: PERSONNEL (continued)**

- Title I Paraprofessionals .....#4222.1

**SERIES 5000: STUDENTS**

- Disenrollment.....#5112.4
- Suspension/Expulsion .....#5114
- Student Handbooks .....#5114.12
- Intra-District Choice/Open Enrollment .....#5117.1
- Interdistrict Choice .....#5117.2
- Transfer Students (NCLB) .....#5117.4
- Assignment to Teachers and Classes .....#5122
- Video Cameras/Video Surveillance .....#s 5131.11, 5131.111
- Terroristic Acts/Threats.....#5131.21
- Off-School Grounds Misconduct .....#5131.8
- Use of Electronic Devices (Cell Phones, Beepers, etc.).....#5131.81
- Gang Activity/Association .....#5131.9
- Cyberbullying.....#5131.913
- Dress and Grooming.....#5132
- Foreign Students Attending Schools .....#5136
- Communicable Diseases.....#5141.22
- Students with HIV/ARC or AIDS .....#5141.24
- Accommodating Students with Special Dietary Needs (Food Allergy Management) .....#5141.25
- Use of Automatic External Defibrillators (AEDs) .....#5141.27
- Crisis Management.....#5141.6
- Student Safety .....#5142
- Discipline of Students with Disabilities .....#5144.3
- Questioning and Apprehension (Police in Schools) .....#5145.11
- Student Search/Seizure.....#5145.12
- Directory Information.....#5145.15
- Freedom of Speech/Expression .....#5145.2

**SERIES 6000: INSTRUCTION**

- Instruction (Concept and Roles).....#6000
- School Calendar/School Day.....#s 6111, 6112
- Emergency and Disaster Preparedness .....#s 6114, 6114.4, 6114.6, 6114.7
- Fire Emergency (Drills)/Crisis Response Drills .....#6114.1
- Objectives of the Instructional Program.....#6120
- Curriculum/Design/Revision.....#s 6140, 6141
- Religion in the Public Schools .....#6141.21
- Programs for Limited English Proficient Students .....#6141.311
- Student Use of the Internet (Acceptable Use) .....#6141.321
- Web Sites/Pages .....#6141.322
- Family Life and Sex Education .....#6142.1
- Controversial Issues .....#6144
- Exemption from Instruction .....#6144.1
- Extra-Class Activities/Equal Access Issues .....#6145
- Review of Student Publications.....#6145.3
- Activity Funds Management .....#6145.8

**SERIES 6000: INSTRUCTION (continued)**

- Graduation Requirements .....#6146
- Changing of Grades .....#6146.11
- Statewide Proficiency/Mastery Examinations .....#6146.2
- Grouping/Tracking .....#6152
- Field Trips .....#6153
- Teacher Aides (Paraprofessionals) .....#6159.1
- Textbooks, Curriculum and the School Library (10-221b)..... #s 6160, 6161, 6161.1
- Care of Instructional Materials .....#6161.2
- Copyright (Use of Copying Devices – Compliance with Copyright Law).....#6162.6
- Back-up Copies of Computer Software .....#6162.7
- Supplemental Services (NCLB) .....#6172.21
- Home Schooling .....#6172.3
- Title I Program .....#6172.41
- Virtual/Online Courses .....#6172.6
- Use of Commercially Produced Video Recordings .....#6177
- Evaluation of the Instructional Program.....#6180
- Evaluation of the Special Education Program .....#6181
- Adult Education .....#6200

**SERIES 7000: NEW CONSTRUCTION**

- Planning.....#7100
- Developing Educational Specifications .....#7115
- Selection of Site .....#7221
- Indoor Air Quality .....#7230.2
- Acoustics .....#7230.3
- Naming of Facilities .....#7551

**SERIES 9000: BOARD BYLAWS**

- Role of Board and Members (Powers, Purposes, Duties) .....#9000
- Limits of Authority .....#9010
- Organization of the Board .....#9100ff
- Number of Members/Terms of Office .....#9110
- Officers & Auxiliary Personnel..... #s 9120,9121,9122,9123
- Committees .....#9130
- Student Representatives on the Board of Education.....#9160
- Filling Vacancies .....#9221
- Board Member Development .....#9240
- Remuneration & Reimbursement .....#9250
- Conflict of Interest .....#9270
- Code of Ethics .....#9271
- Formulation, Adoption, Amendment of Policies, Bylaws, Administrative Regulations .....#9311, 9312, 9313
- Suspension of Policies, Bylaws, Regulations .....#9314
- Meeting Conduct/Public Participation at Board Meetings .....#9325
- Parliamentary Procedure .....#9325.3
- Voting Method/Minutes .....#9326
- Electronic Mail Communications .....#9327
- Board Self-evaluation.....#9400

## Constitutional Considerations

The chief constitutional limitations affecting school boards are:

- A. Freedom of speech, association and expression under the First Amendment.
- B. The right to due process of law under the First, Fifth and Fourteenth Amendments.
- C. Separation of church and state and free exercise of religion under the First Amendment.
- D. The right to privacy under the Fourteenth Amendment.
- E. The right to freedom from unreasonable searches and seizures under the Fourth and Fourteenth Amendments.
- F. Equal protection of laws under the Fourteenth Amendment.

## Practical Considerations in Policy Drafting:

- A. Clear and easy to understand.
- B. Statement of objectives.
- C. Provision of an escape clause. (“includes, but not limited to, the following...”)
- D. Brainstorm the proposed policy to make sure it meets your goals.
- E. Consider the legality of your objective. The policy must not violate existing contracts, or state and federal statutes, regulations, constitutions, charters, and judicial decisions.
- F. Determine the need for policy in the area of consideration. Does the policy address an issue of lasting effect?
- G. Examine your policies in their totality. How does this new policy mesh with existing policies? Consider a “sunset review” of all board policies.

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Required Policies 5-01

Revised 7-01  
Revised 10-01  
Revised 7-02  
Revised 11-02  
Revised 4-03  
Revised 9-03  
Revised 3/05  
Revised 4/06  
Revised 9/06  
Revised 7/08  
Revised 7/09  
Revised 7/10  
Revised 9/10