CABE Connecticut Association of Boards of Education

PRESENTS

POLICY HIGHLIGHTS

July 30, 2026

Annual Due Process Notifications (Updated): School districts are required by federal and state laws and regulations to provide parents, guardians, students, employees in some cases, and the public with information that affects them pertaining to board policies or public notices, some of which must be provided at the beginning of the school year. Additional changes may be necessary based upon any special session of the General Assembly and/or regulatory changes at the state and federal levels.

School districts have some discretion in how this information can be distributed. Commonly distributed in the fall, some forms include letters, booklets, mailings, inclusion in a student or parent handbook, inclusion in the district calendar, posting on the district and/or school's website, addition to student portals, district newsletters, and inclusion in an annual notification manual. Also consider creating a dedicated annual notice page on the district's website that compiles and maintains all notices. It is recommended that districts use multiple modes of delivery, a combination of the above.

Student handbooks, hard copy and/or electronic media, remain one of the most direct and effective means of implementing board policies and meeting this important annual obligation. Handbooks should be reviewed and updated annually to ensure consistency with changes or additions in board policies, administrative regulations, new or revised state and federal requirements, judicial decisions, and changes in local procedures and practices. Student handbooks, which should be shared with parents/guardians, provide information about the school district, individual schools, and, most importantly, the rules and regulations students are expected to comply with, and of which parents/guardians need to be aware.

To protect themselves against required due-process notifications, school districts should consider requiring parents/guardians to sign and return to the school a form indicating they have read and reviewed the handbook with their students. This helps to ensure parental knowledge about board policies. However, handbooks should not be viewed and used as the only way to provide this knowledge. Many districts also provide this needed information on district and school websites, in school calendar publications, and in a specific handbook-type publication that addresses the required notifications and contains related policy language. Further, some legislation specifically requires notification to be posted on district and/or school websites.

Listed below are the required due-process notifications which should be provided annually, usually at the beginning of each school year, and to new enrollees at the time they register in the district. Links are provided, in some cases, with documents that may be used in writing some of the required notices. Relevant policies are also listed.

Notifications Required by Federal Legislation

A. Notifications required by the Elementary & Secondary Education Act (ESEA), reauthorized as the Every Student Succeeds Act of 2015, P.L.114-95, pertaining to:

1. **Homeless students and children in foster care** (choice of school, transportation, and educational services, contact info.) ESSA requires a description of the services the district will provide to support the enrollment, attendance, and success of homeless and foster children and youth. The district must disseminate public notice of McKinney-Vento Act rights in locations frequented by parents/guardians and unaccompanied youth in a manner and form understandable to parents/guardians and youth. **Policy #5118.1 and Policy #5118.3** (See "F" McKinney-Vento Act)

2. **Title I school, parent, and family engagement** (including required informational meeting). Parents and family members are required to be involved in developing district plans and in providing assistance to schools in planning and implementing effective family and parent involvement activities to improve student and school academic performance. An outreach to the parents of English learners is required, along with regular meetings with them. Section 1116(a)(2) &(b)(1), **Policy #6172.4**.

    - Access: https://www2.ed.gov/about/inits/ed/earlylearning/files/policy-statement-on-family-engagement.

3. **Teacher and paraprofessional qualifications.** Inform parents/guardians of their right to request information at the beginning of the school year to request information about whether the student's teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher's certification. Parents/guardians are also to be notified of their right to know whether their children are receiving services from a paraprofessional and of that person's qualifications. Parents/guardians have the right to have the school paraprofessional assigned to their child, if any, be present at and to participate in all portions of the PPT meeting in which an educational program for their child is developed, reviewed, or revised. A request for a child's paraprofessional to attend the PPT must be made at least five (5) school days in advance of the PPT meeting. Also, parents/guardians must be provided "timely notice" that the student in a Title I school has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification requirements for the grade level or subject to which the teacher has been assigned. Section 1112(c)(1)(A)(1-11), **Policy #4222**

4. **English Learners (EL) students** (re: placement in program, selection process, etc.) Parents/guardians must be notified within the first 30 days of school if their child has been identified as an English learner, when the child was not identified prior to the beginning of the school year.) Section 1112 (c)(3)(A-B), **Policy #6141.311**.

