

**BRIDGEPORT BOARD OF EDUCATION  
AGENDA OF MEETING OF THE POLICY COMMITTEE**

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**WEDNESDAY, MAY 13, 2026 - 6:30 PM  
CITY HALL ROOM 305  
45 LYON TERRACE  
BRIDGEPORT, CT 06604**

- 1. Approval of the Minutes Dated April 29, 2026**
- 2. Referral to the Full Board to Amend By-Law 9130, 9132/9133 Committees to Allow Board Members to Speak at Committees**
- 3. Referral to the Full Board for Approval of the Business & Non-Instructional Operations 3000 Series Policy**
- 4. Adjourn**

Wednesday, April 29, 2026

MINUTES OF THE POLICY COMMITTEE OF THE BRIDGEPORT BOARD OF EDUCATION, held April 29, 2026, at Bridgeport City Hall, 45 Lyon Terrace, Bridgeport, Connecticut.

The meeting was called to order at 6:30 p.m. Present were Chair Andre Woodson and members Joseph Sokolovic and Lamond Daniels\*. Board members Albert Benejan Grajales\*, Maritza Estremera Jimenez\*, and Jowanne Burks-Jennings\* were present. Board members Jennifer Perez and Robert Traber\* joined the meeting subsequently as noted.

(\*remote participation)

Mr. Sokolovic moved approval of the minutes of March 11, 2026. The motion was seconded by Mr. Daniels and unanimously approved.

Nick Caruso and Jody Goeler of CABE were present.

The next agenda item was on the 2000 series policy.

Mr. Goeler said he would provide the board with an update tomorrow of the EEO policy and the administrators' report policy.

There was a discussion of the school governance position statement, R2000.1A to H.

Mr. Goeler said CAGE and CAPSS are meeting to update this policy.

Mr. Sokolovic suggested on bullet 2 of 2000.1(e) to add “and state statutes.”

Mr. Sokolovic suggested in 2000.1(f) to remove a reference to CAGE and NSSBA. He suggested 2111 remove holdover language from the 1950s. Mr. Goeler said CAGE has an updated policy on that. Christopher Siano, assistant superintendent for human capital, said he had the updated policy that removes archaic, offensive language.

In 2140(b). Mr. Sokolovic suggested language to say the board will negotiate the contract with the superintendent finalist as a committee of the whole.

Ms. Perez joined the meeting.

Mr. Goeler said typically the board would authorize the board chair to negotiate. Mr. Sokolovic said the standard board practice in Bridgeport was to have the attorney negotiate with the prospective superintendent and then have the contract to the board for approval.

Mr. Daniels left the meeting. Mr. Traber\* joined the meeting.

Mr. Sokolovic suggested Policy 2151 include “in accordance with the certified staff hiring policy.” Mr. Goeler suggested language for 2151(a).

Mr. Sokolovic suggested language for 2210 on emergencies. Mr. Goeler said he would research the issue and get back to the board.

In response to a question, Dr. Siano said he would make sure the language was gender neutral.

Mr. Sokolovic moved “*to refer to the full board, waiving the first and second read for immediate implementation, Policy series 2000 as revised at the committee level.*” The motion was seconded by Mr. Woodson and unanimously approved.

The next agenda item was on the CABE-recommended bylaws 9000 series as amended.

Mr. Sokolovic suggested changes in 9020.1 to “may.”

Mr. Sokolovic said there was an issue raised by the attorney with board members participating in committees that they were not members of. He suggested language for committees.

Ms. Perez said this issue could always be addressed later because there is a deadline for updating the policies.

There was discussion of 9160 on student representatives, their conduct, and the potential removal of a student representative.

There was a discussion of 9221. Mr. Sokolovic suggested a change to 9332 concerning the right of a board member to have a matter publicly discussed.

Mr. Sokolovic said 9270 was overly restrictive. Dr. Siano pointed out 4112.8 on nepotism and hiring of relatives. There was a discussion on a revised policy.

There was a discussion of 9300 and 9360. There was a discussion around putting approved policies on the consent agenda.

Mr. Sokolovic moved *“to send to the full board, as revised, Series 9000, waiving the first and second read for immediate implementation.”* The motion was seconded by Mr. Woodson and unanimously approved.

Mr. Sokolovic moved to adjourn the meeting. The motion was seconded by Mr. Woodson and unanimously approved.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

John McLeod

Draft

BRIDGEPORT BOARD OF EDUCATION BY-LAWS

SERIES 9000

**BRIDGEPORT BOARD OF EDUCATION BY-  
LAWS  
ADOPTED MARCH 23, 2026**

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# **BRIDGEPORT BOARD OF EDUCATION BY-LAWS**

## **OATH OF OFFICE - 9000**

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference: Connecticut General

Statutes

10-218a Oath of Office

ADOPTED: 02/13/2019

## ROLE OF BOARD AND MEMBERS -9010

### 1. General Duties

- A. The Board of Education represents the residents of the City of Bridgeport in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
  - (1) hear and consider facts and recommendations,
  - (2) adopt a plan, policy or course of action, and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

### 2. Specific Powers and Duties

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and City Charter including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of staffing requirements.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the City.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that

## ROLE OF BOARD AND MEMBERS -9010 (cont.)

- (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
- (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
- (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
- (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

M. Triennially adopt a Strategic Plan and review such Plan annually.

N. In furtherance of the Strategic Plan, establish annual goals for the District, as well as for the Board.

### 3. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. (cf. 4118.111/4218.111-Grievances)

### 4. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (ct. 9020- Public Statements)

Any Board member may communicate with staff to obtain pertinent information to assist them in their decision making with due notice to the Superintendent stating the purpose of the contact. Notwithstanding, such staff may require that such communication be confined to transpiring in writing or that, if such communication takes place in the form of a face- to-face meeting or telephone conversation, that it take place in the presence of the staff member's supervisor and/or union representative.

### 5. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements to do so through the Superintendent. The Superintendent shall coordinate such visitation with the relevant building administrator prior to the visit by the Board Member.

(cf. 2220- Representative and Deliberative Groups) (cf. 9133-Special/Advisory Committee)

Legal References: Connecticut General

Statutes

**ROLE OF BOARD AND MEMBERS -9010 (cont.)**

1-200	Definitions (public agency)
10-4a	Educational interest of the State identified Failure of local
10-4b	or regional board to implement educational interests
	Duties of Boards of Education
10-220	Board of education to prescribe rules Powers of
10-221	school district
10-241	

ADOPTED: 02/13/2023

## **TRANSACTION OF BUSINESS - 9100**

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board or as needed under the authority an office held, nor shall any individual member issue directives to district staff.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

ADOPTED: 02/13/2019

## CODE OF CONDUCT FOR BOARD MEMBERS-9110

It is the policy of the Bridgeport Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

### **Procedures for Censure or Other Disciplinary Action:**

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) **If** the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
  - a) reasonable written notice of the Board's intent to consider possible censure or other disciplinary action (such notice to be provided after being authorized by majority vote of those Board members present and voting);
  - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes  
10-220 Duties of Boards of Education.

ADOPTED: 02/13/2019

### **Committees – 9130**

There are three (3) standing Committees of the Bridgeport Board of Education; Instruction & Support Services, Policy, and Operations. The membership of the committees shall be established by the Chairperson no later than the first regularly scheduled meeting in January.

Each committee may make a report through its chairperson at each regular meeting of the Board of Education. Each committee shall make its annual report at the meeting **prior to** the first regularly scheduled meeting in December.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

All committees of the Board of Education shall follow the provisions of the Freedom Of Information Act as required by statute.

(cf. 9132/9133 - Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes

1-7 through 1-18 and 1-200 through 1-241 of the Freedom of Information Act.

1-200 Definitions.

1-226 Meetings of government agencies to be public.

**Bylaw adopted by the Board:** March 9, 2026

**Committee of the Whole - 9131**

The Bridgeport Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference: Connecticut General Statutes  
    1-200 Definitions  
    1-225 Meetings of government agencies to be public

Bylaw adopted by the Board: March 9, 2026

## **Committees and Advisory Committees – 9132/9133**

### **Standing Committees**

As deemed necessary, the Bridgeport Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. be established through action of the Board of Education;
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. be dissolved at any time by a vote of the Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

### **Ad Hoc Committees**

Ad hoc committees may be created for special assignments. The same rules shall apply to ad hoc committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

### **Committees as Public Entities**

All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. 9130 - Committees)

(cf. 9131 - Committees of the Whole)

(cf. 9121 - Boards of Education Officers)

Legal Reference: Connecticut General Statutes  
1-200 through 1-241 Freedom of Information Act.

**Bylaw adopted by the Board:** March 9, 2026

## **PUBLIC HEARINGS -9190**

Public Hearings may be held before the Board at such times and places as the Board may determine. At least five days public notice shall be given as to the time, place and purpose of such hearings.

The Board will schedule a public hearing at least once a quarter for a two-hour period for the purpose of highlighting school, student and staff achievement.

The Chairperson and Superintendent, or their designee(s), will plan the agenda for, and preside over, all public hearings.

ADOPTED: 02/13/2019

## OFFICERS - 9200

1. The Board shall, at its organizational meeting at which the Mayor shall preside, but not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice Chairperson and a Secretary
2. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the City Council shall choose such officers from the membership of the Board.
3. Officers shall hold their respective offices for 1 year, and until their successors are duly elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

Legal Reference: Connecticut General

Statutes

10-218 Officers. Meetings.

ADOPTED: 02/13/2019

## OFFICIAL DUTIES: CHAIRPERSON - 9210

1. The Chairperson shall cause to be noticed or cancelled, all of the meetings of the Board.
2. The Chairperson shall preside at all of the meetings of the Board
3. The Chairperson shall serve as the Board's spokesperson.
4. The Chairperson shall appoint the chair and members of all regular, special and ad-hoc committees.
5. The Chairperson shall serve as ex officio member on all committees.
6. The Chairperson shall have authority to act as the Board's representative for the purposes of consultation with Board legal counsel, and may authorize other Board members to consult with Board counsel when the Chairperson deems it to be appropriate. The Chairperson will distribute to all Board of Education members the written legal opinion of Board Counsel.
7. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.
8. The Chairperson is responsible for the development of the Board agenda and has final authority as to as to its content.
9. The Chairperson shall Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
10. The Chairperson shall confer with the Superintendent and act as the Board level resource on crucial matters and decisions which may occur between board meetings.
11. The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.
12. The Chairperson, shall have the authority to invite legal counsel to address the Board at any Board meeting regarding process, procedures and/or substantive matters, with prior notice to the board when the Chairperson deems it would be in the best interest of the Board to do so. Notwithstanding that a majority of the board members present may solicit legal advice upon any process, procedure or substantive matter before them.
13. The Chairperson of the Board or the majority of the Board present and voting may authorize legal counsel to serve as Parliamentarian at any Board meeting(s).

ADOPTED: 04/24/2023

## **OFFICIAL DUTIES: VICE CHAIRPERSON 9220**

The Vice Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is absent. Notwithstanding, the Vice Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson act as a resource to the Superintendent on decisions which may require further input between Board meetings.

The Vice Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

ADOPTED: 03/27/2023

**OFFICIAL DUTIES: SECRETARY - 9230**

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the City at its annual meetings a report of the doings of the Board.
6. In the absence of the Chairperson and Vice Chairperson the Secretary shall assume and carry out the responsibilities of the Chairperson.

Legal Reference:

Connecticut General Statutes

- |        |   |
|--------|---|
| 1-225  | Meetings of government agencies to be public. Recording of votes.<br>Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 7-3    | Warning of Town and other meetings Record of  |
| 7-4    | warning   |
| 10-224 | Duties of the Secretary   |
| 10-225 | Salaries of Secretary and attendance officers   |

ADOPTED: 03/27/23

## **SUPPORT STAFF - 9240**

The Superintendent's office shall be responsible to the Board and will provide support to the Board for conducting necessary business.

The Superintendent's office shall be delegated to be responsible for keeping accurate records of the proceedings of the Board and for the preservation of reports of committees and communications addressed to the board, reports of the chairperson, and reports from the Superintendent.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers

ADOPTED: 02/13/2019

## LEGAL COUNSEL-9250

Unless otherwise determined by the Board, with the consent of the Bridgeport City Attorney, the Bridgeport City Attorney shall be the legal advisor of the Board of Education and its Officers in questions relating to their official duties. The primary function of the attorney assigned by the City Attorney is to provide professional legal counsel and representation for the Board and Superintendent.

The Bridgeport City Attorney shall, unless otherwise determined by the Board with the consent of the Bridgeport City Attorney:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Board of Education or the Superintendent.
3. Attend all Board of Education meetings, conference and other meetings as requested by the Board Chairman or the Superintendent.
4. Fulfill such other legal duties as the Board of Education may assign.

Notwithstanding, the Board may, with the prior written consent of the Bridgeport City Attorney, contract to retain outside Counsel at its own expense to supplement, and work in collaboration with, the City Attorney on legal matters related to the Board and the Bridgeport Public School System.

The Chairman shall have authority to act as the Board's representative for the purposes of consultation with the Board's legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when the Chairman deems appropriate. The Chairman shall have the authority to seek legal opinions on matters concerning actions of the Board and its members.

The Chairman shall have the authority to invite legal counsel to address the Board at any Board meeting regarding process, procedure and/or substantive matters, when the Chairman deems it would be in the best interest of the Board to do so.

The Chairman may authorize legal counsel to serve as Parliamentarian at any Board meeting(s).

Legal Reference: Bridgeport City Charter  
Chapter 7 Law Department  
Sec. 4 Duties of Law Department; Retention of Outside Counsel

ADOPTED: 02/13/2019

## REMOVAL OF BOARD OFFICERS - 9260

It is the policy of the Bridgeport Board of Education that an officer of the Board will:

1. Adhere to all Board policies, rules and regulations;
2. Conduct himself or herself in a fair and impartial manner; and
3. Carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a two-thirds (2/3) vote of the entire Board.. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. Specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. Negatively and directly affects the rights and interests of the public;
3. Conduct that interferes with the orderly and efficient operation of the Board.

### **Procedures for Removal:**

Prior to any vote to remove a Board officer for cause:

- 1.) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2.) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3.) Upon the written request of the Board officer within seven days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
- 4.) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

### **Standard for Removal:**

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a two-thirds (2/3) vote of the board membership as a whole be required for removal.

Legal References:

Connecticut General Statutes  
10-218 Officers. Meetings.  
10-220 Duties of boards of education.

Lapointe v. Winchester Board of Education, 274 Conn. 806 (Conn. 2005)

ADOPTED: 02/13/2019

## BOARD MEMBER RESIGNATION AND FILLING OF MEMBER VACANCIES – 9270

### Resignation

Any Board Member may resign his/her seat by filing a Notice of Resignation with the Town Clerk and providing a copy, certified by the Town Clerk, to the Board Chairman and Secretary. Such resignation shall be effective the date it is received/certified by the Town Clerk, unless some other effective date is specified in the resignation letter.

### Vacancies

Any vacancy occurring on the Board of Education, from whatever cause, shall be filled by a vote of the remaining members of the board. The person appointed shall be of the same political party as his/her predecessor. Vacancies occurring shall be filled according to the Charter of the City of Bridgeport and in compliance with State Statutes.

The vacancy will be filled by majority vote of all members of the board of education at a regularly scheduled meeting, within thirty (30) days from the creation of the vacancy and the action shall be recorded in the minutes of that meeting.

The person appointed by the Board shall serve until the next regular municipal election for such seat, at which time a successor shall be elected.

In the event a vacancy is not filled by action of the Board within thirty (30) days of its creation, the Mayor of the City of Bridgeport shall make an appointment to fill the vacancy. Such appointee shall be of the same political party as his/her predecessor. The person appointed by the Mayor shall serve until the next regular municipal election, at which time a successor shall be elected or appointed for the unexpired portion of the term.

### Legal Reference:

#### Connecticut General Statutes

7-107 Vacancy appointments by selectment

9-167a Minority representation on boards of education

10-219 Procedure for filling vacancy on board of education

10-156e Employees of boards of education permitted to serve as elected officials; exception

10-232 Restriction on employment of members of the board of education

10-223e Reconstitution of schools and boards of education Charter of the City of Bridgeport

ADOPTED: 02/13/2019

## Code of Ethics – 9271

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.


- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well-being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear** and **appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism**, honesty and **integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning** and appraisal while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility** and **regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

(cf. 2000.1 - Board-Superintendent Relationship)  
(cf. 2300 - Statement of Ethics for Administrators)

**Bylaw adopted by the Board: March 9, 2026**

## **Code of Conduct on Data Use – 9272**

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
  2. Request data for the purposes of Board business only. Any abuse of an information request will be brought to the Chair.
  3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
  4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
  5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
  6. Respect the confidentiality of privileged information.
  7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
- 

**Bylaw adopted by the Board: March 9, 2026**

## **Bylaws of the Board**

### **Civility Code – 9273**

As a member of the Bridgeport Board of Education, I will strive to improve student achievement in public education, and to that end I will:

- Attend all Board meetings insofar as possible, review relevant information and become informed concerning the issues to be considered at those meetings;
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State;
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, evaluation of the Superintendent, and approval of the budget;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Recognize that a board member has no authority as an individual, and that decisions can only be made by a majority vote at a board meeting;
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position;
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting;
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote;
- Listen respectfully to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community;
- Strive for a positive working relationship with the Superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district;
- Recognize the importance of an effective governance team;
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community- building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors;
- Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements;
- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session;

- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the board.
- Present personal criticism of district operations or of any employee directly to the Superintendent;
- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the board level;
- Take no private action that will compromise the Board and administration;
- Refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety;
- Be informed about the duties of school board members and current educational issues through professional development, such as programs sponsored by my state and national school boards associations;
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Bridgeport Public Schools.

### **Sources:**

CABE Model Policy

Virginia School Boards Association Code of Conduct for School Board Members

Texas Association of School Boards Ethics for Board Members

North Carolina School Boards Association Code of Ethics

Illinois Association of School Boards Code of Conduct

Hamden and Norwalk Board of Education Code of Ethics

### **Meeting Protocol**

To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:

- come to meetings adequately prepared;
- identify issues of concern before the meeting, whenever possible;
- circulate proposed motions and amendments, whenever possible, at least 48 hours before meeting;
- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;

- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak; and

**Bylaw adopted by the Board: March 9, 2026**

## **FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS - 9300**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

In addition, bylaws may be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

ADOPTED: 02/13/2019

## FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES - 9310

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
  - A. Board of Education Members
  - B. Superintendent
  - C. Statute
  - D. Matters of Law
  - E. Citizens
  - F. Students
3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED: 02/13/2019

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF  
ADMINISTRATIVE REGULATIONS - 9320**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board and/or as necessary to promote the orderly operation of the school district in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: 02/13/2019

**SUSPENSION OF POLICIES, BYLAWS OR ADMINISTRATIVE  
REGULATIONS - 9330**

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time, provided:
  - A. A majority vote of all members of the Board in attendance at a meeting authorizes doing so, and
  - B. Prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
  - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
  - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: 02/13/2019

## **Bylaws of the Board**

### **Time, Place, Notification of Meetings – 9321**

#### **Regular Meetings**

The Bridgeport Board of Education shall file with the City Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Bridgeport Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty days after such filing.

