



POLICY SERVICES

Connecticut Association of Boards of Education, Inc.

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RECOMMENDED POLICIES ** REVISED – July 2025

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#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
- 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 (a number that begins with a 42 specifies non-certified personnel, all other numbers are certified personnel, many are dual codified to include all personnel)

- Increasing Educator Diversity (**a plan is required**) #s 4111.3/4211.3
- 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
- Artificial Intelligence (AI)..... 4118.53/4218.53/6141.3273
- 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
• Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices	#5131.81
• Cyberbullying.....	#5131.913
• Dress and Grooming.....	#5132
• Foreign Students Attending Schools	#5136
• Opioid Overdose Prevention (NARCAN).....	#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
• 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.....	#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
• Websites/Pages.....	#6141.322
• Website Accessibility	#6141.3221
• Online Social Networking	#6141.326
• Artificial Intelligence (AI).....	#6141.3273/4118.53/4218.53
• Basic Instructional Program	#6142
• Social and Emotional Learning	#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

SERIES 6000: INSTRUCTION (continued)

- 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
- 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
- Adult Education.....#6200

SERIES 7000: NEW CONSTRUCTION

- Planning#7100
- Developing Educational Specifications#7115
- Selection of Site.....#7221
- Indoor Air Quality/HVAC.....#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
- 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

❖ Several policies are dual coded or have different numbers to include coverage in the appropriate cross-referenced series.

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.