5. **Individual achievement on state assessments** (as soon as practicably possible after tests taken & results received). Section 1112(e)(1)(B)(i), **Policy #6146.2**.

6. **Academic assessment and local education agency and school improvement** (annual report cards, progress reviews, School Accountability Index as soon as practicable after the assessment is given). Section 1111(h)(2)(A-B)(i-111), **Policy #5124 , 5124.1, 6146.2.**

7. **Participation in NAEP assessment** (re: required permission). **Policy #5124.1.**

8. **Military recruiters' access to directory information (names, addresses, & phone numbers, including opt-out procedure). This notice may be provided as part of the required FERPA notice**. Section 9528(a)(2), **Policy #5145.14**. (Also required by C.G.S. 10-221b)

9. **Surveys of student's/student privacy issues.** (See item "C") **Policy #6162.51**

10. **Schools identified under ESSA for "comprehensive support and improvement" or "targeted support and improvement"** if and when applicable, given in an understandable and uniform format and to the extent practicable in a language parents/guardians understand. (Provided to parents directly, by regular mail or e-mail, media, Internet, or public agencies serving the student population and their families). In addition to notifying the school that it has been identified, the notification also provides the reasons for the identification and how parents can become involved in the needs assessment and in developing a comprehensive support and improvement plan. **Policy #6172.4**

11. **ESSA requires the publishing of state and local report cards on their websites.** Such reports should be concise and in an accessible format. District and School Profile Reports.

B. Notification of student and parental/guardian rights required by the Federal Educational Rights and Privacy Act (FERPA) including the local definition of "directory information," district transfer of records, rights to inspect, review and amend education records, how to file a complaint with the U.S. Department of Education and the manner in which parents/guardians can challenge record content or how to opt-out of allowing the district to release directory data. The statement should define a school official and explain what constitutes a legitimate educational interest when accessing a student's educational records. The model "Notification of Rights under FERPA" reflects the federal regulations. Notice may be provided in any way that is reasonably likely to inform parents of their rights and must effectively notify parents who have a primary or home language other than English and parents or eligible students who are disabled. The U.S. Department of Education recommends that districts post their FERPA notices on their websites. FERPA regulations permit LEAs and schools to adopt limited directory information policies that allow the disclosure of directory information to specific parties, for specific purposes. 34 C.F.R. § 99.7 (a)(2), 34 C.F.R. § 99.37(d), **Policy #5125**; **Policy #5145.15**

- Access: https://studentprivacy.ed.gov/annual-notices (model FERPA notice)

- Access: https://studentprivacy.ed.gov/resources/model-notice-directory-information (model directory information notice)

C. The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt policies regarding student surveys, instructional materials, physical examinations that are not legally required and not necessary to protect the immediate health and safety of students or others, and personal information used for marketing. Parents must be offered an opportunity to opt their child out of these activities.

Parents must be notified of the student privacy policy at least annually, at the beginning of the school year, and within a reasonable time period after any substantial change to the policy. The U.S. Department of Education recommends that districts also post their PPRA notices on their websites. 20 U.S.C. § 1232h. (c)(2)(A), **Policy #5145.15, #6162.51**.

- Access: https://studentprivacy.ed.gov/annual-notices (model PPRA notification of rights notice) & (model PPRA model notice & consent/opt-out for specific activities)

D. Districts participating in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program must provide information at the beginning of the school year about free and reduced-price meals and/or free milk. Districts must also provide parents/guardians with an application form and information on completing it. The U.S. Department of Agriculture's Eligibility Manual for School Meals contains all the necessary information. The district's policy pertaining to lunch charging must also be disseminated. The manual contains relevant notices. 7 C.F.R. §245.5, **Policy#3542**.