#### **Special Meetings**

Notice of each special meeting of the Bridgeport Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the City Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District's Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted.

#### **Notice of Meetings**

Notice of meetings will be posted on the District website.

#### **Electronic Participation**

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Bridgeport Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by electronic devices is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by electronic devices shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting"

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Time, Place and Notification of Meetings – 9321.2**

#### **Electronic Board of Education Meetings**

##### **Definitions**

**"Meeting"** is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act. This definition includes hybrid, remote and in-person meetings.

**"Public Notice"** Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four hour notice shall also be posted in Central Office, and filed with the City Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the City Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw. When hybrid in-person meetings are held, the meeting notice should suggest that the public participate by remote means in order to avoid a situation where demand for space at the meeting by the public exceeds the in-person capacity limit.

**"Voting"** All Board actions requiring a vote may be conducted by voice, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a Board of Education meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

**"Internet (Chat) Discussions"** In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.

##### **Policy Statement**

The Bridgeport Board of Education may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting.

In accordance with Connecticut's Freedom of Information Act (FOIA) the following provisions will be implemented so that a remote or "hybrid" meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Bridgeport Board of Education will accomplish this through use of an electronic videoconferencing platforms, where members of the public can call and/or submit comments or questions electronically.

2. Notice of the Board meeting's virtual or in-person location, when a hybrid approach is utilized, shall be published through the traditional means and outlets as well as being noticed on the District website no less than 48 hours in advance.
3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website. Such notice and agenda shall include instructions for the public, to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.
4. When the Board conducts a meeting, other than an executive session or special meeting, solely by means of electronic equipment, it shall (1) provide any member of the public (A) upon a written request submitted not less than twenty-four hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and (B) the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person; (2) ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is an executive session, and such transcription or recording is posted on the District website and made available to the public to view, listen to and copy in the Central Office or regular place of business not later than seven days after the meeting and for not less than forty-five days thereafter; and (3) if a quorum of the members of the Board attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend such meeting in such physical location.
5. The Board, when conducting hybrid meetings, will make provisions to allow at least some members of the public and press to attend in the same location as the Board members conducting the meeting in a manner consistent with any public health guidance. The number of the public allowed to attend the in-person or hybrid meeting will be limited to capacity limits put in place consistent with public health and social distancing guidance, determined by local health officials.
6. If the Board conducts a special meeting it shall include in the notice of such meeting whether the meeting will be conducted solely or in part by means of electronic equipment and, not less than twenty-four hours prior to such meeting, shall post such notice and an agenda of the meeting. If such special meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting.
7. Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.
8. Any member of the Board or the public who participates orally in a meeting of the Board conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable at the outset of each occasion that such member participates orally.
9. Executive session will be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Bridgeport Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.
10. Pursuant to PA 22-3 a Board member shall not be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so.

Options and instructions on how to access Board of Education virtual meetings will be posted on the District's website. A recording of Board meetings shall be made available within seven (7) days on the District Website.

- (cf. 1120 - Public Participation at Board of Education Meeting)
- (cf. 9321 - Time, Place, Notification of Meetings)
- (cf. 9322 - Public and Executive Sessions)
- (cf. 9323 - Construction of the Agenda)
- (cf. 9324 - Advance Delivery of Meeting Materials)
- (cf. 9325 - Meeting Conduct)
- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business)
- (cf. 9325.4 - Vote Recording)
- (cf. 9326 - Minutes/Taping/Broadcasting)
- (cf. 9327 - Electronic Mail Communications)
- (cf. 9327.1 - Board Member Use of Social Networks)

Legal Reference: Connecticut General Statutes

- 1-200 (2) Definitions. "Meeting."
  - 1-206 Denial of access to public records or meetings.
  - 1-225 Meetings of government agencies to be public.
  - 1-226 Broadcasting or photographing meetings.
  - 1-227 Mailing of notice of meetings to persons filing written request.
  - 1-228 Adjournment of meetings. Notice.
  - 1-229 Continued hearings. Notice.
  - 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
  - 1-232 Conduct of meetings.
  - 10-218 Officers. Meetings.
  - 10-238 Petition for hearing by board of education.
- PA 22-3 An Act Concerning Public Meetings Pursuant to the Freedom of Information Act.

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Public and Executive Sessions – 9322**

#### **Public Meetings**

All meetings of the Bridgeport Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

#### **Executive Sessions**

The public may be excluded from meetings of the Bridgeport Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons’ attendance shall be limited to the time period for which their presence is necessary.

#### **Non-Meetings**

Not every meeting of the Bridgeport Board of Education constitutes a “meeting” under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;

- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing strategy or negotiations with respect to collective bargaining;
- A caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a member of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of “records, reports of strategy or negotiations with respect to collective bargaining” is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a “non-meeting.” Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a “non-meeting.” Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

Legal Reference: Connecticut General Statutes

1-200 Definitions. (as amended by PA 02-130)

1-206 Denial of access to public records or meetings.

1-210 Access to public records.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-231 Executive sessions.

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Agenda Construction/Meeting Materials – 9323**

The Superintendent in cooperation with the Chairperson of the Bridgeport Board of Education shall prepare an agenda for each regular meeting. Any member of the Bridgeport Board of Education through the Chairperson may request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda.

Any business not included on the filed agenda for a regular meeting may be added to the agenda, considered, and acted upon if there is an affirmative vote of 2/3 of the members of the Board present and voting.

### **Posting of the Agenda**

At least 24 hours prior to the time of the regular meeting, the agenda shall be filed in the Office of the City Clerk and posted on the District's Internet website.

In addition to posting Bridgeport Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available in the Board's portal at least 48 hours prior to the meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Advance Delivery of Meeting Materials – 9324**

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be made available electronically via the Board Portal to each Board member and via email to student representatives at least 48hours prior to the regular meeting.

The agenda will be available to the public at the administration building after 3:00 P.M. on Fridays preceding each regular Bridgeport Board of Education meeting. An agenda will also be available to each member of the press on Friday afternoons via the District website.

In addition to posting Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Public Participation At Board Meetings 9324.1**

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation.

A 3 minute time limit shall be allowed to each speaker with a maximum of 30 minutes per meeting being allocated for any one item of the Agenda. Once 10 speakers have provided testimony, public speaking will be suspended for the purpose of addressing the rest of the agenda. Once the agenda has been completed, public speaking will resume for all remaining speakers before the meeting is adjourned.

Comments and questions at a regular meeting and at a special meeting may deal with any topic related to the Board's conduct of the schools.

The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions requiring investigation will be referred to the Superintendent for consideration and later response.

Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.

(cf. 1120 - Board of Education Meetings re Public Participation)

(cf. 1312 - Public Complaints)

(cf. 9321 - Time, Place, Notification of Meetings)

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal 1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Meeting Conduct - 9325**

Meetings of the Bridgeport Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of the Freedom of Information Act.

All Board meetings shall commence at or as close as practicable to, the stated time provided there is a quorum, and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

### **Actions by the Board**

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326, minutes.

(cf. 1120 - Board of Education Meetings re Public Participation)

(cf. 1312 - Public Complaints)

(cf. 9321 - Time, Place, Notification of Meetings)

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

(cf. 9325.43 – Attendance at Meetings via Electronic Communications)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Quorum and Voting Procedures – 9325.1**

1. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. No member can vote on a question in, which they have a direct personal or pecuniary interest.
3. Members may vote for themselves for any office or other position.
4. While it is the duty of every member who has an opinion on a question to express it by vote, they cannot be compelled to do so.
5. A member may abstain from voting.
6. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which the vote is taken.
7. Any Board member shall have the opportunity to explain their vote for recording in the minutes.

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Order of Business – 9325.2**

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Student Representative Reports
5. Public Comment
6. Chairperson Report
7. Committee Reports/Referrals
8. Superintendent Report
9. Consent agenda
- 10 Old Business
- 11 New business
12. Adjournment

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Order of Business**

#### **Consent Agenda – 9325.21**

To make more efficient use of meeting time, the Bridgeport Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include:

- Committee and previous Board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Parliamentary Procedures – 9325.3**

#### **Rules of Order**

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board of Education except when in conflict with Board policy.

In voting, the yeas, nays and abstentions will be taken and recorded. The Chairperson, as a member of the Board, shall be entitled to one vote on all questions.

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Requests for Information by Board Members – 9325.5**

Bridgeport Board of Education (Board) members represent the public and are entitled to information regarding District performance that will assist them in governance. All Board member requests for documents or information should be made through the Chairperson with notice to the full board.

Documents subject to Connecticut's Freedom of Information law will be provided, as they are provided to all citizens under Board policy.

Should requests be for information that already exists or data that can be easily gathered and analyzed (provided the request is not for privileged management information, as outlined below), the Superintendent will, in a timely manner provide the information in its most accessible format, to the requesting Board member, with copies to all Board members.

Should the information not exist and/or be difficult to obtain, and should the Superintendent determine that the value of the information to the District be insufficient to justify the time or cost of obtaining it, they shall notify the full Board, with an estimate of the time/cost of responding to the Board member's request. By Board action, the Board will direct the Superintendent to provide, or not provide, the requested information.

Board members are entitled to timely access to information reasonably necessary to carry out governance responsibilities including oversights of budgets expenditures procurements and contracts. The Superintendent shall provide requested information to the requesting member and concurrently to all board members unless the information is protected from disclosure to the board by law or requires redaction of legally confidential student/employee records. When the information is withheld on privileged grounds the Superintendent shall provide a brief written explanation of the basis for withholding and when feasible for non-privileged summary sufficient for governance.

(cf. 1120 - Board of Education Meetings re Public Participation)

(cf. 9322 - Public and Executive Sessions)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 to 1-213 Access to public records (as amended by PA 02-113)

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of government agencies to be public

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Minutes – 9326**

Minutes should always reflect Bridgeport Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Bridgeport Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Bridgeport Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the City Clerk. They shall be made available to interested citizens upon request.

Bridgeport Board of Education minutes shall be available in unapproved form, within 72 hours of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the District's website.

Copies of the minutes of a meeting shall be made available to all members of the Board of Education before the meeting of which they are to be approved via the Board portal. Permanent minutes shall be signed by the Board of Education Secretary.

Any public meeting of the Bridgeport Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies

10-218 Election of officers

10-224 Duties of the secretary

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Meetings**

#### **Electronic Mail Communications – 9327**

The Bridgeport Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

All Board members are encouraged to access e-mail. It will be the responsibility of individual Board members who use e-mail to provide hardware, hook-up and pay all consumable expenses associated with e-mail usage.

#### **Guidelines for Board E-Mail Usage**

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Bridgeport Board of Education that E-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of E-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, they shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

#### **Accessing E-Mail**

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Bridgeport Board of Education will loan to any Board member needing access, technology to be returned to Central office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with E-mail usage.

Legal Reference: Connecticut General Statutes  
The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

**Bylaw adopted by the Board: March 23, 2026**

## **Bylaws of the Board**

### **Meetings**

#### **Board Member Use of Internet Social Networks – 9327.1**

The Bridgeport Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for school districts. Many school board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the school district. However, Board members need to operate with appropriate guidelines when they are communicating online about school district business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited because of the need to comply with Connecticut statutes pertaining to public records and open meetings as described in the Freedom of Information Act.

#### **Compliance with Public Records Law**

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the school district, whether handwritten, typed, tape-recorded, printed, photo-stated, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that school board members and district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with school business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a school board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the district is likely to be considered a public record.

#### **Compliance with the Freedom of Information Act**

Board members using social networking sites may inadvertently violate the FOIA if they are not vigilant about the content and subject matter posted on the site and aware of the users of the site. Online posting by Board members can result in a meeting of the Board if the postings discuss school district business and a sufficient number of school board members are involved on the site to determine the course of action that will be taken by the Board.

Board members will not have online conversations that violate or to seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

#### **Social Networking Websites**

Board members need to periodically review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board member use of Facebook, Twitter and other social media.

## **Code of Ethics Social Networking Websites**

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #9270).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites, and will refrain from any disparagement of fellow Board members or others on a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity.

Board members will recognize that authority rests with the Bridgeport Board of Education and will make no personal promises on social media sites nor take any private action which may compromise the Board.

## **Maintaining Confidentiality**

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of the adult student or parent/guardian of a minor. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are **not** to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

## **Social Media Guidelines for Board Members**

The following guidelines are for Board members when using social media in their role as public officials. In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct themselves online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.

9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so by the District's retention policy.
11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.

(cf. 3543.31 - Electronic Communication Use and Retention)

(cf. 4118.5/4218.5 - Staff Acceptable Computer Use)

(cf. 4118.51/4218.51 - Social Networking)

(cf. 5125 - Student Records)

(cf. 6141.321 - Acceptable Computer Use)

(cf. 6141.326 - Online Social Networking)

(cf. 9271 - Board Code of Ethics)

(cf. 9327 - Electronic Mail Communications)

(cf. 9330 - Board/School District Records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

10-209 Records not to be public.

1-210 Access to public records. Exempt records.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Federal Family Educational Rights and Privacy Act of 1974

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/9

**Bylaw adopted by the Board: March 23, 2026**

## Social Media Etiquette 9327.1 - Appendix

As use of blogs, micro blogs, Twitter, Facebook, and cell phone message texting has become more commonplace, it is important for Board members, as elected officials, to make sure there is a clear definition between the school district's and board member's own accounts.

Board members need to keep both communication etiquette and legal restraints in mind when writing in their personal accounts. Remember:

1. The printed word, even if it is written and distributed via the Internet, is 'discoverable', meaning it can be retrieved and used as evidence in lawsuits.
2. Don't assume that you can post any opinion you want citing 'freedom of speech'. More and more headlines are reporting defamation suits filed as the result of those postings.
3. Lawsuits are also being filed against social media users who have not obtained copyright permission prior to posting copyrighted materials (articles and photos). Make sure you have written permission for reproducing information and that you follow a publication's reprint/use guidelines, even if you are using only a small portion of a lengthy article about school improvement or other education-related topic from a publication.
4. Follow district guidelines and state and national privacy laws concerning the release of student information (including use of photos) if you post anything about school district events on a social media outlet. Obtain written permission from parents or guardians prior to posting photos or other identifying information on your personal accounts even if the school district has permission forms on file. Parents may not feel that a Board member's personal account is a place to display their children's information.
5. Don't solicit discussion among fellow Board members on any school district business using social media. While discussion of certain topics may be permitted, err on the side of caution so that you don't find yourself violating legal requirements for open meetings.
6. Even if you are posting to your personal websites, such as Facebook and Twitter accounts, remember that nothing is really personal on the Internet. People have a way of accessing the information, forwarding, copying and pasting and possibly distorting what you have written. Even though you use a personal page 2 account, as long as you are on the school board you are a 'public face' of the district and your comments could be misconstrued as reflecting views of the district.
  - a. Include a statement or disclaimer on your account that the opinions you post are yours as an individual.
  - b. Avoid posting your opinions about school district business or Board actions.
  - c. At a Board meeting, discuss with the district's legal counsel the legalities regarding use of a personal social media account while serving as an elected official.
7. If you have a reason to post information about the district, double check to make sure the information is correct. It is easy to transpose numbers, get a date or time incorrect even on the most well-intentioned post, blog entry, or tweet.
  - a. Once an error is discovered, make the correction and then note the date/time of the correction at the top of the post or blog. If you've sent an incorrect Tweet, send a new one with 'Correction' at the lead.
  - b. To avoid putting incorrect information on your personal blogs, use links to the school district's home page or blog directing readers/followers to get information from the 'official' source.

8. Commenting on school district business while using one's own computer can put you in a precarious position if a public records request is made of all communications concerning a particular topic. Your personal computer and hard drive, and other data memory equipment could be subpoenaed as part of a lawsuit discovery process.

9. Remember that once a thought, idea, claim, or suggestion has been distributed via social media, it takes on a life of its own. Think twice when writing anything. Ask yourself if you would want your comments to appear on the front page of the morning paper or as a lead item on the television news.

10. Don't continue school board discussions or debates using your social media as a vehicle for voicing your dissent or approval of an issue. The Boardroom is the place for discussion and decision, not the Internet.

11. If you want public comment on a particular issue with which the school board is dealing, don't ask readers/followers to comment on your own message boards or comment sections. Instead, tell readers/followers how to contact the district through e-mail or phone calls that will allow comments to be forwarded to all board members. Be sure to include information on deadlines for submitting comments.

12. Refrain from using your personal social media account to inflame or incite a public outcry on a topic that is being discussed by the board.

13. Never post any information gleaned during an executive session, such as that related to personnel, business negotiations, and employee contract negotiations.

14. If you post to other sites and social media outlets - not under your control - make sure those site's topics and photos are considered to be politically correct as well as socially acceptable for readers of all ages.

