



**POLICY SERVICES**  
**Connecticut Association of Boards of Education, Inc.**  
 81 Wolcott Hill Road • Wethersfield, CT 06109-1242  
 (860) 571-7446 • Fax # (860) 571-7452

**RECOMMENDED POLICIES \*\* REVISED – July 2022**

*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/Philosophy Statements.....#0100
- Grievance Procedure for Section 504 and Title VII Regulations .....#0521.1
- Commitment to Religious Neutrality .....#0521.2
- Equity & Diversity .....#0523

**SERIES 1000: COMMUNITY RELATIONS**

- Advertising, Promotion and Commercial Activities ..... #s 1111.2, 1325
- School Governance Councils (10-233, as amended by P.A. 18-42, & P.A. 19-91, PL 114-95 – ESSA).#1110.3
- Media Access to Students.....#1112.5
- Public Participation at Board Meetings ..... #s 1120, 9325
- Distribution of Materials by Students (Use of Students).....#1140
- Public Complaints .....#1312
- Soliciting Funds from and by Students .....#1314/1324
- Use of School Facilities.....#s 1330 or 3515
- 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
- Job Description of the Superintendent of Schools.....#2131
- Appointment of Designee for Superintendent .....#2131.1
- Superintendent Succession .....#2140.1
- Administrative Leeway in the Absence of Board Policy.....#2210
- Code of Ethics .....#2300
- Evaluation of Administrators and Administration (including Evaluation of the Superintendent).....#2400

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

- Budget Planning .....#3110
- Spending Public Funds for Advocacy .....#3152
- Budget Transfers .....#3160
- Federal Grants and Awards Administration (Federal Fiscal Compliance).....#3230.1
- Medical Reimbursement for Special Education Students (10-76d as amended by P.A. 18-182).....#3231
- IDEA Fiscal Compliance.....#3232
- Tuition Fees.....#3240

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

- 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
- Ordering Goods and Services, Paying for Goods and Services.....#3326
- System of Accounts.....#3410
- Fraud Prevention and Investigation.....#3435
- Inventories .....#3440
- Student Activity Funds .....#3453
- Compliance with 504 Regulations.....#3511
- Energy Conservation .....#3513.1
- Use of School Facilities..... #s 3515 or 1330
- Safe and Secure School Facilities, Equipment, Grounds .....#3516
- Hazardous Materials Communication .....#3516.11
- Sex Offender Notification .....#3516.4
- Sexual Offenders on School Property .....#3516.5
- Security of Building and Grounds.....#3517
- Data Security in Schools .....#3520.1
- Electronic Information Security .....#3520.11
- Protection & Privacy/Cloud-Based Issues (10-234bb, 10-234dd, as amended by P.A. 18-125).....#3520.13
- Green Cleaning Program .....#3524.2
- Transportation .....#3541ff
- Food Service - Free and Reduced Price Lunches (7 C.F.R. §245.5).....#3542.31
- Food Sales by Students and Others .....#3542.33
- 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) as amended by P.A. 18-23 & P.A. 19-74)..... #s 4111.3/4211.3
- Appointment and Conditions of Employment.....#4112
- Security Check/Fingerprinting (Criminal Records Checks).....#4112.5/4212.5
- Reference Checks (20 U.S.C. §7926 (2012)) ..... #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
- Evaluation/Supervision/Support Program ..... #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
- Nondiscrimination on the Basis of Disabilities ..... #s 4118.14/4218.14
- Academic Freedom .....#4118.21
- Staff/Student Relations.....#4118.24/4218.24
- E-Mail (Electronic Monitoring) ..... #s 4118.4/4218.4
- Acceptable Computer Network use..... #s4118.5/4218.5
- Social Networking.....#4118.51
- Staff Development..... #s 4131/4231
- Tutoring.....#4134