- Access: http://www.fns.usda.gov/sites/default/files/english.pdf (application forms available in 34 translations)

- Access: the Eligibility Manual for School Meals, which contains relevant notice in the appendices at: https://www.fns.usda.gov/eligibility-manual-school-meals

- *Note: In schools where at least 80% of enrolled students have free or reduced-price meal eligibility, annual notification of program availability and certification only needs to occur once every two consecutive years.*

E. The Healthy, Hunger Free Kids Act of 2010, as amended, requires districts to inform and update parents/guardians, students, and the community annually about the content and implementation of the local wellness policy and discuss any updates. Districts must also periodically measure and report on the implementation of the local wellness policy, including the extent to which local schools are in compliance with the local school wellness policy, the extent to which the local wellness policy compares to model school wellness policies, and a description of the progress made in attaining the goals of the local school wellness policy. This requirement can be met by disseminating printed or electronic material at the beginning of the school year and posting the local wellness policy and an assessment of its implementation on district/school websites. **Policy #6142.101**.

With the help of school food services staff, districts must implement procedures to enable parents and guardians to request modifications to meal services for their children with disabilities. The district must notify parents/guardians of the process for requesting meal modifications that accommodate the child's needs and for resolving disputes. 42 U.S.C §1758b(b)(4), 42 U.S.C §1758b(b)(5)(A), 7 C.F.R. Parts 210 & 220, 7 C.F.R. §§15b.25, 15b.6(b).

- Access: Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs

F. The McKinney Vento Act, as reauthorized by ESSA, requires school districts through their homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act, including schools, family shelters, and soup kitchens.

The notice must be in a manner and form understandable to homeless students and their parents/guardians, and to the extent possible, in their native language. 42 U.S.C. §11432(e)(3)(C)(i), 42 U.S.C. §11432(e)(3)(C)(iii), **Policy #5118.1** (Also see item A.1)

- Access: https://www2.ed.gov/policy/elsec/guid/secletter/160726.html
- Access: https://www.gpo.gov/fdsys/pkg/FR-2016-03-17/pdf/2016-06073.pdf

G. The Asbestos Hazard Emergency Response Act (AHERA) requires districts to inspect their buildings for asbestos–containing building materials and develop, maintain, and update an asbestos management plan. Parents, teachers, and employee organizations must be notified annually, in writing, of the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post–response actions, including periodic re-inspections and surveillance activities. 40 C.F.R. §§763.84(c),(f,) 763.93 (g)(2), **Policy #3516.12.**

- Access: https://www.epa.gov/asbestos/asbestos-and-school-buildings.

H. Notice of Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the ADA, and the Boy Scouts of America Equal Access Act prohibits discrimination in programs or activities receiving federal and/or state financial assistance. The regulations implementing these statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability, or age. Equal access to the Boy Scouts and other designated youth groups is also required.

Title IX regulations require districts to have a Title IX coordinator, to notify all students, parents/guardians, employees, applicants for admission and employment, and all union/bargaining units of the name or title, office address, email address and telephone number of the designated Title IX coordinator(s) and to adopt and publish a grievance procedure to resolve student and employee complaints under Title IX. The required contact information must also be prominently displayed on the district website. A notice must also be published that the district does not discriminate on the basis of sex in admissions or employment. The nondiscrimination notice must be prominently displayed in each announcement, bulletin, catalog, or application used to recruit students or employees, and on the district's website. 34 C.F.R. §106.8 (b), **Policy #5145.4, 5145.44, 4000.1**.

Access: http://www2.ed.gov/print/about/offices/list/ocr/docs/nondisc.html (sample notice that meets the requirements of these statutes) The notice must include the identity and contact information of the coordinators designated to handle complaints under Title IX, Section 504, the ADA, and the Age Discrimination Act.

A. **I. The Individuals with Disabilities Act (IDEA)** requires that parents of a child with disabilities be given a copy of procedural safeguards one time a year and also upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, or upon request of a parent. The procedural safeguards may be posted on the district's website.

The notice must fully explain IDEA's procedural safeguards in an easily understandable manner and in the parent's native language unless it's clearly not feasible to do so. Parents may choose to receive the safeguard notice and other IDEA notices by e-mail if the district offers this option. 20 U.S.C. §1415(d)(1)(a), 34 C.F.R. §300.504(a), **Policy** #'s **6171, 5144.3, 6159**.