**Bylaw adopted by the Board: March 23, 2026**

## REIMBURSEMENT OF BOARD MEMBERS' EXPENSES - 9340

1. Remuneration
  - A. A member of the Bridgeport Board of Education shall receive no compensation for carrying out Board duties.
2. Reimbursement
  - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
  - B. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
  - C. Receipts in general are required for:
    - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
    - (2) Meals --Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
    - (3) Taxi or Bus Fare
    - (4) Parking Fees or Toll Charges (when applicable)
    - (5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

### Legal Reference

Conn. Gen. Stat. § 10-225 Conn.  
Gen. Stat. § 10-232 education

Salaries of secretary and attendance officers Restrictions on  
employment of members of board of

ADOPTED: 02/13/2019

# BRIDGEPORT PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

## SERIES 3000

		Number	Policy or Regulation
0.	Concept and Roles in Business & Non-Instructional Operations .....	3000	P
	A. Goals and Objectives .....	3010	P
1.	Budget/Budgeting System .....	3100	P
	A. Budget: Planning.....	3110	P
	B. Fiscal Year. ....	3111	P
	C. Transfer of Funds between Categories: Amendments .....	3160	P
2.	Income		
	A. State Funds.....	3220	P
	B. Tuition Fees .....	3240	P/R
	C. Materials/Services; Fees, Fines, Charges .....	3250	P
	D. Sales and Disposal of Books, Equipment and Supplies .....	3260	P/R
	E. Sale and Rental of Real Property .....	3270	P
	F. Gifts, Grants and Bequests.....	3280	P/R
3.	Expenditures/Expending Authority .....	3300	P
	A. Purchasing Procedures .....	3320	P/R
	(1) Soliciting Prices (Bids & Quotations).....	3323	R
	(2) Ordering Goods and Services (Purchase Orders)		
	(a) Contracts .....	3324.1	P
	(3) Paying for Goods and Services		
	(a) Payroll Procedures and Authorized Signatures.....	3326.1	P/R
4.	Accounts		
	A. Internal Audit .....	3425	P
	B. Periodic Financial Reports.....	3430	P
	(1) Periodic Audit .....	3434	P
	C. Inventories.....	3440	P/R
	D. Monies in School Buildings		
	(1) School Activity Fund .....	3453	P/R
	(2) Unexpended Class Funds .....	3453.1	P
5.	Non-Instructional Operations.....	3500	P
	A. Operation and Maintenance of Plant/Grounds.....	3510	P/R
	B. Buildings		
	(1) Community Use of School Facilities .....	3515	P/R

# BRIDGEPORT PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

## SERIES 3000

		Number	Policy or Regulation
(2)	Safety .....	3516	P
	(a) Buildings and Grounds Inspection and Reporting		
	(i) Hazardous Materials Communication.....	3516.11	P
	(ii) Appliances in Schools.....	3516.2	P
	(b) Security of Buildings and Grounds .....	3517	P/R
E.	Data Processing Services		
(1)	Electronic Information Security.....	3520.11	P
(2)	Student Data Protection and Privacy/Cloud-Based Issues.....	3520.13	P
F.	Hazardous Materials in Schools		
(1)	<b>*Pesticide Application .....</b>	<b>3524.1</b>	<b>P</b>
(2)	Green Cleaning Program.....	3524.2	P/R
G.	Fixed Operations		
(1)	Insurance .....	3532	P
H.	Auxiliary Agencies		
(1)	Transportation .....	3541	P
	(a) Transportation Equipment		
	(i) Privately Owned Vehicles .....	3541.44	P
	<b>(b) *Transportation Safety Complaints.....</b>	<b>3541.5</b>	<b>P/R</b>
(2)	Food Service .....	3542	P/R
	(i) <b>Food Service Personnel Code of Conduct.....</b>	<b>3542.22</b>	<b>P</b>
	(ii) <b>Personnel, Professional Standards For Food Service.....</b>	<b>3542.41</b>	<b>P/R</b>
	(iii) <b>Charging Policy .....</b>	<b>3542.43</b>	<b>P/R</b>
	(iv) Vending Machines.....	3542.45	P
(3)	Office Services		
	(a) Communication Services		
	(i) Mail and Delivery .....	3543.13	P
	(b) Electronic Communications Use and Retention ....	3543.31	P/R
I.	Capital Outlay.....	3560	P

**\*Bolded line indicates policies which boards of education must include to comply with federal and/or state law**

BRIDGEPORT PUBLIC SCHOOLS  
BOARD OF EDUCATION

SECTION: 3000  
CATEGORY: Business & Non-Instructional Operations  
POLICY CODE: 3000/Business

**Concept and Roles in Business and Non-Instructional Operations**

The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of financial support.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Establish top quality accounting and reporting procedures.
5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

**Non-Instructional Operations**

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Adopted: 8/25/25

BRIDGEPORT PUBLIC SCHOOLS  
BOARD OF EDUCATION

SECTION: 3000  
CATEGORY: Business & Non-Instructional Operations  
POLICY CODE: 3010/Business

**Goals and Objectives**

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the district's educational goals and priorities. The Board shall:

1. engage in thorough advance planning of budgets;
2. explore all appropriate sources of revenue;
3. manage expenditures so as to achieve the greatest educational returns given the district's available resources;  
and
4. expect the highest standards in accounting and reporting procedures.

Budget planning is a cooperative process and should involve administrative staff, professional staff, employee associations, community organizations and the Board.

Adopted: 8/25/25

**Business and Non-Instructional****Operations Budget / Budgeting System**

The budget shall represent the controlled expenditure plan for the Bridgeport Public School System. The Superintendent shall make expenditures and commitments in accordance and in harmony with such budget. The Superintendent shall be responsible for the preparation and implementation of the annual school budget adopted by the Board of Education.

**3110/Business/Non-Instructional Operations**

BRIDGEPORT PUBLIC SCHOOLS  
BOARD OF EDUCATION

SECTION: 3000  
CATEGORY: Business & Non-Instructional Operations  
POLICY CODE: 3110/Business

**Budget: Planning**

As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the community, students, certified and non-certified staff, and the administrative staff in the budget process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.

Legal Reference: Connecticut General Statutes

10-51 Fiscal Year. Budget. Payments by member towns. (regional school districts).

10-222 Appropriations and budget.

Adopted: 8/25/25

**3111/Business/Non-Instructional Operations**

BRIDGEPORT PUBLIC SCHOOLS  
BOARD OF EDUCATION

SECTION: 3000  
CATEGORY: Business & Non-Instructional Operations  
POLICY CODE: 3111/Business

**Fiscal Year**

The fiscal year shall commence July first and end June thirtieth.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Adopted: 8/25/25

## Business Non-Instructional Operations

### Transfer of Funds Between Categories-Amendments

#### Appropriations Transfers

The Superintendent may transfer up to \$49,999 of any unexpended portion of any apocopation for school purposes to any other item. Expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Board of Education shall be notified monthly of any individual budgetary transfer of funds between major object codes which exceeds \$50,000 before such transfers are made.

The definition of "major object code" as used in this policy, shall be limited to the following six budget categories:

1. Salary and Employee Benefits (object codes 1000 and 2000)
2. Purchased and Professional and Technical Services (object code 3000)
3. Purchased and Other Property Services (object code 4000 and 5000)
4. Supplies and Materials (object code 6000)
5. Property and Equipment (object code 7000)
6. Other goods and services (object code 8000)

*To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Superintendent of Schools will furnish to the Board of Education monthly expenditure statements and quarterly budget projections.*

Financial reports presented to the Board should include a record of the original budget approved by the Board and the amended budget as a result of any transfers made during the year

In addition, changes in revenues resulting from changes in the amount of grant awards, new grants, or changes in state or local funding that occur during the year, must be brought to the Board to approve the change in budgeted revenues and authorize the expenditure of those funds for their intended purpose.

Legal Reference: Connecticut General Statutes  
10-222 Appropriations and budget (as amended by PA 13-60 An Act  
Concerning the consolidation of Non-Educational Services)

Policy adopted:

## **Business/Non-Instructional Operations**

### **Transfer of Funds Between Categories; Amendments**

1. The Central Office Administration will alert the Board of Education prior to any line item accounts that will be over-expended.
  - a. This will be accomplished by first alerting the Board of Education Operations Committee Chairman.
  - b. Board of Education members, at the earliest meeting, would be alerted through the Chairman of the Operations Committee and Business Manager. Reasons for the pending over-expenditure would then be forthcoming.
  - c. The Business Manager would then recommend to the Board as to where funds could be transferred to handle this over-expenditure.
  - d. Any line item transfers will require full Board approval.
  - e. The Board of Education will provide a written explanation of a transfer made under emergency circumstances to the City's legislative body or, if the legislative body is a town meeting, to the Board of Selectman.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system. (as amended by P.A. 13-60, An Act Concerning the Consolidation of Non-educational Services)

Regulation approved:

## **Business/Non-Instructional Operations**

### **State/Federal Funds**

#### **State and Federal Aid Eligibility Determination**

To provide the best educational opportunities for all children in the district, it is the objective of the Board to seek sources of revenue to supplement funds provided by local taxation and the basic aid offered by the State, provided the additional funds will be used in a manner consistent with the Board's goals and objectives.

Therefore, the Superintendent should:

1. Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.
2. Propose new revenue sources and associated programs to the Board of Education for approval.
3. Implement measures necessary to apply for/receive additional revenues.

The Board authorizes the Superintendent or designee to sign all forms for State and Federal programs following the Board's approval of the program or its continuation.

The Superintendent shall report annually, as part of budget preparation, on the status of all State and Federal programs, including the financial status of each program. His/her report shall include recommendations to continue, modify, or discontinue each program.

(cf. 3290 – Grants and Other Revenue)  
(cf. 6161.3 – Comparability of Services)  
(cf. 6172.41 – Title I)

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted:

## **Business/Non-Instructional Operations**

### **Tuition Fees**

The Board of Education will permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Superintendent or his/her designee and based on Per-Pupil expenditures as published by the State Department of Education. The tuition fee will be adjusted annually.

As per Connecticut General Statute 10-186(b) (4) "The board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies."

The parent, guardian or sending school district will be responsible for the transportation of the student to and from school.

With the approval of the Superintendent, a high school pupil who has completed at least one full school year in a Bridgeport high school may be permitted to complete the remaining full school years at that high school on a tuition basis if his/her parents move from Bridgeport.

Legal Reference:            Connecticut General Statutes  
10-186(b) (4) Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.  
10-33 Tuition in cities in which no high school is maintained.  
10-35 Notice of discontinuance of high school service to nonresidents.  
10-55 Pupils to attend regional school.  
10-220 Duties of boards of education.  
10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.  
10-266 Reimbursement for education of pupils residing in state property.

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Calculation of Tuition Fees**

Each school year the tuition rate will be recalculated in the following manner:

1. The previous year's ED-001 financial report will be used as the basis of the calculation.
2. Schedule 12 of the ED-001 reports the total K-8th grade student cost (line 1214/1) and the 9th-12th grade student cost (line 1215/1).
3. Depending on the grade level of the student, the tuition will be calculated based on the total expense for that grade range (K-8 or 9-12), minus the cost of transportation for that grade range.
4. Transportation will be calculated using Line 505/3 divided by the number of students reported on October 1 (ED-006) for that grade range.
5. Special needs students attending from other school districts are not affected by this procedure. Tuition will be developed on a case-by-case basis by the Department of Student Support based on the needs of the students.

Regulation approved:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Materials/Services Fees, Charges**

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Students will be charged for damaged or lost textbooks, library materials and other educational materials. The Principal is authorized to withhold grades, transcripts, diplomas or report cards until payment is received or material is returned.

### **Copies of Records**

Any person who applies in writing will receive a plain or certified copy of any public record. A fee not to exceed fifty cents per page will be established, as provided by law.

(cf. 9330 Board/School District Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

10-221 Boards of education to prescribe rules.

10-228 Free textbooks, supplies, material and equipment.

10-228a Free textbook loans to pupils attending non-public schools.

10-229 Change of textbooks.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Sales & Disposal of Books, Equipment & Supplies**

#### **Disposition of Outdated Books**

When equipment books and materials become worn out, obsolete, surplus, or otherwise unusable in the school, the Superintendent may authorize their disposal in a manner to the districts best advantage and in compliance with City Charter and Code of Ordinance.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be credited to the respective equipment or supply line in the Board of Education's Adopted Budget.

The Superintendent may, authorize the donation or destruction of outdated textbooks which are no longer useful to the educational program, or have been determined obsolete by the professional administrative staff.

Legal Reference:       Connecticut General Statutes  
                              10-220 Duties of boards of education.  
                              10-240 Control of schools.  
                              10-241 Powers of School districts.

## **Business/Non-Instructional Operations**

### **Disposition of Obsolete Books and Equipment**

The Superintendent of Schools shall periodically take the necessary steps to dispose of books and equipment no longer of use to the Bridgeport Public Schools. The disposal of books shall be in accordance with the City Charter.

The following procedures are to be followed in sequence by the administration in the disposal of obsolete books and equipment:

1. A complete list of material to be discarded shall be prepared by the Superintendent of schools describing the material and its condition.
2. The list shall be circulated to all Bridgeport Schools to determine if any material on the list can be used at other schools or departments.
3. A list of the remaining material shall be circulated to all departments in the city and any material requested by be supplied.
4. The schools may also arrange a sale to commercial firms that buy used books with proceeds of the sale going to the textbook account.
5. The schools may also arrange a sale to commercial firms that buy used equipment with proceeds of the sale going to the equipment account.
6. The schools also may give books and equipment to any civic non-profit organization at no expense to the Board of Education.
7. Any remaining books or equipment may be disposed of as junk.

Regulation approved:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Sales, Licensing and Rental of Property**

The Board of Education desires to co-operate with other city agencies and non-profit community organizations by making available school facilities and certain specified items of equipment or services when so doing will not be in conflict with the educational program. To this end, all schedules of rental and service charges will reflect recovery of operational and maintenance expenses. Rental and service charges will be reviewed and revised annually by the Superintendent or designees. Any change in fees will be reported to the Board of Education.

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Gifts, Grants and Bequests**

The Superintendent shall develop criteria for the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the school system.

At the discretion of the Superintendent, a gift to a particular school will be used in said school. Items contributed to the schools or to the district become the property of the district and are subject to the same controls and regulations that govern the use of all school-owned property.

The Board of Education will be notified of any gift to the school district with a value of \$2,500 or more.

Legal Reference: Connecticut General Statutes

7-194 Powers [esp. (5) which allows that cities may accept by gifts, grants, bequests and devise and hold real and personal property absolutely or in trust for education.]

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Gifts, Grants and Bequests**

To be accepted, a gift must satisfy the following criteria:

1. Donations to an individual school can be designated by the donor to a class or teacher within the school. While the donor may express a preference and the intention of this policy is to honor the donor's request, the final decision for the use of the gift will be made by the Superintendent or designee.
2. Consistent with board policy, any and all equipment and/or supplies to be donated must be reviewed by the Superintendent or his designee to determine its acceptability in regard to: safety; compatibility with existing equipment, programs and/or materials; installation costs and maintenance costs; and general impact upon the curriculum.
3. Have a purpose consistent with the strategic plan, mission and goals of the Bridgeport Public School System.
4. Would not bring undesirable or hidden costs to the school system.
5. Will place no restrictions on the school system.
6. Will not be inappropriate or harmful to the best education of students.
7. Will not imply endorsement of any business or product.
8. Will not be in conflict with any provision of state law or public law.
9. Donations shall be fittingly recognized by the board via a letter of appreciation signed by the Superintendent or his/her designee sent to the donor. Such recognition shall in no case be considered as a testimonial or endorsement by the school system of a product, service, or other business enterprise.
10. Donations to a particular school that meet all the regulations above in excess of \$2,500 will be reviewed and approved by the Superintendent or designee prior to acceptance. Donors' gifts will be acknowledged in writing immediately.
11. The Superintendent shall submit notice of the gift of \$2,500 or more to the Board of Education at the next regular meeting.
12. Gifts to a school made through the PTSO/PAC must meet all the criteria for gifting but may be accepted directly by the principal.
13. In the event of significant changes in the nature of the needs of the school, the reorganization of grades, or the closing of a school, a donation intended for one school may be used at another school or location.
14. Any gift rejected by the Superintendent shall be returned to the donor or the donor's estate with a statement indicating the reason for the rejection of such gift. The Superintendent will notify the Board of Education of such action.

Regulation approved:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Expenditures/Expending Authority**

The Bridgeport Board of Education recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state laws and city regulations governing purchasing, the importance of standardized purchasing practices, and the need for clear documentation in meeting State of Connecticut and Federal Auditing requirements.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

Purchasing procedures shall be developed by the school administration purchasing activity.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Purchasing**

The procurement function is a major business responsibility of the Bridgeport School District.

The duties of purchasing for the Bridgeport Public Schools, shall be centralized under Superintendent's designee.

The Chief Financial Officer shall conduct all purchase transactions for the School District.

The Chief Financial Officer shall be familiar with and perform all purchasing activities within the limitations prescribed by law and in accordance with Board of Education Policies and the City of Bridgeport Charter and Small Business and Minority Business Enterprise Ordinance.

The fundamental functions for the purchasing personnel are as follows:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.
5. Stay within the proper budget allocation.

Every transaction shall be by purchase order or contract.

Purchase orders shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the of the education and business departments.

### **Payment of Bills**

The Superintendent or his/her designee shall authorize payment of bills only after verification of receipt.

Payment of bills will be made in a timely manner.

Legal Reference:       Connecticut General Statutes  
                              10-248 Payment of school expenses

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

The Chief Financial Officer is responsible for all purchases.

No transaction shall be authorized until a purchase order has been issued by the Business Office.

All contracts between the district and vendor and/or outside agencies shall be prepared under the supervision of the Superintendent or designee, and when over \$25,000, is subject to review and approval of legal counsel.

No contract will be signed except by the Superintendent or designee.

Textbook purchases must be reviewed and recommended by the Department of Learning and Teaching; submitted to the Superintendent or designee for approval before it can be purchased.

Approval of the Superintendent must be obtained prior to any sales representative contacting school staff.

Regulation approved:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Soliciting Prices (Bids and Quotations)**

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of \$10,000 or more shall be based, when possible, on at least three competitive bids. All purchases less than \$10,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. (**NOTE:** This amount is established locally but C.G.S. 7-148v requires that sealed bidding is required for contracts or purchases greater than \$25,000.) All purchases made in the open market shall be consummated after careful pricing. In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

The school district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the town/city. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The school district, after going out to bid for a good or service and receiving submissions shall consult with the town's legislative body if the town provides or uses such good or service, and, if the equivalent level of such good or service is provided by the town or through a town contract for a lower cost than the lowest qualified bid received by the school district. In such situations, the district shall consider a cooperative arrangement with the town for the provision of such good or service. A "good or service" includes but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.

<p>The above requirement regarding consulting with the town's legislative body is not applicable to regional school boards.</p>
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**Business/Non-Instructional Operations**

**Soliciting Prices (Bids and Quotations)**

Legal Reference: Connecticut General Statutes

7-148v Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

June 2017 Special Session PA 17-2, Section 161

Policy adopted:

## **Business/Non-Instructional Operations**

### **Soliciting Prices (Bids and Quotations)**

#### **Regulations Relative to the Bidding Activity**

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Contracts, Memorandum of Understanding and Agreements**

All contracts, memorandum of understandings (MOU) and agreements between the Bridgeport Public School System and outside agencies, consultants, vendors, etc., shall conform to prescribed standards as required by law and policy, including discrimination. No contract, MOU or agreement may be for a period greater than three years inclusive of any extension.

