



Connecticut Association of Boards of Education, Inc.

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RECOMMENDED POLICIES ** REVISED – July 2020

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
- 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 PA 18-42, & PA 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
- 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 PA 18-182).....#3231
- IDEA Fiscal Compliance.....#3232
- Tuition Fees.....#3240
- Sale and Disposal of Books, Equipment and Supplies#3260

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

- 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
- Board of Education Credit Card #3326.3
- System of Accounts #3410
- 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 #s 3515 or 1330
- Safe and Secure School Facilities, Equipment, Grounds #3516
- Hazardous Materials Communication #3516.11
- Asbestos Control #3516.12
- 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 PA 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
- Nutrition Program #3542.34
- 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 PA 18-23 & PA 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

SERIES 4000: PERSONNEL (continued)

- Social Networking.....#4118.51
- Staff Development..... #s 4131/4231
- Tutoring.....#4134
- Bloodborne 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 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..... #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 PA 19-195)..... #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

SERIES 6000: INSTRUCTION (continued)

- 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 PA 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
- Online Social Networking#6141.326
- Basic Instructional Program#6142
- Social and Emotional Learning#6142.102
- Trauma Informed Schools#6142.103
- Controversial Issues#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
- Uniform System for Assignment and Changing of Student Grades#6146.111
- 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
- Home Schooling.....#6172.3
- Virtual/Online/Distance Learning Courses#6172.6
- Distance Learning Plan Due to Health Based School Closure#6172.61
- Use of Commercially Produced Video Recordings.....#6177
- 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

SERIES 9000: BOARD BYLAWS (continued)

- 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
- Code of Ethics.....#9271
- 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
- Attendance at Meetings via Electronic Communications.....#9325.43
- 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.