Under the IDEA, parents must also be informed when the personally identifiable information contained in a student's records is no longer needed to provide services.

- Access: https://portal.ct.gov/SDE/Special-Education/Bureau-of-Special-Education
- Access: https://sites.ed.gov/idea/files/idea/policy/speced/guid/idea/memosdcltrs/osep-letter-to-zacchini-2-27-17.pdf

PPTs are also required to notify parents at each PPT meeting of "any relevant information and resources relating to IEPs created by the CT SDE, including, but not limited to, information relating to secondary transition resources, including for autistic students, and services for high school students.

- Access: http://www2.ed.gov/policy/speced/guid/idea/modelform-safeguards.pdf (model Safeguards Notice)

The procedural safeguards notice requirements in the IDEA also apply to parents of homeless children with disabilities. Parents/guardians must be informed when the district intends to destroy a student's records containing personally identifiable information, provided such information is no longer needed to provide services.

Notification Regarding Use of Public Benefits or Insurance: Districts, after determining, as required, a child's Medicaid enrollment status, must provide a written notification to a child's parent/guardian before accessing a child's or parent's public benefits or insurance (Medicaid) for the first time and annually thereafter. This notification must be written in a language understandable to the general public and in the parent's native language or other mode of communication used by the parent, unless clearly not feasible to do so. **Policy #3231**.

J. The Health Insurance Portability and Accountability Act (HIPAA) requires notice of privacy practices, which describes how the district may use and disclose protected health information, duties to protect privacy, information about privacy practices, and a complaint procedure. 42 U.S.C. §§1320d-1, 1320d-2(d), **Policy #4112.61**.

- Access: https://www.cdc.gov/phlp/publications/topic/hipaa.html

K. The Children's Internet Protection Act (CIPA) requires the adoption and dissemination of a policy (Acceptable/Responsible Use Policy) pertaining to the safe use of the Internet. ESSA maintains the internet safety policy requirement, which mirrors CIPA requirements. 47 U.S.C. §254(h)(5)(B)-(c), 254(1), **Policy #5131.81, 6141.321**.

L. The Pro Children's Act of 2001 requires notification that smoking is prohibited in all district facilities. **Policy #1331, #6164.11**. (CT's laws also ban e-cigarettes, nicotine delivery systems, and vapor products.)

M. The Family and Medical Leave Act of 1993 requires employers to post a general notice/poster from the U.S. Department of Labor, or in another format, so long as it includes all the information in Labor's FMLA Poster, explaining the FMLA's provisions and complaint procedures. This general notice must be posted even if no employees are eligible for FMLA leave. The notice must be posted prominently where it can be readily seen by employees and applicants.

The general notice, FMLA leave eligibility notice, rights and responsibilities notice, and the FMLA designation notice shall either be distributed to each new employee upon hiring or be included in employee handbooks or other written guidance concerning benefits or leave rights. Electronic posting is sufficient to meet these requirements. 29 U.S.C. §2619, **Policy #4152.6/4252.6**.

N. The Fair Labor Standards Act requires employers to post a minimum wage poster in a conspicuous place.

O. Mandatory Notice of Americans with Disabilities Act (ADA) Rights (NEW): All public school districts must provide explicit written notice to all new employees at the time of hire, and to existing employees, outlining their right to reasonable accommodations for disabilities under the ADA. Conspicuously displaying the state-designated Department of Labor poster in staff common areas, or publishing it on employee portals, satisfies this requirement for active staff. (Public Act 26-12). **Policy #4111/4211**