All contracts, MOUs or agreements between the school system and labor unions as well as outside agencies, consultants, vendors etc., shall be prepared under the supervision of the Superintendent or designee and shall comply with all applicable provisions of the Bridgeport City Charter.

All contracts, MOUs and agreements valued at \$25,000 or more- including labor and consultant agreements shall be submitted to legal counsel for review, vetted in the applicable board committee and submitted to the Board of Education for approval.

Both Board of Education members and staff who may personally benefit, or may have an immediate family member that may benefit from a contract, MOU or agreement being considered; must disclose the potential conflict and recuse themselves from all discussion and votes on the contract, MOU and agreement in question.

An immediate family member is defined as a parent, husband, wife, significant other, brother, sister, son or daughter inclusive of all "step" relationships for these family members.

All grants, funded and non-funded partnerships, and/or donation related activity must be submitted to the Office of Grants Development and Management before they occur to enable the review, authorization and retention of each action. If upon review it is determined that the Superintendent approval, and/or signature is required, the Office of Grants Development and Management will facilitate this process.

### **Affirmative Action**

The school system shall not enter into any contract, MOU or agreement with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates either in employment practices or in the provision of benefits of services to employees on the basis of race, color, religion, creed, age, sex, sexual orientation, marital status, national origin, ancestry, pregnancy, present or past mental illness disorder, mental retardation or physical disability, including blindness of any individual except in the case of a bona fide occupational qualification or need.

**Business/Non-Instructional Operations**

**Contracts, Memorandum of Understanding and Agreements (continued)**

Legal Reference: Connecticut General Statutes  
31-126 Unfair Employment Practices (as amended by P.A. 80-285)  
4-114a Nondiscrimination clauses in state contract  
Title IX- Equal Employment Opportunity  
City of Bridgeport Code of Ethics — 2.38.030 Standards of Conduct

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Payroll Procedures and Authorized Signatures**

The Superintendent or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll supervisor shall be authorized to make any deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Superintendent or his/her designee. It is the individual employee's responsibility to verify that voluntary deductions are deducted in the agreed upon amount. These deductions are made at the direction of the employee and no liability for same shall accrue to the Board.

City Treasurer is responsible to issue all checks for the City of Bridgeport and Bridgeport Board of Education and in compliance with existing procurement and Accounts Payable procedures.

Legal Reference:       Connecticut General Statutes  
                              10-248 payment of school expenses.

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Payroll Distribution and Authorized Signatures**

The principal/administrator shall be responsible for monitoring the distribution of paychecks.

Paychecks/deposit advices can only be released to the employee.

The employee may not have another person sign on his/her behalf.

The principal/administrator shall be responsible for returning the paycheck/deposit advice form to the Payroll/Benefits Office by close of business day, each Monday or, in the event of a Holiday falling on any given Monday, on Tuesday.

If an employee is absent on a payday but expected to return the following workday or shortly thereafter, his/her check should remain in the school or department.

If you receive a check for an employee who is out long term or not in your building call the Payroll/Benefits Office immediately at (203) 275-1054.

When school is cancelled on a scheduled payday, paychecks can be picked up at the Payroll/Benefits Office, Room 311, City Hall, 45 Lyon Terrace. Checks will only be released to staff members who must show identification.

## **Business/Non-Instructional Operations**

### **Internal Audit**

Internal audits are a function of the City.

Internal audits of the business activities, operations and financial systems, and internal controls of the school system may be made at the discretion of the Chief Financial Officer or Business Administrator as necessary and subject to available funding.

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Periodic Financial Reports**

The Superintendent of Schools shall be responsible for accounting for all monies expended from within the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education monthly reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

Beginning with the fiscal year starting July 1, 2027 and each fiscal year thereafter, the Board of Education (Board) shall, on a quarterly basis, post the Board's current and projected expenditures and revenues on the district's website. In addition, the Board will submit a copy of such current and projected expenditures and revenues to the town's legislative body, or in a municipality in which the legislative body is a town meeting, to the Board of Selectmen.

The Superintendent, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

(cf. 3432/3433 – Budget and Expense Report/Annual Financial Statement)

Legal Reference:       Connecticut General Statutes  
                                  PA 19-117, Section 290

## **Business/Non-Instructional Operations**

### **Periodic Audit**

An audit of all accounts of the school system shall be made annually by an auditor selected by the City.

The audit shall include all funds of the school system including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an “exit interview” with the Superintendent or designee.

The annual audit summary of exceptions and management recommendations will be provided to the Board of Education, and the independent public accountant will be asked to attend the meeting as required.

Legal Reference:        Connecticut General Statutes  
                                 7-391 et seq. Municipal Auditing Act (including school districts as “audited agencies”)  
                                 10-260a Auditing of state grants for public education

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Inventories**

#### **Equipment**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$500 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

#### **Supplies -- Warehouse**

An inventory of supplies which are warehoused shall be maintained for the instructional, cafeteria, maintenance, and operations personnel on stock record cards. A physical inventory shall be taken annually.

#### **Instructional Equipment**

An annual inventory of instructional equipment for each classroom (i.e., globes, maps, stands, small shop tools, etc.) shall be maintained.

#### **Property/Equipment/Supplies**

All property, equipment and supplies that are purchased with IDEA funds, including equipment supplied to students with disabilities attending private schools at parental expense.

- All property/equipment/supplies labeled as being purchased with IDEA funds, including equipment supplied to students with disabilities attending private schools at parental expense.
- Labeled to include; Bridgeport Public Schools, grant funding source and year.
- Clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in Accordance with Federal Guidelines.
- Identified on Purchase Orders that indicate the source of funds.
- Labeled and inventoried as required if item has an acquisition cost equal to or greater than \$5,000.00 per unit and a useful life of more than one year. Items with a value less than \$5,000.00 per unit and a useful life of more than one year will be labeled with grant funding source and budget code.

The inventory system shall be under the supervision of the Superintendent or designee.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Inventories**

An equipment inventory shall be maintained on all capital outlay items. The inventory shall serve both the functions of control and conservation.

Responsibility for inventories shall lie with the business administrator, to whom the building administrator shall be accountable for the maintenance of proper inventories in the school.

### **Lost Equipment**

1. A "report of loss" memo must be filed immediately with the business administrator for any items that are stolen, burned broken, or missing. Items should be reported by name, district inventory number, and manufacturer's serial number if possible. If a law enforcement officer has been called, his/her name, badge number, and report number must be recorded on this memo.
2. If the items are later recovered, a corrected memo is to be sent to the business administrator.
3. In all cases, it should be noted clearly of what inventory changes should be made.

### **Textbook Inventory**

A textbook inventory will be maintained by the school district.

1. Books received at school from BBOE Distribution Center on George Street
2. Books distributed to each high school department bookrooms
3. Department Chairs notify Destiny Administrator
4. Destiny Administrator notified bar-coding teams
5. Bar-coding team logs and barcodes all books (bar code data is stored in Destiny software)
6. Department Chairs distribute books to teachers for students and classroom use
7. Teachers check books out to students or to themselves if for classroom use (data stored in Destiny software)
8. Teachers check books in and return to department bookroom
9. Any books not returned at the end of the class term or school year, the students will be charged at the rate listed on the letter.
10. Funds will be deposited into the school's student activities account titled textbooks. Funds will be returned to the Bridgeport Board of Education Business Office twice a year. At the end of January (end of first half) and the end of school in June. The funds will be deposited into the textbook accounts and used for replacing textbooks.

Regulation approved:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

The Superintendent or his/her designee may establish student activity funds to handle any of the following: 1) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 2) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations). The Business Administrator shall develop regulations which will set out the purpose, procedures and controls for student activity funds.

The student activity funds may only be expended in furtherance of the stated purposes of student activities. The control of school funds of any school organizations shall remain in the name of the respective school.

The independent public account of any student activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:      Connecticut General Statute 10-237.

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

#### **Guidelines to Student Activity Fund Accounting**

##### **Authority:**

Public School Districts in the State of Connecticut have authority and responsibilities in maintaining Student Activity Funds under Section 10-237 of the Connecticut General Statutes.

The guidelines listed below have been developed to conform to this statute.

##### **Purpose:**

The basic purpose of education is to prepare each generation of children for life's experiences. In order for this preparation to occur properly, the programs available to young people must be as broad as life itself. An important segment of these programs are extra-curricular activities. These programs represent experiences, which should be available to all Bridgeport students.

The various extra-curricular programs, which have been established by Bridgeport Public Schools, should ensure that young people have an opportunity to participate in these experiences.

The following is being established as a guide to Student Activities' Financial Accounting. This is to ensure that efficient procedures are available for the creation, operation and culmination of student activity funds.

Regardless of the methods used to finance school activities, the school district, and thus the school administrator, is ultimately responsible for the funds. State Statutes require that separate accounts be maintained and, further, that such school activity funds should be considered District accounts and shall be audited by the public independent accountant in the same manner as all other accounts.

The raising and expending of activity money by student bodies should have but one purpose — to promote the general welfare, education, and morale of the students and to finance the normal legitimate extra-curricular activities of the student body organization.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those student currently in school who have contributed to the accumulation of such money. The management of student activity funds shall be in accordance with sound business practices including sound budgetary and accounting procedures and thorough audits.

It is the intent of these guidelines to recommend a system of bookkeeping procedures for handling the money, and policies to govern the school activity accounting.

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

#### **Guidelines to Student Activity Fund Accounting** (continued)

##### **I. Principles Governing Activity Fund Accounting**

The accounting procedures outlined in this section are based on the following principles.

- A. The administration of the activity funds shall be governed by the rules and regulations prescribed by the State of Connecticut and the Bridgeport Public Schools.
- B. The Principal of the school, as trustee for the fund, shall be directly responsible for the management of the student financial activities in accordance with policies, rules and procedures set forth by the State, and the School District.
- C. The Principal of the School, as trustee for the fund, shall be directly responsible for all student activity funds within the school and shall be responsible for the maintenance of records and administration of procedures as prescribed by the Central Administration.
- D. The Director of Business Services shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with established policies of the Bridgeport Board of Education

##### **II. Management of Student Activity Funds:**

Deposits and financial records are kept at each school. Principals are responsible for maintaining financial records of receipts, expenses and financial standing of the specific activity.

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel and annual audits by outside independent auditors. Audit reports shall be referred to the Principal and to Central Administration for information purposes and possible improvement of procedures. Regular monthly reports shall be prepared by the school principal, then submitted to the Business Office. A similar report will be prepared by the Activities Accounting Coordinator at each secondary school and provided to the Building Principal and each Activities Advisor. Copies of the reports prepared by the secondary schools will be provided to the Business Office. These reports shall reflect the financial condition of the student activity fund and the monthly reconciliation of funds with the bank statement. As each monthly statement is received it is the obligation of each Principal and Activities Coordinator to reconcile the monthly statement to his or her local records. This monthly reconciliation must be kept with local records.

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

#### **Guidelines to Student Activity Fund Accounting**

##### **II. Management of Student Activity Funds: (continued)**

Student activity funds shall not be used for any purpose that represents an accommodation, loan, or credit to any person.

No savings, checking or investment accounts will be established for programs or activities authorized by the Bridgeport Board of Education without the knowledge and written consent of the Business Office.

The Building Principal is responsible for overseeing student activities accounting practices in his/her building. The Director of Business Services, when requested, will assist Principals in carrying out this function.

Interest should be earned on savings and checking accounts whenever possible and practical.

Each activity must insure that the origin of its resources, obligations, revenues, and expenditures are continually maintained.

Most receipts originate at individual buildings and these revenues are deposited by the School promptly at local banks. This does not relieve the Principal or Activities Coordinator from maintaining records identifying resources, obligations and the origination of revenues through written receipts. The Business Office is available to assist all parties in establishing procedures to maintain these records. The software program "QuickBooks" has been installed at all locations and will be use to maintain student activities accounts. The Business Office will assist secondary schools in setting up these accounts.

##### **III. General Procedures for Receiving and Disbursing Funds:**

###### **Collection and Deposit of Cash**

Numbered duplicate-copy receipts must substantiate all monies collected from any source. The individual collecting the funds will issue a receipt immediately upon receipt of such funds. The original copy of the receipt is to be given to the person from whom the money is received. The second copy is to be retained by the individual receiving the funds.

Cash should be deposited in a timely manner. All monies collected shall be placed in the school safe (or other locked repository) until deposits can be made. All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement. Deposits for field trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

#### **Guidelines to Student Activity Fund Accounting**

#### **III. General Procedures for Receiving and Disbursing Funds: (continued)**

##### **Documentation of Receipts**

Cash receipts should include supporting documentation. The receipt should also include a brief summary of the reason for the deposit.

All deposits are made directly by the school and should be checked against bank statements as part of the account reconciliation. The Activity Coordinator, or person responsible for the account, should retain copies of each deposit.

##### **Disbursements**

All student activities disbursements shall be made from each individual school. Principals or Activities Coordinators shall maintain documentation with supporting invoices, receipts or reason for the disbursement on signed forms. Accuracy of prices, extensions and totals should be checked prior to submitting a request for payment. The Activity Coordinator or person responsible for the account should retain the copy of each withdrawal/disbursement form. Disbursements for field trips should not be made/requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities should maintain a positive balance to avoid overdrafts.

##### **Forms W-9 and 1099 MISC**

Any vendor engaged to provide goods and services to the school district must fill out an IRS Form W-9 as per existing Procurement regulations. They can contact the Business Office if they have any questions: This should be done before any payment is rendered and the form kept on file. If at the end of the calendar year, the vendor has been paid \$600 or more, the City of Bridgeport will then be able to issue a 1099-MISC.

##### **Monthly Financial Statements**

Each month the Schools will receive bank statements. Upon receipt, the responsible individual will reconcile the deposits and expenses made to the accounts with the records retained in the buildings of receipts and expenses. A yearly summary of the district's student activities will be provided to the Superintendent and Board after completion of the external audit.

## **Business/Non-Instructional Operations**

### **Activity Funds Management**

#### **Guidelines to Student Activity Fund Accounting**

#### **III. General Procedures for Receiving and Disbursing Funds: (continued)**

##### **Audit**

The External Auditor shall conduct an annual audit each year in the same manner as all other accounts. Copies of the audit report shall be maintained as a permanent record.

##### **A Word to the Student Advisor**

1. Fund raising is a well-established procedure in Connecticut schools regardless of grade level. When involved in fund raising, accurate records with respect to distribution and receipts of inventories is essential to a successful fundraiser.
2. When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, there may be a penalty to the entire group if a certain size group needs to be guaranteed. In this case, it is acceptable to determine a reasonable rebate penalty as determined by Principal. It is the advisor's obligation to make such penalties clear at the onset of student participation.
3. Under no circumstances are advisors to open student accounts using their own signatures or names of parents.
4. Always issue receipts when monies are received.
5. In many cases, fund raising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fund-raising, methods of generating funds and vote on the disbursements of funds. It is appropriate for the advisor to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

These guidelines are established to avoid problems and to protect student and staff. Should you have any questions, please do not hesitate to contact the Building Principal or the Director of Business for assistance or clarification.

Regulation approved:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Bridgeport High School Class Accounts**

- A. A Student Activities Account may be established for each individual class at any Bridgeport High School for the purpose of receiving funds and paying class obligations. Upon graduation it is mandated that once class obligations are paid, balances be permanently transferred to a trust account that is not part of the Bridgeport Public School's activity accounts. This transfer should take place by December 31 following the class graduation. The signatories will be at least two officers of the graduating class. Beginning with the class of 2005, account balances still remaining by December 31 following the fifth anniversary of a class graduation shall be transferred to the Bridgeport High School General Scholarship Account.
1. The Principal of Bridgeport High School, working with the Business Office, will contact class officers or, if officers cannot be located, at least three individuals of the class, to arrange for final expenditure or transfer of funds and closing of the class account.
  2. The members of the class will be informed in writing of the balance of the class account.
  3. Disbursement of class accounts shall be made only in the following manner:
    - a. To a separate trust account established by at least three members of the class.
    - b. A gift to a Bridgeport High School as directed by at least three members of the class.
    - c. A donation to a Bridgeport High School general scholarship account as designated by three members of the class.
  4. If no members of the class can be located, the High School Principal and the Chief Financial Officer shall place a legal notice in a newspaper with general circulation in the City of Bridgeport, indicating there is a plan to disburse class funds and stating the date of a final committee meeting. The cost for legal notification shall be drawn from the class account. If the cost of placing the legal notice is higher than the balance in the account, authorization is given to transfer the funds to the High School general scholarship account.
- B. To establish a separate trust account (item a., above):
1. Class members can establish the new account using one of their own tax identification numbers (SSN).
  2. An Employer Identification Number for banking purposes only can be obtained by filing Form SS-4 with the IRS.

**Business/Non-Instructional Operations**

**Bridgeport High School Class Accounts**

B. To establish a separate trust account (item a., above): (continued)

3. If the alumni intend to aggressively raise funds, and expect donations/fees plus interest to exceed \$25,000 per year, the following applies for establishing tax exempt status: Recognition of Exemption under Section 501 (c) (3)-Charitable, Religious, Educational, etc., Organization. This type of organization is exempt from Federal Income Tax and files either Form 990 or 990EZ. Donations to this type of organization are deductible as charitable contributions on the donor's federal income tax return.

Legal Reference: Connecticut General Statutes 10-237.

Regulation approved:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Non-Instructional Operations**

The Board of Education expects the operation and maintenance of its school plants and equipment to set high standards of safety, in order to maintain the health and safety of students and staff and to support the efforts of the staff to provide a good education. All school plants, facilities, and equipment should adhere to applicable federal, state, and local safety codes.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Facilities Maintenance Policy**

The Bridgeport Board of Education believes that the condition of the school buildings is central to the ability of the schools to provide an excellent education. Therefore, school buildings and grounds shall provide to student, staff, and visitors a safe and comfortable environment, with appropriate fixtures and furnishings, in order to provide an atmosphere conducive to learning.

The Superintendent and Superintendent's designees shall create a comprehensive maintenance plan for long and short-term projects. A summary of the plan will be presented to the Board of Education's Operations Committee on or about October 1 of each school year and the Board of Education during the regularly scheduled first meeting in November of each school year. It is recognized that the plan is subject to review and modification based upon the needs of the school district.

Oversight of this policy will be in the realm of the Operations Committee and the Board of Education. Reports relative to the condition of the facilities will be shared quarterly with the Operations Committee and Semi-annually with the Board of Education.

**Accountability:** Superintendent or Designee

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities**

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, Recreation Commission, PTO or other town governmental or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of local residents.

