



**POLICY SERVICES**  
**Connecticut Association of Boards of Education, Inc.**  
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**RECOMMENDED POLICIES \*\* REVISED – July 2024**

*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 .....#1325
- School Governance Councils .....#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/Complaints Regarding Library Books ..... #s 1312, 6161.12
- 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
- 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**

- Spending Public Funds for Advocacy .....#3152
- Budget Transfers .....#3160
- Non-Lapsing Education Funds .....#3171.1
- 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
- Board of Education Credit Card .....#3326.3
- Fraud Prevention and Investigation .....#3435
- Student Activity Funds .....#3453
- 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 .....#3520.13
- Green Cleaning Program .....#3524.2
- Transportation .....#3541ff
- Food Service - Free and Reduced Price Lunches .....#3542.31
- Food Sales by Students and Others .....#3542.33
- Retention of Electronic Records .....#3543.31

**SERIES 4000: PERSONNEL**

- Increasing Educator Diversity (**a plan is required**) ..... #s 4111.3/4211.3
- Security Check/Fingerprinting/Criminal Justice Information .....#4112.5/4212.5
- Access to Employee Records (Personnel Records) .....#s 4112.6/4212.6
- Use & Disclosure of Employee Medical Information (HIPAA) ..... #s 4112.61/4212.61
- Evaluation/Supervision/Support Program ..... #s 4115/4215
- Non-renewal/Suspension of Certified Staff .....#4117.4
- 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
- Responsible Computer Network Use ..... #s4118.5/4218.5
- Social Networking .....#4118.51
- Staff Development ..... #s 4131/4231
- Tutoring .....#4134
- Family and Medical Leave Act ..... #s 4152.6/4252.6
- Teacher Aides/Paraprofessionals .....#4222

## **SERIES 5000: STUDENTS**

- 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
- Accommodating Students with Special Dietary Needs  
(Food Allergy Management) ..... #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 Sports – Emergency Action Plan (**only the Plan is required**).....#5141.72
- 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..... #s 6111, 6112
- Emergency and Disaster Preparedness ..... #s 6114, 6114.6, 6114.7
- Fire Emergency (Drills)/Crisis Response Drills .....#6114.1
- Curriculum/Design/Revision..... #s 6140, 6141
- Religion in the Public Schools .....#6141.21
- Programs for Limited English Proficient Students .....#6141.311
- Migrant Students .....#6141.312
- Student Use of the Internet (Responsible Use).....#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
- Play-Based Learning .....#6142.104
- Controversial Issues, Teaching of: .....#6144
- Exemption from Instruction .....#6144.1

**SERIES 6000: INSTRUCTION** (continued)

- 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
- Field Trips .....#6153
- Textbooks, Curriculum and the School Library..... #s 6160, 6161, 6161.1
- Complaints Regarding Library Books/Public Complaints ..... #'s 6161.12, 1312
- Drugs, Tobacco and Alcohol Use .....#6164.11
- \* 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
- \* 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
- \* Naming of Facilities .....#7551

**SERIES 9000: BYLAWS OF THE BOARD**

- \* 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
- \* Civility Code .....#9243
- \* Remuneration & Reimbursement.....#9250
- \* Conflict of Interest .....#9270
- \* 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.