Notifications Required by State Legislation

1. **Statement of equal opportunity in employment and education** (Non-Discrimination/Affirmative Action-10-220). **Policy #0521, #6121**.
2. **Attendance policy/absence procedures/make-up procedures, mental health days**, and definitions of excused and unexcused absences, grounds for truancy, chronic absenteeism (10-221(b), 10-198a). **Policy #5113, 5113.2**.
3. **Conduct/discipline/suspension/expulsion** (Code of Conduct) (10-233e as amended). **Policy #5114**.
4. **Substance use and abuse policies and procedures** (Alcohol, Drugs, Tobacco- 10-221(d) as amended). **Policy #5131.6, #6164.11**.
5. **Post the objectives, scope, and sequence of the approved curriculum** on the district website. **Policy #6140**
6. **Grading system**, including class rank/weighted grades, graduation requirements, report cards and progress reports, promotion and retention (10-220g, 10-223a, as amended). **Policy #6146, 6146.1, 6146.11, 5121**.
7. **Means to achieve parental involvement,** including parent conferences (10-221(g)(1)-(3)). **Policy #1110.1**.
8. **Pesticide application plans/notification/prior year's use** (At beginning of each school year) of district's pest management policy, notification prior to every pesticide application to parents/guardians and staff with a registered request for notification; 10-231a et. seq.as amended. Districts without IPM plans are required to provide notice of pesticide applications to be sent electronically. Districts with IPM plans must send notices of pesticide applications by any practicable means. The district website must provide information on how parents/guardians may register for prior notice of pesticide applications. **Policy #3524.1**.

9. **Transportation safety complaints procedure** (10-221c). **Policy #3541.5**.
10. **Health services** including administration of medication, communicable/infectious diseases, immunizations, physical examinations (including information regarding asthmatic inhalers & Epinephrine auto-injectors at school. **Policy #5141, 5141.21, 5141.3**.
11. **Child abuse, neglect, and sexual assault reporting policy** (17a-101i(f)(1)). This policy must be distributed to all school employees electronically. **Policy #5141.4.**
12. **Youth suicide prevention policy and procedures** (10-221(e)). **Policy #5141.5**.
13. **Treatment of recruiters in the school setting** (10-221b, ESEA). **Policy #5145.14**.
14. **Inform parents, guardians at the middle and high school level of the availability of vocational, technical, and technological education** and training at technical high schools and agricultural sciences and technology education at regional agricultural science and technology education centers (10-220d). This information must also be posted on the district's website, and the district must require school counselors to provide it to middle and high school students and their parents. **Policy #5145.14**.
15. **Provide parents/guardians with State Department of Education information and resources relating to IEPs** as soon as a child is identified as requiring special education. (10-76b as amended).
16. **Homework policy** (10-221(b)). **Policy #6154.**
17. **Exemption from AIDS instruction** (10-19(b)). **Policy #6164.12**.
18. **School Climate policy** at the beginning of each school year, (including annual notice to students about how to make a bullying or teen dating violence report and the Safe School Climate Plan; 10-222d as amended). Notify parents/guardians of affected students electronically of the results of any investigation into such acts. **Policy #5131.911**.
19. **Promotion, placement, retention** (10-223a). **Policy #5123**.
20. **Pledge of Allegiance policy** (10-230(c)). **Policy #6115**.
21. **Psychotropic drug use policy** (10-212b). **Policy#4118.234/5141.23.**
22. **Green cleaning program policy** and statement of the names & types of environmentally preferable products use, where applied, schedule for application and contact person for more information; must notify staff and if requested, parents/guardians of enrolled students. (10-220, 10-231a-231d). **Policy #3524.2.**
23. **Plan for managing students with life-threatening food allergies.** This must also be posted on district/school websites. Include language regarding the use of EpiPens by trained school bus drivers (10-212c). **Policy #5141.25**.
24. **Notification to parents/guardians of preschool special education students** who reach age 5 or 6 of their legal right to hold their child back from entering kindergarten for a year. **Policy #5112.**
25. **Coaches and other "qualified school employees" are to notify a student athlete's parent/guardian when he/she is removed from play due to a concussion or suspected concussion, within 24 hours of removal,** but to make a reasonable effort to provide such notice immediately after the student's removal. **Policy #5141.7**.
26. **Information posted on the district's website pertaining to interdistrict magnet schools.** (10-220d). **Policy #5117.2**.

27. **Information posted on the district's website pertaining to the Board of Education aggregate spending** on salaries, benefits, supplies, equipment, tuition, services, and other items for each district school. **Policy #3432/3433**.

28. **Information posted on the district website on a quarterly basis** of the Board's current and projected expenditures.