The use of school facilities by individuals, private groups and organizations or non-community groups is prohibited.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least two (2) weeks before the date of intended use. Agencies using the school on a long-term basis must submit applications annually.

A custodian must be present when the school building is being used to ensure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of the Board.

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities** (continued)

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

*Good News Club v. Milford Central School*, Sup. Ct., 6-11-01

Section 8525, ESEA as amended by the Every Student Succeeds Act

Policy adopted:

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities**

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee or custodial fee during the hours of 3:00 p.m. to 10:00 p.m. on regularly scheduled school days:
  - A. School affairs sanctioned by the Board of Education.
  - B. PTA/PTO and other school related meetings.
  - C. Municipal agencies, Boards and commissions of the town.
  - D. Local non-profit organizations.

Where additional staffing or significant extra cleaning is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to all users at a rate established by the Board of Education.

All users shall pay both the rental fee and custodial fee for use of school facilities on Saturdays, Sundays and holidays.

4. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities** (continued)

6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
7. The following activities are prohibited:
  - A. Use of school property to individuals or organizations whose activities are of a subversive nature.
  - B. Use of school premises for non-school activities during school hours.
  - C. Smoking anywhere in school buildings except in designated locations, unless approved by the Superintendent.
  - D. Use of school buildings for games of chance.
  - E. Use of school buildings for holding card parties and public dances, except when plans have been approved by the Superintendent.
  - F. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.
  - G. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.
  - H. Use for activities which engender racial or religious prejudices or which are inimical to democracy.
  - I. The use of alcoholic beverages.
8. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
9. Proper liability insurance in an amount approved by the district will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board. A copy of the policy or the rider naming the Board as additional insured shall be furnished to the district.
10. The Board will approve and periodically review a fee schedule for use of facilities.
11. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The Board reserves the right to revoke permission for use previously granted.

(cf. 1330 - Use of School Facilities)

**Business/Non-Instructional Operations**

**Community Use of School Facilities** (continued)

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

Equal Access Act, 20 U.S.C. ss 4071-4074.

Section 8525, ESEA as amended by the Every Student Succeeds Act

Regulation approved:

## **Business/Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds**

**Goal:** It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

**Safety and Hazard Assessments:** Bridgeport Public Schools District shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the Mayor, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-222m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills, conducted pursuant to C.G.S. 10-231
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

## Business/Non-Instructional Operations

### Safety

#### Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's school security and safety committee.

10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted annually for building facilities and grounds and monthly for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The district shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for 10 years. Bridgeport Public Schools District shall correct identified hazards before used by students, staff, or community members.

**Maintenance:** Bridgeport Public Schools District shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for 10 years.

**Supervision of Students:** All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

## **Business/Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds (continued)**

**Staff Training:** All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in professional development activities pertaining to the prevention and appropriate response to unintentional injuries and acts of violence at school. The professional development program shall provide information and/or training and include, but not limited to, the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation, (at least one person at each school site should hold current first aid and/or CPR certification);
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

#### **School Security and Safety Committee**

Each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, school counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

## Business/Non-Instructional Operations

### Safety (continued)

**Policy Evaluation:** The *Principal*, shall regularly monitor, evaluate, and submit an annual report to the *Board of Education* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

### Use of School Security Consultants

When determined necessary, the District will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

- (cf. 3517 – Security of Buildings and Grounds)
- (cf. 4131/4231 – Staff Development)
- (cf. 4148.1/4248.1 – School Security and Safety Committee)
- (cf. 5142 – Student Safety)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes  
10-203 Sanitation  
10-207 Duties of medical advisers  
10-220f Safety Committee  
10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.  
10-222m School security and safety plans. School security and safety committees  
10-22n School security and safety plan standards  
10-231 Fire Drills  
29-389 Stairways and fire escapes on certain buildings.  
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render  
P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted:

## **Business/Non-Instructional Operations**

### **Hazardous Materials Communication**

The Board of Education recognizes that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring.

The Board of Education is committed to providing safer workplaces for its employees in order to prevent the occurrence of work-related illnesses and injuries caused by chemicals. To this end, the Board, through its agent, the Superintendent of Schools, and school district administrators will provide information about the chemicals being used, communicate such information to employees, and train them in the proper use of such chemicals in order to reduce exposures, substitute less hazardous materials, and establish proper work practices.

Accordingly, it is the intention of the Board of Education to comply fully and in a prudent manner with all occupational safety and health standards and regulations. The Superintendent of Schools shall see to it that the school district is in compliance with the Department of Labor Safety and Health Administration's Hazard Communication Standard and that the program is implemented and enforced.

Thus, building principals and the Supervisor of Buildings and Grounds, under the direction of the Superintendent of Schools and within their respective areas of responsibility, shall do the following:

1. provide guidelines for all employees to meet the requirements of the Hazard Communication Standard;
2. make the Hazard Communication Program available to all employees of the Board of Education for review at all times;
3. establish and maintain an inventory of all hazardous chemicals used on the premises;
4. make certain that containers containing hazardous chemicals are labeled with the identity and the appropriate hazard warning of the contents as well as the name and address of the manufacturer, supplier, or responsible party;
5. obtain Material Safety Data Sheets (MSDS) from vendors for every hazardous chemical used on the premises and make such sheets available to employees at all times;
6. provide an information and training program for all employees at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place and keep a record of such program and all those who attended;

## **Business/Non-Instructional Operations**

### **Hazardous Materials Communication** (continued)

7. inform outside contractors of the identity of any hazardous chemicals to which the contractor may be exposed when working in an administrator's area of responsibility by making available the hazardous chemicals inventory, the MSDS's and advising him/her of the labeling system and of appropriate protective measures taken by the Board's employees;
8. determine if the contractor will be using any hazardous chemicals, and, if so, take appropriate action to assure the protection of the Board's employees;
9. prior to starting work on hazardous non-routine tasks, informing every affected employee about the hazardous chemicals to which they may be exposed, protective measures, and emergency procedures.

Legal Reference: Connecticut General Statutes

Section 199-329 through Section 195-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERPA)

29 CFR 1910.2000 Sections 5 and 6, OSHA Act of 1970

Policy adopted:

## **Business/Non-Instructional Operations**

### **Plant Operations and maintenance**

#### **Storage and Consumption of food**

In the Interest of providing a safe, clean, and healthy environment for students, and ensuring that we are not cited for violations by the Health Department, please note that the storage and consumption of food should only occur in designated areas. Such areas include the school cafeteria, lunch and workrooms, and other official break areas. The following procedures must be practiced in all areas:

- No food in classrooms or offices
- No paper clutter on floors or in closets
- All food products are to be kept in storage bins
- All sightings of roaches and mice must be logged in
- Head Custodian needs to log in problem areas

The exception to this is in schools where the alternative “breakfast in the classroom” program. In those buildings, a component of the program includes the immediate collection and disposal of waste so as not to compromise pest management efforts.

Our efforts to keep buildings free of insects and rodents can in fact be successful. All staff are to be reminded to comply with the above directive to that students, staff and the community will enjoy a cleaner and healthier environment in buildings.

#### **Appliances in Schools**

The following list of small electrical appliances should not be used in general areas of schools; i.e. classrooms, offices, and storage areas:

Hot plates  
Toaster ovens  
Microwaves  
Toasters  
Electric heaters  
Portable air conditioning units  
Coffee makers  
Individual refrigerators

The appliances should only be used in kitchens or break rooms where they are plugged directly into electrical outlets. They should never be used with extension cords. All electrical equipment used in classrooms should be plugged directly into electrical outlets.

Regulation approved:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Developing at each school, in compliance with the requirements of C.G.S. 10-222m, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. 10-222n.
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills, pursuant to C.G.S. 10-231.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by C.G.S. 10-222k)
7. Developing procedures for managing various types of emergencies.
8. Minimizing fire hazards.
9. Reducing the probability of faulty equipment.
10. Guarding against the chance of electrical shock.
11. Keeping records and funds in a safe place.
12. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety

10-220f Safety Committees

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

10-222m School security and safety plans. School security and safety committees.

10-222n School security and safety plan standards

10-231 Fire drills

Policy adopted:

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

### **Keys**

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

### **Building Checks**

Building checks are to be made on Saturdays, Sundays, and at such other times as is necessary by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas – audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved:

## **Business and Non-Instructional Operations**

### **Electronic Information Security**

The objective of electronic information security is to ensure business continuity and minimize business damage by preventing, controlling and minimizing the impact of security breaches. The purpose of this policy is to protect the Bridgeport Public Schools system's electronic information resources from threats, whether internal or external, deliberate or accidental. Electronic information resources are defined as all District computer equipment, including any desktop or laptop computers and all hardware owned or leased by the school system; the District's computer network, and any computer software licensed to the District; and stored data. This policy shall apply to all users, whether or not affiliated with the District, of District electronic information resources as well as to all uses of those resources, wherever located.

The School System will maintain access management processes to ensure that appropriate access will be afforded to electronic information resources.

Availability of the electronic information infrastructure is crucial to the continued effectiveness of the Bridgeport Public Schools. The District will develop and implement procedures in accordance with prevailing industry standards and applicable federal and state law to manage environmental, developmental and disaster recovery requirements.

The District will educate all users regarding acceptable use and proper security procedures for electronic information resources.

The District will manage electronic information resources in accordance with applicable federal and state law and regulations, including laws regarding the confidentiality of student and personnel information and access to public records.

(cf. 3520.1 – Information Security Breach and Notification)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

## **Business and Non-Instructional Operations**

### **Electronic Information Security**

Legal Reference: Connecticut General Statutes (continued)

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 503 12-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53 182-53273

Policy adopted:

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

The Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic service contractor.)
2. A description of the means by which the Board may request the deletion of any student information, student records or student-generated content in the possession of the contractor that is not (a) otherwise prohibited from deletion or required to be retained under state or federal law, or (b) stored as a copy of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the contractor, provided the Board of Education may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues (continued)**

6. A description of the procedures that a contractor will follow for notifying the Board, in compliance with C.G.S. 10-234dd when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content.
7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board of Education except a student, parent or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content. (e.g., essays, research papers, portfolios, creative writing, music, audio files, or photographs, but not standardized assessment responses.)
8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of all parties to the contract, (contractor and the Board).
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

The Board of Education may use the uniform student data privacy terms-of-service agreement addendum, developed by the Commission for Educational Technology (CET), in contracts entered into pursuant to C.G.S. 10-234bb. Such amendment shall conform to the requirements for a contract listed above.

Any provision of a contract or the terms-of-service agreement addendum entered into between a contractor and the Board on or after July 1, 2018, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Board will give the contractor reasonable notice to amend the contract or the terms-of-service agreement addendum to include the missing provisions.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues** (continued)

Any contract entered into on and after July 1, 2018, or the terms-of-service agreement addendum that does not include the provisions listed above shall be void, provided the Board has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms-of-service agreement addendum to include the required provisions.

The Board of Education shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five business days after executing a contract pursuant to this policy the Board shall post notice of such contract on the Board's website. The notice shall include the contract and (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information, student records or student-generated content may be collected as a result of the contract.

On or before September 1<sup>st</sup> annually, the Board of Education shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Board of Education and a contractor may include in any contract executed pursuant to this policy, the uniform student data privacy terms-of-service agreement addendum, previously described, to satisfy the requirements of this policy.

The Board of Education is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided (1) such Internet website, online service or mobile application complies with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time, (2) the Board of Education can provide evidence that it has made a reasonable effort to (A) enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and (B) find an equivalent Internet website, online service or mobile application operated by a consultant or an operator that complies with the provisions of this section, (3) the consultant or operator complies with the provisions of section 10-234cc, as amended for such use, and (4) the parent/legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that (A) acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and (B) authorizes the use of such Internet website, online service or mobile application. The Board of Education shall, upon the request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues** (continued)

The Board expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if a student, parent/guardian or Board requests deletion of such student information, student records or student generated content unless:

1. state or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or
2. a copy of such student information, student records or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery.

The Board will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes, a plain language explanation of how such student data privacy laws are to be implemented, information about the uniform student data privacy terms-of-service agreement addendum, and (3) how such addendum may be incorporated into contracts executed pursuant to section 10-234bb, as amended.

#### **Notice of Breach of Security/Data Breaches**

Upon notice of a breach of security by a contractor, the Board shall, not later than two business days after receipt of such notice, notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

##### **Notice of Breach of Security/Data Breaches** (continued)

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Board without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

**Note:** The Board may desire to contract for more prompt notice of a breach of security.

##### **Definitions**

1. **“Contractor”** means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.
2. **“Operator”** means the operator of an Internet website, online service, online application, (app) or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **“Consultant”** means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.
4. **“Student”** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
5. **“Deidentified information”** means any information that has been altered to prevent the identification of an individual student.
6. **“Eligible student”** means a student who has reached 18 years of age.

## Business and Non-Instructional Operations

### Data-Based Information and Management Systems

#### Student Data Protection and Privacy/Cloud-Based Issues

##### Definitions (continued)

7. **“Student-generated content”** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. “Student-generated content” does not include student responses to a standardized assessment.
8. **“Student records”** means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.  
  
**“Student records”** does not mean any of the following:
  - a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
  - b. Deidentified information, used to demonstrate the effectiveness of the contractor’s products in the marketing of such products.
  - c. Deidentified information, used for the development and improvement of the contractor’s products and services.
9. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
10. **“Student information”** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
  - a. Is created or provided by a student, or the student’s parent or legal guardian, by using an operators’ website, online service, or mobile application (app) for school purposes.
  - b. Is created or provided by an employee or agent of the board of education, to an operator for school purposes.
  - c. Is gathered by an operator through the operation of the operator’s Internet website, online service, or mobile application (app) and identifies a student including but not limited to information in the student’s educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

##### **Definitions** (continued)

11. **“School purposes”** means purposes that customarily take place at the direction of a teacher, or a board of education or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians.
12. **“Targeted advertising”** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator’s Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student’s response or request for information or feedback.

The Board, through this policy, places restrictions on an “operator” as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their internet website, online service or mobile application:

1. Engage in targeted advertising on the operator’s site, service, or application, or on any other Internet website, online service or mobile application;
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or
4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator’s Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues** (continued)

The Board recognizes that an operator may:

1. Use student information (1) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application (app), or (2) for adaptive learning purposes or customized student learning.
2. Use de-identified student information (1) to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.
3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information;
7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues** (continued)

The Board, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Board determines that a request for directory information is not related to school purposes, the Board shall not disclose such directory information.

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3520.12 – Data-Based Information Management System Confidentiality Policy)

(cf. 5125 – Student Records)

(cf. 5145.15 – Directory Information)

(cf. 6162.51 – Surveys of Students/Student Privacy)

Legal Reference:        Connecticut General Statutes  
                                 1-19(b)(11) Access to public records. Exempt records.  
                                 7-109 Destruction of documents.  
                                 10-15b Access of parent or guardians to student’s records.  
                                 10-209 Records not to be public.  
                                 10-234aa Definitions  
                                 10-234bb Contracts between boards of education and contractors re student  
                                 data. Requirements. (as amended by PA 18-125)  
                                 10-234cc Requirements for operators re student data  
                                 10-234dd Duties re unauthorized release, disclosure or acquisition of  
                                 student data (as amended by PA 18-125)  
                                 11-8a Retention, destruction and transfer of documents  
                                 11-8b Transfer or disposal of public records. State Library Board to adopt  
                                 regulations.  
                                 46b-56(e) Access to Records of Minors.  
                                 Connecticut Public Records Administration Schedule V - Disposition of  
                                 Education Records (Revised 1983).  
                                 P.A. 16-189 An Act Concerning Student Privacy  
                                 PA 17-200 An Act Making Revisions to the Student Data Privacy Act of  
                                 2016  
                                 PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act  
                                 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of  
                                 the General Education Provisions Act, as amended, added by section 513 of  
                                 P.L. 93-568, codified at 20 U.S.C.1232g).

**Business and Non-Instructional Operations**

**Data-Based Information and Management Systems**

**Student Data Protection and Privacy/Cloud-based Issues**

Legal Reference: (continued)

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
**Bridgeport, Connecticut**

**STAFF REQUEST FOR APPROVAL OF TECHNOLOGY RESOURCES**

Before use in the classroom, use with students, or administrative use, all online learning resources, online applications, digital subscription services, and other programs or technology applications requiring the user to accept terms of services or a user agreement must be approved by the \_\_\_\_\_ (*Director of Information Technology*)

To request to use such an online resource or technology application other than a District-approved resource, please complete and submit the following form.

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ (*example: teacher*)  
Date: \_\_\_\_\_

If the resource will be used by students, which grade(s)?: \_\_\_\_\_

1. Give name and description of the technology resource you are requesting to use. If you are requesting an online resource, please include a link to the resource.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe how you plan to use the requested resource. What information, if any, will be shared? Who will have access to the resource? If for use by students, will students need to sign up for an account or download an application? Is parental permission required by the application before use by a student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only**

Approved for use

Additional parental notification and permission required.

No additional notifications or permissions required.

Not approved for use at this time

Reason: \_\_\_\_\_

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application**

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. *The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.*

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application** (continued)

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Whenever it is deemed necessary to use a chemical substance that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. The District, prior to any application of pesticide within any building or on school grounds shall provide such notice by electronic mail no later than twenty-four hours prior to the pesticide application. Notices shall also be posted in designated areas at school at least (*suggested*) forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application. Parents/guardians who have registered for prior notice shall receive a transmittal of notice by electronic mail no later than twenty-four hours prior to such application. Notice shall be given by any means practicable to school staff who have registered for such notice.

The notice shall include:

- The name of the active ingredient of the pesticide being applied.
- The target pest.
- The location of the application on school property.
- The date of the application.
- The name of the school administrator or designee who may be contacted for further information.

On or after October 1, 2015, the Board of Education is required to post notice of pesticide application not less than twenty-four hours prior to the application on or through the (1) home page of the school's website where the application will occur, or in the absence of a school's website, on the District's website; and (2) the primary social media account of the school or Board of Education.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application** (continued)

The District's website must indicate how parents/guardians may register for prior notice of pesticide application.

Not later than March 15 of each year, a notice of applications made since January first of such year, and a listing of such notices for applications made during the period March 15<sup>th</sup> through December 31<sup>st</sup> time frame from the preceding calendar year shall be sent through the District's electronic mail notification or alert system. This notification is for those parents/guardians who previously registered for prior notification of pesticide applications.