**SERIES 4000: PERSONNEL** (continued)

- 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 5000: STUDENTS**

- Ages of Attendance..... #5112
- Children in Foster Care ..... #5118.3
- Assignment to Teachers and Classes..... #5122
- Graduation Ceremonies ..... #5123.3
- Video Cameras/Video Surveillance ..... #s 5131.11, 5131.111
- Off-School Grounds Misconduct ..... #5131.8
- Use of Electronic Devices (Cell Phones, I-Pads, etc.)..... #5131.81
- Cyberbullying..... #5131.913
- Dress and Grooming..... #5132
- Foreign Students Attending Schools ..... #5136
- Opioid Overdose Prevention ..... #5141.213
- Communicable Diseases..... #5141.22
- Students with HIV/ARC or AIDS ..... #5141.24
- Accommodating Students with Special Dietary Needs  
(Food Allergy Management) -(10-212c) ..... #s 5141.25, 5141.251
- Use of Automatic External Defibrillators (AEDs) ..... #5141.27
- Sudden Cardiac Arrest Prevention ..... #5141.28
- Health Assessments & Immunizations/Student Health Services (as amended by P.A. 21-46) ... #s 5141, 5141.3
- Crisis Management..... #5141.6
- Student Sports-Concussions ..... #5141.7
- Student Safety ..... #5142
- School Resource Officers (if used in school district) ..... #5142.4
- Discipline of Students with Disabilities ..... #5144.3
- Questioning and Apprehension (Police in Schools) ..... #5145.11
- Student Search/Seizure..... #5145.12
- Directory Information (if not addressed in Policy #5125)..... #5145.15
- Freedom of Speech/Expression ..... #5145.2
- Transgender and Non-Conforming Youth..... #5145.53

**SERIES 6000: INSTRUCTION**

- Instruction (Concept and Roles) ..... #6000
- School Calendar/School Day (as amended by P.A. 19-195 & P.A. 21-46)..... #s 6111, 6112
- Emergency and Disaster Preparedness ..... #s 6114, 6114.4, 6114.6, 6114.7
- Fire Emergency (Drills)/Crisis Response Drills ..... #6114.1
- Pandemic/Epidemic Emergencies ..... #6114.8
- 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
- Migrant Students (20 U.S.C. §6391 as amended by P.A. 114-95 – ESSA) ..... #6141.312
- Student Use of the Internet (Acceptable Use) (47 U.S.C. §254, 20 U.S.C. §6777) ..... #6141.321
- Web Sites/Pages ..... #6141.322
- Website Accessibility..... #6141.3221

**SERIES 6000: INSTRUCTION** (continued)

- Online Social Networking .....#6141.326
- Basic Instructional Program .....#6142
- Social and Emotional Learning (as amended by P.A. 21-95).....#6142.102
- Trauma Informed Schools.....#6142.103
- Controversial Issues, Teaching of: .....#6144
- Exemption from Instruction .....#6144.1
- Extra-Class Activities/Equal Access Issues .....#6145
- Review of Student Publications.....#6145.3
- Electronic Resources (including Bring Your Own Device; One-to-One Tablet Program)..... #s 6141.327, 6141.328, 6141.3291
- Activity Funds Management .....#6145.8
- Graduation Requirements.....#6146
- Grade Weighting/Class Ranking .....#6146.11
- Uniform System for Assignment and Changing of Student Grades .....#6146.111
- 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
- Home Schooling.....#6172.3
- Virtual/Online/Distance Learning Courses .....#6172.6
- Distance Learning Plan Due to Health Based School Closure .....#6172.61
- Evaluation of the Instructional Program.....#6180
- Student Achievement .....#6180.1
- 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
- Legal Responsibilities of Boards of Education .....#9012
- Number of Members/Terms of Office.....#9110
- Officers & Auxiliary Personnel..... #s 9120,9121,9122,9123
- Committees .....#9130
- Formulation, Adoption, Amendment of Policies, Bylaws, Administrative Regulations..... #s 9311, 9312, 9313
- Student Representatives on the Board of Education.....#9160
- Filling Vacancies.....#9221
- New Board Member Orientation.....#9230
- Board Member Development .....#9240
- Remuneration & Reimbursement.....#9250
- Conflict of Interest .....#9270

**SERIES 9000: BOARD BYLAWS** (continued)

- Code of Ethics.....#9271
- Civility Code.....#9273
- Suspension of Policies, Bylaws, Regulations ..... #s 1120, 9314
- Electronic Board of Education Meetings .....#9321.2
- 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.