29. **Information to be provided concerning the district's sudden cardiac prevention program. Policy #5141.28.**

30. **Information pertaining to the sexual abuse and assault awareness and prevention program** and notification to be provided regarding the ability to opt out of the program in total or in portions. **Policy #5145.511**.

31. **District plans and procedures that establish monitoring and reporting of the use of physical restraint and seclusion. Policy #5144.1**

32. **Include information pertaining to the use of exclusionary time-out. Policy #5144.1and Policy #5144.2.**

33. **Required posting on the district website of information about the district's alternative education programs.** Such notification is to include the program's purpose, location, contact information, staff directory, and enrollment criteria. **Policy #6172**.

34. **Parents' ability to opt their children out of emergency epinephrine administration. Policy #5141.21**.

35. **Information that the Board of Education is required within five business days of executing a contract with a software contractor** or information storage contractor that involves student personally identifiable information to post notice of such contract on the Board's website. The notice, which must include a copy of the contract, must state the date of contract execution, its start date, a brief description of the contract and its purpose, state what student generated content, student information or student records may be collected under the contract and indicate that the parent/guardian of a student affected by the contract may choose to opt their student out of participation in the contract's execution. On or before September 1 each year, the Board of Education must electronically notify students and their parents/guardians of the website address where contract information is posted. **Policy #3520.13**.

36. **Information that the Board of Education, upon notice of a breach of security by a contractor, is required, within two business days, to notify students and their parents/guardians whose student information, student records, or student-generated** content was involved in such breach. The notice of the breach must also be posted on the district's website. The Board is required to maintain and update, as necessary, a website containing information on all contracts entered into pursuant to this policy. **Policy #3520.13**.

37. **Signs to be posted on school premises indicating that smoking, including the use of electronic cigarettes,** is prohibited by state law. **Policy #1331**

38. **Information pertaining to the posting of the telephone number of DCF's child abuse hotline, "Careline,"** and the Internet address that provides information about the Careline in each district school in a conspicuous location frequented by students and in various languages most appropriate to students at each school. **Policy #5141.4.**

39. **Distribute to parents of children receiving special education services in grades 6 through 12**, inclusive, once per year at a PPT meeting, the "Transition Bill of Rights"

notifying parents/guardians of their rights regarding the transition planning process. The "Transition Bill of Rights" is available on the SDE Bureau of Special Education/Secondary Transition web page.

40. **Inform parents/guardians of their right to exempt their child from the district's firearm safety program**, if the district offers such a program. Policy **#5142**.
41. **Notify the parent/guardian of a child identified as gifted/talented** regarding the manner of identification, the staff member in charge regarding such program(s), the person at SDE that can be contacted regarding gifted/talented programs, and the names of associations/groups providing support to such identified children. **Policy #6172.1**.
42. **Post in each school in a prominent and accessible location information (poster) concerning the illegality of sexual harassment** and remedies available to victims of sexual harassment. In addition, provide, not later than three months after an employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar. Also, post the information on the district's website. There is also a two-hour training requirement for all employees. **Policy #4000.1**.
43. **Notify parents of the availability of remote parent-teacher conferences. Policy 1110.1**
44. **Notify students/parents/guardians of district policy regarding the charging of meals. Policy #3542.43**.
45. **Provide information regarding any availability of a remote learning option. Policy #6112**.
46. **Inform parents/guardians of any planned administration of a social-emotional learning assessment to students. Policy #6142.102**.
47. **Distribute electronically the guidelines developed pursuant to the Governor's task force on justice for abused children** to all school employees, board members, and the parents and guardians of students enrolled in the district.
48. **Distribute electronically information on DCF's sexual abuse and assault awareness and prevention program** to all school employees, board members, and the parents and guardians of students enrolled in the district. **Policy #5145.511**
49. **Prior to a PPT meeting, if the parent, guardian, pupil, or surrogate parent requests the student's school paraprofessional attend the meeting**, adequate notice must be provided to the paraprofessional so that he or she may prepare for the meeting. Training regarding the role of the paraprofessional at such a meeting must be provided to the paraprofessional if he or she requests it. **Policy #4222**.
50. **Post on the district's or each individual school's website, and make available for public inspection at a regularly scheduled board meeting**, the results of the inspection and evaluation created pursuant to the uniform program of inspection and evaluation of indoor air quality of certain school buildings under C.G.S. 10-220(d)(2). **Policy #7230.2**
51. **Post on the district's website, and on the website of each individual school (if available), and make available for public inspection at a regularly scheduled board meeting**, the results of any inspection or evaluation created pursuant to the uniform inspection and evaluation of each school building's HVAC system under C.G.S. 10-220(d)(3). **Policy #7230.2**.