The District is also required to print the above required electronic mail notification in the applicable parent handbook. (The law, C.G.S. 10-231c, as amended does not require the reprinting of the handbook to provide the notification or the development or use of a website, social media account or electronic mail notification or alert system not already in use or existence prior to October 1, 2015.)

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

The application of lawn care pesticides on the grounds of any schools with students in grade eight or lower, except on an emergency basis, must be according to an integrated pest management plan (IPM). An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools, subject to applicable Connecticut statutory and regulatory provisions.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators. Exception. (as amended by P.A. 09-56)

10-231c Pesticide applications at schools without an integrated pest management plan. (as amended by June 2015 Special Session PA 15-5)

22a-46 Short title: Connecticut Pesticide Control Act.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

### **Pest Management /Pesticide Application**

Legal Reference: Connecticut General Statutes (continued)

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58 Records to be kept by distributors and applicators.

23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq

Policy adopted:



**PESTICIDE APPLICATION PLAN**

Date of planned application: \_\_\_\_\_ Day of week: \_\_\_\_\_

*(It is recommended for application to occur on a weekend or during a vacation period.)*

Which pesticide (s) will be used? (Attach MSDSA if available) \_\_\_\_\_

(Choose for safety and effectiveness.)

Location/size of area(s) to be treated:

Who will do the pest control? (circle one)    Staff    Contractor

Name (s) \_\_\_\_\_

License number (s) \_\_\_\_\_

Firm (if applicable) \_\_\_\_\_

For interior treatment:

Does the building have active ventilation that can be left on after the application? \_\_\_\_\_

If not, who is responsible for opening windows at least six (6) hours before staff and students reenter? \_\_\_\_\_

For all applications:

Who will post the building or treated grounds with (1) date of application; (2) pesticide used; and (3) when the area can be used again? \_\_\_\_\_

Will pesticides be stored on school grounds? \_\_\_\_ YES \_\_\_\_ NO

If "YES" where : \_\_\_\_\_

(Read label carefully!)

Keep all pesticides locked up and away from occupied areas.

Approved by school/district administrator: \_\_\_\_\_ Date: \_\_\_\_\_

School nurse \_\_\_\_\_ informed \_\_\_\_\_

Other (s) \_\_\_\_\_ informed \_\_\_\_\_

## **Business and Non-Instructional Operations**

### **Hazardous Materials in Schools**

#### **Pest Management/Pesticide Application**

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the District shall follow the principles of Integrated Pest Management (IPM). The Superintendent or his/her designee shall ensure that the District follows Integrated Pest Management procedures so as to use the most appropriate and least toxic method of control.

Procedures shall include the following:

1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be taken.
2. Selected non-chemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
3. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
4. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with EPA registered label directions.
5. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. Such storage and any disposal of the pesticide shall be in accordance with EPA - registered label directions.
6. Staff, students and parents/guardians shall receive information about the District's Integrated Pest Management policy and procedures and notification of any upcoming pesticide treatments. The notice of pending pesticide application must take place not later than twenty-four hours prior to such application by posting the notice either on or through the website of the school where such application will occur or on the District website in the absence of a school website and the primary social media account of the school or District. Also to be posted on the District's website is how parents/guardians may register for prior notice of pesticide applications. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.
7. The following records shall be maintained at each school site:
  - a. Records of pesticide use at the site for a period of five years.
  - b. Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments.

## Business and Non-Instructional Operations

### Hazardous Materials in Schools

#### Pest Management/Pesticide Application (continued)

8. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of Integrated Pest Management (IPM). Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying.
9. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and to eliminate routine spraying.
10. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision. (*Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.*)
11. At the beginning of each school year, the Board of Education shall provide the staff of each school and the parents/guardians of each child enrolled in each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statements and descriptions shall also be provided to the parents/guardians of any child who transfers to a school during the school year.
12. The aforementioned required statement shall indicate to staff, parents and guardians that they may register for prior notice of school pesticide applications. Further, the emergency notification procedures to be used will be described.
13. Parents/guardians and staff may register for prior notice of pesticide applications. Each school shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, persons who have registered for prior notice shall be notified not less than twenty-four hours prior to any pesticide application by posting the notice either on or through the school's website where the application will occur, or on the District's website if the school does not have one, and the primary social media account of the school or District. The District's website must indicate how parents may register for prior notice of pesticide applications by any means practicable on or before the day that any application of pesticide is to take place at a school.

## **Business and Non-Instructional Operations**

### **Hazardous Materials in Schools**

#### **Pest Management/Pesticide Application** (continued)

14. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) the target pest; (3) location of the application on school property, (4) date of application, (5) the name of the school administrator or his/her designee who may be contacted for further information.
15. No application of pesticide may be made in any building or on school grounds during regular school hours or during planned activities at the school except an emergency application, subject to applicable Connecticut statutory and regulatory provisions.
16. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
17. In cases of an emergency application, prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice.
18. The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.
19. Annually, not later than March 15, the District is required to send through its electronic mail notification or alert system a listing of notices for application of pesticides made during March 15<sup>th</sup> through December 31<sup>st</sup> from the preceding calendar year and those made from January 1<sup>st</sup>. This electronic mail notification is also to be printed in any applicable parent handbooks or manuals.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Green Cleaning Program**

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Bridgeport Public Schools District, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools.

It is the policy of the Bridgeport Public Schools District to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

***Alternate:*** The District has a responsibility to retain the beneficial functions of cleaning products while preventing negative impacts to human health and the environment from these products.

The Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

#### **Definitions**

“**Green Cleaning Program**” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

#### ***Alternate Definitions:***

- (a) **Green Cleaning** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

### **Green Cleaning Program**

#### **Definitions** (continued)

- (b) **Green Cleaning** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

**“Environmentally Preferable Cleaning Products”** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

#### **Notice Requirements**

Annually the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Green Cleaning Program** (continued)

The Board will also make available on its website a copy of this green cleaning policy. *(If no website is available the Board must make the policy publicly available or available upon request.)*

The Board will report to the Commissioner of Education on its green cleaning program, in a manner and frequency prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools)

(cf. 3524.1 – Pesticide Application)

(cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education (as amended by P.A. 09-81 and P.A. 11-136)

10-231a through 10-231d. Pesticide applications at schools

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.

22a-46. Short title: Connecticut Pesticide Control Act.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Green Cleaning Program**

To reduce exposure of school building occupants to potentially hazardous chemical contaminants, the District will fully implement a Green Cleaning Program that requires compliance with the following guidelines:

1. In order to comply with the policy pertaining to green cleaning and applicable state statute, the District shall specify, buy and use where practicable, only Environmentally Preferable Products (EPP) in District owned and leased facilities.
2. Vendors that are contracted by the District to perform janitorial and custodial services are also required to use, wherever practicable, Environmentally Preferable Products in the execution of their contractual obligations to the District.
3. Cleaning products regulated by the Federal Insecticide, Fungicide and Rodenticide Act, such as disinfectants, disinfecting cleaners and sanitizers are excluded.
4. Also excluded are products (1) for which no DAS-approved certification program has established a guideline or environmental standard, (2) that fall outside the scope of such guidelines or standards, or (3) that are otherwise excluded under such guidelines or standards.
5. Environmentally Preferable Products which are a part of the District's Green Cleaning Program include products which must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This includes general purpose, bathroom, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers.
6. The DAS has contracts in place with vendors to provide EPP cleaners and sanitizers. The District shall utilize this resource whenever possible and fiscally worthwhile.
7. The following steps shall be taken when procuring EPP products:
  - a. Determine the need and intended use for the cleaning product and review the options for EPP cleaners and sanitizers available. EPP items shall be purchased for intended use whenever practicable. In a case where the use of an EPP cleaner or sanitizer is not practicable, the reason for not using an EEP product should be documented and kept on file.
  - b. Consult with DAS contracted vendors of EEP cleaning products for information and training on the use of these products.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Green Cleaning Program** (continued)

- c. Carefully review product Material Safety Data Sheets, usage recommendations and manufacturer's usage instructions prior to purchase, even if the product has been certified by DAS. (e.g. "Green Seal Certified" or Eco Logo)
8. In order to ensure the health and safety of school children and employees as well as the effectiveness of the products to be purchased, the products must meet guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection. Examples of such third-party approved certifications include "Green Seal" and "EcoLogo".

#### **Notice Requirements**

Annually members of the school staff and parents/guardians who request it, are to be given a written copy of the green cleaning policy. In addition, this written statement shall also include:

- the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- the schedule for applying the products; and
- the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of the green cleaning policy.

A copy of the green cleaning policy will also be posted on the district's/school website. *(If no website is available the Board must make the policy publicly available (student/parent handbooks) or available upon request.)*

#### **Definitions**

**"Green Cleaning Program"** means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Green Cleaning Program

##### Definitions (continued)

##### *Alternate definitions:*

- (a) **“Green Cleaning Program”** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.
- (b) **“Green Cleaning”** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

**“Environmentally Preferable Products”** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes general purpose, bathroom, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are antimicrobial products regulated under the Federal Insecticide, Fungicide and Rodenticide Act, such as disinfectants, disinfecting cleaners and sanitizers. Also excluded are products (1) for which no DAS-approved certification program has established a guideline or environmental standard, (2) that fall outside the scope of such guidelines or standards, or (3) that are otherwise excluded under such guidelines or standards.

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education (as amended by PA 09-81 and PA 11-136)  
10-231a through 10-231d. Pesticide applications at schools  
10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.  
22a-46 Short title: Connecticut Pesticide Control Act.  
10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.  
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Insurance Coverage**

The Superintendent or his/her designee shall obtain appropriate insurance coverage for the district. Such coverage shall include but not be limited to:

1. Fire Insurance, including extended coverage
2. Liability Insurance
3. Boiler Insurance
4. Theft Insurance
5. Automobile Insurance to cover all school-owned vehicles while transporting students.
6. Such other insurance coverage as the Board of Education may determine from time to time.

The Superintendent shall be advised of all policies and furnished a copy of each contract. The Superintendent should be advised immediately by the City of any claims against the insurance, if the claim has not been processed through the Superintendent's office. The Superintendent must be informed of all the insurance policies for the schools and advise the auditors of this information.

Legal Reference:      Connecticut General Statutes  
                                 10-235 Indemnification of teachers, board members, and employees in  
                                 damage suits; expenses of litigation  
                                 10-236 Liability  
                                 10-236a Indemnification of educational personnel assaulted in the line of  
                                 duty  
                                 14-29 Insurance or bond of public service motor vehicle and service bus  
                                 owners  
                                 52-557 Injury to children being transported to school

Policy adopted:

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## **Business/Non-Instructional Operations**

### **Transportation**

The Board of Education will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

### **Federal Compliance**

Transportation will be provided for homeless students to and from the school of origin as required. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement.

Legal Reference:        Connecticut General Statutes  
                                 10-186 Duties of local and regional boards of education  
                                 10-220 Duties of boards of education  
                                 14-275 Equipment and color of school buses  
                                 14-275a Use of standard school bus required, when.  
                                 14-275b Transportation of handicapped students.  
                                 14-275c Regulations re school buses and motor vehicles used to transport  
                                 special education students.  
                                 14-276a (c) Town/school district may require its school bus operators to have  
                                 completed a safety training course.  
                                 14-280 Letters and signals to be concealed when not used in transporting  
                                 children. Signs on other vehicles.  
                                 McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110,  
                                 42 U.S.C., Sections 11431-11435

Policy adopted:

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Administrative Guidelines**

##### **I. Responsibilities:**

Under Connecticut General Statutes, it is the responsibility of the Bridgeport Board of Education to provide for the transportation of children to and from school, within the criteria listed below.

- a. The Connecticut Department of Motor Vehicles establishes rules and regulations about equipment, capacity and operation of buses; and inspects vehicles, which provide student transportation, services to school.
- b. The Bridgeport Police Department is responsible for crossing guard protection, physical security and enforcement of traffic regulations.
- c. The transportation contractor is responsible for providing student transportation within the laws and regulations established by the State of Connecticut, the Bridgeport Police Department and within the policies established by the Bridgeport Board of Education as listed below.
- d. School bus drivers shall be responsible for the safety of all pupils while they are on and about the bus. Drivers are required to report to the building principal and bus company supervisor violations of any rules and regulations concerning the conduct of pupils on the bus or at bus stops. Drivers are expected to maintain order among the students in their charge.
- e. The School Administration is responsible for managing and overseeing the adopted policy and administrative regulations of the Bridgeport Board of Education. At each school, the principal shall provide for the safe unloading and loading of buses at the beginning and end of the school day.
- f. The student is responsible for remaining seated during the ride to and from school, to be respectful of others, to not use foul language, to not throw items from the bus and to follow the instructions of the driver.
- g. The parents and guardians are responsible for the behavior of their children and for working with the school district to make student transportation as safe as possible.

##### **II. Definitions:**

- A. **“School transportation”** means the procedure, program, or fully effective and implemented plan by which a student is conveyed to and for from school from the student’s residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such Transportation shall be over public roads approved by the City or private roads approved pursuant to Connecticut General Statutes Section 10-220c.

## Business/Non-Instructional Operations

### Transportation

#### II. Definitions (continued)

- B. **“Walking distance” for elementary school students** means the linear measure of a prescribed or authorized pedestrian route between the student’s residence and the bus stop or school, measured from the center of the curb line or edge of the paved road in front of the student’s residence to the bus stop or bus pickup or drop-off area at the elementary school.
- “Walking distance” for high school students** means the linear measure of a prescribed or authorized pedestrian route between the student’s residence and his/her bus stop or school, measured from the center of the curb line or edge of the paved road in front of the student’s residence to the designated stop or nearest safe entrance to the school grounds.
- C. The maximum walking distances from home to school or to a prescribed bus stop are as follows:
- Students enrolled in elementary school, grades k-8, one mile up to 1.5 miles.
- Students enrolled in grades 9 through 12, two miles up to 2.5 miles.
- Parents and guardians are encouraged to walk children to bus stops and monitor behavior until the students enter the bus.
- D. **“One mile walking distance”** means the reasonable measurement of a route to be traversed, extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- E. **“Hazard”** means a thing or condition, as prescribed in these administrative procedures, affecting the safety of students walking to and from school. The Board of Education recognizes the City’s Director of Public Safety for the purposes of making judgments regarding safety.
- F. **“Raised walk or sidewalk”** means a portion of the landscaped right-of-way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved; and may be distinguished by some elevation above the street pavement level; and may be marked by curbing, drainage ditch, grass area, or fencing, apart from and independent of any white line safety markings along the street pavement.
- G. **“Student”** means any individual of school age residing in Bridgeport and enrolled in a public or non-profit private school, located within the school district.
- H. **“Grade K”** means a kindergarten student.
- I. **“Elementary Student”** means a student in grades K through 8.
- J. **“High School Student”** means a student in grade 9, 10, 11 or 12.
- K. **“Bus Stop”** means a geographical location designated by the Bridgeport Board of Education or school administration where students can safely wait for purposes of boarding or debarking a school bus.

## **Business/Non-Instructional Operations**

### **Transportation (continued)**

#### **III. Guidelines for extending transportation to students for reasons of safety and/or health**

The following guidelines are established to assist the administration in making judgments relative to extending transportation privileges to students who must travel to and from school and whose safety and/or health may be affected by requiring such a student to walk.

##### **A. Health Considerations**

1. The Bridgeport Public Schools may provide transportation to students who have a disability or illness, which could be aggravated by requiring the student to walk the required distance set forth in the Policy.
2. Each request shall be filed with the Coordinator of School Transportation. The request shall be accompanied by any medical record, certificate, evaluation, recommendation, etc., deemed sufficient to review the medical status of the student annually.
3. The Coordinator of School Transportation will make his/her findings and recommendations within five working days of receipt of all documentation related to the case and previously requested.

##### **4. Appeals For Health Considerations**

If a parent is dissatisfied with the ruling of the school official the parent may make a request in writing for a hearing to appeal the decision.

Appeals resulting from decisions of the Coordinator of School Transportation shall be heard by the Transportation Committee of the Bridgeport Board of Education.

##### **B. Safety Hazards**

1. Bridgeport Public Schools may provide transportation to students where a hazardous condition exists according to the following standards:
  - a) Street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist: For elementary students, absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that children are walking to or from school exceeds 60 vehicles per hour.

Any street, road or highway with speed limits in excess of forty miles per hour, which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross while going to or from school.

## Business/Non-Instructional Operations

### Transportation

#### B. Safety Hazards (continued)

- a) (continued) The usual or frequent presence of any nuisance which is potentially dangerous to children including but not limited to open manholes; construction; snow plowed or piled on the walk areas making walkways unusable; loading zones where delivery trucks are permitted to park on walkways; commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour.
- b) Any highway or main artery, which has no adjacent or parallel sidewalks or raised walk area and is used as an accepted or suggested route for non-residential vehicular traffic shall be deemed hazardous for elementary school students. Streets in residential sections in which the use primarily serves the needs of the people living in those areas shall not be considered hazardous unless otherwise determined by the Director of Public Safety of the City of Bridgeport.
- c) A lake, pond, stream, culvert or waterway may be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water.
- d) Any area adjacent to a roadway, walkway or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, without a fence or other suitable barrier, shall be deemed hazardous for elementary school students.
- e) Any street, road walkway or path designated as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous. However, the school administration may designate alternate walking routes that students should travel.
- f) Any walkway, path or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the track; and any crossing of railroad tracks that carry moving trains during hours that students are walking to or from school shall be deemed hazardous unless, (1) a crossing guard is present, or (2) an automatic control bar is present at crossings used by students under age ten, or, a bar or red flashing signal light is operational when the crossing is used by students over ten years of age.

## **Business/Non-Instructional Operations**

### **Transportation**

#### **B. Safety Hazards** (continued)

2. The school administration, in consultation with the Director of Public Safety of the City of Bridgeport, may grant an exception to any provision of this guideline where in the judgment of the school administration a unique condition or combination of conditions renders such conditions(s) a hazard.
3. The Transportation Coordinator shall be responsible for administering the transportation program for students.
4. **Appeals for safety or denial of service:** If a parent is dissatisfied with the decision of the Transportation Coordinator, the parent may make a written appeal of the decision. Appeals resulting from decisions of the Director of Business shall be considered by the Transportation Committee of the Bridgeport Board of Education.

#### **IV. Transportation for Magnet School, NCLB or Controlled Transfer:**

To accommodate children selected to participate in the Bridgeport Magnet Programs, Bridgeport Public Schools offers transportation within the same guidelines that apply to other elementary students.

Transportation is offered from a designated stop near the home, provided it is one mile or more from the school. Pickup and drop-off locations must be the same address.

