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## MODEL POLICY INDEX

### 1000 Series - COMMUNITY/BOARD OPERATIONS

Automatic External Defibrillators
Deadly Weapons or Firearms
Green Cleaning Programs
Non-Discrimination (Community)
Pesticide Application on School Property
Pool Safety Plan
Security and Safety Plan
Sexual Offenders on School Property
Smoking
Use of School Facilities
Visitors
Volunteers

### 2000 Series - ADMINISTRATION

Hold on Destruction of Records (Litigation)
Retention of Electronic Records and Information
Uniform Treatment of Recruiters

### 3000 Series - BUSINESS

Budget Procedures and Line Item Transfers
Code of Conduct for Federal Procurements
Disposal of Obsolete or Surplus Equipment/Material
Gifts, Grants and Bequests To The District
IDEA Fiscal Compliance
Purchasing
School Activity Funds

### **4000 Series - PERSONNEL**

Abuse or Neglect of Disabled Adults
Alcohol, Tobacco and Drug-Free Workplace
Athletic Coaches (Evaluation and Termination)
Bloodborne Pathogens
Child Abuse, Neglect, and Sexual Assault Reporting
Code of Ethics
Concussion Training for Athletic Coaches
Emergency Action Plan for Athletic Events
Employee Use of District Computer Systems
Employment and Student Teacher Checks
Exertional Heat Illness Awareness for Athletics
FMLA
Hiring of Certified Staff
Hiring of Non-certified Staff
Nepotism
Non-discrimination (Personnel)
Plan for Minority Staff Recruitment
Psychotropic Drugs
Section 504/ADA (Personnel)
Sex Discrimination and Harassment in the Workplace
Social Media
Sudden Cardiac Arrest Awareness

### **5000 Series - STUDENTS**

Administration of Medications
Attendance, Truancy and Chronic Absenteeism
Bullying and Safe School Climate Plan
Chemical Health for Student Athletes
Child Sex Abuse and Assault Response and Reporting
Completion Rates of the FAFSA
Drug and Alcohol Use by Students
Education Stability Procedures
Field Trips
Food Allergies, Glycogen Storage Disease and/or Diabetes
Fundraising Activities
Graduation Requirements

Health Assessments/Screenings
Homeless Students
Immunizations
Meal Charging
Non-discrimination (Students)
Physical Activity, Undirected Play and Student Discipline
Pledge of Allegiance
Restraint and Seclusion
Search and Seizure
Section 504/ADA (Students)
Student Discipline
Student Dress
Student Privacy (PPRA)
Student Records (FERPA)
Student Use of the District Computer Systems
Suicide Prevention and Intervention
Sunscreen Application in School
Title IX Sex Discrimination and Sexual Harassment
Transportation
Use of Private Technology Devices by Students
Wellness

**6000 Series - INSTRUCTION**

Advanced Course or Program/Challenging Curriculum
Credit for Online Courses [Optional: and Remote Learning]
Curricular Exemptions
Equitable Identification of Gifted and Talented Students
Homework
IDEA - Alternative Assessments
Parent and Family Engagement Policy (Title I)
Parental Access to Instructional Materials
Parent-Teacher Communication
Promotion and Retention
Weighted Grading for Honors Classes

**7000 Series (Reserved)**

**8000 Series (Reserved)**

**9000 Series - BYLAWS**

Board Bylaws (Adoption and/or Revision)
Board Policies (Adoption and/or Revision)
Board Regulations (Adoption and/or Revision)
Code of Conduct for Board Members
Committees
Conflict of Interest
Construction and Posting of Agenda
Filling Vacancies
Meeting Conduct
Minutes
Oath of Office
Officers
Official Duties – Chairperson
Official Duties – Secretary
Official Duties – Treasurer
Official Duties - Vice Chairperson
Public Meetings and Executive Session
Quorum and Voting Procedures
Reimbursement of Board Member Expenses
Removal of Board Officers
Role of Board and Members
Suspension of Policies, Bylaws or Regulations
Time, Place and Notice of Meetings
Transaction of Business

**C-19 Series – COVID-19 Policies**

Model Toolkit for Compliance with Executive Order 13G (subfolder with 4 forms)
Memorandum and Summary of Changes (July 2020)
Board Bylaws/Meeting Conduct
Community/Green Cleaning
Community/Use of School Facilities
Community/Visitors and Observers
Community/Volunteers
FFRCA
Limited Exemptions to In-Person Attendance
Model Required Annual Notices

Personnel/Employment and Student Teacher Checks
Personnel/Use of District Computer Systems
Students/Attendance, Truancy, Chronic Absenteeism
Students/Health Assessments
Students/Student Discipline
Students/Transportation
Students/Use of District Computer Systems
Students/Use of Private Technology Devices
Temporary Policies and Regulations
Use of Face Coverings in School

**Notifications/Forms - Federal**

Asbestos Notification
ESSA Non- or Provisionally Certified Teacher
ESSA Parent/Family Engagement
ESSA Right to Teacher/Para Qualifications
FERPA Rights
Guidelines for IEEs
IDEA/Accessing Public Benefits/Insurance
IDEA/Consent to Access Public Benefits/Insurance
IDEA/Low-Cost Legal Services
Section 504/ADA Rights
Sex Discrimination/Harassment in the Workplace
Student Privacy (PPRA) Rights