52. **Advance Notice of Emergency Crisis Drills (NEW):** School districts must now provide age-appropriate crisis drill preparation for students. Boards are strictly mandated to notify parents, students, and staff at least one week in advance of conducting any crisis or security drill. Furthermore, immediately at the start of the exercise, an explicit public announcement must be broadcast stating that it is a drill to mitigate panic. (Public Act 26-1). **Policy #6114.1**
53. **Public Access to School Security and Safety Plans (NEW):** Districts must make all portions of their school security and safety plans that are not explicitly exempt from disclosure under the Freedom of Information Act (FOIA) accessible to members of the school community **upon request**. (Public Act 26-1). **Policy #5142**
54. **Expanded Pay Transparency and Benefits Disclosure in Job Postings (NEW):** All internal and external district job postings (including transfers and promotions) must explicitly list the good-faith salary or wage range and a general description of the position's benefits (including health insurance, retirement options, fringe benefits, and paid leave provisions). (Public Act 26-12). **Policy #4111/4211**
55. **Mandatory Paycode Transparency Guide (NEW):** Districts employing 100 or more individuals must compile and publish a plain-language guide on the district website explaining all standard pay codes used for overtime, shift differentials, on-call adjustments, and holiday pay. The guide must be available in English, Spanish, and any common language spoken by the local workforce, and a digital link to it must accompany hours-worked records. (Public Act 26-12). **Policy #4111/4211**
56. **Location-Specific Electronic Monitoring Notices (NEW):** The mandatory district notification to employees regarding the use of electronic monitoring must be revised to identify the precise workplace **locations** where monitoring occurs. This notice must be physically posted directly within those designated areas. **Policy #4118.4/4218.4**
57. **Automated Employment Decision Technology Advance Notice (NEW):** Districts utilizing automated or AI-driven systems to screen job applicants or evaluate active employee performance must issue advance written notice to applicants or staff detailing the technology's operational purpose and the precise nature of the evaluations being processed. **Policy #4111/4211**

Recommended Notifications

In addition to the above required due-process notifications, the CABE Policy Service also recommends that students, parents/guardians be notified of the following: (via student/parent handbooks, district and school websites, and notifications at various opportune times during the school year)

1. Mission statement, statement of educational goals, educational philosophy, and vision statement of the school and/or district. **Policy #0000**.
2. Admission/placement of students (including placement of former home-schooled students). **Policy #5112, 5122.3**.
3. Student dismissal precautions/leaving school grounds. **Policy #5142.2**.
4. Dress code. **Policy #5132.**
5. Distribution of materials by/to students. **Policy #1140**.
6. Extracurricular activities, including eligibility requirements, compliance with CIAC regulations. **Policy #6145.2**.

7. Student publications, productions (regulation of, censorship). **Policy #6145.3**.
8. Student fees such as club dues, security deposits, student accident insurance, parking fees, damaged books and equipment, etc. **Policy #6161.21**.
9. Field trip requirements and procedures. **Policy #6161.21.** Property, lockers, and equipment, including responsibility for loss or damage; care of property by student. **Policy #6161.2.**
10. Search and seizure issues, including lockers, desks, strip searches, and cars in parking lots, canine sniffer use, video surveillance, metal detectors, and breathalyzer use. **Policy #5145.12, 5145.124, 5145.122, 5145.123, 5131.111**.
11. Harassment policies, including sexual and peer harassment, and the name(s) of the person designated to receive complaints concerning discrimination or harassment. **Policy #5145.51, 5145.44, 4000.1**.
12. Visitors to schools. **Policy #1250**.
13. Classroom observations. **Policy #1250.1**.
14. Student automobile/motorized vehicle use on school grounds. **Policy #5131.3**.
15. Opt-out provision and procedures for controversial curriculum/procedures, including animal dissections. **Policy #6144.1**.
16. Student organizations and equal access (use of school facilities by students-limited, open, or closed forum). **Policy #6145**.
17. Regulations, discipline concerning the use of district/school computer networks, websites. **Policy #6141.321, 6141.322**.
18. Emergency school closing procedures, including safety and accident prevention. **Policy 6114.6, 6114.7**.
19. Fundraising procedures/restrictions. **Policy 1324**.
20. Transportation rules, etc. **Policy #3541 et seq**.
21. Technology-related issues: acceptable computer use policy and agreement, electronic devices, including but not limited to cellular device use, laser pointers, cyberbullying, sexting, social networking sites, BYOD program, etc. **Policy #6141.323, 6141.325, 6141.326, 6141.327, 6141.328**.
22. Child nutrition, including special dietary needs and the district's food allergy plan. **Policy #5141.25.**
23. Assignment to teachers &/or classes. **Policy #5122.**
24. Emergency action response plan for appropriate use of school personnel to respond to incidents involving sudden cardiac arrest or life-threatening emergencies on school grounds and at athletic events (Use and location of AEDs). **Policy #5141.27, 5141.28**.
25. Student concussions, Concussion Education Plan requirement for students and parents. **Policy #5141.7.**
26. Weapons and dangerous instruments policy and consequences. **Policy #5131.7**.
27. School Governance Councils – overview, implementation, election process, etc. **Policy #1110.3**.

28. Non-traditional means to earn academic credits for graduation, including online coursework- permitted for graduation credits, credit recovery, mastery-based performance. **Policy #6172.6**.
29. Advanced placement course program. **Policy #6141.5.**
30. Educational opportunities for children of parents in the military as a result of Connecticut's involvement with the Interstate Compact on Educational Opportunity for Military Children. **Policy #5118.2**.
31. Information about biennial security and vulnerability assessment of schools. **Policy #5142, 3516, 3517**.
32. The role and responsibilities of school security and safety committees. **Policy #5142, 4148.2**.
33. Information about pool safety for aquatic activities and Pool Safety Plans. **Policy #6142.63**.
34. Information pertaining to required physical activity/play in elementary schools and such activity not to be deprived as a punishment or used as a form of punishment. **Policy #6142.61, 6142.10, 5144.4**.
35. Information about alternatives to participation in or observing animal dissection. **Policy #6163.31**.
36. Notification about the availability of the board of education's policy manual on the district website.
37. Information pertaining to the policy and procedures allowing emergency administration during regular school hours of epinephrine for students who do not have a prior written parental authorization or prior written order of a qualified medical professional. **Policy #5141.21**.
38. Information that a child diagnosed with asthma or an allergic condition may possess, self-administer, or possess and self-administer medicine administered through the use of an asthmatic inhaler, an EpiPen, or a similar device in the school at any time and on school transportation vehicles. **Policy #5141.21**.
39. Information pertaining to the administration of antiepileptic medications to students. **Policy #5141.21**.
40. Notice about the requirement that a parent/guardian of a student who will enroll in a magnet school in the following school year, or who has been placed on a waiting list for the magnet school, give written notice of the enrollment to the "home" district. **Policy #5117.11**.
41. Information regarding how to access the board of education's electronic meetings, with the agenda of such meetings and how to provide public comment, should be posted on the district's website as well as other conventional means. **Bylaw #9321.2**
42. **School Resource Officer (SRO) Memorandums of Understanding (MOU) (NEW RECOMMENDATION / DEADLINE):** While posting SRO MOUs on district and school websites is required, districts should be reminded that all active MOUs must be updated by **January 1, 2027**, to reflect specific progressive discipline structures, and must continue to be reviewed and refreshed at least once every three years. **Policy #5145.11**