#### **V. Transportation for Day Care**

Bridgeport Public Schools provides transportation from the home to the school and back. The school district will not provide transportation services to baby sitters or relatives.

#### **VI. Private, Charter Schools, Vocational Technical and Vocational Agricultural School Transportation** - Connecticut General Statutes require Bridgeport Public Schools to transport children, who reside in Bridgeport, to and from private non-profit schools and certain Vocational-Technical Schools in nearby communities. The guidelines for this transportation are the same as those for public school children of the appropriate grade level.

#### **VII. Student Behavior** - Connecticut General Statutes allows school administration to take away transportation privileges to students engaging in improper behavior. The school administration will use due process procedures when removing privileges and must contact parents or guardians during the exclusion process. Video cameras may be used to monitor behavior.

## Business/Non-Instructional Operations

### Transportation (continued)

#### VIII. Miscellaneous Regulations

- a. The School administration shall establish suitable pickup and drop-off points for those students being transported.
- b. Buses, with or without students, will not be permitted to enter roads that end in cul-de-sacs that require buses to back up. Motor vehicle regulations prohibit backing up a school bus during the pickup and drop off process.
- c. Except for Magnet transportation across school attendance area lines in not permitted.
- d. Bridgeport Public Schools reserves the right to use video cameras to monitor behavior on school transportation vehicles. Under Federal Law, these recordings are considered student records and not available to the general public for viewing.
- e. Transportation is the responsibility of the parent when a controlled transfer is requested and granted.

#### IX. Appeals

Parents may appeal a decision of a Transportation Committee created by the Bridgeport Board of Education to the State Board of Education pursuant to Section 10-186 of the Connecticut General Statutes and in accordance with Sections 4-177 through 4-180 inclusive.

Legal Reference: Connecticut General Statutes  
10-221c Development of procedures for reporting complaints.  
10-280a Transportation for students in non-profit private schools outside school district.  
10-281 Transportation for students in non-profit private schools within school district.  
14-275a Use of standard school bus required when.  
14-275b Transportation of handicapped students.  
14-275c Regulations - school buses and motor vehicles used to transport special education students.  
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Transportation Equipment**

#### **Privately Owned Vehicles**

The Board of Education (Board) recognizes that, in special incidental, unplanned and/or emergency circumstances, district employees may need to use private vehicles for school purposes. In particular, the Building Principal or designee may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.

Prior authorization may not be necessary in the event of an emergency. The District assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent using a private vehicle to transport students on a regular basis must provide evidence of liability insurance, with the District named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.

No student shall be sent on school errands with his/her own vehicle, an employee vehicle, or a Board-owned vehicle.

The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

The Board assumes no liability for student use of his/her personal vehicle for school-related activities. Students will not, under any circumstances, be required to use his/her own vehicle for school-related activities.

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes  
14-1(i) Motor vehicles: definitions.  
14-212 (8) Definitions - "Student transportation vehicle." (as amended by PA 10-110)  
14-212 (2) Definitions - "Carrier." (as amended by PA 10-110)  
PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Records and Reports**

#### **Transportation Complaints**

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints and will conduct appropriate investigations of the allegations.

The Superintendent of Schools of each local or regional school district and the supervisory agent of each nonpublic school shall make a written report of the circumstances of any accident within his jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner of Motor Vehicles within ten days thereafter on a form prescribed by the Commissioner.

The Superintendent will provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted:

## Business/Non-Instructional Operations

### Records and Reports: Transportation Accidents and Safety Complaints

#### Reporting a Bus Accident or Incident

1. **When a bus accident or incident occurs, the dispatcher should obtain the following vital information:**
  - A. Seriousness of the **accident** (an accident is defined as an impact of any kind WITH students on the bus).  
Seriousness of the **incident** (an incident is defined as an impact of any kind with NO students on the bus).
  - B. Location of Accident/Incident - Obtain the specific location (e.g., 0.2 miles from the intersection of Route 6 and School Street)
  - C. Number of students injured, number of students on the bus, route number of the bus.
  - D. School of students involved.
2. **The dispatcher then calls:**
  - A. Police Emergency 911
  - B. Ambulance 911
  - C. Business Manager  
If unable to reach the Business Manager, call the:
  - D. Superintendent
  - E. If the Superintendent or the Business Manager are not available, the Principal of the school whose children were on the bus must be notified immediately.
3. **The Business Manager or the Superintendent then places emergency calls to:**
  - A. The Principal and nurse of the school nearest the accident.
  - B. The Principal and nurse of the students' school.
4. **Remarks:**
  - A. If the accident is serious, advise the ambulance medics to contact other ambulance corps and the hospitals.
  - B. If possible, find help in making calls to reduce response time.
  - C. District doctor and/or school nurse are to check all bus passengers, including the bus or van driver.
  - D. If the accident occurred at the p.m. run time, the bus driver is to inform the departing students that they are to tell their parents that the bus was involved in an accident and released by the police.

## **Business/Non-Instructional Operations**

### **Records and Reports: Transportation Accidents and Safety Complaints**

#### **Reporting of Bus Accidents or Incidents**

**4. Remarks: (continued)**

- E. Follow up and call Principals and nurses from the other buildings at the end of the emergency.
- F. The Principal or designated staff member will call all parents of those students who were involved in the accident as soon as possible after the children have been examined by the school nurse (if accident occurs on the way to school).
- G. The next day after the accident (p.m. run) a note is to go home to the parents or a telephone call is to be made to the home.
- H. The nurse will decide whether to make verbal contact or written contact to parents.
- I. The nurse will call parents of any child who is absent the day following the accident.
- J. The Superintendent and/or the Principal(s) involved should send a note home with the student(s) to the parents of each of the children on the vehicle(s) involved in the accident explaining the course of action taken and the facts involved.
- K. In the event of injury, the parents must be immediately notified by the proper school personnel (Superintendent/Principal(s)).
- L. The Chairperson of the Board of Education, or his/her designee, should be notified as soon as possible. Details of the accident should be made available to him/her at that time.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time, of at least 20 minutes for full-day, to eat meals during the school day.

The District shall offer nutritious meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression ancestry, national origin, marital status, pregnancy or disability.

The Board shall provide food service {X} for school breakfasts; {X} for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.

This service shall be under the supervision of the Food Service Director who shall be responsible to the Business Manager. The Food Service Director shall be hired under specific job specifications and approved by the Board of Education.

#### **Aims**

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. To provide wherever cafeteria facilities exist nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be sold or served consistent with applicable federal government Dietary Guidelines for Americans.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on recommendation of the Principal and school nurse.

#### **Facilities**

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Facilities** (continued)

2. A carefully planned, well-equipped kitchen adjacent to each dining area.
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

#### **Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service Director shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

All cafeteria workers shall be required to have a physical examination at the time of employment and periodically as requested by the School Medical Advisor.

#### **Financing**

The school lunch program shall be financed as follows:

1. Prices of school lunches shall be determined by the Superintendent in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Business Manager or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the District auditor. In compliance with federal law, the District's NSLP (and SBP) shall be non-profit.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.
4. Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students.

## **Business/Non-Instructional Operations**

### **Food Service (continued)**

#### **School Food Safety Inspections/School Food Safety Program**

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students.

#### **Farm to School Program**

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

Any person who sells any farm product as Connecticut-grown to the District is required to offer proof to the District that such farm product was produced in Connecticut, including, but not limited to, the name of the person or business that produced the farm product and the name and address of the farm where such product was produced.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness (School Wellness))

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

## **Business/Non-Instructional Operations**

### **Food Service**

Legal Reference: Connecticut General Statutes (continued)

- 10-216 Payment of expenses.
- State Board of Education Regulations
  - 10-215b-1 School lunch and nutrition programs.
  - 10-215b-11 Requirement for meals.
  - 10-215b-12 Reimbursement payments. (including free and reduced price meals)
  - 10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)
  - 10-221o Lunch periods. Recess. Board to adopt policies addressing limitation of physical exercise
  - 22-38d Farm to school program. (as amended by PA 16-37 and PA 18-73)
- Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.
- School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.
- National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.
- 42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).
- Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).
- P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751
- 7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
- Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted:

## **Business/Non-Instructional Operations**

### **School Meal Service**

#### **Program Description**

The Food Service Department operates under policies established by the Board of Education. The prices of school lunches and school breakfasts shall be approved by the board.

The Food Service Department purchases all food, equipment, supplies, and other essential services necessary for the operation of the school food service program.

Additionally, all personnel, including administrative, supervisory, food service, distribution, and lunchroom supervisory staff, are paid by the Food Service Department's fund (except that portion of the Director's salary which is charged to the General Budget as required by Connecticut State statute). The City of Bridgeport shall provide funding for all personnel contractual health benefits.

The Board of Education enters into a contract with the Connecticut State Department of Education. Through this contract, the United States Department of Agriculture and the State Department of Education provide funds and donated commodities. Both agencies play a major role in the conduct of the National School Lunch and School Breakfast Programs.

The State Department of Education conducts a Coordinated Review Effort audit as required by Federal regulations.

#### **Department Supervision**

The Director of Food Services works under the direct supervision of the Superintendent's designee.

In the absence of the Director of Food Services, the Assistant to the Director of Food Services directs the Food Service operation, including the acquisition of foodstuffs and routine operating supplies. In other financial areas, the Assistant to the Director Food Services must refer all matters to the Superintendent's designee for approval.

#### **Finance**

All transactions of the Food Service Department shall be kept separate from the current operating budget of the board (and shall be treated as an Enterprise Fund).

The Food Service Department receives monies from several sources as follows:

- Student and adult daily receipts
- Federal revenue (paid on a reimbursement basis only)
- State revenue
- Contracts with outside agencies
- Catering

## **Business/Non-Instructional Operations**

### **School Meal Service**

#### **Finance** (continued)

Revenue from all sources is under the control of the Director of Food Services and the Superintendent's designee, identified by categories for accounting purposes and either deposited to a savings/checking account or invested until such time as obligated expenses must be paid.

To maintain a financially solvent Food Service operation, up to a three month's operating fund balance is allowed under regulation to pay obligated expenses in a timely manner.

Insofar as possible, school food service shall be operated on a self-sustaining basis. Deficits, if any, are paid from board appropriations when approved by the board.

#### **Purchasing**

The Director of Food Services, subject to the supervision of the Superintendent, shall be authorized to award all bids for food, supplies, equipment, and other services particular to food services to the lowest bidder meeting specifications/requirements.

Specifications for all purchases by the Food Service Department will be developed by the Director of Food Services.

Contract form will be followed as specified in the City Charter.

The Food Service Department will award contracts in accordance with the policies of the City of Bridgeport Municipal Code and the policies of the Board of Education. The Director of Food Services will report all awarded bids to the Superintendent.

Through publicly advertised bids and/or competitive quotations, the Department develops purchase orders, verifies delivery records against company invoices, develops payment vouchers, and writes checks to pay all expenses incurred on a monthly basis.

Food, supplies, equipment, and other services particular to the Food Service Department are purchased by the Food Service Department with Food Service funds.

Equipment and services not particular to food services may be purchased through the Board of Education's Purchasing Department or by the Purchasing Department of the City of Bridgeport when it is cost effective and efficient for the operational needs of the Food Service Department.

## **Business/Non-Instructional Operations**

### **School Meal Service (continued)**

#### **Personnel**

The Food Service Department oversees the employment, promotion, transfer, or other personnel action of all rostered personnel.

Part-time and substitute employees are hired by the Food Service Department as deemed necessary for the efficient operation of the Department.

The Food Service Department recommends to the Human Resources Department the discipline and termination of any Department personnel,

Salaries and hourly wages of all rostered personnel are determined by the Board of Education and are charged to the Food Service Department's fund.

Hourly wages of part-time and substitute employees are determined by the Director of Food Services and approved by the Superintendent and/or designee.

#### **Supervision of the Meal Program**

Supervision of the meal program will be carried out under the direction of a Head Lunch Supervisor, a Cook-Manager, a Food Service Supervisor in the High Schools, or the Director of Food Services. The Principal, in cooperation with the Director of Food Services, will be directly responsible on matters of school policy such as scheduling, movement, discipline and safety of students in the dining area.

#### **Elementary Schools**

All teachers will be scheduled for a duty-free lunch period equal to that set for their respective students.

There will be in each school at least one professional person on call but without duty assignment during the noon hour. This professional coverage will be shared on a volunteer basis to the extent possible. On days when a teacher is on call, the teacher will eat in the school during the lunch period.

To relieve teachers of the necessity for supervising children during the assigned lunch period for their respective students, outside supervisors will be employed at an hourly rate to provide such supervision.

## **Business/Non-Instructional Operations**

### **School Meal Service**

#### **Elementary Schools** (continued)

In cooperation with the principal and staff of the school, every effort will be made to explain the program to children and parents and discuss with them the responsibility and authority of the lunchroom supervisors.

#### **High Schools**

All teachers will be scheduled for a duty-free lunch period equal to that set for their respective students.

Principals will be responsible for providing the staff necessary for supervising cafeterias/dining commons during the entire lunch period.

#### **Free Meals**

Lunches and/or Breakfasts shall be provided free to all students as determined by the U.S. Department of Agriculture.

Free meal means a meal for which neither the child nor any member of his family pays or is required to work in the school or in the school's food service.

#### **Payment Responsibilities**

The Bridgeport Public School System has as its mission to offer a well balanced lunch each day, which furnishes approximately 1/3 of the Recommended Daily Allowances for children of various age groups.

A public news release containing income information will be made available to local news representative early in the school year. Copied of this press release will be made available upon request to any interested party.

#### **Payment of Meals of Guests**

Guest of the school are the responsibility of the Principal; guests of the school system, the responsibility of the Superintendent. The responsible person will make provisions for paying the bill.

## **Business/Non-Instructional Operations**

### **School Meal Service (continued)**

#### **Special Dietary Needs of Students**

When requested by a recognized medical authority, the Food Service Supervisors, working closely with the school nurses, will provide simple substitutions such as fruit juice for milk and fresh fruit or juice for canned fruit.

Additional substitutions in foods shall be made on a case by case basis and require a statement of need signed by a Physician or a recognized medical authority.

#### **Food Sales other than National School Lunch Program**

No food or drinks which do not meet the minimal nutritional values set by the Food and Nutrition Service of the United States Department of Agriculture (Section 17 of Public Law 95-166 amending Section 10 of the Child Nutrition Act of 1966) may be sold or made available for sale in school of the district between the beginning of the school day through thirty (30) minutes after the last lunch period. No food or drink distributing machine shall be accessible to students during those hours unless the food or drink being sold meets the minimal nutritional values specified and such sales accrue to the school Food Service account.

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list is as follows:

1. Soda Water – As defined by 21 CFR 165.175 FDA regulations
2. Water Ices – As defined by 21 CFR 165.175 FDA regulations
3. Coffee and Tea, and fruit drinks or ‘ades’ of less than 50% full strength juice
4. Chewing gum – Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing
5. Certain Candies – Processed foods made predominately from sweeteners with a variety of minor ingredients which characterize the following types:
  - a. Hard candy, such as sour balls, candy sticks, lollipops, startlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
  - b. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices.
  - c. Marshmallow candies
  - d. Fondant, such as candy corn, soft mints.

**Business/Non-Instructional Operations**

**School Meal Service**

**Food Sales other than National School Lunch Program** (continued)

5. Certain Candies – Processed foods made predominately from sweeteners with a variety of minor ingredients which characterize the following types: (continued)
  - e. Licorice – a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
  - f. Spun candy.
  - g. Candy coated popcorn, a product made by coating popcorn with a mixture made predominately from sugar and corn syrup.

Legal Reference: National School Lunch Program and School Breakfast Program, Competitive Foods (7 CFR parts 210 and 220. Federal Register, Volume 45, No. 20 Tuesday, January 29, 1980, pp. 6758-6772)

Regulation approved:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Responsibilities and Duties**

The lunch program shall be under the direction of the Food Services Director who will report to the Business Manager. The Food Services Director shall cooperate with building principals in matters essential to the proper functioning of the lunch program and the cafeterias.

#### **Students**

Students shall be permitted to bring their own lunches and to purchase beverages and incidental food items.

The responsibility for control of students using the cafeteria shall rest with the building Principal.

#### **Nutrition Guidelines and Food Services Operation**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the District and its role in the District's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP (and SBP) meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP, (and SBP) (Special Milk Program SMP) maintains the confidentiality of students and families applying for or receiving free or reduced-price meals (or free milk) in accordance with the National School Lunch Act;
4. The school's NSLP, (and SBP) (SMP) operates to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans. Schools contracting out the food service part of their NSLP and SBP shall form a nutrition advisory committee comprised of teachers, students and parents to assist in menu planning. A nutrition committee comprised of students, family members and school personnel will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP (i.e., food services purchasing, menu planning, food production and meal service.) Cultural norms and preferences will be considered;
6. Food prices set by the District are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;

## Business/Non-Instructional Operations

### Food Service

#### Nutrition Guidelines and Food Services Operation (continued)

7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special food needs:
  - a. The District will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
  - b. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietician or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being service.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time (a minimum of 20 minutes) and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
  - a. Tables and chairs are of the appropriate size for students;
  - b. Seating is not overcrowded;
  - c. Students have a relaxed environment;
  - d. Noise is not allowed to become excessive;
  - e. Rules for safe behavior are consistently enforced;
  - f. Tables and floors are cleaned between meal periods;
  - g. The physical structure of the eating area is in good repair;
  - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.
12. The Connecticut State Department of Education's (CSDE) Meal Patterns Web Page shall be consulted regarding meal patters for the NSLP and SBP consistent with the nutrition standards to fulfill the requirements of the Healthy, Hunger-Free Act of 2010 (PL 111-296). Schools must fully implement the meal patterns.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Other Foods Offered or Sold**

The District recognizes that federal government standards requiring schools to provide NSLP (and SBP) meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

Foods offered in classrooms or school-sponsored activities and food and beverages sold as part of approved school fund-raising events shall meet minimum state requirements unless otherwise exempt by state law.

#### **Farm to School Program** *(optional revision/addition to policy)*

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

Any person who sells any farm product as Connecticut-grown to the District is required to offer proof to the District that such farm product was produced in Connecticut, including, but not limited to, the name of the person or business that produced the farm product and the name and address of the farm where such product was produced.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-216 Payment of expenses.

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Other Foods Offered or Sold**

Legal Reference: Connecticut General Statutes (continued)

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

10-221o Lunch periods. Recess. Board to adopt policies addressing limitation of physical exercise.