**Notifications/Forms - State**

Bullying Notice/Sample Forms
Early Childhood Licensure/Child Care
Electronic Monitoring Notice
EpiPen Refusal Form
Extraordinary Educational Experiences
Homebound Instruction
Individualized Learning Plan
Kindergarten Opt Out Form
Meeting Regarding PPT Process/Evaluations
Notification Regarding Attendance/Truancy
Opioid Antagonist Refusal Form
Oral Health Assessment Notice
Parent Rights/Info Related to Special Education
Student Data Privacy Notice

Student Expulsion Hearing Notice

**Required Annual Notices for Handbooks**

Required Annual Notices for Handbooks
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5/12/23





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August 25, 2023

*Sent via Email @ [rioux@putnam.k12.ct.us](mailto:rioux@putnam.k12.ct.us)*

Steven Rioux, Superintendent  
Putnam Public Schools  
152 Woodstock Avenue  
Putnam, CT 06260

**Re: Model Board of Education Policies**

Dear Steve:

As you requested, I am writing to provide you with information regarding Shipman & Goodwin LLP's model policy service. We have drafted our model policies in recognition of the importance of having policies that are: 1) in compliance with state and federal law and 2) clearly written and understandable for all concerned parties. Consistent with these objectives, our model policies address numerous "core" subjects. The core subjects include policies that are legally required for public school districts in Connecticut, as well as those policies that promote the proper and effective operation of a school district. We do not draft a policy for every legal requirement applicable to a school district, however, out of recognition that there may not be a need or a desire for a policy if the legal requirements in question do not allow for discretion on the part of school district personnel. We consider the model policy recommendations to be confidential and privileged as legal advice pertaining to the proper and efficient operation of a school district. By subscribing to the model policy service, we understand that you are seeking our legal advice as to policy issues.

Subscribers to the model policy service receive complete access to the firm's most current model policies, along with administrative regulations, model forms and sample notices, where applicable. These policies are provided through our client extranet, which provides access to all of our model policies and related documents. Our extranet is a secure portal where you may log on at any time and download the complete set of the latest policies, regulations and related forms/notices. The portal also provides access to redlined comparison documents which highlight the changes made to any of these model

documents for easier review and revision. Access to the portal is ongoing as long as the district maintains its subscription to our service.

The initial subscription fee for our model policy services is \$4,000. In the event the Putnam Board of Education (“the Board”) subscribes, an invoice for this one-time fee will be sent to you. Subscriptions are automatically renewed on an annual basis for a flat fee of \$1,500, which would be invoiced at the end of each calendar year. The subscription renewal fee may be increased from time to time, typically in January. A district’s ability to have ongoing access to policy revisions as they may occur during the school year allows our school district clients to keep current their policies on the “core” subjects addressed in our model policies at a relatively low cost.

As you know, the need frequently arises to revise Board policies in order to bring policies into compliance with changes in the law. As it is critical that Board policies keep pace with these changes in the law, we are continuously reviewing our model policies in order to keep them up to date. We push out new policies throughout the year, based on new legislation, recent court cases, and/or new state or federal regulations. Given the frequency with which school district legal requirements change, there may be a delay in revisions to policies as new requirements come into effect. In addition, each policy revision reflects our professional judgment about the applicability of any particular requirement to the efficient and proper operation of a public school district. We recognize that you may have questions about these professional judgments, and encourage you to ask questions about our recommendations, as each district will want to ensure that all of its policies are both legally appropriate but also reflect the values of the community.

We also recognize that the Board most likely maintains policies on subjects other than those addressed in our model policies based on the Board’s own bylaws, municipal charters or ordinance requirements, grant requirements or other legal requirements specifically applicable to the Board. If the Board would like us to review and suggest revisions for the Board’s current policies on any of these additional subjects or other legal requirements, we would be happy to do so. The charges for such review are our then-current discounted public sector hourly rates. Similarly, the charges for attorney attendance at board meetings, and/or further explanation of our model policies or customization thereof, would be at our discounted public sector rates.

Upon enrollment, the model policy portal is accessible to individuals designated by the district. The Board is responsible for ensuring that it reviews Shipman’s subscriber emails and updated policies, and that it follows its Board bylaws for adopting and revising its policies and administrative regulations. While we provide comparison documents in the portal explaining the most recent changes to individual policies, the Board is responsible for ensuring that its own policies are up-to-date with any prior revisions that may have been made to the policies. We recognize that you will publish the model policy

Steven Rioux  
August 25, 2023  
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language as part of the district's policies that are made available to the public, parents, students, members of the community and others as you may deem appropriate to the operation of the Board. We ask that you refrain from sharing the policies as "samples" to other individuals or entities on a fee basis or otherwise. Your use of the portal is also subject to additional Terms of Use that are available on the portal and may be modified from time to time.

I am enclosing an index of our model policies for your review. I hope this information is helpful to you. If you have any questions, please feel free contact me.

Very truly yours,

*/s/ Rebecca R. Santiago*

Rebecca R. Santiago