22-38d Farm to school program. (as amended by PA 16-37 and PA 18-73)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Regulation approved:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Food Service Personnel - Code of Conduct**

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the Bridgeport Public Schools District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

The Bridgeport Public Schools District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Food Service Personnel - Code of Conduct** (continued)

The Bridgeport Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Director of Food and Nutrition has been granted.
3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the Bridgeport Public Schools District and the outside agency.
4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

### **Resolution of Controversies**

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Assistant Superintendent for Business/purchasing agent and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

## **Business/Non-Instructional Operations**

### **Food Service (continued)**

#### **Public Access to Procurement Information**

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
  - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
  - b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.
  - c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.
3. After acceptance, procurement information is available to the general public except as noted above.

(cf. 3320 – Purchasing Procedures)

(cf. 3323 – Soliciting Prices, Bids)

(cf. 3326 – Ordering Goods and Services, Paying for Goods and Services)

(cf. 3542 – School Lunch Service)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 4118.13/4218.13 – Conflict of Interest)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

## **Business/Non-Instructional Operations**

### **Food Service**

Legal Reference: Connecticut General Statutes (continued)  
10-216 Payment of expenses.  
State Board of Education Regulations  
10-215b-1 School lunch and nutrition programs.  
10-215b-11 Requirement for meals.  
10-215b-12 Reimbursement payments. (including free and reduced price meals)  
Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.  
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.  
National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751  
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities  
Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.  
2 CFR 200.318 General Procurement Standards

Policy adopted:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

##### **Professional Standards for Food Service Personnel**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for {X} school breakfasts; {X} school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Director of Food and Nutrition who shall be responsible to the {X} Superintendent {X} Business Manager/Chief Financial Officer {X} Assistant Superintendent. The Director of Food and Nutrition shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

Legal Reference: Connecticut General Statutes  
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.  
10-215a Nonpublic school and nonprofit agency participation in feeding programs.  
10-215b Duties of State Board of Education re feeding programs.  
10-216 Payment of expenses.  
10-217 State Board of Education Regulations.  
10-215b-1 School lunch and nutrition programs.  
10-215b-11 Requirement for meals.  
10-215b-12 Reimbursement payments. (including free and reduced price meals)  
Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.  
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.  
National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).  
Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.  
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).  
U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

##### **Professional Standards for Food Service Personnel**

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296 requires significant changes in the Child Nutrition Programs to prevent and reduce childhood obesity, give eligible children access to nutrition benefits, and enhance the ability of nutrition professionals to operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) efficiently. Section 306 of the HHFKA amended section 7 of the Child Nutrition Act of 1966 (CNA) (42 U.S.C. 1776) by adding “Professional Standards for School Food Service.” This provision is intended to ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet Program requirements. Requiring proper qualifications to serve in the Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

##### **Definitions:**

*School food authority (SFA)* is the local governing body that has the legal authority to operate the school meal programs.

*School nutrition program directors* are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority.

*School nutrition program managers* are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

*School nutrition program staffs* are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

##### **School Nutrition Program Professional Standards**

School food authorities that operate the National School Lunch Program or the School Breakfast Program must establish and implement professional standards for school nutrition program directors, managers, and staff.

##### **Minimum Standards for All School Nutrition Program Directors**

Each school food authority must ensure that all newly hired school nutrition program directors meet minimum hiring standards and ensure that all new and existing directors have completed the minimum annual training/education requirements for school nutrition program directors, as set forth below:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

#### **Professional Standards for Food Service Personnel**

#### **Minimum Standards for All School Nutrition Program Directors (continued)**

**Hiring standards:** All school nutrition program directors hired on or after July 1, 2015, must meet the following minimum educational requirements, as applicable:

1. ***School nutrition program directors with local educational agency enrollment of 2,499 students or fewer. Directors must meet the following requirements:***
  - a. A Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
  - b. A Bachelor's degree or equivalent educational experience with any academic major or area of concentration, *and* either a State-recognized certificate for school nutrition directors or at least one year of relevant food service experience; **or**
  - c. An Associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least one year of relevant school nutrition program experience; **or**
  - d. A high school diploma or equivalency (such as the general educational development diploma), *and* at least three years of relevant food service experience.
  - e. Subject to the prior approval of the CSDE, the district may accept relevant food service experience as a substitute for school nutrition program experience when hiring new school nutrition program directors. (The CSDE may consider volunteer or unpaid work as relevant food service experience.)
  - f. A local educational agency with less than 500 students may accept less than the required years of food service experience when an applicant for a new school nutrition program director position has the minimum required educational requirement.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

#### **Professional Standards for Food Service Personnel**

#### **Minimum Standards for All School Nutrition Program Directors (continued)**

2. ***School nutrition program directors with local educational agency enrollment of 2,500 to 9,999 students. Directors must meet the following requirements:***
  - a. A Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
  - b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
  - c. A Bachelor's degree in any academic major *and* at least two years of relevant experience in school nutrition programs; **or**
  - d. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least two years of relevant school nutrition program experience.
  
3. ***School nutrition program directors with local educational agency enrollment of 10,000 or more students. Directors must meet the following requirements:***
  - a. A Bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
  - b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
  - c. A Bachelor's degree in any major *and* at least five years' experience in management of school nutrition programs.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

#### **Professional Standards for Food Service Personnel**

#### **Minimum Standards for All School Nutrition Program Directors (continued)**

- d. School food authorities are strongly encouraged to seek out individuals who possess a master's degree or are willing to work toward a master's degree in the fields listed in this section. [At least one year of management experience, preferably in school nutrition, is strongly recommended. It is also strongly recommended that directors have at least three credit hours at the university level in food service management and at least three credit hours in nutritional sciences at the time of hire.]

***Food safety training for school nutrition program directors for districts of all sizes:*** All school nutrition program directors must have completed at least eight hours of food safety training within five years prior to their starting date or completed eight hours of food safety training within 30 calendar days of their starting date. [At the discretion of the State agency, all school nutrition program directors, regardless of their starting date, may be required to complete eight hours of food safety training every five years.]

#### **Continuing Education/Training Standards for All School Nutrition Program Directors**

Each school year, the school food authority must ensure that all school nutrition program directors, (including acting directors, at the discretion of the State agency) complete annual continuing education/training. Twelve hours of annual training are required for Program Directors. The annual training must cover administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), as applicable, and any other specific topics identified by FNS, as needed, to address Program integrity or other critical issues. Continuing education/training required is in addition to the food safety training required in the first year of employment.

#### **Continuing Education/Training Standards for All School Nutrition Program Managers**

Each school year, the school food authority must ensure that all school nutrition program managers have completed annual continuing education/training. Program managers must complete ten hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures);
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

#### **Professional Standards for Food Service Personnel (continued)**

#### **Continuing Education/Training Standards for All Staff with Responsibility for School Nutrition Programs**

Each school year, the school food authority must ensure that all staff with responsibility for school nutrition programs that work an average of at least 20 hours per week, other than school nutrition program directors and managers, completes annual training in areas applicable to their job. Staff must complete six hours of annual training. Part-time staff working an average of less than 20 hours per week must complete four hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable to their position and responsibilities:

- Free and reduced price eligibility;
- Application, certification, and verification procedures;
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

The annual training requirements for school nutrition program managers, directors, and staff became effective July 1, 2015. Program managers, directors, and staff hired on or after January 1 of each school year must complete half of their required annual training hours before the end of the school year. At the discretion of the State agency:

- Acting and temporary staff, substitutes, and volunteers must complete training in one or more of the topics listed in this section, as applicable, within 30 calendar days of their start date; and
- School nutrition program personnel may carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years, provided that some training hours are completed each school year.

#### **Use of Food Service Funds for Training Costs**

Costs associated with the required annual continuing education/training are allowed provided they are reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87). However, food service funds must not be used to pay for the cost of college credits incurred by an individual to meet hiring requirements.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

#### **Professional Standards for Food Service Personnel** (continued)

#### **School Food Authority Oversight**

Each school year, the school food authority director must document compliance with the training requirements for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards. The school food authority must certify that:

- The school nutrition program director meets the hiring standards and training requirements; and
- Each employee has completed the applicable training requirements no later than the end of each school year.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

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10-216 Payment of expenses.

10-217 State Board of Education Regulations.

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

**Business/Non-Instructional Operations**

**Food Service**

**School Lunch Service**

**Professional Standards for Food Service Personnel**

Legal Reference: Connecticut General Statutes (continued)  
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.  
National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.  
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).  
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).  
Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010  
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751  
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.  
Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Regulation approved:

# **SAMPLE JOB DESCRIPTION TEMPLATE**

## **District School Nutrition Directors/Supervisors**

### **General Function and Scope**

The District School Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

### **Essential Functional Areas of Responsibilities**

#### **Customer Service**

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

#### **Sanitation, Food Safety, and Employee Safety**

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

#### **Financial Management and Recordkeeping**

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

#### **Food Production**

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.

### **Program Accountability**

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.

### **Nutrition and Menu Planning**

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

### **General Management**

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

### **Personnel Management**

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

### **Facility Layout and Design and Equipment Selection**

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

### **Environmental Management**

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

### **Marketing**

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

### **Computer Technology**

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

### **Nutrition Education**

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

### **Other**

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Charging Policy**

The Bridgeport Public Schools District recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent district procedure for charging meals when students do not have money to pay, preventing meal charges, and ensuring eligible children are certified for free and reduced-price school meals.

#### **Charging Meals**

Because hunger is an impediment to learning, no child shall be denied a school meal because of an inability to pay. Children will be served a meal that meets the U.S. Department of Agriculture nutrition standards for school meals.

Hand stamps, stickers, or any other means of overt identification of children with unpaid meal debt in the cafeteria or the classroom are prohibited. Additionally, children with unpaid meal debt shall not be required to work off their debt, including, but not limited to, wiping down tables or cleaning the cafeteria. The Board directs schools to avoid the public identification or shaming of a student for any unpaid meal charges. Therefore, the student shall not be denied the right to purchasing a meal nor should a specific meal option be offered.

#### **Preventing Meal Charges**

To ensure that all eligible families are certified for free and reduced-price school meals, the school nutrition department shall:

- provide all households with school meal applications prior to the start of the school year and/or include instructions for completing online school meal applications;
- provide school meal applications in the primary language of the parent or guardian and provide assistance with completing an application for any household that requests assistance;
- promptly utilize data provided by the state or other school district officials to certify eligible children without an application; and
- assure that any child for which the school district is not able to obtain a completed school meal application, but becomes aware of their eligibility for free or reduced-price school meals shall be certified based on an application submitted by the appropriate school official, as permitted by USDA guidance.

To ensure that households are aware of negative account balances and the potential to accrue meal debt, the school nutrition department will:

- send out low balance notices prior to students needing to charge meals;
- notify and/or work with principals, school counselors, and/or teachers to understand the student and parent's situation and if a school meal application is needed;

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Charging Policy**

#### **Preventing Meal Charges (continued)**

- use automated calling system to notify parents of negative balances; and
- use automated email alerts to notify parents of negative balances.

Such notifications will include information on local food pantries, application for free or reduced-price meals, the supplemental nutrition assistance program administered by the Department of Social Services, and a link to the District's website that lists any available community services.

#### **Collecting Unpaid Meal Debt**

All communication regarding unpaid meal debt shall be directed at parents or guardians. Schools may send children home with a letter in an unmarked envelope. Such communication must include the information described above.

Prior to contacting households regarding unpaid meal debt, the school district shall ensure that the student is not participating in the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or other federal programs, which would confer categorical eligibility for free school meals, or is not homeless, migrant, or in foster care, and would allow them to be certified without an application.

Any household with a negative school lunch account balance shall be contacted immediately by school nutrition staff by email, phone, or letter home to provide information on how to apply for free or reduced-price school meals or to add funds to the school nutrition account.

When a child's unpaid meal charges equal or exceed the cost of thirty (30) meals, such child's parent/guardian shall be referred to the District's homeless education liaison.

For households that cannot afford to pay their school meal charges, the school district will work with them to establish a payment plan. Households that are subsequently certified for free or reduced-price school meals at a point later in the school year shall not immediately be required to repay school meal debt accrued in that school year. The school district will submit retroactive claims for any meals charged to the household from the date of application to the date of certification, to the extent allowed by USDA guidance.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid meal charges of students.

## **Business/Non-Instructional Operations**

### **Food Service**

### **Charging Policy**

Legal Reference: Connecticut General Statutes  
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.  
10-215a Nonpublic school and nonprofit agency participation in feeding programs.  
10-215b Duties of State Board of Education re feeding programs. (as amended by PA 21-46)  
State Board of Education Regulations  
State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016  
Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"  
National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772  
USDA Guidance:  

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Charging Policy**

##### **Purpose for Administrative Regulation**

School boards must adopt a policy pertaining to student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectible debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A board of education can decide if it wants to develop separate procedures for primary-aged children versus secondary-aged children.

The following prohibitions must be adhered to when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

##### **Procedures for Student Lunch/Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

The District will adhere to the following meal charge procedures:

1. All cafeteria purchases are to be prepaid before meal service begins [*describe how households can prepay student accounts. If electronic payment options exist, provide a non-electronic payment option for those who don't have access to computers*].
2. A student may charge up to \$ \_\_\_\_\_ as long as they establish and maintain a good credit history of making payments on their food service accounts.
3. A staff member may charge up to \$ \_\_\_\_\_ as long as they establish and maintain a good credit history of making payments on their food service accounts.
4. A student who has charged a meal may not charge or purchase "a la Carte" item(s), including extra main entrees or make purchases in [*enter any other purchasing areas such as a snack bar, school store, a la carte kiosk, etc.*]
5. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

#### Procedures for Student Lunch/Meal Accounts (continued)

6. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.
7. If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.  
**or**  
If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of purchasing a meal will be refused.
8. The automated call system will notify parents every [*enter time period*] of any outstanding negative balance in the student's lunch/meal account. The food service manager will also will also send home letters each week to parents of students who carry negative balances of \$ \_\_\_\_ and above.
9. All accounts must be settled at the [*enter time period*]. Letters will be sent home approximately \_\_\_\_ days before the [*enter time period*] to students who have any negative balances. Negative balances of more than \$ \_\_\_\_ not paid in full in \_\_\_\_ days prior to the [*enter time period*] will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District.
10. Students who graduate or withdraw from the District and have \$ \_\_\_\_ or more left in their lunch/meal food service account will be notified by mail by food services at the [*enter time period*] and given the option to transfer the funds to another student or to receive a refund. If no response is received within \_\_\_\_ days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to \_\_\_\_\_ fund.

Regulation approved:

## **Business/Non-Instructional Operations**

### **Vending Machines**

The Board of Education delegates to the Superintendent or the Superintendent's designee the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed , and during what hours they might be used. The use of such vending machines shall not violate any policies or practices defined within the School Meal Service policies.

Legal References:     State Board of Education Regulations  
                              10-215bl-1 Competitive foods.

Policy adopted:

## **Business/Non-Instructional Operations**

### **Mail and Delivery**

The use of school system mail facilities and personnel for the distribution of print materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the school system. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political and commercial print materials shall not be distributed through the school system mail boxes or school mail system unless received through the United States mail.

Policy adopted:

**BRIDGEPORT PUBLIC SCHOOLS**  
Bridgeport, Connecticut

## Business/Non-Instructional Operations

### Office Services/Records and Reports

#### Electronic Communications Use and Retention

##### I. Policy

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

##### II. Use of E-Mail and Electronic Communications

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc., (including but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks cellular telephones, radios, Walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the District’s computer network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. *The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes.* Therefore, *employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the District’s computer systems, including any incidental personal use permitted in accordance with the Board’s policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention (continued)**

#### **III. Retention of Electronically Stored Information**

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal Reference: Connecticut General Statutes  
The Freedom of Information Act.  
1-15 Application for copies of public records.  
1-200 Definitions.  
1-210 to 1-213 Access to public records.  
1-211 Access to computer stored records.  
1-214 Public contracts as part of public records.  
1-225 to 1-240 Meetings of public agencies.  
7-109 Destruction of documents.  
10-15b Access of parent or guardians to student's records.  
10-154a Professional communications between teacher or nurse & student.  
10-209 Records not to be public.  
10-221 Boards of education to prescribe rules.  
11-8a Retention, destruction and transfer of documents.  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.  
46b-56 (e) Access to Records of Minors.

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

Legal Reference: (continued)

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Department of Education. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

Policy adopted:

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### **I. Records Custodian**

These regulations are designed to assist in implementation of Board Policy #3543.31 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to student records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

##### **II. Definitions**

- A. **E-mail** is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. **Electronically Stored Information** is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. **Public Records** are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method.
- D. **Digital Imaging** is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

##### **III. E-Mail Classification**

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### **III. E-Mail Classification (continued)**

Further guidance on the retention of e-mail messages sent and received by school officials is provided by classifying e-mails into one of three categories. Retention guidelines for each of these categories are as follows:

**Transitory** Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.

**Less than Permanent** Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.

**Permanent** Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.

##### **IV. Digital Imaging of Paper/Hard Copy Records**

Paper records may be digitized and maintained as electronic records pursuant to the following guidelines.

**Permanent** If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

#### **IV. Digital Imaging of Paper/Hard Copy Records (continued)**

##### **Less than**

**Permanent** These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

All digitized images of records must be indexed to ensure their proper identification and later retrieval. A backup copy of the digital images shall be stored in a location that is geographically separate from the location where the original digital images are stored. As with paper records, digital images of records shall be retained for the minimum retention period as specified for the records retention scheduled currently in effect. Should Cloud Storage be utilized for the storage of digital images or electronic information, the service agreement with the provider must contain a provision that ensures any data or records remain the legal property of the Board of Education.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. Digital images must be destroyed in a manner that ensures that any confidential or sensitive information cannot be practically read or reconstructed. Recorded media that has been used for electronic records containing confidential information shall not be reused.

#### **V. Retention of Electronic Records**

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

## **Business/Non-Instructional Operations**

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

##### **V. Retention of Electronic Records (continued)**

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records.

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

**Business/Non-Instructional Operations**

**Office Services/Records and Reports**

**Electronic Communications Use and Retention**

Legal Reference      Connecticut General Statutes (continued)

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221 Boards of education to prescribe rules.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

31-48d Employers engaged in electronic monitoring required to give prior notice to employees.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Department of Education. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments)

Regulation approved:

## **Business/Non-Instructional Operations**

### **Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent in order to prevent severe fluctuations in the annual capital outlay fund, and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints. Development of the capital outlay will be carried out in coordination with the Town's Capital Improvement Projects (CIP).

Policy adopted: