

Woodbridge Board of Education WBOE  
Policy Committee  
Thursday, December 5, 2013 6:00 PM

WBOE Policy Committee Meeting September  
16, 2013 5:30 PM District Office Conference  
Room 40 Beecher Road South

## **Agenda**

- I. **Call to Order**
- II. **Commence Review of the 3000 Series**
- III. **Adjourn**

# CABE Policy Service

**Connecticut Association of Boards of Education, Inc.**

**81 Wolcott Hill Road • Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452**

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February 9, 2012

Dr. Guy Stella  
Superintendent of Schools  
Woodbridge Public Schools  
40 Beecham Street South  
Woodbridge, CT 06525-2006



Dear *Guy* Dr. Stella:

Enclosed is the first draft of Series 3000 addressing the business and non-instructional operations of the Woodbridge Public Schools. This draft should be reviewed by the Policy Committee.

I believe the "*Check-Off List of Required and Good Practice Policies*" will assist the committee in deciding which policies (if any) they wish to keep or eliminate. This handout explains which policies are required by law and others which are considered to be "good practice" policies.

I thought the sample policies/regulations from CABE might come in handy to compare to Woodbridge's current policies and practice. If additional information is desired on a topic, please call me. Feel free to adapt or modify any of these policies and/or regulations for Woodbridge Public Schools.

The enclosed material includes:

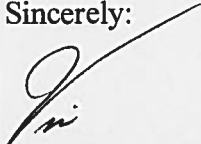
1. "*THE GOVERNANCE MANUAL: What It Should Contain - Business/Non-Instructional Operations - Series 3000*" provides a brief overview of this series.
2. "*Check-Off List of Required and Good Practice Policies*" will assist the Policy Committee to understand the policies and regulations required by law and the ones which are good practice. Most of the good practice policies are self explanatory.
3. "*CABE Policy Review of Existing Woodbridge Material*" (an adapted table of contents that indicates the existing Woodbridge policies used in this draft). This adapted table of contents also indicates the status of the existing policies and of other sample materials were provided.

Guy Stella  
February 9, 2012  
Page 2

4. First draft of Series 3000 material.
5. Table of Contents.

This material should be disseminated to the members of the Policy Committee. Call me if you have any questions.

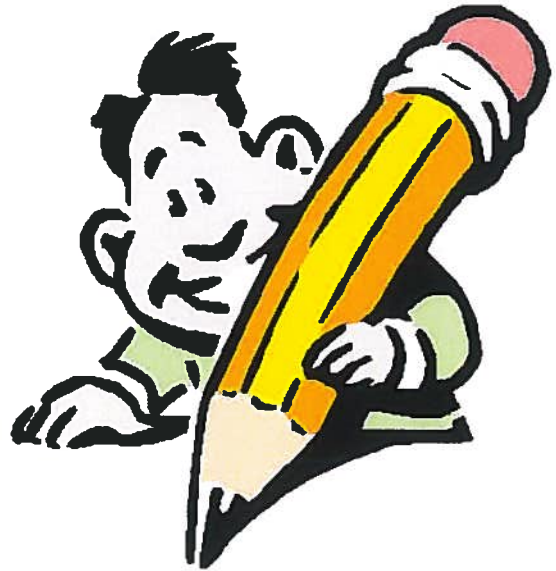
Sincerely:



Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

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## **JUST A REMINDER TO POLICY REVIEW COMMITTEE**

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**Please make all changes/modifications in **RED PEN** and return **THIS ENTIRE WORKING PACKET** (even rejections) back to **CABE** for processing of the second draft.**

We will return a clean copy with all modifications made by the Policy Review Committee.

# Packet Return Reminder

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When returning this packet back to CABE, please take a moment to be sure you've included the following:

- Is the **Table of Contents** included?
- Are the **rejections** included the packet?
- Are all the additions and revisions marked clearly in RED pen?**
- If the Board adopted this packet, did you provide an **adoption date**?

Is the entire packet (Series) complete?  Yes  No

If you answered "no" to the above question, how much of the packet is included (e.g., 1/2, 1/4, etc...)? \_\_\_\_\_

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**THE GOVERNANCE MANUAL: What It Should Contain  
in Business/Non-Instructional Operations - Series 3000**

Board policies in the Business and Non-Instructional Operations area should be concerned first with the preparation of the financial plan (budget). The comparison of the School Board to a corporation's Board of Directors is fitting; the responsibilities are similar. The Board determines the direction of the district and sets up the business structure to implement its goals, control its finances, and provide support services. Just as a corporation that demonstrates sound management usually ends up with a profit, a local Board of Education that has a sound grasp of budget fundamentals and translates that into reasonable, workable policy, has a good chance of winding up with public support.

Budget policy encompasses both the district's budget philosophy and the schedule that translates that philosophy into a working document—planning, formulation, presentation, adoption, and dissemination. A fiscally prudent Board considers "the most for the money" in every policy it formulates. The Board's budget philosophy will not necessarily be limited to its business practices. For example, a policy on summer school may be broadened to include enrichment programs for which tuition may be charged, thus allowing the Board to serve the needs of its students without increased expense.

In the Non-Instructional Operations area, energy, transportation, and food services are policy matters of major interest to most communities. Are steps being taken to conserve energy? Who rides, who walks, and who eats lunch at school? Should the Board make use of privately owned vehicles for small group student transportation to special events? Since Boards have considerable leeway for decision-making in these areas, they would be wise to give careful attention to policies concerning them.

**List of Required and Good Practice Policies  
for Series 3000 - Business/Non-Instructional Operations**

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**Required Policies for Series 3000**

Below is a list of the required policies and/or regulations for Series 3000. Following the topic is the state statute citation or the federal law.

1. Transportation Safety Complaints Sec. 10-221c      Related Policy: 3531.5

*"The Superintendent of Schools ... shall develop and implement a policy for the reporting of all complaints relative to school transportation safety ... and shall provide the Commissioner of Motor Vehicles with a copy of the written record ... for the previous twelve months.*

2. Pesticide Application (PA 99-165)      3524.1

**Good Practice Policies for Series 3000**

Below is a list of the good practice policies and/or regulations suggested for Series 3000. These are not required by law but provide guidance to the administration.

1. If district received federal funding for the food service, then consider these two policies:

Food Service Free or Reduced Price Lunches      3542.31  
Food Sales by Students/Others      3542.33

2. Budget: Planning      3110  
3. Budget Transfers      3160  
4. Tuition Fees      3240  
5. Sales & Disposal of Books, Equipment & Supplies      3260  
6. Gifts, Grants and Bequests      3280  
7. Purchasing Procedures      3320

**List of Required and Good Practice Policies  
for Series 3000 - Business/Non-Instructional Operations**

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**Good Practice Policies for Series 3000 (continued)**

7.	Requesting Goods & Services (Requisitions)	3321
8.	Soliciting Prices (Bids & Quotations)	3323
9.	Ordering Goods & Services (Purchase Orders)	3324
10.	Paying for Goods & Services	3326
11.	Periodic Financial Reports	3430
12.	School Activity Funds	3453
13.	Compliance with 504 Regulations	3511
14.	Use of School Facilities	3515
15.	Sex Offender Notification	3516.4
16.	Transportation	3541ff.

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 1

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Concept and Roles in Business & Non-Instructional Operations	3000	3000/ 3001	X				1/20/04
Goals and Objectives	3010					X	
Internal Controls	3011						
Budget/Budgeting System	3100	3110	X			X	10/18/04
Budget Planning	3110					X	
Fiscal Year	3111					X	
Budget Calendar	3112						
Setting Budget Priorities	3113					X	
Preparation of Budget Document	3120					X	
Publication	3130					X	
Public Review of Budget	3140						
Adoption	3150	3150	X				10/18/04
Appeals	3151						
Spending Public Funds For Advocacy	3152						
Transfer of Funds between Categories; Amendments	3160	3160	X				7/19/04
Budget Administration	3170	3170	X			X	6/20/94
Supplemental Appropriations	3171					X	
Income	3200						
Local Funds	3210						
Taxes/Limitations	3211						
Deficit in Town Payment	3212						
State Funds	3220					X	
Federal Funds	3230					X	
Medical Reimbursement for Special Education Students	3231					X	
Tuition Fees	3240					X	
Materials/Services; Fees, Fines, Charges	3250	3250	X				11/15/04
Sales & Disposal of Books, Equipment & Supplies	3260					X	
Sale and Rental of Real Property	3270						

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 2

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Royalties	3271						
Gifts, Grants and Bequests	3280	3280	X				7/21/05
Grants	3280.1					X	
School Fund Raisers	3281					X	
Business/Industry/Corporate Involvement in Education	3281.1					X	
Funds Management	3290					X	
Borrowing	3291						
Short-Term Loans	3291.1						
Debt Limitation	3291.2						
Investing	3292						
Depository	3293					X	
Signatures/Facsimiles	3293.1					X	
Incurring Liabilities	3294						
Expenditures/Expanding Authority	3300					X	
Purchasing Guides	3310					X	
Quality of Goods and Services	3311						
Quantity Purchasing	3312						
Standardization of Supplies and Equipment	3312.1						
State Contract/Cooperative Purchasing	3312.2						
Relations with Vendors	3313	3313	X				4/16/01
Local Purchasing	3313.1					X	
Vendor Representatives	3313.2						
Performance Guarantees	3313.3						
Access of Vendors to Teachers	3313.4					X	
Affirmative Action for Vendors	3313.5						
Purchasing Procedures	3320	3320	X				5/16/06
Procedures for Entering into a Lease Purchase/Agreement	3320.1						
Requesting Goods and Services (Requisitions)	3321	3321	X				5/16/06

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 3

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Describing Goods and Services (Specifications)	3322						
Soliciting Prices (Bids & Quotations)	3323					X	X
Ordering Goods & Services (Purchase Orders)	3324					X	
Contracts	3324.1	3324.1	X				4/26/04
Receiving Goods/Warehousing	3325						
Maintenance and Control of Instructional Materials	3325.1					X	
Paying for Goods & Services	3326	3326	X			X	5/16/06
Payroll Procedures and Authorized Signatures	3326.1					X	
Emergency Expenditures	3326.2						
Board of Education Credit Card	3326.3					X	
Settlement of Claims	3330						
Funding of Special Programs	3340						
Accounts	3400						
System of Accounts	3410					X	
Classification of Expenditures	3420					X	
Periodic Financial Reports	3430					X	
Treasurer's Report	3431						
Budget and Expense Reports	3432					X	
Annual Financial Statement	3433						
Periodic Audit	3434	3434	X				11/15/04
Fraud Prevention and Investigation	3435					X	X
Inventories	3440					X	X
Monies in School Buildings	3450					X	X
Petty Cash Funds	3451					X	X
Revolving Funds	3452						
School Activity Fund	3453						
Unexpended Class Funds	3453.1						
Gate Receipts and Admission	3454						

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 4

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
High School Concession Stand	3455						
Non-Instructional Operations	3500						
School Gardens	3508						
Operation and Maintenance of Plant/Grounds	3510	3510	X			X	8/20/01
Compliance with 504 Regulations	3511						
Buildings	3512						
Utilities	3513						
Energy Conservation	3513.1					X	X
Waste Management	3513.2					X	X
Equipment	3514					X	X
Community Use of School Facilities	3515	3515	X			X	3/15/04
Telephone	3515.1						
Parking	3515.2					X	
Safety	3516	3516	X			X	4/16/01
Buildings and Grounds Inspection & Reporting	3516.1						
Hazardous Materials Communication	3516.11					X	
Asbestos Control	3516.12					X	
Accident Prevention & Reporting	3516.3					X	
First Aid	3516.31						
Do Not Resuscitate Order	3516.33						
Sex Offender Notification	3516.4					X	X
Sex Offenders on School Property	3516.5					X	
Security of Buildings and Grounds	3517	3517	X			X	8/20/01
Site & Building Access	3517.1					X	
Vandalism	3517.2						
Records and Reports	3518						
Data Processing Services	3520					X	
Information Security Breach and Notification	3520.1					X	X

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 5

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Parent Portal	3520.10					X	
Electronic Information Security	3520.11					X	
Data-Based Information Management Systems	3520.12					X	
Responsibilities and Scope	3521						
Services Available	3522						
Facilities	3523						
Acquisition and Updating of Technology	3523.1					X	
Operation and Maintenance	3523.2						
School Facilities – Playground Equipment	3523.3					X	X
Hazardous Materials in Schools	3524					X	X
<b>*Pesticide Application</b>	<b>3524.1</b>	<b>3524.1</b>	X				<b>11/21/201</b>
Use of "Cut" Christmas Trees	3524.11						
Green Cleaning Program	3524.2					X	X
Fixed Operations	3530						
Pension Plan	3531						
Insurance	3532					X	
Liability Insurance	3532.1					X	
Property	3532.2						
Employee Bonds	3533					X	
Auxiliary Agencies	3540						
Transportation	3541	3541	X				8/20/01
School Bus Riders	3541.1					X	
Responsibilities and Duties	3541.2						
Boards of Education	3541.21					X	
Employees Duties; Driver	3541.22					X	
Bus Contractor	3541.23					X	
Transportation; Parent/Guardian Responsibility	3541.24					X	
Routes and Services	3541.3					X	

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 6

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Riding Other Than Assigned Bus	3541.311					X	
Daycare Center Transportation	3541.312					X	
Video Cameras on School Transportation	3541.313					X	
Special Transportation for School-Related Trips	3541.32					X	X
Special Transportation for Exceptional Children	3541.33					X	
Special Transportation for Non-Public School Purposes	3541.34					X	
Non-Public School Students	3541.341					X	
Senior Citizens	3541.342						
Outside Agencies/Organizations	3541.343						
Bus Driver Safety/Emergency Procedures	3541.35					X	X
Transportation Equipment	3541.4					X	
Maintenance	3541.41						
Vandalism	3541.42						
School System Owned Vehicles	3541.43						
Privately Owned Vehicles	3541.44					X	
<b>*Transportation Safety Complaints</b>	<b>3541.5</b>					X	
Denial of Transportation	3541.51					X	
Bus Drivers	3541.6					X	
Student Behavior	3541.7					X	X
Student Bus Assignments	3541.8					X	
Accident Reporting	3541.9						
Food Service	3542					X	
Purpose and Facilities	3542.1	3542.1	X				4/26/04
Responsibilities and Duties	3542.2						
Boards of Education	3542.21						
Employees	3542.22						
Menus and Services	3542.3						
Free or Reduced Price Lunches	3542.31	3542.31	X				4/26/04
Cafeterias	3542.32						

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 3000 BUSINESS/NON-INSTRUCTIONAL OPERATIONS**

Page 7

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Food Sales Other Than National School Lunch Program	3542.33					X	X
Nutrition Program	3542.34					X	X
Operation	3542.4						
Personnel	3542.41						
Finance	3542.42	3542.42	X				4/26/04
Equipment	3542.43					X	
Community Use of Purchasing	3542.44						
Surplus Commodities	3542.441						
Vending Machines	3542.45					X	
Sanitary Conditions	3542.46					X	
Records and Reports	3542.47						
Office Services	3543						
Printing and Duplicating: Copyrighted Materials	3543.11					X	
Wire Services	3543.12						
Mail and Delivery	3543.13	3543.13	X				2/27/06
Stenographic and Clerical	3543.2						
Records and Reports	3543.3						
Electronic Communication Use and Retention	3543.31					X	X
Holds on the Destruction of Electronic and Paper Records	3543.311					X	X
Debt Service	3550						
Direct Payment on Bonds	3551						
Interest on Bonds	3552						
Interest on Short-Term Notes	3553						
Capital Outlay	3560	3560	X			X	4/26/04
Grounds	3561						
Buildings	3562						
Heat, Light and Plumbing	3563						
Care of School System Records	3570						



## WOODBRIIDGE PUBLIC SCHOOLS

### BUSINESS & NON-INSTRUCTIONAL OPERATIONS

**SERIES 3000**

	Number	Policy or Regulation
1. Concept and Roles in Business & Non-Instructional Operations.....	3000	P
A. Goals and Objectives.....	3010	P
2. Budget/Budgeting System.....	3100	P
A. Budget: Planning.....	3110	P
(1) Fiscal Year.....	3111	P
(2) Setting Budget Priorities.....	3113	P
B. Preparation of Budget Document.....	3120	P
C. Publication.....	3130	P
D. Adoption of Budget.....	3150	P
(2) Spending Public Funds For Advocacy.....	3152	R
E. Transfer of Funds between Categories: Amendments.....	3160	P/R
F. Budget Administration.....	3170	P
(1) Supplemental Appropriations.....	3171	P
3. Income		
A. State Funds.....	3220	P
B. Federal Funds.....	3230	P
(1) Medical Reimbursement for Special Education Students.....	3231	P/R
C. Tuition Fees.....	3240	P
D. Materials/Services; Fees, Fines, Charges.....	3250	P
E. Sales and Disposal of Books, Equipment and Supplies.....	3260	P
F. Gifts, Grants and Bequests.....	3280	P
(1) Grants.....	3280.1	P/R
(2) School Fund Raisers.....	3281	P/R
(3) Business/Industry/Corporate Involvement in Education.....	3281.1	P
G. Funds Management.....	3290	P
(1) Depository.....	3293	P
(a) Signatures/Facsimiles.....	3293.1	P
4. Expenditures/Expending Authority.....	3300	P
A. Purchasing Guides.....	3310	P/R
(1) Relations with Vendors.....	3313	P
(a) Local Purchasing.....	3313.1	P
(b) Access of Vendors to Teachers.....	3313.4	R
(c) Affirmative Action For Vendors.....	3313.5	P

# WOODBRIIDGE PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

**SERIES 3000**

		Number	Policy or Regulation
B.	Purchasing Procedures .....	3320	P
(1)	Procedures for Entering into a Lease/Purchase Agreement .....	3320.1	P
(2)	Requesting Goods and Services (Requisitions) .....	3321	P
(3)	Soliciting Prices (Bids & Quotations) .....	3323	P/R
(4)	Ordering Goods and Services (Purchase Orders) .....	3324	P
(a)	Contracts .....	3324.1	P
(5)	Receiving Goods/Warehousing (a) Maintenance and Control of Instructional Materials .....	3325.1	P
(6)	Paying for Goods and Services .....	3326	P/R
(a)	Payroll Procedures and Authorized Signatures ...	3326.1	P
(b)	Board of Education Credit Card .....	3326.3	P
2.	Accounts		
A.	System of Accounts .....	3410	P
B.	Classification of Expenditures .....	3420	P
C.	Periodic Financial Reports .....	3430	P
(1)	Budget and Expense Reports .....	3432	P
(2)	Annual Financial Statement .....	3433	P
(3)	Periodic Audit .....	3434	P
(4)	Fraud Prevention and Investigation .....	3435	P/R
D.	Inventories .....	3440	P/R
E.	Monies in School Buildings .....	3450	P/R
(1)	Petty Cash Funds .....	3451	P/R
3.	Non-Instructional Operations		
A.	Operation and Maintenance of Plant/Grounds .....	3510	P
B.	Compliance with 504 Regulations .....	3511	R
C.	Buildings		
(1)	Utilities		
(a)	Energy Conservation .....	3513.1	P/R
(b)	Waste Management, Resource Conservation and Recycling .....	3513.2	P/R
(2)	Equipment .....	3514	P/R
(3)	Community Use of School Facilities .....	3515	P/R
(a)	Parking .....	3515.2	P
(4)	Safety .....	3516	P
(a)	Buildings and Grounds Inspection and Reporting		
(i)	Hazardous Materials Communication ...	3516.11	P
(ii)	Asbestos Control .....	3516.12	P
(b)	Accident Prevention and Reporting .....	3516.3	P
(c)	Sex Offender Notification .....	3516.4	P/R

# WOODBRIIDGE PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

**SERIES 3000**

		Number	Policy or Regulation
	(d) Sex Offenders on School Property.....	3516.5	P
	(e) Security of Buildings and Grounds .....	3517	P/R
	(i) Site and Building Access.....	3517.1	P
D.	Data Processing Services .....	3520	P
	(1) Information Security Breach and Notification .....	3520.1	P/R
	(2) Infinite Campus Parent Portal.....	3520.10	P/R
	(3) Electronic Information Security .....	3520.11	P
	(4) Data-Based Information Management Systems .....	3520.12	P
	(5) Facilities		
	(a) Acquisition and Updating of Technology .....	3523.1	P
	(b) Playground Equipment.....	3523.3	P/R
E.	Hazardous Materials in Schools.....	3524	P/R
	(a) <b>*Pesticide Application</b> .....	<b>3524.1</b>	<b>P/R</b>
	(b) Green Cleaning Program .....	3524.2	P/R
F.	Fixed Operations		
	(1) Insurance .....	3532	P
	(a) Liability Insurance.....	3532.1	P
	(2) Employee Bonds .....	3533	P
G.	Auxiliary Agencies		
	(1) Transportation .....	3541	P
	(a) School Bus Riders .....	3541.1	P
	(b) Responsibilities and Duties		
	(i) Boards of Education.....	3541.21	P
	(ii) Employees Duties: Driver .....	3541.22	P
	(iii) Bus Contractor .....	3541.23	P
	(iv) Transportation; Parent/Guardian Responsibility .....	3541.24	P
	(c) Routes and Services .....	3541.3	P
	(i) Riding Other Than Assigned Bus.....	3541.311	P
	(ii) Daycare Center Transportation.....	3541.312	P
	(iii) Video Cameras on School Transportation.....	3541.313	P
	(iv) Special Transportation for School Related Trips.....	3541.32	P
	(v) Special Transportation for Exceptional Children.....	3541.33	P
	(vi) Special Transportation for Non-Public School Purposes		
	a. Non-Public School Students .....	3541.341	P
	(vii) Bus Driver Safety/ Emergency Procedures .....	3541.35	P/R

# WOODBIDGE PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

## SERIES 3000

	Number	Policy or Regulation
(d) Transportation Equipment.....	3541.4	P
(i) Privately Owned Vehicles.....	3541.44	P
(e) <b>*Transportation Safety Complaints.....</b>	<b>3541.5</b>	<b>P</b>
(i) Denial of Transportation .....	3541.51	P
(f) Bus Drivers .....	3541.6	P
(g) Student Behavior .....	3541.7	P/R
(h) Student Bus Assignments.....	3541.8	P
(2) Food Service.....	3542	P
(a) Purpose and Facilities.....	3542.1	P/R
(b) Menus and Services		
(i) Free or Reduced Price Lunches.....	3542.31	P/R
(ii) Food Sales: Other Than National School Lunch Program.....	3542.33	P/R
(iii) Nutrition Program .....	3542.34	P/R
(c) Operation		
(i) Finance .....	3542.42	P
(ii) Charging Policy.....	3542.43	P
(iii) Vending Machines.....	3542.45	P
(iv) Sanitary Conditions .....	3542.46	P
(3) Office Services		
(a) Communication Services		
(i) Printing and Duplicating: Copyrighted Materials.....	3543.11	P
(ii) Mail and Delivery .....	3543.13	P
(b) Electronic Communications Use and Retention..	3543.31	P
(c) Holds on the Destruction of Electronic and Paper Records .....	3543.311	P/R
H. Capital Outlay .....	3560	P

**\*Bolded line indicates policies which boards of education must have due to federal and state law**

*Existing policies, presently numbered 3000 and 3001 adopted 1/20/04, appropriate as combined and renumbered.*

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

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

The Board of Education recognizes that money and money management comprise the foundational 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 dollar income.
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.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Sample policy to consider.*

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

### **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.

Policy adopted:

*Existing policy, presently numbered 3110 adopted 10/18/04, appropriate as renumbered except for update to legal reference. A sample follows for comparison and consideration.*

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

### **Budget/Budgeting System**

#### **Annual Operating Budget**

##### **General**

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of State statutes and Board of Finance requirements that govern preparation, timelines and available appeal procedures of reductions to the educational budget.

##### **Establishing Budget Priorities**

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

##### **Supplemental Appropriations**

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

**Legal Reference:** Connecticut General Statutes

**10-222 Appropriations and budget. Financial information system.**

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Another version to consider.*

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

### **Budget/Budgeting System**

#### **Annual Operating Budget**

The Board of Education shall prepare an annual operating budget for \_\_\_\_\_ Public Schools.

State Statute, Town charter, and Town ordinances establish the deadlines and procedures for preparation and submission of the budget through the Board of Finance for action by the Representative Town Meeting.

According to State Statute, the Board of Finance may recommend the total or a lesser amount to the Representative Town Meeting for approval. The Representative Town Meeting may approve the total or a lesser amount.

Any reductions in the budget made by the Board of Finance may be appealed by the Board of Education to the Representative Town Meeting. A 2/3 majority vote of the Representative Town Meeting is necessary to overturn a decision of the Board of Finance.

Through the referendum process, the RTM (Representative Town Meeting) approved budget may be modified further by the townspeople.

State Statute, Town charter, and Town ordinances also set forth procedures through which requests for additional funds, subsequent to budget appropriation, may be requested by the Board of Education.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted:

cps 9/03

*This is an optional statement but it is a good practice policy.*

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

### **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.

Policy adopted:

*A policy to consider.*

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

### **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.

Policy adopted:

*Optional*

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

### **Setting Budget Priorities**

Before adopting 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 and establish budget priorities for the fiscal year. To make the budget a comprehensive reflection of the financial needs of the school program, steps shall be taken to involve the certified, non-certified, and administrative staff in its development.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget.

Policy adopted:

*Suggested policy to consider.*

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

### **Preparation of Budget Document**

The Board of Education asks the Superintendent to direct the preparation of the budget and submit it to the Board for its tentative approval and for a later public hearing.

The Superintendent is asked to confer with the school staff on budgetary needs, as well as consider priorities that have been determined by the Board.

Although there are no statutory requirements for involving the financial authorities of member towns in the preparation of a budget for a regional school district, it is the policy of this Board to discuss the proposed budget in advance with the Boards of Finance of Easton and Redding.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

Policy adopted:

*An optional policy to consider.*

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

### **Publication**

### **Delivery to Fiscal Authority**

The Board of Education will present an itemized estimated cost for the maintenance of the public schools to the fiscal authority not later than \_\_\_\_\_ of each year.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget.

Policy adopted:

rev 5/98

*Existing policy, number 3150 adopted 10/18/04, appropriate as written.*

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

### **Adoption of Budget**

The Board of Education will present an itemized estimated cost for the operation of the public schools to the Board of Finance on or before the requested date for review prior to the annual town meeting at which appropriations are to be made. The estimated cost for operation of the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the town for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*A revised regulation to consider regarding referendums based upon material prepared by the State Elections Enforcement Commission, titled "Prohibition of Expenditure of Public Funds Relating to Referenda."*

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

### **Spending Public Funds for Advocacy**

#### **1. Spending Public Funds to Inform Citizens Regarding Referenda**

Section 9-369b, Connecticut General Statutes is the exclusive method by which a municipality or regional school district could expend public funds for printing and distribution of information concerning a referendum question. It sets forth the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text";
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may now be prepared and printed with public funds if they (1) do not advocate either the approval or disapproval of the referendum; (2) are authorized by vote of the local legislative body; and (3) are approved by the municipal attorney.

In a municipality that has a town meeting as its legislative body, the board of selectmen by majority vote can authorize the issuance of an explanatory text or other neutral printed matter.

For any referendum called for by a regional school district, the Regional Board of Education shall authorize the preparation and printing of concise explanatory texts of proposals or questions approved for submission to the electors of a municipality at a referendum. The Secretary of the Regional School Board shall prepare such explanatory text which is subject to the approval of to school Board's counsel. The Regional Board's Secretary shall also undertake any other duty of a municipal clerk as described in this statute.

#### **2. Expenditure of Public Funds for Advocacy Prohibited When a Referendum is Pending**

With two exceptions discussed below, no expenditure of state, municipal or regional school district funds can be made to influence any person to vote for approval or disapproval of any referendum question. The ban applies when a referendum is pending.

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

### **Spending Public Funds for Advocacy**

#### **2. Expenditure of Public Funds for Advocacy Prohibited (continued)**

A referendum question is pending when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum. For example, a referendum is pending when a sufficient number of signatures have been certified by the Town Clerk under C.G.S. 7-7 or when the selectmen, or other authorized government official, have determined that a referendum will be conducted.

#### **3. Pro-Con Summaries**

By ordinance, a municipality may provide for the preparation and printing of concise summaries of arguments in favor of and opposed to a referendum question for which an explanatory text is prepared under Section 9-369b(a) or (b). The ordinance must provide for a committee to prepare these summaries. Other conditions for this exception are specified in Section 9-369b(d).

#### **4. Press Releases and Constituent Responses Permitted**

The other exception is that an official can express his/her views on pending referendum at a bona fide news conference, and may use public funds, facilities, and supplies to prepare a press release to be disseminated at the conference. Also, an official may use public funds, facilities and supplies to respond to a constituent request for information concerning the referendum, including the official's views. The exception is lost however, if the official responds to the citizen's request with the knowledge that the response will be disseminated to others in the community.

#### **5. Children in School as Couriers**

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

#### **6. Use of School Teachers, Administrators, Facilities, Supplies, and Equipment Prohibited**

The prohibition on state and municipal funds also applies to the use of school facilities, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the town, regional district or school system is reimbursed for such use. This prohibition also extends to the use of a school's public address system to advocate a result of a referendum.

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

### **Spending Public Funds for Advocacy (continued)**

#### **7. Use of School Facilities by Outside Political Committees and Organizations for Meetings or Rallies**

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non discriminatory basis. A charge can be made for the use of school facilities for this purpose and all groups or committees must be charged the same.

#### **8. What Constitutes Advocacy?**

A communication advocates a position on a referendum when in part, or taken as a whole, it urges the listener or reader to vote in a particular manner. The style, tenor, and timing of a communication are factors which are considered by the Commission when reviewing alleged improprieties of Section 9-369b.

#### **9. Civil Penalties for Violations**

The State Elections Enforcement Commission may impose a civil penalty against any official who violates Section 9-369b(a), in an amount not exceeding twice the amount of the improper expenditure or \$1,000, whichever is greater. The official is personally liable for the penalty and cannot be reimbursed or indemnified by the state, regional school district or municipality for payment of a civil penalty.

#### **10. Political Committees to Promote Referenda**

Under Chapter 150 of the General Statutes, public officials and citizens alike may join together to advocate their views on a referendum by registering a political committee with the clerk of the municipality in which the referendum is to be held. Upon its registration, the political committee is permitted to solicit, receive and expend private funds to promote the success or defeat to a referendum question. If less than \$500 is expected to be collected or spent, a group may file a certification of exemption in lieu of a political committee registration form.

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

### **Spending Public Funds for Advocacy (continued)**

#### **11. Independent Personal Expenditures**

Any citizen or public official may independently (acting alone) make expenditures of his/her own funds to promote the success or defeat of a referendum question without forming a political committee in conformance with Chapter 150, Connecticut General Statutes. However, once such individual spends more than \$1,000 to promote the success or defeat of a referendum question, he/she must file statements according to the same schedule and in the same manner as is required of a campaign treasurer of a political committee under Section 9-333j.

Legal Reference: Connecticut General Statutes

9-333j Statements to be filed by campaign treasurers. Treatment of surplus or deficit. Filing dates.

9-369b. Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty. (as amended by PA 00-92 and PA 04-117.)

Regulation approved:

rev. 6/00  
rev. 6/04  
rev 12/06

*Existing policy, number 3160 adopted 7/19/04, appropriate as written except for update to legal reference.*

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

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

The Board of Education may transfer any unexpended or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate, but all expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

The Board authorizes the Superintendent and/or Business Manager to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.

The Board establishes the following criteria for authorization of above transfers:

Principals, the Curriculum Coordinator and the Special Education Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed \$1,000.

The Superintendent has the authority to:

- Transfer funds between object codes not to exceed \$5,000.

All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting.

**Legal Reference:** Connecticut General Statutes

**10-222 Appropriations and budget. (as amended by PA 98-141)**

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Westport's regulation on this topic to consider.*

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

### **Transfer of Funds Between Categories**

The Westport Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. Line items in such budget estimate shall include, but are not limited to, the following:

1. Salaries
2. Employee benefits
3. Purchased services
4. Tuition
5. Supplies
6. Property and insurance
7. Other

Line items in the budget may be allocated more specifically by the Superintendent in the development, administration and monitoring of the budget.

The Superintendent shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in a similar format to the annual budget showing for each line item:

1. The appropriated budget amount
2. Expenditure to date (including both encumbered and expended amounts)
3. Projected expenditures
4. The difference between the projected expenditures and the appropriation, and
5. General comments indicating the reasons for the difference

Such budget reports shall be presented to the Board of Education on a quarterly basis.

Based on the report, the Superintendent shall recommend to the Board transfers from one line item (as set forth above) to another as needed. All transfers may be included in a consent agenda, to be covered by a single motion.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed \$10,000. The limit applies to each emergency transaction and is not cumulative for the year. Transfers made in such instances shall be presented for ratification at the next regularly scheduled meeting of the Board of Education.

Regulation approved:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

*Existing policy, number 3170 adopted 6/20/94, appropriate as written, except for addition of legal reference if still current practice. A sample follows for comparison and consideration.*

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

### **Budget Administration**

### **Extended Day Programs**

### **Board Sponsored Programs**

The Board of Education may offer an Extended Day Program, a Summer Enrichment Program, a Summer Reading Program and other similar programs. The Extended Day Program shall be in conformity with existing State Department of Education specifications and requirements for extended school day programs. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

#### **1. Reports and Record-keeping**

The Superintendent will insure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide to the Board of Education for review periodic income/expense reports.

#### **2. Program Fees**

Program fees shall be set by the Superintendent/Extended Day Program Director at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the Program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

#### **3. Employment and Contracts**

Teachers and other staff members, including the Director, are employees of the Board of Education. Employment contracts for all Directors, including all stipends, shall be reviewed and approved by the Board of Education.

#### **4. On Site Medical Coverage**

The Extended Day Program Director shall maintain a current CPR/First Aid Certification. It will be the responsibility of the Director to insure that the program has continuous on site coverage by an employee certified in CPR/First Aid.

**Legal Reference:** Connecticut General Statutes  
10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Another version to consider.*

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

### **Budget Administration**

Connecticut General Statutes authorize the Board of Education to expend funds appropriated by the town for the operation and maintenance of the schools and their educational programs. The Superintendent of Schools shall direct budget expenditures and budget management, shall develop expenditure projections, and shall keep the Board of Education informed of the status of the budget.

The Superintendent shall expend budgetary funds as close to original administrative planning and Board approval as feasible. Actual adjustment will be made to the budget for all authorized budget transfers between accounts.

The Superintendent shall obtain prior Board of Education approval before over-expending the amount budgeted for any line item in the equipment or capital outlay accounts. In the event of an emergency where prior approval by the Board of Education cannot be obtained without endangering the health, welfare, or safety of students or staff or there is potential for damage to the school plant, the Superintendent is authorized to take appropriate action and advise the Board as soon as possible and recommend that the Board transfer equivalent funds elsewhere in the budget or seek a supplementary appropriation.

No financial liability in excess of the adopted and approved budget total shall be authorized.

To assist the Board in carrying out its fiscal and general district responsibilities, the Superintendent of Schools shall prepare a monthly financial statement which shall include for each line item in the budget:

1. Amounts budgeted.
2. Amounts expended.
3. Amounts encumbered or obligated.
4. Unencumbered balances.
5. Computer listing of budget transfers.

The Superintendent shall also include in the monthly administrative report:

1. List of bills paid.
2. List of any bids that have been awarded under his authority in accordance with Policy 3323.
3. Any other financial reports pertaining to the operation of the school system as may be determined necessary by either the Board or the administration.

Final unexpended and/or unencumbered amounts in the annual operating budget shall be returned to the Town of \_\_\_\_\_ at the end of the fiscal year.

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

### **Budget Administration (continued)**

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted:

cps 9/03

*An optional policy to consider.*

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

### **Supplemental Appropriations**

C.G.S. 10-222 provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by PA 98-141)

Policy adopted:

cps 3/04

*An optional policy to consider.*

## **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:

cps 9/03  
rev. 12/06

*Another, more comprehensive version, to consider.*

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

### **State/Federal Funds**

Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education. The Superintendent shall inform the Board about specific assurances which may be required in addition to those addressed in this policy, and will provide the required language for Board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the Superintendent or his/her designee shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

The regular operating budget must include amounts anticipated to be received from state and/or federal sources, and a listing of projects describing how this money will be spent. These recommendations for expenditures will be approved by the Board before projects are submitted.

If additional amounts become available during the year, additional projects will be recommended to the Board and, with its approval, added to the budget.

### **Maintenance of Effort**

The Board of Education will maintain a combined fiscal effort per student or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

### **Equivalence**

To be in compliance with the requirements of federal law, the Board of Education directs the Superintendent to assign staff and distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of personnel and materials is ensured among the schools.

### **Supplement not Supplant**

Federal funds shall be used for supplementary services only and shall not be used to replace services that the District would supply eligible students, if state and federal funds were not available.

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

### **State/Federal Funds (continued)**

#### **Parent/Guardian Participation**

The District shall implement parent/guardian consultation and participation, advisory councils, etc., as mandated for the specific program.

#### **Control of Equipment**

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with the pertinent federal regulations. The chief school administrator shall develop written procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private non-public schools.

(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:

cps 12/06

*An optional policy to consider.*

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

### **Federal Funds**

When the school district is eligible for Federal assistance under the provisions of Public Laws, application for said assistance shall be submitted, so long as acceptance of the funds does not include conditions contrary to governing Board policy.

The Superintendent or his/her designee shall develop procedures governing the procurement, use, management, and disposal of goods, materials, and equipment purchased with federal grant funds. At a minimum, the procedures will cover the following topics.

- Ensuring that expenditures of federal grant funds are done in accordance with the requirements placed on those funds by the federal government and/or the procurement requirements specified in Policy;
- Labeling all goods, materials, and equipment purchased with federal funds;
- Establishing adequate controls to account for their location, custody and security;
- Annually auditing the inventory of equipment purchased with Title I funds and updating a listing of such equipment to reconcile the audit with the District's inventory system. The audit will be documented and account for any transfers and/or disposals of equipment purchased with Title I funds.

Policy adopted:

cps 7/07

rev 4/11

*A sample to consider.*

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

### **Medical Reimbursement for Special Education Students**

The District will ask parents of each student who requires special education, if their child is eligible for Medicaid.

If any child is eligible for Medicaid, but not a current Medicaid recipient, the district will request that the parent or guardian of that child apply for Medicaid.

If any child is eligible for Medicaid, the district will request that the parent or guardian of that child give written permission to allow the district to request Medicaid reimbursements for eligible health-related special education costs.

If permission described above is received, the district will submit claims to the State Department of Administrative Services for reimbursement of any eligible health-related cost.

If permission described above is denied, the district will terminate its efforts to secure Medicaid reimbursements otherwise applicable to the child.

It is understood that in order to be eligible to receive Medicaid reimbursements, the district must, with prior written parental or guardian permission, bill all financially liable third parties for school-based child health services provided to children. This requirement pertains to all special education students, including, but not limited to Medicaid-eligible students.

If parental or guardian permission described above is denied, the district will terminate its efforts to secure third party insurer reimbursements, including Medicaid.

**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.)  
42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement Under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children Between Home and School  
5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007

**Policy adopted:**

rev. 7/99

rev 4/07

rev 1/08

*Sample regulation on this topic.*

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

### **Medical Reimbursement for Special Education Students**

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law utilizing the following procedures:

1. The Board of Education will determine, for each student who requires special education services and for each student who is referred to special education, if that child is eligible for Medicaid.
2. If any child is eligible for Medicaid, but not a current Medicaid recipient, the Board will request and assist the parent or guardian of that child with applying for Medicaid.
3. If any child is eligible for Medicaid, the Board will request that the parent or guardian of the child give written permission to allow the Board to request Medicaid reimbursements for eligible health related special education costs.
  - A. If written permission described is received, the Board will submit claims to Medicaid through the State Department of Administrative Services for reimbursement of any health related cost.
  - B. If written permission is denied, the Board will terminate its efforts to secure Medicaid reimbursements otherwise applicable to the child.
4. Whether the parent or guardian refuses or gives consent to the Board to access Medicaid, reimbursement is strictly optional.
5. Whether the parent or guardian refuses or gives consent to the Board to access Medicaid reimbursement, the child will receive all special education services to which he/she is entitled without delay, at no cost to the parent or guardian.

**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.)  
42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement Under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children Between Home and School  
5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007

**Regulation approved:**

rev. 7/99

rev 4/07

rev 1/08

*Sample policy for consideration.*

## **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 Board of Education. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education. Notice shall be given at least one year prior to the discontinuance of service for non-resident high school students.

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns 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.

10-65 Grants for constructing and operating vocational agricultural centers.  
Tuition charges (amended by PA 04-197)

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:

rev. 6/04

*Existing policy, number 3250 adopted 11/15/04, appropriate a written.*

## **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.

### **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.

(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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*This is optional - can be considered a good practice policy.*

## **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 schools, the Superintendent may authorize their disposal in a manner to the district's best advantage.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the town general fund.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the town general fund. If and when such books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTA/PTO account.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

Policy adopted:

*Existing policy, number 3280 adopted 7/21/08, appropriate as written.*

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

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

The Superintendent of Schools shall be authorized to accept, on behalf of the Board of Education, gifts, grants and bequests to the school system valued at \$1,000 or less and shall inform the Board of such gifts, grants and bequests. Contributions of gifts, equipment or services in excess of \$1,000 in value or that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, or special requests by donors shall be presented to the Board of Education for approval. Gifts, grants and bequests from the PTO, however, shall be brought to the Board at the discretion of the Superintendent.

Review and approval of gift, grants and bequests shall adhere to Board Policy 1324 and the following guidelines:

1. Gifts, grants and bequests deemed eligible for acceptance may include money, services, programs, equipment, furniture, works of art, library materials and/or other items of value.
2. Anticipated gifts, grants and bequests shall not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities.
3. School staff and the educational program shall be safe-guarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.
4. Public recognition for received gifts, grants and bequests shall be appropriate and balanced.
5. Gifts and equipment contributed to the schools shall become the property of the Board of Education and subject to the same controls and regulations that govern the use of other district-owned property. All gifts and equipment shall be used and expended at the Board of Education's discretion. The Board shall consider the special requests of donors before the acceptance of any gift and evaluate the donor's requests in light of the laws of this state, the policies and procedures of the school district, and the short and long-term interests of the district.

**Legal Reference:** Connecticut General Statutes  
7-194 Powers.  
10-9 Bequests for educational purposes.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## GRANTS

*(Background information for Policy Committee)*

Grants are sources of funds utilized by school districts for a particular program from a source outside of the district. The process of securing such funding usually involves the identification of potential funders, which may include the State Department of Education or the Federal government, the development of the proposed program consistent with the potential grant's guidelines and the submission of a grant application describing the proposed program in detail.

The initial phase of the process of securing funding beyond the local budget is the identification of potential funders. Federal, state and local governments; national, local, charitable and corporate foundations; and other community charities and/or organizations provide financial support for particular programs which achieve their objectives.

Most grant applications have similar components. These include : (a) abstract; (b) introduction; © problem statement; (d) program purpose; (e) program method or activities; (f) program evaluation; (g) district commitment and future funding; (h) budget and budget narrative.

It is recommended that districts have a policy and procedures regarding seeking, application development and filing for grants and for their acceptance, should such application be favorably received by the grantor.

Sample policy language and procedures follow for your consideration pertaining to this topic.

*A sample policy to consider.*

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

### **Grants**

The Superintendent or his/her designee is encouraged to explore private sources of funds, goods and services for special projects or programs that will enhance the educational offerings of the District when local funding is unavailable for this purpose. These special projects or programs must promote the educational goals of the District. Staff members and members of the public may seek out grants and bring to the attention of the Superintendent or his/her designee any that they feel should be pursued.

#### **Alternative language to consider:**

*In order to offer the best educational opportunities for students of the District, the Board of Education will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.*

*The Board will seek special funds from the federal and state governments and from other sources of competitive program funding. The Board encourages its staff to make sources of possible funding for special purposes known.*

The Superintendent or his/her designee shall investigate the conditions of such grants and decide which of these warrant further consideration. This decision will be based on the following factors:

1. The degree to which the District's efforts to achieve its educational goals would be enhanced through the grant;
2. The source of the grant;
3. The level of effort in terms of district resources likely to be incurred in seeking the grant;
4. The extent to which the acceptance of the grant may commit the district to future dedication of its own resources;
5. The extent to which fairness and equity are maintained among schools or individuals;
6. The conditions of the grant and their concurrence with all provisions of the law and District policy;

or other factors as determined by the Superintendent.

#### **Additional language to consider:**

*The development of funding proposals is the responsibility of the Superintendent or his/her designee.*

*All funding proposals must meet the following criteria:*

## Business/Non-Instructional Operations

### Grants (continued)

1. *They will be based on a specific set of internal objectives that relate to the established goals and objectives of the District.*
2. *They will provide measures for evaluating whether or not project objectives are being or have been achieved.*
3. *The execution of all projects is to conform to state and federal laws and to the policies of the Board of Education.*

*All grants received will be properly deposited in the accounts of the District and be administered in accordance with the terms of the grant.*

or

*When the District has been authorized to participate in a federal, state or privately funded program, the District will follow the mandatory program guidelines which are in addition to, but not in conflict with, policy of the Board of Education.*

Schools, employees and school-related groups who are applying for grants on behalf of the District shall send a copy of the completed application to the Superintendent of Schools or his/her designee, who shall present the application to the Board with a recommendation for approval or disapproval. Except as provided by law, such applications shall not be submitted until the Board gives its approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the Superintendent is authorized to use his/her judgment in approving it for submission. The Superintendent will review the grant proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

### ***Alternate version:***

Where practical and cost effective, the administrative staff shall seek grants in order to implement program improvement recommendations. The Superintendent must approve all grant applications under \$5000 and all grant applications over \$5,000 must be approved by the Board.

(cf. 3280 - Gifts, Grants and Bequests)

Legal Reference:      Connecticut General Statutes  
7-194 Powers

Policy adopted:

cps 4-01  
rev 6/10

*A sample administrative regulation to consider and modify.*

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

### **Grants**

District staff will follow the steps listed below to develop proposals for projects to be funded by outside sources, to receive approval for project proposals and to administer projects funded by outside sources.

### **Proposal Development and Approval**

- The employee will review preliminary plans for a proposal with his/her immediate supervisor, the principal, and other administrators whose responsibilities may be affected by the recipient of the grant and the Superintendent of Schools or his/her designee.
- Public law guidelines shall be adhered to by the district when making applications for federally funded projects.
- State laws and State Department of Education guidelines shall be adhered to when making application for federally funded grants or for state funded grants for a specific project.
- Agency guidelines shall be adhered to by the district when making application for private endowment grants.
- If preliminary plans are approved, the staff member will be provided with appropriate guidelines and forms from the granting agency.
- The staff member will develop the proposal, with any assistance from administration, as required and submit the proposal along with supporting data and documents to the Superintendent of Schools or his/her designee for review and approval.
- The Superintendent will submit the proposal to the Board of Education for approval.

### **Establishment and Administration of Funded Projects**

- The Board of Education will be informed of the approval or disapproval of all submitted grant applications by the Superintendent of Schools or his/her designee.
- All grants received will be properly deposited on the books of the District and be administered in accordance with the terms of the grant proposal.
- The project director will be responsible for ensuring the project's solvency and to seeing that the project is carried out in accordance with the conditions of the grant.

Regulation approved:

cps 4-01

*New Milford's policy and regulation to consider.*

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

### **School Fund Raisers**

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, not the Board's responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.
- Students in grades K-5 shall not be asked to solicit outside of their home.

(cf. 1324 – Fund Raising In and For the Schools)

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

cps 4/02

*New Milford's regulation.***Business/Non-Instructional Operations****School Fund Raisers****General Guidelines**

Fund raising activities in and for the schools must be distinguished from the sale of goods & services for the purpose of maintaining a school based enterprise.

Sales to raise money by Student, Youth or School organizations formed to support and sponsor youth activities may be made on an on-going basis with out collecting sales tax if the merchandise is sold for \$20.00 or less. If merchandise is purchased for re-sale for the above purpose by an accredited elementary or secondary school organization within the New Milford Public School District, the organization may furnish the supplier with the Districts' State of Connecticut - Department of Revenue Services/Governmental Agency Exemption Certificate signed by the School Business Manager. The Purchases of Meals or Lodging for fundraising purposes are treated separately and in general sales tax must be paid to the vendor for such purposes.

Sales by District - Student, Youth & School organizations over this \$20.00 limit will be prohibited (subject to exemptions in the following section), as this would require the District to register as a vendor with the Department of Revenue Services and collect Sales and Use Tax on Sales.

Exemption for (5) five one day fundraising or social events during the calendar year:

Sales of tangible personal property at bazaars, fairs, picnics, tag sales or similar events to the extent of (5) five such events of a day's duration held during any calendar year are exempt from Sales and use tax.

Sales qualifying for this exempt on do not include sales at retail establishments operated by District organizations such as thrift stores or gift shops.

Fund raising events of this nature will be limited to (5) events during the calendar year for the entire District.

The treatment for School Based Enterprises (SBE) does not fall within the fund-raising category with respect to sales and use tax exemptions. As sales of tangible personal property, manufactured or fabricated good and services are for profit, and will generally exceed the \$20.00 fund raising limit on an on-going basis these group(s) within the District, it will be required that the District register with the Department of Revenue Services of the Collection & subsequent remittance of Sales and Use Tax. Furthermore, the purchases of materials or services for re-sale by these entities cannot be made as tax exempt purchases under the Districts Governmental Exemption Certificate. (Please refer to the Procedure for the Establishment and Maintenance of School Based Enterprises and/or contact the Business Office for assistance).

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

### **School Fund Raisers**

#### **Procedures:**

In accordance with New Milford Board of Education Policy #'s 1324 and 3281 the following procedural requirements must be fulfilled.

1. Requests for fund raising activities shall be directed to the office of the school Principal on the appropriate form (Form # "1324" or "3281") for approval at the building level.
2. The school Principal shall maintain a copy of all request forms and forward a copy to the Business Manager for approval.
3. Upon approval from the Business Office Form #1324 or 3281 will be sent to the Superintendent of Schools for final authorization. A copy of the authorized Fund-Raising Activity Approval Form will then be returned to the Building Principal with a copy sent to the Business Office to remain on file.
4. Any and all fund raising events requiring the use of one of the Districts' (5) day exemptions pursuant to the aforementioned guidelines, will be clearly marked as such and will be considered upon review by the Superintendent of Schools and the Board of Education based on the overall benefit of the fund raising event and its relevancy to the goals and objectives of the District.
5. After completion of the fund-raising event the Business Office will send Form # 1324A or 3281A to the Supervisor/contact person listed on the approval form. This form must be completed by the indicated Supervisor and returned to the Business Office within one week of receipt. A copy of form shall than be sent to the Building Principal and maintained on file at the Business Office along with the original #1324 Approval Form.

If any of the procedures outlined herein are not followed, future requests for fund-raising activity by the effected School will be denied.

Any questions regarding procedures and policies relating to Fund-Raising or Enterprise activities within the District should be directed to the Business Manager.

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

New Milford Public Schools  
New Milford, Connecticut 06776

FUND-RAISING ACTIVITY APPROVAL FORM  
FOR POLICIES 1324 & 3281

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Fund Raising Activity: (Please Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> Gift/Donation | <input type="checkbox"/> Raffle/Solicitation |
| <input type="checkbox"/> Sale of Goods | <input type="checkbox"/> Sale of Services    |

Details of Fund Raising Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Fund-Raising Activity: \_\_\_\_\_

Value of Gift or Donation: \_\_\_\_\_

If sale of good or services, indicate sales price or range of sales prices: \_\_\_\_\_

Will items for re-sale be purchased using districts governmental sales and use tax exemption:

Yes  No If no, explain \_\_\_\_\_  
\_\_\_\_\_

Estimated revenue from activity: \_\_\_\_\_

Principals Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendents Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Board approval date if required: \_\_\_\_\_

New Milford Public Schools  
New Milford, Connecticut 06776

FUND-RAISING ACTIVITY FOLLOW-UP FORM # 1324 A, 3281 A

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Proposed date of event: \_\_\_\_\_

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**Section B** - To be completed by the supervisor/contact person of the following authorized fund-raising activity.

Has the authorized fund raising event taken place:  Yes  No

Did the event take place on the proposed date:  Yes  No

In no, please explain: \_\_\_\_\_

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

---

Date gift or donation received: \_\_\_\_\_

Actual value of gift or donation: \_\_\_\_\_

If other than gift or donation: \_\_\_\_\_

Actual gross revenue received from event: \$ \_\_\_\_\_

Expenses (if any) incurred to run event:  
(Please describe and itemize)

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

(If needed attach separate sheet)

Total Expenses: \$ \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*An alternative sample policy from Northwestern Regional School  
of Regional School District No. 7.*

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

### **Business/Industry/Corporate Involvement in Education**

It shall be the policy of the Northwestern Regional School of Regional School District No. 7 to pursue corporate fundraising and partnership opportunities in a manner designed to further the educational mission of the school. This is viewed as a collaborative program to create a spirit of involvement in and concern for the public schools. A partnership is defined by the Board of Education as one in which a particular business or corporation agrees to serve as a formal sponsor, financing all or part of the cost of a school organization or activity, but allowing the school officials to maintain control of the organization or activity.

The fundraising program is designed to establish a people-to-people relationship between business, industry, labor, or civic groups and the Northwestern Regional School of Regional School District No. 7. The program shall be based upon the premise that the community and the school realize the importance of quality education and will work cooperatively to achieve that goal.

Thus, fundraising and partnership proposals shall be evaluated by a committee of the Board members, the Superintendent, the members of the administration, faculty members and members of the student body which the committee shall establish criteria to insure that the educational interests of the school are demonstrably enhanced by the adoption and acceptance of any fundraising proposals or partnership proposals.

The Board may engage the services of a person or firm on such terms as it may approve to pursue fund-raisers and corporate partnership/proposals opportunities for presentation to the committee for its review. The Board of Education will approve or reject proposals. All approved proposals shall be evaluated annually with such evaluations to be presented to the committee for its review and recommendations to the Board of Education.

Policy adopted:

cps 5/99

*An optional sample policy to consider.*

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

### **Funds Management**

### **Grants and Other Revenue**

Consistent with Board goals and objectives to provide the best educational opportunities for all children in the district, the Board encourages the Superintendent to seek supplementary revenue to state aid and local taxation.

Therefore, the Superintendent shall:

1. investigate new sources of revenue whether local, state, or federal;
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.

Subsequent to the Board's approval of a program or of its continuation, the Superintendent, or designee, is authorized to sign all required forms for state and federal programs.

The Superintendent shall report annually, as part of budget preparation, on the status of all state and federal grants and programs, including the financial status of each program including a recommendation to continue, modify, or discontinue each program.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Policy adopted:

cps 7/00

*A new version of this policy to consider.*

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

### **Depository**

All funds received by the District shall be deposited in the appropriate accounts. All funds received in categories #1-6 below shall be deposited into the appropriate accounts within school student activity or central office funds:

1. Athletic and student activity gate receipts and other income;
2. Library fines;
3. Approved school sponsored fund raising activities.
4. Student payment for lost, damaged, or stolen books, library materials, or other educational materials;
5. Student or parent payment for student loss of or damage to school property or equipment;
6. Payments made to the school district by outside groups or individuals for the use of school facilities, including custodial costs;
7. Federal and state grants.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted:

cps 3/04

*An optional policy to consider.*

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

### **Authorization of Signature**

The Superintendent and/or the Director of Financial Services, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.

To comply with regulations of the State Department of Education, the Board of Education will annually renew this authority, designating by name the individuals holding the positions of Superintendent and Director of Financial Services who are so authorized.

Policy adopted:

cps 9/99

*An optional policy to consider.*

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

### **Expenditures/Expending Authority**

The Superintendent of Schools shall direct the expenditures of the various sums of money as allocated in the school budget and shall be responsible for the installation of a proper system of accounting whereby such expenditures shall be properly controlled.

#### **(Optional:) Fiscal Management Standards**

In recognition of the trust and responsibility placed with the Board of Education (Board) to manage financial resources for the local educational program, the Board establishes the following goals:

1. The Board and all employees of the school system will manage and use available funds efficiently and effectively to meet the goals of the Board and State.
2. Accounting, financial reporting and management control systems will be designed and maintained to enable the Board and school system to have access to accurate, reliable and relevant data, and to permit audits and periodic reports adequate to show that those in charge have handled funds within legal requirements and in accordance with Board policy./
3. The Superintendent and Business Manger shall keep the Board sufficiently informed regarding the budget through periodic reports and any other appropriate means so that the Board can deliberate upon and evaluate the budget.
4. No moneys will be expended, regardless of the source (including moneys derived from federal, state, local or private sources), except in accordance with the Board's adopted budget or as amended by Board action.
5. Principals and school improvement teams must be familiar with state and Board requirements related to managing and using fiscal resources and must comply with these requirements in developing and implementing school improvement plans.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Policy adopted:

cps 6/10

rev 4/11

*An optional policy to consider.*

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

### **Expenditures/Expending Authority**

#### **Purchasing Guides**

The Board of Education or its agents shall refrain from entering into contracts with or purchasing goods or services from any firm or individual who has a sales representative or owner on the Board of Education. This policy shall not apply to goods or services that are put out for public bid or where there are no other comparable sources of supply.

All contracts for goods and services, unless otherwise specified, shall be put out for bid annually, with the exception of transportation, which may be renegotiated for periods not to exceed a cumulative total service of five years.

All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids, with the exception that purchases of five thousand dollars (\$5,000) or less may be made in the open market.

Policy adopted:

cps 7/07

*A sample regulation to consider.*

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

### **Expenditures/Expending Authority**

### **Purchasing Guides**

1. The Business Department shall periodically estimate requirements of standard items or classes of items and make an investigation into quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive all of any item 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. Participation into cooperative purchasing (through RESC's) should be reviewed on a continuing basis and joined when economies can be realized.

### **3. Regulations Relative to Bidding Activity**

Items or services of \$5,001 or more are to be purchased on the basis of competitive bids.

The following are to be bid on a yearly basis:

- A. School Milk Supply
  - B. Custodial Supplies
  - C. Rubbish Removal
  - D. Oil Supply
  - E. General and departmental supplies
4. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
  5. The Business Department shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
  6. The bids shall be opened in public at the prescribed time and place and tabulated for study. Whether or not bid opening occurs exactly at time advertised, no bids may be accepted after said advertised time.
  7. Abstracts of bids received are not prepared for distribution by the school district. However, bid documents are public information and should be available for perusal if requested.

Regulation approved:

cps 7/07

*Existing policy, number 3313 adopted 4/16/01, appropriate as written except for addition of legal reference.*

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

### **Relations with Vendors**

The Board of Education desires good working relationships with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration, and other district employees, to seek the advice and counsel of vendors about how to continue and to improve such relationships are encouraged.

### **Cooperative Purchasing**

The Board of Education authorizes the Business Manager to participate in cooperative purchasing of materials, equipment, supplies, and services with other school districts or municipal sub-divisions where the participation will serve the best interests of the school system.

### **Requisitions**

A requisition, duly signed, must be completed prior to issuance of a purchase order. Exceptions may be made in emergency situations.

### **Purchase Orders**

A purchase order is required for all purchases and must be approved by the Business Manager or Superintendent.

Routine purchases (such as fuel, some equipment repair, and some maintenance services, and other items of a repetitive nature) do not require a purchase order.

### **Estimates**

Where no firm price is obtainable, an estimate shall be made prior to placing a purchase order.

### **Soliciting Prices**

Whenever possible and/or practical, competitive pricing will be secured on all materials, equipment, supplies, and services needed by the school system. Competitive pricing may consist of formal bidding, negotiations or informal pricing such as by letter or telephone, and by price quotations.

### **Expenditures up to \$1,000**

Quotations, verbal or written, should be obtained prior to placing an order, except in emergencies or when specialized equipment or products are involved.

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

### **Relations with Vendors (continued)**

#### **Expenditures from \$1,000 - \$10,000**

Quotations based on general specifications FOR A SINGLE ITEM must be obtained from at least two (2) suppliers before placing an order.

#### **Expenditures in Excess of \$10,000**

Formal written bids, based on specific written specifications, shall be invited by advertising in area newspapers or by mailing to a bid list, if one exists, and shall be received sealed at a specified date, time, and place and publicly opened.

### **Award of Orders**

In general the lowest responsible bidder will be awarded the order. Consideration shall be given to quality, delivery, terms, and other conditions required by the order.

### **State Bids**

When Connecticut state bids are available for services and materials, such services and materials may be purchased without additional quotes or bids from suppliers who have been awarded the state bids.

### **Exceptions**

Professional and consulting services, specialty items, repetitive services and supplies, equipment service contracts, and other non-competitive categories may be exempted from above procedures if it can be demonstrated that such an exception is favorable to the Town of Woodbridge and the Woodbridge School District.

**Legal Reference:** Connecticut General Statutes  
 4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities  
 4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation  
 46a-58 through 46a-81 re discriminatory practices  
 Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act  
 Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Optional policy to consider. For some districts this policy is helpful, while others find it impractical.*

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

### **Local Purchasing**

As a public agency the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. Therefore, even though the Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest bid and the lowest price for goods and services will be accepted.

#### ***Another version to consider:***

Where the quality and price of services, products, and materials are substantially equivalent, awards should be made to the local agency or vendor assuming the award is not in conflict with Policy 3323 Bids and Quotations.

(cf. 3323 – Soliciting Prices/Bids and Quotations)

Policy adopted:

rev 6/10

*Sample regulation to consider.*

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

### **Access of Vendors to Teachers**

Commercial solicitation of employees in school is not permitted though staff members may confer with commercial representatives at school during non-duty periods.

A representative in any capacity of any qualified vendor who wishes to interview any school personnel shall observe the following procedure:

1. If the desired party is within and a part of the Department of Purchasing, an appointment should be made for a mutually agreeable time.
2. If the desired party is a part of any other school facility, authorization must be obtained from the unit head. The unit head will then arrange for an interview with the desired party at the convenience of the school program.

Regardless of the procedure followed, any resulting purchase commitment in any form will be made through the Department of Purchasing.

Regulation approved:

*A sample policy to consider.*

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

### **Affirmative Action For Vendors**

The purpose of this policy is to prohibit discrimination based on race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability and insure equal employment opportunity for minority group persons and women in all contracts, including the bidding process, for the purchase of labor and materials, supplies or services, including bank depository and professional services, pursuant to contracts offered and awarded by the Board of Education.

#### **Section 1**

The Superintendent of Schools or designee shall be responsible for the administration of this policy and shall adopt certain rules and regulations, subject to the approval of the Board of Education, and issue such orders as he/she deems necessary and appropriate to achieve the purposes thereof.

#### **Section 2**

Except as hereinafter set forth every contract for the purchase of labor and materials, supplies or services including bank depository and professional services shall contain the following provisions:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability. The contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability. Such affirmative action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination policy.

**Business/Non-Instructional Operations****Affirmative Action For Vendors (continued)****Section 2 (continued)**

- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability.
- (c) The contractor will send to each labor union or representative of workers with which he/she has either a collective bargaining agreement, or other understanding, a notice to be provided by the town, advising the labor union or workers' representative of the contractor's commitment under this policy and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of this policy and of the relevant rules, regulations and orders of the Superintendent of Schools or designee.
- (e) The contractor will furnish all information and reports required by the rules, regulations and orders of the Superintendent of Schools or designee issued pursuant to this policy.
- (f) In the event of the contractor's noncompliance with the anti-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract shall be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further town contract, and such other actions shall be imposed and remedies invoked as provided by law.
- (g) The contractor will include the provisions of paragraphs (a) through (9) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the town issued pursuant to this policy, so that such provisions will be binding upon such subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the town may direct as a means of enforcing such provisions including sanctions for noncompliance.
- (h) Within ten (10) calendars days following the Superintendent of Schools or designee's decision to award or fail to award a contract or the determination of compliance or noncompliance with the terms of the agreement, any person claiming to be aggrieved by the decision may file with the Superintendent of Schools or designee, a written notice of appeal requesting a hearing before the Board of Education.

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

### **Affirmative Action For Vendors**

#### **Section 2 (continued)**

- (i) Within thirty (30) days of the receipt of such notice of appeal the Board of Education shall provide the aggrieved party with a hearing and issue its decision. During the pendency of such appeal, the decision of the Superintendent of Schools or designee shall remain in full force and effect, unless the Board of Education issues a stay of the decision by unanimous vote.

At all times during such proceedings, the burden of proof shall be on the party appealing the Superintendent of Schools or designee's decision.

- (j) The Superintendent of Schools or designee shall make an appeal report to the Board of Education concerning the implementation of this policy.
- (k) The contractor agrees to comply with all applicable state and federal statutes, regulations, and executive orders.

#### **Section 3**

Except as hereinafter set forth every contract for the purchase of labor and materials, supplies or services including bank depository and professional services shall contain the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability. The contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability, or physical disability. Such affirmative action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination policy.

## Business/Non-Instructional Operations

### Affirmative Action For Vendors

#### Section 3 (continued)

- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, or physical disability.
- (c) The contractor will send to each labor union or representative of workers with which he/she has either a collective bargaining agreement, or other understanding, a notice to be provided by the town, advising the labor union or workers' representative of the contractor's commitment under this policy and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of this policy and of the relevant rules, regulations and orders of the Superintendent of Schools or designee.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

10-153 Discrimination on account of marital status

46a-81a Discrimination on the basis of sexual orientation

56a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e,, et. seq.

Policy adopted:

cps 1/99  
rev 9/08  
rev 9/11

*Existing policy, number 3320 adopted 5/16/06, appropriate as written.*

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

### **Purchasing Procedures**

The duties of purchasing for the Board of Education shall be directed by the Superintendent through the School Business Manager, who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The procurement function is one of the major business responsibilities of the Board of Education. The duties of purchasing for Board of Education approval should be centralized under the Business Manager. The Business Manager shall conduct all purchase transactions for the district.

The Business Manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies. Four fundamental functions of the Business Manager 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.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business department. In the procurement of the required materials, the Business Manager shall ensure that all materials procured will meet the needs of the educational program.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Regional School District No. 14's regulation which includes information on bids and quotes.*

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

### **Purchasing Procedures**

The Regional School District No. 14 Board of Education recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery. Past service of a favorable nature shall be a factor when other considerations are equal. Inadequate or poor past service shall always be a factor. Competitive bidding shall be practiced wherever feasible and to the advantage of Region 14. Wherever practical, feasible and to the advantage of Region 14 appropriate advertisements will be placed.

### **Vendor Relations**

No member or employee of the Board shall accept either directly or indirectly, any gifts, services or favors of any kind, from any person, firm or corporation doing, or desiring to do business with Region 14. It is anticipated there will be no lunches or advertising premiums of any nature given under this policy.

### **Purchasing Procedure**

#### **Definitions for this regulation:**

1. **Quotation:** A notice, either orally or in writing whereby a vendor informs Region 14 of the conditions and price under which he/she will furnish supplies, materials, equipment or services to Region 14.
2. **Bid:** A notice, in writing in a sealed envelope, delivered to Region 14 by a specified date, to be opened in public at a specified date and time by Region 14, whereby a vendor informs Region 14 of the conditions and price under which he/she will furnish supplies, materials, equipment or services to Region 14 in response to a set of specifications set forth by Region 14.

#### **Requirements for quoting and bidding shall be as follows:**

1. Supplies, equipment and services estimated to unit cost of \$5,000 to \$9,999. may be purchased by written or oral quotations. All purchases, when possible, feasible, and to the advantage of Region 14 will be based on at least three competitive quotations or prices. The manner, written or oral, will be at the discretion of the Purchasing Agent.

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

### **Purchasing Procedures (continued)**

2. All purchases above these limits shall be bid. Bids shall be advertised appropriately. Solicitation for bids shall also be made from the "Mailing List for Bidders" maintained in the Business Office. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified and shall be public. Region 14 reserves the right to reject any or all bids and reserves the right to waive any informalities in any bid.

The Board of Education, through administrative recommendations and its specific actions, may waive any of the above requirements without altering the policy.

3. Emergency Situation: In any emergency situation, the procedures of Section 2 above may be eliminated. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools and Chairperson of the Board of Education.
4. Textbooks and other programmed instructional materials are exempt from these requirements as only one source generally exists for specific items.

### **Mailing List of Bidders**

The Business Office shall maintain a list of the various types of commodities required by Regional School District No. 14 and a list of all persons, firms or corporations interested in Regional School District No. 14 business in that type of commodity. Once a year, the Board of Education shall appropriately advertise the existence of the Mailing List of Bidders, and invite persons, firms or corporations interested in doing business with Region 14 to register for the Mailing List of Bidders. In addition, at any time, any person, firm or corporation may request to be placed on the Mailing List of Bidders by so informing the Business Office. Names may be removed from the Bidding List by the Business Office for the following reasons:

1. Failure to submit a quotation and/or bid; without adequate explanation, after two successive requests to quote or bid.
2. Failure to live up to terms or spirit of previous contracts.

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

### **Purchasing Procedures (continued)**

#### **General**

1. Board of Education delegates the responsibility for purchasing to the Superintendent of Schools or his/her designee in conformance with this policy and the laws and regulations of the State of Connecticut and the State Education Department.
2. Administrative regulations governing purchase order processing procedures will be utilized.
3. The Board of Education recognizes its responsibilities to develop a list of capable vendors. The Business Manager and Superintendent will take affirmative action to make sure multiple "responsible bids" are received in each required situation.
4. Annually the Superintendent shall approve and make awards to the lowest qualified fuel oil and gasoline contractors. The Board of Education shall be informed following the awarding and establishing of such contracts.

Regulation approved:

REGIONAL SCHOOL DISTRICT NO. 14  
Bethlehem and Woodbury, Connecticut

*A regulation to consider.*

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

### **Purchasing Procedures**

#### **Procedures for Entering into a Lease Purchase/Agreement**

These regulations are provided to ensure proper authorization and recording of Lease/Purchase obligations of the \_\_\_\_\_ Public Schools.

#### **Definition:**

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board has the option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment.

1. Lease/purchase agreements will be coordinated by the Business Manager.
2. Lease/purchase agreements will be executed by the Superintendent or his/her designee.
3. All lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.
4. All lease/purchase agreements will be reviewed by the Town Attorney prior to execution.
5. Within 30 days of execution of the agreement, the Business Manager will submit a schedule of payments to the Town Finance Department.

Regulation approved:

rev 3/98

*Existing policy, number 3321 adopted 5/16/06, appropriate as written.*

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

### **Requesting Goods and Services**

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The Business Manager shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Waterford's version of this policy to consider/modify.*

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

### **Soliciting Prices/Bidding Requirements**

#### **I. Definitions:**

- A. Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
- B. Bid:** A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

#### **II. Procedures:**

##### **A. Purchases for more than \$5,000 but less than \$10,000**

The Business Office shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the district. The Superintendent of Schools or designee may award bids and/or quotes up to \$10,000 and s/he may reject any or all such bids.

##### **B. Purchases for \$10,000 and above**

Purchases for \$10,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The Board of Education reserves the right to reject any or all bids, and reserves the right to waive the bidding procedure. The Board of Education shall award all other bids upon receiving recommendations and bid results from the Superintendent.

##### **C. Vehicle Purchase/Replacement Policy**

- (1) **New-** New vehicles will be purchased within the framework of policy 3323.

## Business/Non-Instructional Operations

### Soliciting Prices/Bidding Requirements

#### C. Vehicle Purchase/Replacement Policy (continued)

- (2) **Used** - Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than 7 years old may not be considered for purchase unless it is determined to be in the best interest of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

#### D. Emergency Situation

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections A and B may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board of Education within a two week period of time detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board of Education approval.

The authority to sign contracts is delegated to the Superintendent of Schools or designee.

Bids are not required on the following:

1. Purchases where only one supplier exists.
2. Architectural services.
3. Legal services.
4. Services requiring specific expertise. (consultants, specialists)
5. Textbook purchases.

Policy adopted: March 18, 2004

WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut

cps 5/04

*Sample regulation.*

## **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:

*An optional policy to consider.*

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

### **Ordering Goods and Services (Purchase Orders)**

The Superintendent or his/her designee is authorized to initiate purchases within the approved limitations of the budget. The following procedures govern the purchasing process:

- Purchase requisitions may be initiated by authorized members of the staff and, are subject to review to determine the propriety of the request and to assure that funds are available. Administrative Regulations on purchasing must be followed.
- The Director of Finance/Business Manager determines whether or not the necessary funds are available in order to cover the cost of the item or services requested and if such be the case, the purchase order is referred to the Purchasing Officer for further recording and mailing.
- In cases where the necessary funds are not available in an account, the matter is referred to the Superintendent of Schools or designee for final decision.

Policy adopted:

cps 6/10

*Existing policy, number 3324.1 adopted 4/26/04, appropriate as written except for update to legal reference.*

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

### **Contracts**

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Business Manager, and where appropriate, subject to approval of the legal advisor of the district.

All contracts or obligations which commit funds to a subsequent budget year shall be approved by the Board of Education.

### **Affirmative Action**

The Woodbridge School District shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

### **Ordering Goods and Services**

The Board of Education authorizes the Superintendent to purchase and to supervise the purchase of all materials, equipment, supplies, services, and contracts for the school division in accordance with accepted purchasing practices and

**Legal Reference:** Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act  
 Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)  
 Connecticut General Statutes  
 4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities  
 4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation  
 10-248 Payment of school expenses

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*A sample policy to consider.*

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

### **Maintenance and Control of Materials**

No school equipment shall be used for other than school or town purposes. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extra curricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of school administration.

The Building Principal shall establish procedures for inventory control of all materials assigned to his/her building in conjunction with the Business Office. Information Technology and Facilities will maintain an inventory of all their physical equipment in conjunction with the Business Office.

(cf. 1330 – Use of School Facilities)

(cf. 3440 – Inventories)

Legal Reference: Connecticut General Statutes

10-228 Free textbooks, supplies, materials and equipment

Policy adopted:

cps 1/09

*Existing policy, number 3326 adopted 5/16/06, appropriate as written, except for addition of legal references.*

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

### **Paying for Goods and Services**

The Superintendent is authorized by the Board of Education to pay for goods and services under the following conditions:

1. When contracted for within budgetary limits.
2. When purchased according to relevant purchasing policies and regulations.
3. As certified by the Business Manager as having been received in acceptable condition.

**Legal Reference:** Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Milford's regulation for consideration/modification.*

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

### **Paying for Goods and Services**

All suppliers should render invoices in duplicate for materials, supplies, services, and equipment after delivery to the school. Invoices accompanied by a signed copy of the delivery receipt should be mailed to the Milford Board of Education, Business Office, 70 West River Street, Milford, Connecticut 06460.

In instances of a partial shipment, an invoice for the merchandise that has been delivered and the signed copy of the delivery receipt must be submitted for payment.

An invoice to be submitted to the Business Office for approval for payment shall qualify when the following conditions are met:

1. It bears the description and price of the items specified on the purchase order, less any allowed discounts.
2. It is accompanied by the receiving copy of the purchase order bearing the signature of the requisitioner that the item has been received in a satisfactory condition and in the quantity indicated.
3. All extensions and totals have been checked for accuracy.
4. It has the approval of the business administrator.

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

Regulation approved:

MILFORD PUBLIC SCHOOLS  
Milford, Connecticut

*Optional - beneficial to the district?*

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

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

The Superintendent of Schools or 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 clerk shall be authorized to make all 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 Board of Education. Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted:

*An optional policy to consider.*

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

### **Board of Education Credit Card**

A credit card will be issued only in the name of the Board of Education. The credit card will be under the sole supervision of the Superintendent or the Business Manager, and only expenditures by Board employees to conduct business associated with the school system will be authorized by the Business Manager. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business disciplinary action, which may include termination, will be taken.

Immediately subsequent to the use of the credit card, the Board employee will return the credit card and submit a fully itemized statement of expenses. The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee will not use the credit card if any of his/her disallowed charges are outstanding. The Board, Superintendent, or Business Manager has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted:

cps 12/03

*An optional policy to consider.*

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

### **System of Accounts**

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice, generally accepted accounting practices and existing guides from the State Department of Education. The Superintendent and business staff will be expected to confer with appropriate specialists of the State Department of Education, school district auditors and any other knowledgeable persons or groups in achieving that objective.

It is understood by the Board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

As advised by the Board's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. This process shall include leave accumulated by employees and all Board properties and funds.

#### ***Another version to consider:***

The Superintendent, through the Director of Finance/Business Manager, shall keep a system of accounts in accordance with Connecticut General Statutes and the requirements of the Connecticut State Department of Education.

Legal Reference: Connecticut General Statutes  
10-222(b) Appropriations on budget. Financial Information System.

***Note: Legal: The Governmental Accounting Standards Board (GASB) has issued Statement #54 – Fund Balance Reporting and Governmental Fund Type Definitions, to address how governmental fund balances are to be reported in financial statements, effective June 15, 2010. On advice of the Superintendent/designee and the Districts' CPA and other accounting advisors, the Board will need to set the order in which "restricted, committed, assigned, and unassigned" governmental funds are to be spent. Note: GASB 54 affects only the reporting of governmental funds in general purpose external financial reports in conformity with generally accepted accounting principles (GAAP). School districts may continue to use any funds they choose or are required to use for their internal accounting or for special purpose reporting. Financial implications: Possible increase in the cost for auditor assistance.***

Policy adopted:

cps 1/01  
rev 6/10  
rev 4/11

*An optional policy to consider.*

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

### **Classification of Expenditures**

Proposed expenditures shall be budgeted under and actual expenditures shall be charged against those budget categories as defined in **Financial Accounting Classifications and Standard Terminology for Local and State School Systems: Department of Health, Education, and Welfare Publication No. (OE) 73-11800**.

### *Another version to consider:*

The expenditures for the District shall be classified according to the guidelines set forth by the Connecticut General Statutes and the Connecticut State Department of Education.

Legal Reference:       Financial Accounting Classifications and Standard Terminology for Local and State School Systems

Policy adopted:

cps 3/00

rev 6/10

*An optional policy to consider.*

## **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.

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.

Policy adopted:

cps 7/07

*Optional.*

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

### **Budget & Expense Report/Annual Financial Statement**

The Superintendent of Schools shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

Policy adopted:

*Existing policy, number 3434 adopted 11/15/04, appropriate as written.*

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

### **Periodic Audit**

An audit of all accounts of the Woodbridge School District shall be made annually by a certified public accountant selected by the town.

The audit shall include all funds of the district including appropriated budget funds, all student activity funds, cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. 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. Auditors also shall follow procedures outlined in CGS 10-260a Auditing of State Grants for Public Education. Review of Procedures Manual.

Any communications from the auditor which result from the annual financial audit will be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education. The Certified Public Accountant shall be asked to attend the meeting, when appropriate.

**Legal Reference:** Connecticut General Statutes

**7-392 Making of Audits.**

**7-393 Working papers of accountant; preservation for inspection.**

**10-260a Auditing of state grants for public education.**

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*An optional policy to consider.*

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

### **Accounts**

### **Fraud Prevention and Investigation**

The Board expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in duties involving the District's fiscal resources.

The Superintendent or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the District. Each member of the management team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report the suspicions to his/her immediate supervisor and/or the Superintendent or designee. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

### ***Alternative language:***

The Superintendent or designee shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

(cf. 3100 – Budget/Budgetary System)

(cf. 3300 – Expenditures/Expending Authority)

(cf. 3324.1 – Contracts)

(cf. 3430 – Periodic Financial Reports)

(cf. 3434 – Periodic Audit)

Policy adopted:

cps 11/04

*A sample regulation to consider which may be modified to reflect district practice and definitions.*

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

### **Accounts**

### **Fraud Prevention and Investigation**

Fraud, financial improprieties or irregularities include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling of money or reporting of financial transactions.
5. Profiteering as a result of insider information of District information or activities.
6. Disclosing confidential and/or proprietary information to outside parties.
7. Accepting or seeking anything of material value from contractors, vendors, or persons providing services to the District.
8. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment.
9. Failing to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditor, investigators or law enforcement.
11. Any other dishonest or fraudulent act involving District monies or resources.

The District will seek to prevent and detect in an early stage any embezzlement of District funds by looking for the following tell-tale signs of embezzlement:

1. false invoices
2. overbilling the district for maintenance items
3. checks issued to fictitious companies
4. check ledger containing duplicate entries
5. checks written by business office staff to their personal accounts
6. checks mailed to residences or P.O. boxes of administrators or business office staff
7. forged signatures
8. unauthorized use of a signature stamp
9. income that is understated
10. expenses that are overstated
11. payments to unaccredited schools that issue phony academic credentials
12. payments of salary increments based on having phony academic credentials issued by unaccredited schools

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

### **Accounts**

#### **Fraud Prevention and Investigation (continued)**

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Board of Education. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know.

In addition, the District will take the following steps to protect funds and property from theft:

1. label all goods, materials, and equipment
2. establish adequate controls to account for their location, custody, and security
3. annually audit the inventory of equipment
4. update a listing of such equipment to reconcile the audit with the District's inventory system
5. document and account for any transfers and/or disposals of equipment

Regulation approved:

cps 11/04  
rev 4/11

\_\_\_\_\_ Public Schools  
\_\_\_\_\_, Connecticut

**Code of Conduct and Ethical Behavior**  
*(for employees with financial and/or accounting responsibilities)*

As an employee of the District and recognizing the trust placed in me by the elected representatives of the community, I agree to adhere to the following:

1. Recognize the Board's intent that the District operate in a culture of honesty and ethical behavior and to do all in my power to further that goal;
2. Comply with all laws, rules, regulations and court orders of the State of Connecticut and of the United States, as well as Board policy addressing conflicts of interest and other fiscal matters;
3. Practice good stewardship of the District's financial property resources, including reporting of fraudulent expenditures;
4. Support and follow sound business practices to the best of my ability and in keeping with job-related training;
5. Maintain and protect all District financial records;
6. Perform my job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
7. Report knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
8. Guard against misappropriation of assets, particularly theft of the District's assets; and
9. Resist incentives, pressures, and negative attitudes that detract from performance of my responsibilities.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

*It is recommended that each employee with financial/accounting responsibilities sign this document. The signed document is to be placed in the employee's personnel file.*

*Optional.*

## **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 \$200 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.

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

Policy adopted:

*A sample regulation.*

## **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.

Regulation approved:

*A regulation from Marlborough to consider/modify.*

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

### **Fixed Asset and General Inventory System**

#### **Definition:**

Fixed assets include items obtained by purchase or donation which are not permanently affixed to the building and which possess all of the following three attributes:

- A tangible nature;
- A use expectancy beyond the current fiscal period;
- A current value amount in excess of \$500.

#### **Process**

Each item identified as a fixed asset will be entered into the inventory system with the following information\*:

- Name of item
- Description of acquisition
- Date of acquisition
- Value\*\*
- Serial number
- Inventory tag number
- Funding source
- Location

\*To the extent that the information is reasonably available.

\*\*Donations will be assigned a fair market value at the time they are received.

- Fixed assets shall be added to the inventory system as they are acquired and shall remain in the inventory system until they are no longer fixed assets. The Principal's secretary shall be responsible for maintenance of the records and for recording additions and disposals of fixed assets.
- Fixed assets may be disposed of when they are no longer functioning or needed by completing a disposal request and receiving the appropriate authorization from the Superintendent. The school system will notify the First Selectman in writing before an item is disposed of to determine if other Town departments have a need for the item.
- An annual inventory of fixed assets will be conducted each June. For insurance valuation purposes this inventory will also include items of less than \$500 - listed by general categories. A copy of the annual inventory will be placed on file at the Town Hall.

Regulation approved:

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

cps 3/00

*This is an optional "good practice" policy.*

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

### **Monies in School Buildings**

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in safes, and even then no more than \$100 should be so kept. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Policy adopted:

*Another version of this policy.*

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

### **Emergency Cash Fund - Superintendent**

#### **I. Purpose**

To define procedures for the use of Superintendent's Business Office Emergency Cash Fund.

#### **II. Scope**

This procedure applies to the Administrative Offices

#### **III. General**

A. An Emergency Cash Fund of \$100.00 will be established with the Business Manager.

B. The fund is the primary responsibility of the Business Manager.

It is important that only one individual be allowed access to any funds. Strict accountability must be maintained.

C. The primary objective of this fund is material purchases that are of a dollar value not warranting a purchase order or purchases from vendors where the company does not have an established account. Normally emergency cash transactions will not exceed \$50.00. Transactions of more that \$50.00 will be approved in advance by the Business Manager.

D. Each expenditure of funds requires a paid receipt and the account and profit center that are to be debited.

E. Cash draws for material shall be documented and signed by requester prior to issuance of funds.

F. Expenditures are posted to the form "Request for Replenishment of Emergency Cash" (see 3450 Form)).

G. Reconciliation for reimbursement shall be "as required" or each month-end.

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

### **Emergency Cash Fund – Superintendent**

#### **III. General (continued)**

- H. Upon submittal for reimbursement, the form "Request for Reimbursement" and receipts shall accompany the form which will cite accounts and cost centers to be debited. They are to be forwarded to the Business Manager for approval who will, in turn, submit them to Accounts Payable.
- I. Re-assignment of Emergency Cash Fund for vacations or other absences will be up to the Business Manager.
- J. The emergency cash box shall be in the safe and locked at the close of each business day.

Policy adopted:

cps 6/04



*A sample regulation to consider.*

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

### **Monies in School Buildings**

1. Everyone is to be discouraged from leaving money, personal or school funds in his/her desk or file cabinet. The District cannot accept the responsibility for the disappearance of such funds.
2. All school funds are to be properly accounted for, including the necessary receipts, deposit slips, bank statements, etc. The prescribed procedure is to make frequent deposits in the approved bank accounts, especially on Fridays and the last business day of the month. No more than \$250 shall remain in the school overnight unless stored in a school vault or safe.
  - a. No new account will be established without the approval of the Superintendent of Schools.
  - b. All monies collected must be deposited in full and a number receipt must be given the depositor.
  - c. All expenditures must be made by a check.
  - d. An invoice must support any checks written.
3. All thefts of money should be reported promptly in writing to the Superintendent or his/her designee.

Regulation approved:

cps 7/07

*A sample policy to consider.*

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

### **Petty Cash Funds**

In order to facilitate minor purchases, the Superintendent shall establish a small, petty cash fund in each school. Expenditures against the fund must be carefully itemized by the Principals. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund.

Policy adopted:

cps 7/00

*A sample regulation to consider.*

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

### **Petty Cash Funds**

### **Imprest Cash Funds**

1. Imprest cash funds shall not exceed \$100 elementary, \$200 middle or high school, and \$150 Central Office.
2. Imprest cash funds are to be used for the following purposes:
  - a. Miscellaneous postage
  - b. Collect deliveries
  - c. Small disbursements, including miscellaneous hardware and cleaning supplies
3. Imprest cash funds **are not** to be used for the following purposes:
  - a. Travel
  - b. Salaries or casual labor
  - c. Telephone
  - d. Loans to staff
4. Imprest funds will be replenished only upon presentation by the school Principal; or Bookkeeper and the Central Office.
5. Imprest funds must be reconciled and accounted for when replacement of the fund is requested or whenever the fund is depleted by approximately 90%
6. Principals are responsible for the funds and shortages of funds.

Regulation approved:

cps 7/00

*Existing policy, number 3510 adopted 8/20/01, appropriate as written except for addition of legal reference.*

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

### **Operation and Maintenance of Plant**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the pupils, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. The Facilities Manager must supervise and check to ensure that all custodians are doing their share of the work to the best of their ability. The Facilities Manager shall keep the Superintendent and Building Principals informed of all of the ongoing maintenance issues and interact on a daily basis with the Building Principals in matters of daily operation of the school building.

**Legal Reference:** Connecticut General Statutes

**10-203 Sanitation.**

*A revised recommended policy to consider.*

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

### **Compliance with 504 Regulations**

#### **Policy:**

It is the policy of the \_\_\_\_\_ School System to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination against otherwise qualified individuals with disabilities in programs and activities operated by the school system.

No otherwise qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the \_\_\_\_\_ School System.

The district has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The district also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who have documented disabilities and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that the \_\_\_\_\_ School System does not discriminate in providing equal access to programs and services on the basis of disability, the following definitions, requirements and procedures are provided.

#### **Definitions:**

**Disability** means limitation in performance from a physiological (physical or mental) abnormality which substantially limits one or more major life activity, has a record of such an impairment, is regarded as having such an impairment.

**Physical or Mental Impairment** means (i) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body system; (ii) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

**Major Life Activity** means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**Appropriate Education** means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of people with disabilities as adequately as the needs of non-disabled persons. Implementation of an individualized education plan developed in accordance with the Individuals With Disabilities Act is one means of meeting this standard.

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

### **Compliance with 504 Regulations (continued)**

**Committee of Knowledgeable People** means persons knowledgeable about the child, the meaning of evaluation data, and programming options. (A properly constituted Planning and Placement Team of Student Assistance Team would meet this definition.)

#### **Requirements:**

1. That \_\_\_\_\_ Public Schools annually locate and identify qualified persons with disabilities residing in the district who are not receiving a public education.
2. Notification of the school system's legal requirements is provided to persons with disabilities and their parents or guardians.
3. Provision of educational services in a setting with persons who are not disabled, to the maximum extent appropriate to the needs of the student's with disabilities. The school system shall make reasonable accommodations to allow a disabled student placed in the regular education environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.
4. Provide pre-placement evaluation consistent with that required under IDEA.
5. Ensure that placement decisions are carefully considered by a group of persons knowledgeable about the child, the meaning of the evaluation data and program options.
6. Provide periodic reevaluation of students found eligible for services.
7. Develop procedural safeguards consistent with that required under IDEA.
8. Ensure access to non-academic and extracurricular services and activities in such a manner as to afford students with disabilities an opportunity for participation in such services and activities. The "Committee of Knowledgeable People", e.g. PPT shall consider the impact of any modifications on other non-disabled classmates.
9. Ensure the availability of procedures for filing a grievance with the school district over an alleged violation of Section 504 regulations.
10. Identify at least one person to coordinate compliance and identification procedures.

## Business/Non-Instructional Operations

### Compliance with 504 Regulations (continued)

#### Procedures:

1. **Identification and Notification:** The Office of Special Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. Notification is accomplished by communication through the media, direct mailing to social service agencies and dissemination to staff. (See Appendix #1 for Notification form)
2. **Least Restrictive Environment:** Each committee of knowledgeable people (Student Assistance Team, Planning and Placement Team or other appropriate group) is aware of the district practice to ensure students are educated with their non-disabled peers as often as possible and in the most appropriate way. All programs are developed with this requirement in mind.
3. **Evaluation:** Referrals for evaluation are made by the Planning and Placement Team (PPT). All statutory requirements for evaluation are adhered to closely. The evaluation period will be the same as for referrals under IDEA (45 days).
4. **Placement/Program Development:** Each PPT will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written service plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations. (See Appendix #2 for Section 504 Service Plan.)
5. **Periodic Reevaluation:** All students receiving services under Section 504 are reevaluated at least every three years following procedures promulgated under IDEA and covered in this manual Special Services.
6. The Director of Special Services will be identified as the 504 Coordinator for the \_\_\_\_\_ School System. This individual will convene a Committee of Knowledgeable People (PPT) to address 504 referrals.

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

### **Compliance with 504 Regulations (continued)**

7. **Grievance Procedures:** Students, parents or other individuals in the school district may register complaints regarding accessibility and other 504 regulations through the grievance procedures noted in Appendix #3.

(cf. - 5145 - Statement of Non-Discrimination)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

NOTE: Forms relative to this Policy are available at:

1. Superintendent's Office
2. Principal's Office
3. Special Services Office

Policy adopted:

cps 4/09

*A sample regulation to consider.*

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

### **Compliance with Section 504 of Rehabilitation Act of 1973**

#### **A. Identification and Referral Procedures**

Any student with a disability who needs or is believed to need accommodations, modifications, or services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other certified school employee to the 504 Team for identification and evaluation of the student's individual educational needs.

The 504 Team will be composed of persons knowledgeable about the student, the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options. The 504 Coordinator will monitor the composition of the 504 Team to ensure that qualified personnel participate.

The 504 Team will consider the referral and, based upon a review of the student's existing records, including academic, social, and behavioral records, make a decision as to whether an evaluation is required and will inform the parents or guardian of this decision and of their procedural rights.

#### **B. Evaluation**

1. If a child needs or is believed to need special education, related services, and/or supplemental aids under Section 504 of the Rehabilitation Act of 1973, the school district must evaluate the child.
2. Notification, not consent, of the parent/legal guardian is required for Section 504 evaluation or re-evaluation. The person responsible for the Section 504 referral should communicate in-person or by telephone with the parent/legal guardian in addition to sending the Receipt of Section 504 Referral Notice, the Parent/Student Rights in Identification, Evaluation, Accommodation and Placement and a copy of the Referral for Section 504 Services.

*Note:* Written consent from the parent/legal guardian is required if psychological testing is to be part of the Section 504 evaluation process.

3. The Section 504 evaluation
  - should be based on information from a variety of sources: e.g. teacher(s), other school staff members, parent/legal guardian, physician, nurse, other professionals, or persons in the community;

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

### **Compliance with Section 504 of Rehabilitation Act of 1973 (continued)**

#### **B. Evaluation (continued)**

- should document and consider all available pertinent information: e.g. records, assessment data, medical reports related to the suspected physical or mental impairment which may be substantially limiting a major life activity;
  - should be conducted by a team or group of persons including those who are knowledgeable about the child, the suspected handicapping condition, evaluation procedures, the meaning of evaluative data, and accommodation/placement options;
  - should utilize assessment materials, tests, and/or evaluation procedures which are tailored to assess specific areas of educational need, are not racially or culturally discriminatory, and are validated for the specific purpose for which they are used.
4. Section 504 evaluation procedures may include:
- review of school records;
  - interviews with persons knowledgeable about the child's functioning;
  - observations in the school, home or community environments;
  - administration of educational; and/or
  - psychological measures appropriate for assessing the presenting concern.
5. The parent/legal guardian must be invited to participate in the Section 504 Evaluation Meeting where the results of the evaluation, the determination of handicap, and possible accommodation/services will be discussed. Every effort should be made to hold this meeting at a time when the parent/legal guardian is able to attend.
6. In order to determine Section 504 eligibility during the evaluation meeting, the team should consider the following steps:
- Discuss evaluation material {which may include the following}:**
- statements and information from teachers and other school staff members;
  - social and cultural background information;
  - assessment and/or testing information (e.g., behavioral observations, adaptive behavior, academic achievement, cognitive functioning);
  - statements and information from physicians or other professionals; and
  - statements and information from parent/legal guardian and/or persons in the community.
  - school attendance information

## Business/Non-Instructional Operations

### Compliance with Section 504 of Rehabilitation Act of 1973 (continued)

#### B. Evaluation (continued)

##### **Determine whether a physical or mental impairment can be identified:**

- Does the student currently have a mental and/or physical impairment that can be verified by reference to documentation by a physician or other professional?
- Or does the student have a record of an impairment of condition?
  - Is there a history of a disability?
  - Is the student misclassified as disabled or handicapped?
- Or is the student regarded as having such an impairment of condition? (whether true or not)?
  - Whether true or not, is the student treated as though he/she has a disability or impairment?
  - Or does the student have a physical or mental disability that substantially limits a major life activity simply because others treat the student as if s/he had an impairment?

##### **Determine whether the impairment or condition substantially limits one or more major life activities.**

“**Substantial**” relates to the limitation of a major activity, not the condition or handicap {e.g., a substantial limitation to learning}.

“**Substantial**” is not defined. It is suggested that the evaluation team consider the impact of the impairment on the student’s learning and/or educational program. Areas of possible impact might include the following:

- grades
- accessibility to all aspects of the curriculum {e.g. participation in physical education classes}
- academic productivity and performance
- social/interpersonal relationships
- behavioral/emotional status
- extracurricular activities

Identify the major life activity that is affected by the student’s impairment. For example: learning, breathing, speaking, seeing, hearing, and/or walking. This list is exemplary and not exhaustive.

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

### **Compliance with Section 504 of Rehabilitation Act of 1973 (continued)**

#### **B. Evaluation (continued)**

Ask the question: "Is the student afforded an equal opportunity to participate and/or benefit from education when compared to non-disabled, age-appropriate peers?"

#### **Determine whether the student qualifies as disabled under Section 504:**

- the student has, has a record of, or is regarded as having a physical or mental impairment;
  - the impairment substantially limits one or more major life activities for that person.
7. If the student is determined to be disabled under Section 504 and requires accommodations, modifications, or services to be provided with an equal educational opportunity, the 504 Team must develop a written Section 504 Education Plan which documents the regular education accommodations and/or services that will be provided in order to meet the educational needs of the disabled student.
  8. Periodic reevaluation is required by Section 504 regulations. Reevaluation of the Section 504 Education Plan is recommended once per year or upon significant change in school placement or program.

#### **C. Accommodation Plan**

The parents or guardian shall be invited to participate in a 504 Team meeting where accommodations, modifications and/or services for the student will be determined, and the parents shall be given an opportunity to examine all relevant records concerning the student.

The 504 Team will develop a written plan describing the disability and the accommodations and modifications needed to provide the student with an educational opportunity equal to that provided to non-disabled students. The 504 Team should ask the question, "What reasonable accommodations, modifications and/or services are needed to ensure that the student with a qualifying disability under Section 504 receives an educational opportunity equal to that afforded to non-disabled students?" The plan will specify how the accommodations and modifications or services to be provided and by whom. In developing the plan, the 504 Team shall consider all available relevant information, drawing upon a variety of sources, including, but not limited to, comprehensive assessments conducted by the District's professional staff.

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

### **Compliance with Section 504 of Rehabilitation Act of 1973 (continued)**

#### **C. Accommodation Plan (continued)**

The team may also determine that no accommodations and modifications, or services are appropriate. If so, the record of the 504 Team proceedings will reflect the identification of the student as an individual with a disability and will state the basis for the decision that no accommodations, modifications or services are presently needed.

A student with a disability shall be placed in the regular education environment of the District with the use of the supplementary aids and services, unless the District demonstrates that such placement cannot be achieved satisfactorily. The student with a disability shall be educated with those who are not handicapped to the maximum extent appropriate to the individual needs of the student.

The 504 Team shall notify the parents or guardian in writing of its final decision concerning the accommodations and modifications or services to be provided and the parents shall be notified of the safeguards available to them, including the right to an impartial hearing.

If a plan for providing accommodations, modifications, or services is developed, all school personnel who work with the student shall be informed of the plan and a case manager will be assigned to monitor student progress.

#### **D. Review of the Student's Progress**

The 504 Team will monitor the progress of the student with a disability and the effectiveness of the student's education plan at least once every year to determine whether accommodations, modifications, or services are appropriate and necessary, and that the disabled student's needs are being met as adequately as the needs of non-disabled students.

Any student who needs or is believed to need additional services beyond the scope of the Section 504 Student Accommodation Plan should be referred to the Planning and Placement Team for consideration of additional evaluation(s), and/or eligibility for special education services.

#### **E. Procedural Safeguards**

The parents or guardian shall be notified that they may examine relevant educational records concerning their child.

The parents or guardian shall have the right to an impartial hearing (Section 504 due-process hearing) with opportunity for participation by the parents or guardian and their counsel regarding all decisions made by the 504 Team.

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

### **Compliance with Section 504 of Rehabilitation Act of 1973 (continued)**

#### **E. Procedural Safeguards (continued)**

A request for a Section 504 due-process hearing shall be made by the parent or guardian within twenty (20) calendar days of the parents' receipt of notice of the 504 Team's decision and their right to file for an impartial hearing.

Upon receipt of a parent's request for Section 504 due-process hearing, the school district shall appoint an impartial hearing officer and schedule a due process hearing within 10 days. Decisions will be rendered in accordance with Section 4-180 of the Connecticut General Statutes.

The request shall be made in writing to:

Director of Pupil Services/Director of Special Education/Director of Special Services

The school district will appoint an impartial hearing officer. The hearing will be held in accordance with the provisions of sections 4-176e, 4-177, 4-177b, 4-177c, 4-178, and 4-180. The Section 504 Coordinator may suggest that the grievance procedure be exhausted prior to a Section 504 due process hearing being held.

#### **F. Designation of Responsible Employee**

The Superintendent shall designate a Coordinator to coordinate the District's efforts to comply with Section 504. Currently, the Section 504 Coordinator is the Director of Pupil Services.

#### **G. Grievance Procedure**

Complaints about facilities or services offered by the District schools may be filed with the Director of Special Services. A form is provided for this purpose.

The following information is required when completing a complaint.

- Name(s) of person(s) or group making the complaint.
- Whether the person(s) represents an individual group.
- Whether the person(s) making the complaint has discussed the problem with the site administrator.
- A summary of the complaint and suggested solution(s).

## Business/Non-Instructional Operations

### Compliance with Section 504 of Rehabilitation Act of 1973 (continued)

#### G. Grievance Procedure (continued)

##### Processing of the Complaint:

**Level 1:** The complaint shall be presented in writing, with a suggested solution, to the Section 504 Coordinator. The Section 504 Coordinator will have TEN (10) school days to mail a reply to the Complainant.

**Level 2:** If the Complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within ten (10) business days, the Complainant may request an impartial due process hearing to review the Complaint, under section (E) above.

If the issues in the complaint relate to provision of a free and appropriate public education for an individual student, the student may be referred to a Section 504 Team or Planning and Placement Team at any point during the processing of the complaint.

#### H. Public Notice

The \_\_\_\_\_ Public Schools shall provide continuing notice to the public, and the staff and students that it does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in programs and activities of the District schools. Continuing notification may include the posting of notices, publication in local newspapers, placement of notices in school district publications and student/parent handbooks and distribution of memoranda or other written communication.

##### Notice of Non Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Board of Education compliance with the regulations implementing Section 504 is directed to contact:

Director of Pupil Services/Director of Special Education/Director of Special Services

who has been designated to coordinate the District's efforts to comply with the regulations implementing Section 504.

Regulation approved:  
cps 3/04

\_\_\_\_\_  
\_\_\_\_\_, Connecticut

**Section 504 Multidisciplinary Team Meeting Notice  
Initial Eligibility Determination Meeting**

Mr. & Mrs. \_\_\_\_\_

Address: \_\_\_\_\_

Please be advised that your child, \_\_\_\_\_, has been referred for consideration of eligibility under Section 504 of the Rehabilitation Act of 1973 ("Section 504").

A meeting has been scheduled to consider your child's eligibility for Section 504 accommodations on Date: \_\_\_\_\_ at Time: \_\_\_\_\_ at Location: \_\_\_\_\_

Please let us know immediately if you would like to have this meeting re-scheduled to another date and time to allow for your attendance.

During the Section 504 initial eligibility determination, the team will consider (1) whether your child has a physical or mental impairment, and (2) whether your child's physical or mental impairment substantially limits a major life activity. In considering whether the physical or mental impairment (if any) substantially limits a major life activity, the team will consider whether the child (1) is unable to perform a major life activity that the average person in the general population can perform, or (2) is significantly restricted as to the condition, manner or duration under which s/he can perform the major life activity as compared to the condition, manner or duration under which the average person in the general population can perform the activity. "Major life activities" are activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

Please bring with you to the meeting any information which would be useful to the team in evaluating your child's abilities with respect to the standards described above. Relevant information might include notes from the child's treating physician or psychiatrist, psychologist or other therapist, prescription information, and any evaluations you have obtained regarding the disabling condition.

The following individuals have been invited to attend the multidisciplinary team meeting:

\_\_\_\_\_  
*Building Administrator*

\_\_\_\_\_  
*Regular Education Teacher*

\_\_\_\_\_  
*School Nurse*

You may bring with you to the meeting other individuals who have special knowledge regarding your child and his/her disabling condition. If there is anyone else from the school staff who have not been invited to the meeting whom you believe to be necessary to the process, please let us know. You may be represented by legal counsel or other advocate at this meeting. If you intend to bring an attorney or advocate to the meeting, please let us know as soon as possible so that we can arrange for appropriate personnel or school district legal counsel to be present as well.

- A copy of your procedural safeguards under Section 504 is enclosed for your review and information. Please review this information and let us know if you have any questions.

\_\_\_\_\_ PUBLIC SCHOOLS  
\_\_\_\_\_, Connecticut

**SECTION 504 MEETING MINUTES**

**Part I: Initial Information**

Meeting Date: \_\_\_\_\_

Period of Accommodation Plan: \_\_\_\_\_ to \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Type of meeting:      Review      New Referral

Attendees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part II: Determination of Disability**

Does the student have a physical or mental impairment?      Yes      No

If yes, what is the physical or mental impairment? \_\_\_\_\_  
\_\_\_\_\_

List source of medical or other documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III: Determination of Eligibility**

Does the student's physical or mental impairment substantially limit a major life activity? In determining "substantial limitation", consider whether:

- a     The student is unable to perform a major life activity that the average person in general population can perform; or
- a     The student is significantly restricted as to the condition, manner or duration under which the average person in the general population can perform the same activity.

ANSWER:      Yes      No

If yes, what is the major life activity that the student cannot perform or is substantially limited in performing as compared to the average student in the general population? (for example, walking, seeing breathing, speaking, learning, hearing, caring for oneself, performing manual tasks, working): \_\_\_\_\_

\_\_\_\_\_

Describe the impact of the disability on the major life activity identified above: \_\_\_\_\_

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

Describe the educational impact requiring accommodations in the school setting: \_\_\_\_\_

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

**Part IV: Accommodation Plan**

Having identified a physical or mental impairment: \_\_\_\_\_

\_\_\_\_\_

that substantially limits the student in his/her ability to perform the major life activity of: \_\_\_\_\_

\_\_\_\_\_

the team hereby establishes the following accommodation plan for the student to permit access to the educational environment: \_\_\_\_\_

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

Projected date for review: \_\_\_\_\_ Minutes taken by: \_\_\_\_\_

*Cc: Parent, Student file, Pupil services file*

\_\_\_\_\_ **PUBLIC SCHOOLS**  
\_\_\_\_\_, **Connecticut**

**SECTION 504 OF THE REHABILITATION ACT OF 1973**  
**Complaints about Facilities or Services**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Age/Grade of Student: \_\_\_\_\_

School: \_\_\_\_\_

Prior Contacts with the 504 Coordinator, Administration or Teacher: \_\_\_\_\_

Statement of Complaint: \_\_\_\_\_

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

Action Requested: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

Send to:      Director of Pupil Services  
                 Section 504 Coordinator

*CABE's sample policy on this topic to consider.*

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

### **Energy Conservation**

**Version # 1:** The Board of Education believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy, while providing a safe and comfortable learning environment for all staff and students. Therefore, the Board hereby directs the administration, supported by the school staff, to continually assess the consumption of energy and implement reasonable operating procedures to reduce energy consumption in the District.

The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

The Superintendent or designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy conservation goals. Further, every effort shall be made to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation goals.

The Superintendent or designee shall periodically report to the Board on the District's progress in meeting its energy conservation goals.

**Version #2:** It is the responsibility of Board members, administrators, teachers, students, and support personnel to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

**Version #3:** The District shall operate facilities and programs consistent with sound principles for conservation of fuel and energy and for economical use of other natural resources.

The Superintendent of Schools shall [continue to] establish procedures to ensure the conservation of natural resources by personnel at all levels of the school system that will result in the creation of a healthy and comfortable learning environment while controlling energy consumption more efficiently and diverting the otherwise rising utility costs towards educational programs.

This policy will be reviewed on an on-going basis in accordance with the Board's policy review process.

(cf. 7230.1 - New Construction)

Policy adopted:

cps 1/04

*A sample regulation to consider.*

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

### **Energy Conservation**

#### **Fuel and Energy Conservation**

1. As a general guideline, room thermostats shall be set at 70 [65, 68] degrees Fahrenheit during the heating season. However, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.
2. Temperatures in special areas, such as shower rooms, locker rooms, swimming pools, wrestling rooms and green houses, shall be maintained at levels suitable for their use.
3. During the heating season temperatures shall be set back to 55 [or 60] degrees Fahrenheit when buildings are unoccupied providing that during severe weather the heating system is capable of recovering to daytime temperatures.
4. Fresh air dampers shall be set to provide the amount of fresh air required to conform to the latest ASHRAE indoor air quality standards.
5. Electric portable heaters are not to be used.
6. Thermostats in air-conditioned areas shall be set at 78 degrees Fahrenheit during the cooling season.
7. Air conditioners shall not be operated during time of “no” or “minimal” occupancy. The exception to the rule would be when it is deemed necessary by facilities personnel to operate air conditioning systems continually during periods of severe high temperatures.
8. Doors and windows shall be kept closed whenever possible when heating and/or air conditioning systems are in operation. This is necessary for controls to function properly in maintaining comfort level.
9. Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict air flow.
10. Domestic hot water temperatures shall be 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit.
11. Lights shall be turned off in classrooms and offices when they are fully unoccupied.
12. Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended and as recommended by the Illuminating Engineering Society.

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

### **Energy Conservation**

#### **Fuel and Energy Conservation (continued)**

13. Pumps, fans, and other motors shall be turned off when they are not required to be in operation.
14. The energy efficiency of equipment shall be given major consideration when preparing specifications and making purchases.
15. Vehicles shall be operated at posted speed limits. Vehicle engines shall not be left running when the driver is out of the vehicle.

#### **Energy Management Conservation**

1. Accurate records of energy consumption and cost of energy will be maintained and information provided to the Superintendent and the Board on the goals and progress of the energy conservation program.
2. Site administrators are accountable for energy management at their sites. Annual energy audits will be jointly conducted. Judicious use of the various energy systems at each site is the joint responsibility of the site administrator and the head custodian to insure that an efficient energy program is maintained on a daily basis.
3. Curriculum will be developed to insure that students participate in the energy management program.
4. Students and employees are expected to contribute to energy efficiency as energy savers as well as energy consumers.

Regulation approved:

cps 1/04

*A sample regulation from Region #17 to consider.*

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

### **Energy Conservation**

#### **Buildings**

1. **Heating** - During the daytime all thermostats are to be set at 68-70 degrees Fahrenheit in all classroom and working areas. Hallway thermostats, wherever possible, are to be set at 63 degrees Fahrenheit. Temperature controls in non-occupied areas are to be maintained at 63 degrees Fahrenheit. Whenever conditions warrant, in the judgment of the building Principal, boilers may be shut down to conserve fuel. However, building temperature is not to fall below 55 degrees Fahrenheit. During evening or unoccupied building periods, all thermostats are to be set at 60 degrees Fahrenheit.
2. **Lighting** - It is imperative that a matter of sound judgment be utilized concerning the utilization of lighting. Whenever possible, or whenever conditions permit, lights should be turned off. Most classrooms, office areas and corridors have alternating switching arrangements. These features should be utilized to provide the necessary lighting.

#### **Other Suggestions Concerning Conservation**

1. Exit doors should be kept closed.
2. Full utilization of paper and other materials should be practiced.
3. All night activities take place with night settings on all thermostats.
4. Field trips should be carefully considered and full utilization of school buses should be kept in mind.

#### **Transportation**

To the degree possible, practical and within all safety requirements, the following conservation steps shall be followed by all drivers:

1. Start up and warm up to be no longer than necessary.
2. Waiting at schools should be with motor off.
3. Too frequent or close together stops should be minimized wherever possible, keeping safety uppermost in mind.

Regulation approved:

February 8, 2000

REGIONAL SCHOOL DISTRICT NO. 17  
Higganum, Connecticut

cps 7/00

*CABE's sample policy on this topic to consider.*

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

### **Waste Management, Resource Conservation and Recycling (Version #1)**

Resource conservation is to be made an integral part of the physical operation of the school system and included in the school curriculum. The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. It is also the function of the schools to set an example of stewardship of our natural resources and to develop responsible citizenship in our students.

It shall be the policy to implement the following actions:

1. The school system will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
2. The amount of waste of consumable materials is to be decreased by:
  - a. Reduction of the consumption of consumable materials wherever possible;
  - b. Full utilization of all materials prior to disposal; and
  - c. Minimization of the use of non-biodegradable products wherever possible.
3. The school system will cooperate with, and participate in, recycling efforts being made by the local and state governments. As systems for the recovering of waste and recycling are developed, the school system will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The school system will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
5. Representatives of the school system will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state level.

#### **Version #2:**

The Superintendent shall manage a program of energy and resource conservation for the District that includes:

1. Full utilization of materials prior to disposal.
2. Limited use of disposable materials.
3. Limited use of non-biodegradable products.
4. Participation in recycling programs.
5. Adherence to energy conservation measures.

The Superintendent shall develop procedures for purchasing recycled paper and paper products.

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

### **Waste Management, Resource Conservation and Recycling**

#### **Version #3**

The Board of Education recognizes the importance of minimizing the District's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the District's resources. To that end, the Superintendent or his/her designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Superintendent or his/her designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its conservation and management goals.

The Superintendent or his/her designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation and management goals.

(cf. 3513.1 – Energy Conservation)

(cf. 7230.1 – Energy-Conserving Construction)

Policy adopted:

cps 4/08

*CABE's sample administrative regulation on this topic to consider/modify to reflect district practice.*

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

### **Waste Management, Resource Conservation and Recycling**

In the development of the District's resource management program, the Superintendent or his/her designee shall analyze and review the lighting; heating, ventilation, and air conditioning systems; water heaters; electrical equipment and appliances; water use and irrigation; and solid waste and recycling systems.

The following District operations shall be incorporated in the District's resource management program:

1. Educational programs
2. Classroom and building management and maintenance
3. Food services and equipment maintenance
4. Landscaping
5. Transportation services and maintenance
6. New construction
7. Administrative operations
8. Use of facilities by outside groups

The Superintendent or his/her designee may solicit input from staff, students, and parents/guardians about the District's program. In addition, staff and parents/guardians shall be provided with training and guidance on best practices to achieve the District's goals, such as a reward program to recognize outstanding accomplishments.

In addition, the District will implement a comprehensive procurement and sustainable practice program that will include:

1. Recycling of cardboard, mixed paper, bottles, cans and landscape trimmings.
2. Recycling in every classroom, staff room and administrative area of paper and of bottles and cans as feasible. Recycling of bottles and cans and paper, if feasible, in cafeterias, snack bars and kitchens.
3. All construction and demolition materials shall be reused or recycled in the appropriate manner to the greatest extent possible.
4. Promote the use of source reduction and recycled products whenever possible.

Regulation approved:

cps 4/08

*A sample policy to consider.*

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

### **Equipment**

#### **Authorized Use of School Equipment**

The Board of Education shall permit the use of District equipment by school personnel and community groups when such use does not interfere with the District educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, computers, etc.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

Principals, administrators and coordinators shall be authorized to release equipment assigned to their building or department in accordance with this policy and established administrative rules.

#### **Personal Use of School Equipment by Employees**

School equipment shall not be used by any employee for his/her personal use at any time. No equipment may be removed from school premises for personal use of the employee.

The Superintendent shall work with each principal to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

#### **Control of Equipment**

Title to and control over equipment and/or property purchased with federal funds, such as Title I funds, shall be maintained in accordance with the pertinent federal regulations. The Superintendent, or his/her designee, shall develop written procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private/non-public schools.

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

### **Equipment**

#### **Authorized Use of School Equipment**

(cf. 3220 – State/Federal Funds)

(cf. 3290 – Grants and Other Revenue)

(cf. 6161.3 – Comparability of Services)

(cf. 6172.41 – Title I)

Policy adopted:

cps 9/03

rev 12/06

*A sample regulation to consider/modify.*

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

### **Equipment**

#### **Authorized Use of School Equipment**

##### **1. School District Employees**

###### **a. Inter-building/out-of-building school use:**

Employees who wish to use school equipment for a school purpose away from the building/office to which the equipment is assigned must have permission of the administrator in charge of the building or office prior to taking the equipment from the building/office.

###### **b. In-building personal use:**

Employees who wish to use equipment for personal use must obtain permission from the Principal or his/her designee.

###### **c. Out-of-building personal use:**

The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment. Authorization shall be granted by the Principal or his/her designee.

##### **2. Students**

###### **a. Out-of-building personal use:**

The Board shall permit school equipment to be loaned to students when the equipment is to be used in connection with their studies or extracurricular activities. Authorization shall be granted by the Principal or his/her designee.

##### **3. Non-Profit Groups Located Within the Boundaries of the School District**

###### **a. In-building use:**

Non-profit groups may use equipment within a District building when such use is authorized in advance on an "Application For Building Use" form.

###### **b. Out-of-building use:**

Non-profit groups may use equipment at a location within the District when such use is authorized by the Principal or his/her designee.

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

### **Equipment**

#### **Authorized Use of School Equipment (continued)**

#### **4. Commercial, Political or Partisan Organizations and Individuals or Families**

##### **a. In-building use:**

Commercial, political, religious or partisan groups, and individuals and families may use equipment when such use is requested in advance on an "Application For Building Use." The building use request must be approved by the Superintendent or his/her designee.

##### **b. Out-of-building use:**

Out-of-building use is prohibited for these groups/persons, unless approved by the Superintendent or his/her designee.

Regulation approved:

cps 9/03

*Existing policy, number 3515 adopted 3/15/04, appropriate as written except for addition of legal reference. A sample follows for comparison and consideration.*

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

### **Use of School Facilities**

The Board encourages programs that benefit the community and its school children and supports such programs through the use of its facilities.

The building and grounds of the school district are public property. The Board of Education may allow their use for purposes other than education when they are not in use for school purposes.

The Board of Education may grant the use of the school facilities for activities of an educational, cultural, civic, social, recreational, governmental and general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted by law.

In collaboration with the school district, the Recreation Commission may determine whether the building or grounds is to be used by another organization or group.

### **Types of Activities Which Will Not be Permitted**

1. Activities propagating the overthrow of the United States the State of Connecticut, or local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose, which is in conflict with school activities.
4. Any activity, which includes commercial advertising.
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
6. Activities, which are discriminatory in the legal sense.
7. Any activity that would include alcoholic beverages on school grounds or in the building.

### **Application for Use of the Building or Grounds**

1. Application for all activities will be filed on the prescribed form in the Principal's Office or the Office of the Superintendent.
2. The Superintendent or his/her designee will have the right to act on all applications. The Superintendent, however, may refer any individual request to the Board of Education or the Recreation Commission for its action.
3. All fees and policies associated with the use of facilities by other than school groups shall be set by the Superintendent.
4. A schedule of costs/fees for activities in the school or on its grounds outside the hours of the school day is provided in the attached regulations.

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

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

**Legal Reference:** Connecticut General Statutes

10-239 Use of school facilities for other purposes.

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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*An optional policy to consider, updated to reflect NCLB legislation.*

## **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, Board of Selectman, 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 insure 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.

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

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

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.

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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted:

cps 1/99

rev. 11/01

rev 5/03

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

*Existing regulation, number 3515 approved 3/15/04, appropriate as written except for need to revise rental figures.*

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

### **Use of School Facilities**

#### **Rental of Beecher Road School**

##### **Category "A" - No Charge for Use**

1. Official Town activities, such as Town Meetings, Hearings, Elections and meetings of Boards, Commission, Committees, etc.
2. Local political party Town Committee Meetings and Caucuses.
3. Political Party Conventions.
4. Town sponsored activities.
5. Other government agencies (State representatives, federal, census).
6. Organizations composed primarily of Woodbridge residents, open to all residents of the Town, designated by the Board of Education as falling into this category.
7. Such other organizations as may from time-to-time be designated by the Board of Education.

##### **Category "B" - Reduced Rentals**

1. Organizations composed primarily of Woodbridge residents, which are not open to all residents of the Town, such designations to be made by the Board of Education.
2. Woodbridge religious institutions.
3. Such other organizations as may from time-to-time be designated by the Board of Education.

##### **Category "C" - Full Rental**

1. Those organizations not falling into Category "A" or "B" - Private Parties.
2. Rental Schedule - Four (4) Hours or portion thereof:

	<b>Schedule B</b>	<b>Schedule C</b>
<b>Classroom</b>	<b>\$20</b>	<b>\$50</b>
<b>Cafeteria</b>	<b>\$50</b>	<b>\$75</b>
<b>Gymnasium</b>	<b>\$50</b>	<b>\$100</b>

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

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

#### **Private Groups**

Will be charged for use of room(s) plus the per hour charge of the custodian (including costs of benefits).

\$100 refundable damage deposit per area rented - Gym \$100; Café \$100.

#### **Exclusive Use**

Any private group having exclusive use of a given space will be charged on a per footage basis.

**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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Regulation approved:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**Regulations and Procedures for Use and Rental of BRS**

1. The presence of one building custodian is required.
2. No kitchen equipment may be used by outside agencies.
3. The public address system is to be set up by the building custodian.
4. If, in the judgment of the Board of Education, police or other services are required, the organization using the facilities must provide them and pay for them.
5. All rental fees are to be paid prior to the event. Checks are to be made payable to the Town of Woodbridge and are due three (3) days prior to the rental date.
6. Fees for special attendance services are to be paid within five (5) working days after the event. Checks are to be made payable to the Town of Woodbridge.
7. Sponsoring organizations are responsible for the conduct of all persons in attendance and for any property damage done.
8. No organization shall use the facility after 11:00 PM.
9. The consumption and sale of alcohol on school property is forbidden by Ordinance.
10. Smoking is prohibited in the building as well as on all grounds.
11. Gambling is prohibited in the building as well as on all grounds.
12. Category C sponsoring organizations will be required to have a public liability and property insurance policy and workers compensation policy when applicable. A certificate shall be provided to the Board of Education prior to the event. Insurance coverage required: \$300,000 per person; \$500,000 each occurrence; and \$25,000 property damage or \$500,000 single limit.
13. BRS shall be available Monday - Friday, 3:45 PM - 11:00 PM. The going rate for custodial fees will be set by the Board of Education based on contractual obligations.
14. All rental information and applications are available at the Beecher Road North and South School Offices. An agreement for use or rental must be signed by the Building Principal and the Superintendent.

*An optional policy to consider.*

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

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

#### **Parking**

##### **Vehicles Parked on School Property by Students and Employees**

While participating in school activities, students and employees of the Board of Education may park vehicles in areas designated by the School Administration.

The Board of Education reserves the right to restrict parking on school property at any time, to withdraw the right of any person to use school property for parking, and to issue regulations governing the movement of parked vehicles whether or not school is in session.

Parking at restricted times or in restricted places is subject to action by the Board of Education and/or administration.

The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property.

No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons shall be stored in or on a vehicle parked on school property.

If the school administration believes that a vehicle while on school property is being used in a manner or for a purpose which may be injurious or illegal, it shall refer the matter to the police.

Policy adopted:

cps 7/07

*Existing policy, number 3516 adopted 4/16/01, appropriate as written except for addition of legal references.*

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

### **Safety**

The Woodbridge Board of Education is committed to providing the resources necessary to establish and maintain a safe and orderly environment in support of the instructional mission of the school system. The procedures related to monitoring and the action(s) taken by school administration to insure a safe school setting for all children, staff and authorized visitors to the school grounds and building(s) will be reviewed by the Board of Education annually.

A detailed plan implementing this policy, will be maintained in the offices of the Board of Education and school administration. The plan will be reviewed on an annual basis by the Superintendent and a report to the Board of Education will be made regarding the status of school safety and security. The Board may exercise its prerogative to conduct this evaluation of school safety in Executive Session.

It shall be the responsibility of all school personnel to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to an administrator any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to diminish the responsibility of teachers to supervise students or the Principal's role in implementing policies of the Board of Education.

The following is a partial but not necessarily complete listing of items requiring administrative monitoring:

1. Building access and surveillance
2. Security evaluation
3. Existing policies and guidelines for a full range of emergency situations
4. Visitor identification procedures
5. Risk evaluation
6. Preventative measures
7. Security alarm and notification systems
8. Local energy response conduct (for instance, power outages, communications failure)
9. Educational programs
10. Identification and determination of appropriate equipment required to meet the district Safety and Security Plan
11. Communication system
12. Lockdown procedures
13. Crisis management plan(s)
14. Boilers, housekeeping and facility procedures
15. Oversight of personnel charged with responsibilities for Safety and Security
16. Training of personnel in proper response procedures
17. Traffic patterns and procedures for the drop-off and pick-up of students

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

### **Safety (continued)**

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for students and other school personnel in procedures to be followed in event of potential emergencies. Specific protocols for events and emergency procedures shall be maintained by the Building Principals; and staff shall be apprised annually of the location and requirements associated with the protocols. Protocols shall be maintained in a central book labeled Crisis Manual, which shall be reviewed and updated annually by Building Principals and distribution is school-wide to professional staff and substitutes.

Precautionary measures for safety of students on streets and sidewalks in the vicinity of school buildings shall be established and observed. Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials anywhere, especially in areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep stage auditorium and large meeting areas free of debris. Custodians shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.
4. Meet federal, state and local requirements related to health and safety.
5. Defined procedures to address emergency response and provide school communication support as needed through an identified Crisis Team of school personnel.

**Legal Reference:** Connecticut General Statutes

10-203 Sanitation

10-207 Duties of Medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*A sample policy to consider.*

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

### **Safety Compliance Programs**

The Board of Education shall promote and comply with all Occupational Safety and Health and environmental regulations to the maximum extent possible in a school setting. The Superintendent shall ensure that the following programs are in place and maintained, and that appropriate training be provided to personnel.

### **Occupational Safety and Health (OSH)**

- Asbestos Hazard Emergency Response Act (AHERA) requires schools to conduct initial and periodic inspections, sample suspect asbestos containing building materials, develop and implement response action plans, and maintain an Asbestos Management Plan (AMP) for each building.
- Chemical Hygiene and Lab Safety requires schools to develop and implement a Chemical Hygiene Plan that includes work practices, procedures and policies to ensure protection from hazardous chemicals. The Science Department Chair shall be designated the Chemical Hygiene Officer.
- Confined Spaces - The district has no "permit required" confined spaces.
- Hazardous Materials Communication governs the purchase, storage, handling, transportation and disposal of hazardous materials for school facilities and operations including instructional areas. Material Safety Data Sheets (MSDS) shall be required and maintained for all applicable materials used in the facilities. District personnel shall be encouraged to substitute non-hazardous materials for hazardous substances to the extent possible and to minimize the quantities of hazardous substances stored on school property.
- Lockout/Tagout requires the development of a written energy control program to reduce the possibility of injury to personnel working on or near machinery or equipment that could cause an unexpected release of residual energy. Lockout/tagout devices should be provided to employees when necessary.
- Occupational Exposure to Bloodborne Pathogens, HIV and Hepatitis B requires schools to develop an exposure control plan that includes tasks, procedures, and job classifications where occupational exposure to blood may occur. The plan should assess and evaluate employee exposure for those employees who, as a required job responsibility, could "reasonably anticipate" exposure to blood or other bodily fluids. The district shall offer Hepatitis B vaccinations to all such employees at no cost, as well as lab tests for employees exposed to blood. Employees declining vaccination must sign a declination form.

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

### **Safety Compliance Programs**

#### **Occupational Safety and Health (OSH) (continued)**

- Personal Protective Equipment (PPE) shall be provided, used and maintained in a sanitary and reliable condition whenever it is necessary because of hazards encountered in a manner capable of causing injury or impairment. Situations which might require the use of PPE shall be avoided to the maximum extent possible.
- Respiratory Protection requires an assessment of the facilities to determine if exposures to hazardous airborne contaminants exceed the OSHA permissible exposure limits (PELs). Specialized training and medical qualification is required for the use of respirators, therefore personnel shall not engage in activities which would require such equipment.

#### **Environmental Regulations**

- Indoor Air Quality - Survey, identify and document situations and work practices that require IAQ remediation.
- Lead Contamination Control in School Drinking Water - Conduct periodic tests of school drinking water fixtures as required.
- Public Water Supply (Cherry Brook Primary School only) - Conduct all periodic testing required by the Connecticut Department of Environmental Protection, Water Supply Section.
- Pesticides and Herbicides shall only be applied by properly licensed and trained personnel.
- Playground Safety - Periodic inspections shall be made of all equipment and surfaces to ensure adequate protection to reduce the risk of injury and accidents.
- Radon - Participate in voluntary testing programs.
- Underground Storage Tanks - Protect against spills and overflows.

Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

*Optional policy to consider.*

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

### **Asbestos Control**

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school districts procedures for asbestos control can be found in the school district offices.

Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

rev 8/98

*Sample policy to consider.*

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

### **Accident Prevention and Reporting**

The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each building administrator shall be responsible for the supervision of a safety program for his/her school and the school business manager shall have overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to: in-service training; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community.

Policy adopted:

*A sample policy to consider. School Board adoption of a policy regarding sex offender notification is discretionary, State law does not impose any mandatory duty on school districts. The statute imposes duties on law enforcement agencies and the Department of Public Safety. However, the school district may wish to adopt a policy if it expects to receive these notifications from local law enforcement officials. School districts are cautioned that the procedures contained in this policy are not mandatory or required by statute. The district should consider carefully whether it wishes to undertake the responsibilities outlined in policy and/or regulation.*

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

### **Safety**

#### **Sex Offender Notification**

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Board of Education believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside within the boundaries of the school system.

The Superintendent or his/her designee shall establish an ongoing relationship with the local law enforcement officials to coordinate the receipt of such information. The Superintendent or his/her designee also shall establish procedures for notifying appropriate staff as necessary.

The Superintendent or his/her designee shall annually notify parents/guardians of the district's planned response to this situation.

The following protocol should be considered for dealing with notification to parents.

1. Placing a link to the Department of Public Safety's sex offender registry on the school district's website, whether or not the district has received a specific notification under this new law. This link can simply be entitled "Department of Public Safety" or words to similar effect. The following is the link to the Department of Public Safety's sex offender registry:  
[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567).
2. If and when the Superintendent receives a specific notification from the Department of Public Safety that a registered sex offender is being released into the community, it is suggested that the district post the actual notification from the Department of Public Safety on the website.

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

### **Safety**

#### **Sex Offender Notification (continued)**

##### **OPTIONAL LANGUAGE:**

*It is the policy of this school district to provide information to staff regarding known sex offenders residing within the district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate.*

*The Superintendent or his/her designee, in cooperation with school transportation officials, will evaluate bus routes and stops. Bus drivers will have access to the names of registered sex offenders on their routes. If necessary and possible, bus stops may be moved if they place children in close proximity to a convicted sex offender. Moreover, it must be stressed that parents/guardians have the ultimate responsibility for the safety of their children at bus stops.*

*The Superintendent or his/her designee in conjunction with the building Principal shall prepare safety information for distribution to students regarding protecting themselves from abuse, abduction or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves from abuse, abduction or exploitation. School officials may work with law enforcement officials in providing instruction to staff and/or students.*

- (cf. 1110.1- Parent involvement)
- (cf. 1212-School volunteers)
- (cf. 1250-Visits to Schools)
- (cf. 1251-Loitering or Causing Disturbance)
- (cf. 1411-Relations with Law Enforcement Agencies)
- (cf. 3516-Safety)
- (cf. 3517- Security of Buildings and Grounds)
- (cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes  
Public Act No. 98-111 An Act Concerning the Registration of Sexual Offenders.  
United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Policy adopted:

Rev 1/10

*A sample policy to consider. School Board adoption of a policy regarding sex offender notification is discretionary, State law does not impose any mandatory duty on school districts. The statute imposes duties on law enforcement agencies and the Department of Public Safety. However, the school district may wish to adopt a policy if it expects to receive these notifications from local law enforcement officials. School districts are cautioned that the procedures contained in this policy are not mandatory or required by statute. The district should consider carefully whether it wishes to undertake the responsibilities outlined in policy and/or regulation.*

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

### **Safety**

#### **Sex Offender Notification**

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Board of Education believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside within the boundaries of the school system.

The Superintendent or his/her designee shall establish an ongoing relationship with the local law enforcement officials to coordinate the receipt of such information. The Superintendent or his/her designee also shall establish procedures for notifying appropriate staff as necessary.

The Superintendent or his/her designee shall annually notify parents/guardians of the district's planned response to this situation.

The following protocol should be considered for dealing with notification to parents.

1. Placing a link to the Department of Public Safety's sex offender registry on the school district's website, whether or not the district has received a specific notification under this new law. This link can simply be entitled "Department of Public Safety" or words to similar effect. The following is the link to the Department of Public Safety's sex offender registry:  
[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567).
2. If and when the Superintendent receives a specific notification from the Department of Public Safety that a registered sex offender is being released into the community, it is suggested that the district post the actual notification from the Department of Public Safety on the website.

## Business/Non-Instructional Operations

### Safety

#### Sex Offender Notification (continued)

5. If and when law enforcement notifies the district of the residency of a sex offender within the district boundaries, the Superintendent or his/her designee shall determine which central office staff and school staff need to be notified. This determination shall be done on a case by case basis. Notification may be made to the following staff:
  - a. The Principal of the school which is in the attendance area of the sex offender's residence.
  - b. Teachers and classified personnel at that school, including staff responsible for visitor registration. *(A teacher will be told if a parent/guardian or a member of the household of one of his/her students is on the list.)*
  - c. Principals and staff at adjacent schools, as appropriate.
  - d. Security staff.
  - e. Bus drivers.
  - f. School counselor, nurse, social worker or other service personnel will be told if a parent or guardian of a student for whom he/she provides services is on the list.
  - g. Playground supervisors.
6. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or his/her designee in order to help ensure that the district is able to respond appropriately.
7. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the district liaison. A staff member may also inform local law enforcement.
8. The District will place a link to the Department of Public Safety's sex offender registry on the District's website, whether or not the District has received a specific notification. The link will be entitled "Department of Public Safety" or words to that effect. The link to the sex offender registry is:  
*<http://www.communitynotification.com/capoffice.disclaimer.php?office=54567>*
9. Prior to hiring new employees or utilizing the services of volunteers for school-related activities, the sex offender notification website shall be checked.

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

### **Safety**

#### **Sex Offender Notification (continued)**

#### **8. Notification to Parents/Guardians**

Upon notification from law enforcement that sex offenders reside in the community, the district liaison shall immediately consult with law enforcement officials in order to determine the correct response. The response may include:

- A. An article in a school newsletter or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available from local law enforcement. (and/or at the school office.) This article shall encourage parents/guardians to contact local law enforcement for additional information.
- B. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement for additional information.
- C. A mailing of a letter, at district expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This information shall encourage parents/guardians to contact local law enforcement for additional information.
- D. The District will post the actual notification from the Department of Public Safety that a registered sex offender is being released into the local community on the school district's website.

Regulation approved:

rev. 12/09

*A recommended policy for consideration.*

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

### **Safety**

#### **Sexual Offenders on School Property**

##### **Definitions**

For the purpose of this policy, a sexual offender is defined in Connecticut General Statutes §54-250 through §54-261 and/or is required per these statutes to register on the state's sex offender registry. A *parent/guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A *non-parent/non-guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

*School property* includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

##### **Non-parent/Guardian Sexual Offenders**

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

##### **Parent/Guardian Sex Offenders**

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.

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

### **Safety**

#### **Sexual Offenders on School Property**

##### **Parent/Guardian Sex Offenders (continued)**

3. With the Superintendent's prior written approval in the following instances:
  - a. To transport his/her own child to and/or from school.
  - b. To attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP).
  - c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

#### **Student Sex Offenders**

The Superintendent or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

A PPT/IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the PPT/IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

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

### **Safety**

#### **Sexual Offenders on School Property**

##### **General Provisions (continued)**

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent/guardian sex offender to transport his/her child and when a student sex offender receives permission to attend a District school in which case the guidelines developed for this individual shall apply.

The Superintendent shall use the Connecticut sex offender registry law, in conjunction with policy #3516.4, to establish a system for identifying sexual offenders and will inform known sexual offenders of this policy. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardian who are registered sex offenders shall receive a copy of this policy via registered mail.

- (cf. 1110.1-Parent Involvement)
- (cf. 1212-School Volunteers)
- (cf. 1250-Visits to Schools)
- (cf. 1251-Loitering or Causing Disturbance)
- (cf. 1411-Relations with Law Enforcement Agencies)
- (cf. 3516-Safety)
- (cf. 3516.4-Sex Offender Notification)
- (cf. 3517-Security of Buildings and Grounds)
- (cf. 3517.1-Site and Building Access)

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

### **Safety**

#### **Sexual Offenders on School Property**

Legal Reference: Connecticut General Statutes

54-250 through 54-261 Registration of Sexual Offenders.

PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity Between Adolescents Close in Age to Each Other.

PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the Budget Concerning Education.

United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Policy adopted:

cps 1/08

*Existing policy, number 3517 adopted 8/20/01, appropriate as written except for addition of legal reference.*

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

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

Buildings constitute one of the greatest investments of the School District. It is in the best interest of students and taxpayers to protect that investment adequately. Facility maintenance requires:

1. Identification and maintenance of procedures intended to provide for the maintenance and upkeep of the facility and the well-being of students and staff when in the charge of the Board of Education.
2. Minimizing fire hazards.
3. Reducing the probability of faulty equipment.
4. Guarding against the chance of electrical shock.
5. Keeping records and funds in a safe place.
6. Protection against vandalism and burglary.
7. Adherence to the policies and procedures established by the Board of Education State and official in matters of health, safety and security of the facility.

The Business Manager is charged with establishing and monitoring, under direction of the Superintendent, insuring follow-up through the office of the Facilities Manager such rules and regulations as may be needed to provide for maintenance at buildings, grounds and facilities.

Day-to-day building operations, of a custodial or maintenance nature related to students, staff and instruction, will fall under the direction of the Principal(s).

**Legal Reference:** Connecticut General Statutes

29-389 Stairways and fire escapes in certain buildings.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## **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:

rev 2/06

*An optional sample policy to consider.*

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

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

#### **Site and Building Access**

#### **Identification Badges-Employees**

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District issued, approved identification badge.

**Required Identification:** All employees, while carrying out regular employment duties, will display identification badges in plain view.

**Issuing Identification Badges:** Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office or security desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must return the badge to the office or security desk.

**Lost or Stolen Badges:** In the event the identification badge is lost or stolen, the District will provide a replacement at no cost to the employee. Each additional identification badge requested will cost the employee \$4.00 per badge. If a badge is lost or stolen, contact the [Business Manager] [Personnel Office][Security Officer] immediately.

(cf. 1250 – Visits to the School)  
(cf. 9030 – Visits to Schools)  
(cf. 3516 – Safety)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted:

cps 4/03

*An optional policy to consider.*

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

### **Data-Based Information Management System**

#### **Purpose**

The purpose of the Data-Based Information Management System is to use research and analyze data for the purpose of school improvement and to provide to the State Department of Education (SDE) the data required as part of the expanded state-wide public information system.

The District will create a flexible data warehouse and management system that includes budget and expenditure data, personnel data, student demographic data, student discipline information, achievement data, information pertaining to student participation in school activities, course enrollment taking data and attendance data. Additional data categories may be added at the Superintendent's direction.

The Data-Based Information Management System will link budget and expenditure databases, student achievement student demographic and personnel databases to provide in-depth analysis to answer questions related to educational policy and evaluation, and ultimately school improvement.

The Data-Based Information Management System will be flexible enough to respond to state and federal reporting mandates and requests.

### **State-wide Public School Information System**

In the manner determined by the SDE, the District will collect information and forward to the SDE data, including but not limited to:

#### **A. Student Data**

- Performance on state-wide mastery examinations;
- Level of education achieved by the parents of students;
- Primary language spoken at the home of students;
- Student transcripts;
- Student attendance and mobility; and
- Assessments of a student's readiness to enter public school at the kindergarten level.

#### **B. Teacher Data**

- Teacher credentials (degrees, teacher preparation programs completed, certifications);
- Teacher assessments (highly qualified);
- Presence of substitute teachers in a teacher's classroom;
- Class size;
- Numbers relating to absenteeism in a teacher's classroom; and
- Presence of a teacher's aide.

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

### **Data-Based Information Management System**

#### **State-wide Public School Information System (continued)**

##### **C. Schools and District Data**

- School population;
- Annual graduation rates;
- Annual teacher retention rates;
- School disciplinary records (suspensions, expulsions, other disciplinary actions);
- Percentage of students whose primary language is not English;
- Number of and professional credentials of support personnel; and
- Information relating to instructional technology, such as access to computers.

*The SDE is required on or before July 1, 2013 to expand the state-wide public information system impacting the district data collection as listed above. All school districts are required to participate in the system and report all necessary and required information.*

Beginning with the school year commencing July 1, 2012, the Board shall create a student success plan for each enrolled student, beginning in grade six, that records students' career and academic choices in grades six to twelve, inclusive.

##### **Delegation to the Superintendent**

The Board of Education will instruct the Superintendent of the ends to be achieved, organizational situations and actions to be avoided in the design, construction and utilization of the Data-Based Information Management System.

1. The Board may develop requests to the Superintendent for reports derived from analyses of data included in the system.
2. The Superintendent will provide data analyses only to the Board of Education as a whole. Request for such reports should be by instruction of the entire Board of Education.

##### **External Requests for Research and Data**

All requests for data, data analysis, or research by any person not employed in the school system must be approved by the Superintendent.

1. Any request for data from outside the school district shall be forwarded to the Superintendent of Schools. The Superintendent shall release information in response to such requests only to the extent required under the Connecticut Freedom of Information Act, Conn. Gen. Stat. §1-15 et. seq.

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

### **Data-Based Information Management System**

#### **External Requests for Research and Data (continued)**

2. No external researcher shall be given access to personally identifiable student information without prior notification and consent of the parent or eligible student pursuant to the Family Educational Rights and Privacy Act (FERPA).
3. Research and analysis includes any form or procedure related to education including student records reviews, questionnaires, interviews, observations, experiments, historical or philosophical studies, or other forms of research methodology.
4. All external requests for data, data analysis, or research shall be accompanied by a written statement specifying: the purpose of the study, research methods to be utilized, consequences of the study, researcher competence and provision for voluntary informed consent by subjects. All obligations must be in writing and require a formal written agreement.
5. This policy is not meant to limit internal research for general school improvement that will analyze student detail data within an aggregate cohort.

#### **Proper Use of Data-Based Information Management System**

The purpose of the School Database Information Management System is to improve the instruction, budget process, business functioning, and general operation of the school system. The database is a research tool. The following are guidelines for acceptable use of the database.

1. The Superintendent of Schools shall be the sole responsible authority for authorizing data gathering, data analysis, and data reporting activities. This authority cannot be delegated. Any activities undertaken must clearly be related to educational purposes.
2. Only authorized staff shall be authorized to access the database. The levels of access for each individual shall be established by the Superintendent of Schools, and set forth in regulations.
3. Any requests for data outside the scope of those set forth in the regulation shall be submitted to the Superintendent of Schools for review. The information required for such a request shall be established by the superintendent, and set forth in regulations.
4. No personally identifiable student information shall be provided to any individual who is not entitled to access that information under the provisions of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g and 34 C.F.R. §99.1 et. seq.
5. The Superintendent of Schools shall establish procedures to assure that records of those using the system are maintained and monitored.

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

### **Data-Based Information Management System**

#### **Proper Use of Data-Based Information Management System (continued)**

6. The Superintendent of Schools shall establish procedures for the regular, periodic review, and updating of data contained in the information management system.

#### **Use of the Data-Based Information Management System in Personnel Evaluation**

The purpose of the Data-Based Information Management System is to provide research and analysis of organizational data from many sources that can lead to school improvement directions and decisions. It is not the purpose of the Data-Based Information Management System to produce data or data analysis that can be used to evaluate school administrators or teachers. Therefore, information generated by the Data-Based Information Management System procedures or processes shall not be the sole or primary portion of any personnel evaluation.

#### **General Access to Database**

As provided by policy, only administrators and members of the certified staff are authorized to access the database. Any accessing or use of the database outside of the guidelines without the written permission of the Superintendent of Schools is unauthorized, and may be grounds for discipline, up to and including termination of employment.

The levels of general access shall be as follows:

1. Teachers shall have access to information regarding students currently in their classes.
2. Guidance counselors shall have access to information regarding any student currently assigned to them.
3. Psychologists and social workers shall have access to information regarding any student to whom they are currently providing services, or whom they are assigned to evaluate.
4. Principals and assistant principals shall have access to information regarding any student currently enrolled in their buildings.
5. The Central Office Administrator with primary responsibility for personnel matters shall have access to all information regarding personnel matters, including such information regarding students as is of assistance in the evaluation of teachers and administrators. Such student information shall not be personally identifiable.
6. The Central Office Administrator with primary responsibility for the school budget shall have access to all information regarding any expenditures and finances, including information about expenditures for individual students. Such student information shall not be personally identifiable.

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

### **Data-Based Information Management System**

#### **General Access to Database (continued)**

7. The Central Office Administrator with primary responsibility for curriculum shall have access to all information regarding instructional materials and student performance. Such student information shall not be personally identifiable.
8. The Administrator with primary responsibility for special education shall have access to all information regarding students receiving any special education services or services pursuant to Section 504 of the Rehabilitation Act of 1974. Such student information shall be personally identifiable.
9. The Superintendent of Schools shall have access to the entire database.
10. Any individual who wishes to receive information outside the general access provided above shall apply, in writing, to the Superintendent of Schools. The application shall state the precise information requested and the legitimate educational need for the information. The Superintendent, in his or her sole discretion and in accordance with applicable law, shall determine whether, and in what form, to grant the requested access. The Superintendent shall notify the applicant in writing of the decision.

Legal Reference: Connecticut General Statutes

10-10a Public school information system as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut.

P.A. 11-135 An Act Concerning Implementation Dates for Secondary School Reform

Policy adopted:

cps 3/08  
rev 7/10  
rev 7/11

*A new policy for your consideration.*

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

### **Information Security Breach and Notification – Version #1**

The Board of Education is concerned about the rise in identity theft and the need for prompt notification when security breaches occur. Therefore, the District will take reasonable security measures to guard against the foreseeable loss or exposure of restricted personal information about staff, students, and parents. The District will consider practices concerning physical, technical and administrative safeguards for both paper and electronic records.

To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, “private information” does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach.

Any breach of the district’s computerized data which compromises the security, confidentiality, or integrity of personal information and information pertaining to District security and maintained by the District shall be promptly reported to the Superintendent and the Board of Education. However, good faith acquisition of personal information by an officer or employee or agent of the District for the purposes of the District is not considered a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

### **Version #2**

The District will take reasonable security measures to guard against the foreseeable loss or exposure of restricted personal information about staff, students, and parents. The District will consider practices concerning physical, technical and administrative safeguards for both paper and electronic records.

The Superintendent or his/her designee shall oversee a process to identify the following information to be kept on file in the Central Office:

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

### **Information Security Breach and Notification – Version #2 (continued)**

- What information is considered restricted;
- Where it currently resides;
- How it is protected; and
- Who is responsible for providing each level of security for each piece of restricted information.

Restricted personal information is defined as that information protected under federal or state law (FERPA, HIPAA, FOIA, etc.). Examples of restricted personal information includes, but is not limited to, social security or other identification number, financial account access information, medical records, computer passwords and security codes. Restricted personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A breach of information security refers to an unauthorized acquisition of data in either electronic or paper format. Good faith acquisition of such information by an employee is not a security breach if the information is not used or is not disclosed to others without authorization.

The District shall consider an incident response plan to provide direction in the event of a suspected information breach. The plan should be reviewed annually by staff designated by the Superintendent.

In determining whether restricted personal information is reasonably believed to have been acquired by a person without valid authorization, appropriate action should be taken after the following have been considered:

1. Indications that the information is in the physical possession and control of an unauthorized person such as, but not limited to, a lost or stolen computer or document, file or other record containing personal information;
2. Indications that the information has been downloaded or copied;
3. Indications that the information has been used by an unauthorized person to establish fraudulent accounts or instances of identify theft; and
4. Any other factors that the District deem appropriate and relevant to such a determination.

Notice of a breach of information security should be provided to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without reasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation.

Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

## Business and Non-Instructional Operations

### Information Security Breach and Notification – Version #2 (continued)

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, telephone call, posting on a web site or sending a written notice to each affected person's home. Notice should include the specific information involved and when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identity theft or fraud purposes.

**NOTE:** To successfully implement this policy, it is recommended that districts inventory their computer programs and electronic files to determine the types of personal, private information that is maintained or used by the district, and review the safeguards in effect to secure and protect that information.

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.  
 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 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.  
 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. 53182-53273

Policy adopted:

cps 11/07

*A regulation for your consideration.*

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

### **Information Security Breach and Notification**

#### **Definitions**

***“Private information”*** shall mean personal information (i.e., information such as name, number symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver’s license number or non-driver identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

***“Private information”*** does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

***“Breach of the security of the system”*** shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an officer, employee, or agent of the District for the purpose of the District is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

#### **Procedure for Identifying Security Breaches**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information; or
2. indications that the information has been downloaded or copied;
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the District shall deem appropriate and relevant to such determination.

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

### **Information Security Breach and Notification**

#### **Security Breaches – Procedures and Methods for Notification**

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data owned or licensed by the District, the District shall notify those Connecticut residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without reasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system.
2. If the breach involved computer data maintained by the District, the District shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.
3. The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) District contact information, (b) a description of the categories of information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice.
2. Electronic notice, provided the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the District keeps a log of each such electronic notification. In no case, however, shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the District keeps a log of each such telephone notification.

Once notice has been made to affected Connecticut residents; the District shall notify the State Attorney General.

Regulation approved:

cps 11/07

*New Fairfield's recent version of this policy to consider/modify.*

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

### **Electronic Information Security**

#### **Infinite Campus Parent Portal**

The New Fairfield School District is implementing a Parent Portal through Infinite Campus as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, at any time, via the Internet.

Information accuracy on the Portal is a shared responsibility among schools, parents/guardians, and students. The portal is available to every parent or legal guardian of a student enrolled in the school district.

Parents must sign an agreement every year complying with the security measures listed below to continue access to the Parent Portal. The following security measures are in place to insure the safety and privacy of each student:

1. Parents are not to share their passwords with anyone, including their children. Parents are urged not to set their computers to sign in automatically to enhance security. In addition, accounts will be disabled after five unsuccessful attempts to login.
2. Parents are not to attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
3. Parents are not to use the Portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws may be subject to civil and/or criminal prosecution.
4. Parents are to recognize that teachers have a reasonable amount of time from the due date to post grades.
5. Parents who identify a security problem or any inaccurate information with the Parent Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents may be denied access to the Parent Portal with suitable cause. Appeals may be made to the building principal. Final appeal resides with the Superintendent or his or her designee.
7. Non-custodial parents will have access as allowed by law. Step-parents, who are not the legal guardians, will not be able to access their step children's information from their accounts.
8. Portal account permissions are issued for the duration of a school year.

Use of the Infinite Campus Parent Portal is subject to electronic monitoring by the district.

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

### **Electronic Information Security**

#### **Infinite Campus Parent Portal**

Legal Reference: Connecticut General Statutes

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

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).

Federal Statutes

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 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.

Policy adopted: January 21, 2010

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

**New Fairfield School District Parent Portal – Infinite Campus**

The New Fairfield School District is implementing a Parent Portal through Infinite Campus as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child’s school records anywhere, any time. The school district agrees to provide free and accurate information, to the best of its ability. The portal is available to every parent or legal guardian of a student enrolled in the school district. The following security measures are in place to insure the safety and privacy of each student:

1. Parents are not to share their passwords with anyone, including their children. Parents are urged not to set their computer to sign in automatically to enhance security. In addition, accounts will be disabled after five unsuccessful attempts to login.
2. Parents are not to attempt to harm or destroy data of their own children, of another user, school or district network, or the internet.
3. Parents are not to use the Portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws may be subject to civil and/or criminal prosecution.
4. Parents are to recognize that teachers have a reasonable amount of time (up to 10 school days) from the due date to post grades.
5. Parents who identify a security problem with the Parent Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents may be denied access to the Parent Portal with suitable cause, which includes accountabilities and violation of this agreement. Appeals may be made to the building principal. Final appeal resides with the Superintendent or his/her designee.
7. Non-custodial parents will have access as allowed by law. Step-parents, who are not the legal guardians, will not be able to access their step children's information from their accounts.
8. Portal account permissions are issued for the duration of a school year.

Please provide the following information about your students in New Fairfield Schools.

Last Name, First Name <i>(Please Print)</i>	School Name	Grade	Date of Birth

Your signature verifies your agreement to comply with the stated security measures.

I have read and I agree to abide by and support these rules.

\_\_\_\_\_  
**Parent/Guardian #1 PRINT NAME**

\_\_\_\_\_  
**Parent/Guardian #2 PRINT NAME**

\_\_\_\_\_  
**Parent/Guardian #1 Signature & Date**

\_\_\_\_\_  
**Parent/Guardian #2 Signature & Date**

**Return this form as requested or to the main office of a school in the District.**

*A new policy for your consideration.*

## **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 \_\_\_\_\_ Public School 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 \_\_\_\_\_ 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:

cps 11/07

*An optional sample policy to consider.*

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

It is the policy of the \_\_\_\_\_ District to respect the privacy, dignity, and confidentiality of all students attending the \_\_\_\_\_ School District. This policy covers student records, medical information, and other personally identifiable sources of information. It is the policy of the District that such personally identifiable information should only be viewed or received by School District employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled. This policy shall not apply to the District's library records, including Internet logs, the disclosure of which shall be regulated by state and federal law.

#### **Student Records and Personally Identifiable Information**

It is the policy of the District that the building Principal of each school, or his/her designee, shall be the custodian of all student records for that school. The District will only release records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as well as other relevant federal and state mandates as they relate to student records, personally identifiable information, and confidentiality. Accordingly, the District will only release personally identifiable information, other than directory information defined herein, to the following individuals or situations:

1. School officials, who have been determined by such agency or institution to have legitimate educational interests in the records.
2. Officials of another public school, including a public charter school, in which the student seeks or intends to enroll. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or state and local educational authorities, under the following conditions; the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of State and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
4. In connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Student Records and Personally Identifiable Information (continued)**

5. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released. If reporting or disclosure is permitted pursuant to a state statute concerning the juvenile justice system adopted after November 19, 1974, such disclosure may be made without consent only if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as the study does not permit personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed after it is no longer needed for the purposes for which the study was conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. Parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
9. Disclosure is required to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
10. Disclosure is required in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. Between two or more public schools in which the student is enrolled or receiving services.

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Student Records and Personally Identifiable Information (continued)**

12. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
13. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
14. To the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.

Employees of the District who have access to personally identifiable information shall keep such information confidential and shall not share such information with others who do not have a legitimate educational interest in such information. When receiving an inquiry from individuals who are not specifically known to be qualified to receive the information, the employee shall consult the "Student Records" policy, #5125, prior to the disclosure of any personally identifiable information, to determine if the individual seeking such information is listed as a person entitled to receive such information. The employee shall not disclose any information until appropriate written authorization has been received. The building Principal for each school, or his/her designee, shall make the final determination about whether an employee of the District has a legitimate educational interest in personally identifiable information.

Employees receiving personally identifiable information shall safeguard the information from dissemination to unauthorized parties. Steps should be taken to insure that personally identifiable information does not accidentally find its way into the public domain. Personally identifiable information that is no longer needed should be destroyed as soon possible, provided that appropriate and adequate back ups of such information exist in accordance with the District's storage and student record retention policies.

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

### **Data-Based Information Management System**

#### **Confidentiality Policy (continued)**

#### **Medical Records and/or Information**

Medical records and/or information shall only be shared with school officials and employees who have a legitimate “need to know” such information. Such medical information shall be safeguarded while in the possession of school officials/employees. Once the circumstances giving rise to the “need to know” no longer exist, the school official or employee shall immediately destroy the information in a manner that will insure the continued privacy and confidentiality of such information. The only exception to this rule shall be the student’s master health record and/or the student’s 504/special education file, which may contain information about prior medical conditions that may no longer be active but may be relevant to future treatment/programming decisions.

Medical information shall only be shared with non-school officials/employees who are authorized to review such information. Medical information shall not be disclosed to individuals who have not received prior written authorization, except as otherwise permitted by law. Nothing herein shall be construed to prevent District officials from sharing information with emergency medical personnel as necessary to insure the health, safety, and well being of any student or employee of the School District. Further, medical information may be shared with non-School District employees who have responsibility for the protection of students in their custody.

#### **Directory Information**

The District will, unless otherwise directed by an eligible student and/or parent(s), prepare directory information regarding each student. Directory information shall include the following:

- a. the student’s name
- b. the student’s class designation
- c. the student’s extra-curricular activities
- d. the name of the school the student is currently attending
- e. achievement awards or honors
- f. height, weight, performance of members of athletic teams
- g. street address or postal box number<sup>1</sup>

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<sup>1</sup> Subject to Superintendent approval, organizations involved with school-sponsored activities (i.e. Washington trip) may be provided with student addresses for the purposes of notifying students and/or parents of pertinent information.

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Directory Information** (continued)

Directory information may be published in student yearbooks, School District web sites, athletic publications, radio programs, television broadcasts, performing group graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs. Unless otherwise directed by the student or parents involved, such directory information shall be available as specified herein.

#### **Observations**

During the course of carrying out activities as an employee or volunteer of the District, individuals may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. These observations, by their very nature, may result in the employee or the volunteer receiving information in which they neither have any legitimate educational interest nor a “need to know.” To the degree such observations disclose personally identifiable information; the employee or volunteer in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

#### **Violations**

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with the District without specific written authorizations for the release of such information. If the employee or volunteer has any question as to whether the individual is entitled to receive such information, then the building Principal or designee shall be consulted prior to disclosure.

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline and/or exclusion from continuing participation in volunteer activities. Such discipline may include, but not be limited to, termination.

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

### **Data-Based Information Management System**

#### **Confidentiality Policy (continued)**

#### **Electronic Records/Information**

Employees who have access to electronic personally identifiable information shall safeguard the dissemination of such material in accordance with this policy. In particular, information shall not be forwarded to individuals who do not have a legitimate educational interest in the information or a “need to know.” Further, personally identifiable information shall not be stored in a manner in which unauthorized students, employees, or third parties may gain access.

Employees who maintain the District’s computer system, software or electronic databases shall take sufficient steps to secure the databases from unauthorized access to personally identifiable information. Further, such employees shall not access personally identifiable information unless they possess the requisite need to know. Personally identifiable information that is encountered by such employees through ordinary upkeep and maintenance of the District’s computer system, software or databases should not be read for content unless absolutely necessary. To the degree such information is inadvertently obtained, employee shall keep such information confidential and shall not disclosure the information to unauthorized individuals.

When using email as a means of communicating personally identifiable information, employees shall take all steps to insure that the email addresses are accurate and that the information is not inadvertently delivered to unauthorized individuals. Further, and to the degree that information is going to be shared amongst a large group, information shall be tailored so that personally identifiable information is not shared with individuals without a legitimate educational interest or a “need to know.” Electronic records containing personally identifiable information should be destroyed and/or deleted as soon as the information is no longer needed, provided that appropriate and adequate backups of such information exist in accordance with the District’s storage and student record retention policies.

#### **Definitions**

- A. **Personal Information.** This is information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a social security number, a driver’s license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number, or a health insurance identification number.

*or: Personally identifiable information includes, but is not limited to, the name and address of the student, student’s parent, or other family member, the student’s personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student’s identity easily traceable.*

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

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

- B. Legitimate Educational Interest.** A school official with a “legitimate educational interest” shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school medical advisor/physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student.
- C. Need To Know.** School officials with a “need to know” shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student, Further, employees with a “need to know” shall be deemed to include such other employees of the District who’s involvement or responsibility for the safety and well-being the student in question, or other students, requires the disclosure of personally identifiable information. Such employees may include, but are not limited to, bus drivers, transportation aides, athletic personnel, school resource officer, and cafeteria monitors etc.
- D. Eligible Student.** The term “eligible student” shall be deemed to pertain to a student that has reached the age of majority or a student who has been legally emancipated. Notwithstanding, personally identifiable information, including academic performance, attendance, disciplinary events, medical matters shall continue to be shared with the parent(s) of an “eligible student” until such time as the District is directed by the “eligible student”, in writing, not to disclose such information to the parents.

(cf. 3520 – Data-Based Information Management System)

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3543.31 – Electronic Communications Use and Retention)

(cf. 5125 – Student Records; Confidentiality)

(cf. 5125.11 – Health/Medical Records (HIPAA))

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

### **Data-Based Information Management System**

#### **Confidentiality Policy**

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.
- 10-154a Professional communications between teacher or nurse & student.
- 10-209 Records not to be public.
- 10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
- 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. 08-160: An Act Concerning the Confidentiality of Social Security Numbers

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.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

Policy adopted:

cps 1/09

*New Hartford's version of this policy.*

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

### **Technology Hardware and Infrastructure Replacement and Upgrades**

The acquisition and use of up-to-date technology hardware and infrastructure has a significant impact on the New Hartford Public Schools' instructional programs, communications, and business operations. Therefore, the Board of Education is committed to developing a clear plan for the purchase and upgrades of its technology hardware and infrastructure at all schools.

The district's technology plan must address the following:

- 1) Infrastructure needs;
- 2) Instructional use of technology;
- 3) Professional development;
- 4) Data management;
- 5) Educational technology policies.

The main focus of the District's Tech Plan should be on the integration of technology into the curriculum and instructional practices and the acquisition of up-to-date hardware and software to make this happen. The plan must also relate to the importance of technology in the administration of the schools, including the management of the schools' facilities and resources. Moreover, in the selection of new resources, the District must review not only new and desirable technologies, but should also assess existing technologies to determine how they can be integrated with the new.

Students must demonstrate the state's and district's technology standards and acquire the skills and knowledge that allow them to function productively as citizens in a technologically-oriented society. Hardware purchase and replacement is one of the components requiring attention in the instructional program because it promotes technology literacy and the use of technology in district operations.

Specifications for hardware selection shall be designed to ensure durable, functional, and updated equipment. The Superintendent, the District Technology Committee, and the building principals shall work with staff to develop a long-range plan appropriate for instructional technology for kindergarten through grade 6 and for technology usage in the management of the school's facilities and resources.

The Board recognizes the need for continuous upgrading of technological resources within the District and shall implement a plan and a budgeting process that ensures the regular replacement of aging equipment and software.

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

### **Technology Hardware and Infrastructure Replacement and Upgrades (continued)**

The Superintendent shall develop a process for preparing the annual technology plan and present it to the Board in advance of the preparation of the operating budget and capital plan. The process shall consider the recommendations of District administrators, technical support staff, teachers, students, and community members. The Superintendent shall develop and submit to the Board annually a plan for upgrading the District's technology resources based on a replacement cycle of not longer than five (5) years.

Policy adopted:

NEW HARTFORD PUBLIC SCHOOLS  
New Hartford, Connecticut

cps 2/06

*An optional policy to consider.*

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

### **School Facilities – Playground Equipment**

The Board of Education recognizes that playground equipment is an essential part of a complete school facility. Playgrounds allow children further exploration, in the context of play, to stretch their physical and intellectual abilities, social and emotional skills and to learn some basic principles that can be applied to life in the world. Playgrounds are defined as designated areas where stationary and manipulative play equipment is located to facilitate a child's physical, emotional, social and intellectual development.

All playground equipment, whether purchased by the District or donated by a community or school-related group, must be assessed in terms of suitability for the age level to use the equipment in the school setting and for durability and possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.

The Superintendent shall develop specifications for playground equipment and related play surfaces that meet the recommendations of the National Program for Playground Safety, the standards of the U.S. Consumer Product Safety Commission and the Americans with Disabilities Act. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment shall be based upon safety and contribution to child development.

Legal Reference:       Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, Publication No. 325

Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Sections 4.19 through 4.8.7, and Sections 7.4.3 and 7.4.4

Policy adopted:

cps 1/05

*A sample regulation to consider/modify.*

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

### **School Facilities – Playground Equipment**

In order to foster safety in the design and use of playground equipment on District property, it is important for the District to provide proper supervision, design age-appropriate playgrounds, provide proper surfacing under and around playground equipment and to keep playground equipment properly maintained. To accomplish these goals, the following guidelines are established:

#### **Actions to Provide Proper Supervision on Playgrounds:**

1. Conduct an appraisal of supervisory needs.
2. Create a supervisory blueprint for each playground.
3. Educate children and adults about the safe use of playground equipment.
4. Inform the general public about proper supervisory practices.
5. Monitor current supervisory practices to determine areas where improvement can occur.
6. Share data concerning effective supervisory practices with the National Program for Playground Safety.

#### **Actions to Design Age-Appropriate Playgrounds:**

1. Assess current playgrounds for age-appropriate design.
2. Review the United States CPSC's "Handbook for Public Playground Safety" for guidance in determining the correct size of equipment and appropriate physical layouts for playgrounds.
3. Consult various publications for information concerning the developmental needs of children.
4. Consider criteria for purchasing and selecting equipment.
5. Compare selection criteria with manufacturer's description of equipment.
6. Conduct regular evaluations of playgrounds to determine needed improvements.
7. Develop a written plan for the a) retention, b) modification and c) acquisition of playground equipment.

#### **Actions to Provide Proper Surfacing Under and Around Equipment:**

1. Conduct an on-site investigation of current surfaces found under and around playground equipment.
2. Examine all surfacing for depth, contamination, coverage and compaction.
3. Advocate for safe surfaces under and around playground equipment.
4. Consider necessary criteria for selection of new surfaces.
5. Help provide data concerning proper surfacing to the National Program for Playground Safety.

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

### **School Facilities – Playground Equipment (continued)**

#### **Actions to Keep Playground Equipment Properly Maintained:**

1. Develop written maintenance and inspection policies for the ongoing maintenance, repair and replacement of playground equipment and surfacing.
2. Develop joint maintenance agreements between agencies who share playground facilities.
3. Review maintenance practices and procedures.
4. On an ongoing basis, provide maintenance personnel with training on playground assessment, inspections, and maintenance procedures.
5. Maintain documentation for all playground equipment and surfaces.

#### **Playground Equipment**

Equipment shall be properly located, installed and supervised:

1. Selection and installation of playground equipment based upon safety and contribution to child development.
2. All equipment designed for climbing or hanging activities provided with a resilient surface underneath, such as a rubberized safety cushion or several inches of pea gravel.
3. Instruction about the proper use of equipment and safety measures relevant to each piece of equipment provided at the beginning of each school year.
4. Playground equipment and surfacing inspected monthly for wear or damage.
5. Supervision provided on playgrounds and around equipment.
6. Fencing provided where playgrounds are adjacent to streets or highways.
7. Barriers installed and maintained to prevent people from damaging turf and playground equipment
8. Signage posted reminding adults of the need to provide appropriate supervision when the equipment is being used before and after school hours.

Regulation approved:

cps 1/05

### Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open “S” hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they’re safe.

Source: Consumer Product Safety Commission, CPSC Document #327

### Public Playground Planning

In order to reduce risks of injury on school playgrounds, it is necessary to consult with teachers, parents, playground consultants and students in order to determine wants, needs and ideas. Careful planning and consultation can significantly reduce injuries, vandalism, maintenance and other costs by building a sense of school community ownership of the playground.

The following questions should be asked before the planning process begins in order to identify the criteria that the school playground needs to meet:

- What age group will use this play area?
- Is the play area easily accessible to students?
- Does it allow easy supervision for teachers/staff?
- Is there enough room to accommodate all the children using the play area?
- Are there areas for quiet play as well as for active play?
- How much shade do existing trees provide and can natural features of the play space be incorporated to provide opportunities for creative play?
- Will the play area be used before and after regular school hours?
- Does existing playground equipment meet current safety standards?
- What are the requirements for the planned new playground equipment?
- Does the playground offer play and creative opportunities as well as being safe?
- Can the playground be modified to make it useable for disabled children?
- Does the playground challenge physical skills – balance, flexibility, strength and coordination?

*A sample policy to consider.*

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

### **Hazardous Materials in Schools**

Hazardous materials include any substance or mixture of substances posing fire, explosive, reactive, or health hazards including a number of science laboratory chemicals and supplies, common school cleaning materials, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

The Superintendent of Schools shall develop regulations to minimize the use of these materials in the schools, including substituting, when possible, non-hazardous materials for hazardous materials and through minimizing amounts of hazardous material used and stored in the schools.

To the extent hazardous materials are necessary in educational programs or in school building maintenance, the Superintendent of Schools shall develop regulations and practices on:

1. identification and labeling of hazardous materials;
2. use of hazardous materials;
3. storage of hazardous materials;
4. transportation of hazardous materials;
5. disposal of hazardous materials;
6. maintenance of material safety data sheets in the building Principal's office.
7. chemical hygiene plans shall be maintained at all schools that have a science laboratory.
8. training of appropriate staff in procedures and practices enumerated in 1-5 above.

Procedures must comply with applicable local, state, and federal laws and regulations pertaining to safe and proper use, storage, transportation, and disposal of hazardous materials.

Legal Reference: Connecticut General Statutes

19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

Policy adopted:

*A sample regulation to consider/modify.*

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

### **Hazard Communication Program**

#### **Guidelines**

It is the intention of the Board of Education to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29CFR 1910.1200 is implemented and shall be enforced.

This program has been established to provide guidelines for all employees and for the Board of Education to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which is known to be present on the premises to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees for review at all times.

#### **Hazardous Chemicals List**

The Board of Education has established and will maintain a list of all the hazardous chemicals used on the premises. The Head Custodian will be responsible for the maintenance of this list.

#### **Labeling of Hazardous Chemicals**

Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the Head Custodian to assure that the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Head Custodian to assure that the identity, hazard warnings, and the name and address of the supplier are on the received/shipped container(s).

#### **Material Safety Data Sheets (MSDS)**

The MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS file for each of the schools will be kept in the school nurse's office.

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

### **Hazard Communication Program (continued)**

#### **Material Safety Data Sheets (MSDS) (continued)**

When ordering a new hazardous chemical, it is the responsibility of the building Principal to assure an MSDS file is kept up to date.

Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemical(s) should contact the building Principal.

#### **Information and Training**

It is the policy of the Board of Education to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the working place.

This information and training program will include:

1. Requirements of 29CFR 1910.1200.
2. Any operations in employees' work areas where hazardous chemicals are present.
3. Location and availability of the written hazard communication program, the list of hazardous chemicals and MSDS's.
4. Means of detecting the presence or release of hazardous chemicals in the work area.
5. Physical and health hazards of the chemicals in the area.
6. Measures employees can take to protect themselves from these hazards.
7. Explanation of the labeling system and the MSDS.
8. Emergency procedures.
9. Details of the written hazard communication program developed by the employer.

It will be responsibility of the building Principal to implement and maintain the information and training program.

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

### **Hazard Communication Program (continued)**

#### **Contractor Work**

When it is necessary for an outside contractor to perform work in the schools, it shall be the responsibility of the Head Custodian to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will be the following:

1. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
2. Making the MSDS's of the identified hazardous chemicals in a designated work area available to the contractor.
3. Making the contractor aware of the appropriate protective measures taken by school employees in a designated work area.

It is also the responsibility of the Head Custodian to determine if the contractor will be using any hazardous chemicals and if so, to take appropriate actions to assure the protection of the school employees.

#### **Hazard of Non-routine Tasks**

Employees of the school district do not participate in "non-hazardous routine tasks". Such tasks are performed by outside contractors.

#### **Emergency Procedures**

In the event a student or staff member in the New Hartford Public Schools sustains a toxic ingestion, toxic skin or eye exposure, or inhaled toxic exposure, the following steps shall be taken:

1. Notify immediately the school nurse/building Principal or responsible teacher if building Principal is not in the building.
2. Call the Connecticut Poison Control Center at 1-800-272-3422.
3. Follow the Connecticut Poison Control Center recommendations.

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

### **Hazard Communication Program (continued)**

#### **Emergency Procedures (continued)**

4. Notify parent/guardian.
5. If a chemical spill has occurred and cleaning procedures are needed, then the Connecticut Poison Control Center will be called. The Connecticut Poison Control Center will give appropriate information regarding cleaning procedures or will refer the school to the Department of Environmental Protection or other appropriate agency for cleanup information.

Legal Reference: Connecticut General Statutes

19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

Regulation approved:

cps 2/06



## Chemicals and Hazardous Materials Information

Brand Name or Common Name:

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If MSDS follows, check here: \_\_\_\_\_

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Manufacturer and/or Distributor:

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Typical or Intended Use:

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Chemical Ingredients:

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First Aid:

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Other Information:

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Date: \_\_\_\_\_

## Hazardous Communication Training Record

At a special meeting held for staff on \_\_\_\_\_, the following information was communicated to the staff by \_\_\_\_\_.

1. The existence and requirements of the Hazard Communication Standard.
2. The fact that no chemicals or other materials are present in the building that would create a hazard unless those materials are improperly used.
3. That to minimize the possibility of materials being misused, substances should not be transferred from their original container to a different container unless that new container is appropriately marked. In addition, no person who does not normally use custodial supplies may take and/or use such supplies without the specific authorization and guidance of the custodian.
4. The nature, purpose, and location of MSDS files, the type of information contained in the files, and the fact that employees are entitled to copies of the files.

I participated in the meeting outlined above and received the information specified.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

*Existing policy adopted 11/21/2011, appropriate as written.*

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

### **Hazardous Material in Schools – Pesticide Management Plan**

#### **Pesticide Application**

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

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 per statute, with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the Facilities Manager with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, concentration, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

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

### **Hazardous Material in Schools – Pesticide Management Plan**

#### **Pesticide Application** (continued)

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator, if required for restricted use application, shall give the school site office oral and, if possible written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

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, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

#### **Definitions**

**Pesticides** are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

**Integrated pest management** is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-661.

**Lawn care pesticides** are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

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

### **Hazardous Material in Schools – Pesticide Management Plan**

Legal Reference: Connecticut General Statutes

10-231b. Pesticide applications at schools: Authorized applicators. Exception, as amended by PA 09-56

10-231c. Pesticide applications at schools without an integrated pest management plan.

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

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.

23-61a. Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

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

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

Policy adopted: November 21, 2011

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing regulation approved 11/21/2011, appropriate as written.*

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

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **Purpose**

This pesticide management plan is designed to assure proper control of any pesticides or other harmful chemicals which might be used or stored at Woodbridge Public Schools facilities. The intent is to prevent unnecessary exposure of staff, students, and the public to potentially harmful substances.

##### **Definitions**

**Emergency use** an application of pesticides necessary to eliminate an immediate threat to human health where it is impractical to obtain the services of a licensed pesticide applicator.

**Pesticide** a fungicide used on plants, an insecticide, a herbicide, or a rodenticide excluding sanitizers, disinfectants, antimicrobial agents, and pesticide baits.

**Restricted use** pesticides classified by the Federal Environmental Protection Agency or the State of Connecticut Department of Environmental Protection under Connecticut General Statute 22a-47 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.

##### **General Procedures**

1. The Facilities Manager will be the contact person for providing information regarding pesticide applications, including oral and written notifications, and for maintaining records.
2. Restricted use pesticides will only be applied by a State of Connecticut licensed pesticide applicator.
3. At the beginning of each school year, the Board of Education will provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications and a description of any pesticide applications made at the school during the previous school year. Such statements and descriptions will also be provided to the parents/guardians of any child who transfers to a school during the school year. The statement will indicate to staff, parents, and guardians that they may register for prior notice of school pesticide applications and notice of emergency pesticide applications.

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

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **General Procedures (continued)**

4. Each school will maintain a registry of persons requesting notification of pesticide applications.
5. The records of each pesticide application at a school will be maintained for five (5) years.
6. All pesticides will be chosen for low levels of human toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Non-chemical controls will be used wherever practical.
7. Storage of pesticides on school property will be kept to a minimum. Only enough product for a given application will be purchased. Storage instructions on labels will be followed. All such products and the application equipment will be stored away from other activities and from food products or occupied rooms. All storage facilities will be maintained as a locked area and will be clearly marked as containing pesticides.
8. All pesticide products will have complete label instructions, will remain in the original container, and will have a material safety data sheet on file in a readily available location to any employee who must handle the product or who may have been exposed to the product. The information will be made available to the public upon request.
9. All pesticide applications will be made in strict conformance with the label instructions.
10. A written plan for the application of a pesticide will be filed in the Business Office and be approved by the Facilities Manager before any pesticide application. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of area to be treated, date and time of application, and amount of the product to be applied. Warnings that would restrict use of the area following such application will be included and will be appropriately posted to notify the public.

##### **Non-Emergency Procedures**

1. Only State of Connecticut licensed and certified pesticide applicators will be used for any non-emergency pesticide use in school buildings or on school grounds.
2. The pesticide application plan for non-emergency applications will be approved at least seventy-two (72) hours before the planned application.

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

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **Non-Emergency Procedures (continued)**

3. Before any non-emergency application of pesticides within any school building or on school grounds, the parents/guardians who have registered for notification will receive a written notice by mail no later than twenty-four (24) hours prior to the application. Staff who have registered for such notice will be notified by any means practicable. The notice will include the (1) name of the active ingredient of the pesticide to be applied, (2) target pest, (3) location of the application, (4) date of application, (5) name of the school administrator who may be contacted for further information.
4. Oral notification to all students and school employees will be provided by means of the school public address system or assembly communications or staff meeting announcements or any similar means reasonably expected to give at least twenty-four (24) notice in advance of any non-emergency pesticide application.
5. Not less than forty-eight (48) hours prior to application, signs will be posted to identify pesticide application areas. The signs will display the words "Warning Pesticides", the date and time of the planned application, the pesticide to be used, instructions on when areas may be used for recreational purposes, and a telephone number for the school contact person and for the licensed pesticide applicator. The signs will be placed at the main entrance to the school and at playing fields where pesticide is to be applied. The signs will remain in place for at least forty-eight (48) hours after the pesticide is applied.
6. Non-emergency applications will not be carried out during regular school hours or during planned activities at the school.

##### **Emergency Procedures**

1. Emergency use of pesticides by school or town employees will not involve a restricted use pesticide.
2. On or before the day of emergency use of a pesticide, registered parents/guardians will be notified by the method indicated on their registration. Registered staff will be notified by any means practicable.
3. Students will not be allowed to enter the area of emergency application until it is safe to do so according to the provisions on the pesticide label.

Regulation approved: November 21, 2011

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**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? (check 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 \_\_\_\_\_

*An optional policy for your consideration.*

## **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 \_\_\_\_\_ Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the \_\_\_\_\_ Public Schools 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.)*

On or after July 1, 2011 and triennially thereafter, the Board will report to the Commissioner of Education on its green cleaning program, in a manner 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:

cps 7/09

cps 7/11

*An administrative regulation for your consideration.*

## **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 by July 1, 2011, 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.)*

## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Green Cleaning Program (continued)

##### 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 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:

cps 7/09

cps 7/11

*Sample policy to consider.*

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

### **Insurance**

The insurance coverage of the district should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the district consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the district's insurance business must be able to provide prompt and efficient service.

The Superintendent may, at his/her discretion, create an insurance advisory panel to assist in developing criteria for designing the insurance program for the district, and to develop criteria for selection of an agent (broker of record) or agents.

Legal Reference: Connecticut General Statutes

10-235 Indemnification.

10-236 Liability insurance.

10-236a Indemnification of personnel assault in 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:

*Optional policy to consider.*

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

### **Liability Insurance**

The school system shall maintain appropriate limits of liability insurance to protect it, its Board, its employees, students and their parents against possible catastrophic financial loss occasioned by court action brought outside the area of governmental immunity of the school system.

The Superintendent of Schools, or his/her designee, shall seek any needed legal advice in ascertaining areas in which the school system is not protected by governmental immunity.

The school system shall indemnify and hold harmless any member(s) of the Board of Education against whom any action is instituted or any judgment of money damages is obtained for the acts of such member(s) other than those of a reckless nature or which constitute gross negligence.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

52-557 Injury to children being transported to school.

Policy adopted:

*Recommended "good practice" policy.*

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

### **Employee Bonds**

All school district employees who handle funds shall be covered for \$\_\_\_\_\_ under a blanket fidelity bond purchased by the Board of Education. (*Note: \$100,000 suggested amount*)

*A lternate language which is slightly modified from that listed above:*

All school district employees who handle funds shall be covered under a blanket fidelity bond purchased by the Board of Education.

Policy adopted:

*Existing policy, number 3541 adopted 8/20/01, appropriate as written except for addition of legal reference.*

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

### **Transportation**

The Board of Education shall provide transportation for students under provisions of state law and regulations. The Superintendent of Schools is directed to administer the transportation system so as to:

1. Provide for the safety of the students.
2. Insure desirable student behavior while students are being transported.
3. Arrange appropriate modified transportation for handicapped students based on need.
4. Employ bus contractors.

Transportation by private carrier may be provided whenever such practice is preferable to using school district-owned vehicles. A parent may be reimbursed for the transportation of an eligible student(s) whenever such a practice is justified by economics, district inconvenience, hazards, location, or any other reason deemed justifiable by the Superintendent.

### **Personal Qualifications**

1. Bus contracts shall be awarded to individuals who are at least 21 years of age. A bus contract holder shall become ineligible to drive upon reaching his/her 70th birthday.
2. Prior to the granting of a contract, the Superintendent shall insure that each applicant is interviewed to help to determine the applicant's suitability as a bus contract holder. The Superintendent shall, as part of the selection procedures, secure a police background check on all candidates and a detailed history of any driving accidents or infractions.
3. Prospective bus contract holders shall furnish a list with the names of five (5) people each of whom is willing to submit a written character reference for the applicant.

### **License**

Each bus contract recipient and bus operator shall hold a public service license which covers the type of vehicle driven.

### **Medical Examination**

Prior to the opening of school each fall, each bus contract holder shall submit to the Superintendent, a copy of his/her most recent, legally required, medical examination.

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

### **Transportation (continued)**

#### **Drivers**

Prior to the opening of school in the fall, each bus contract holder shall submit, the name or names of duly licensed bus drivers who may operate the school bus(es).

#### **Insurance**

Each bus contract holder shall be insured for coverage with limitations and in a form acceptable with carriers and to district administration with combined single limits required by the district administration or by law (whichever is greater) as follows: \$50,000 personal property; \$500,000 for each person; and \$5,000,000 for each accident.

#### **Maintenance**

1. Each bus contract holder is required to maintain his/her bus(es) in excellent operable condition. Any bus contract holder whose bus fails to pass state inspection, because of improper maintenance or other causes considered to be hazardous to the safe transportation of students, shall be subject to disciplinary action by the Superintendent and the Board of Education.
2. Any bus contract holder found guilty of operating a bus declared operationally unsafe shall be subject to disciplinary action by the Superintendent and the Board of Education.
3. The Superintendent is empowered to take whatever steps he/she deems necessary in cases where bus contract holders have violated the policy in proper maintenance of a bus. The Superintendent's action will be reviewed by the Board of Education at its first regular meeting or a special meeting subsequent to the action of the Superintendent.

#### **Bus Routes/Bus Stops**

The Board of Education desires to provide an effective, efficient, and safe transportation system.

Bus routes shall be established under the direction of the Superintendent. The establishment of bus routes shall take into consideration time on the road, hazardous conditions, crossing highways, distribution of students, and other safety factors. Safety of students shall be a primary consideration.

The designation of bus stops shall be the responsibility of the Superintendent. Safety shall be determined by road visibility, waiting areas for students, distance from the bus stop to the home, walking terrain to the stop, and other such pertinent factors.

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

### **Transportation (continued)**

#### **Dead-end or Cul-de-sac Roads**

1. These roads will be traversed if the distance to the furthest house in which a Beecher Road School student resides is greater than .5 mile (grades K-2) or .8 mile (grades 3-6).
2. These roads may be traversed if the road is to be used for bus turn-around purposes.
3. Students who reside on such roads will be picked up at the juncture of the road and the nearest thoroughfare.
4. When necessary, students will wait for the bus at the designated spots located at least 50 feet from the thoroughfare (bus stop) with such pick up locations designated by the school district.

#### **Thoroughfares**

1. Thoroughfares which are state highways with posted speeds at or above 40 mph: whenever possible (safety, bus turnarounds, etc.), students will be picked up and discharged at or near the driveway of their residency in such a way as to preclude a student from having to cross the state highway.
2. Thoroughfares which are relatively major traffic arteries, but not state highways, specifically Newton Road, Peck Hill Road, and Northrop Road: when sight lines for a child are inadequate and unsafe for the bus, children will be picked up and discharged at or near the driveway of their residency. Students will be asked to cross these highways to board or disembark from the bus when sight lines are adequate.
3. Cul-de-sac provisions for non-traversed thoroughfares: some thoroughfares may not need to be traversed. In such cases these guidelines apply:
  - a. These roads will be traversed if the distance to the furthest house in which a Beecher Road School student resides is greater than .5 mile (grades K-2) or .8 mile (grades 3-6).
  - b. These roads may be traversed if the road is to be used for bus turn-around purposes.
  - c. Students who reside on such roads will be picked up at the juncture of the road and the nearest traversed thoroughfare.
  - d. When necessary, students will wait for the bus at designated spots located at least 50 feet from the traversed thoroughfare (bus stop) with such pick up locations designated by the school district.

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

### **Transportation (continued)**

#### **Kindergarten**

Kindergarten students, when asked to wait or disembark at a bus stop in the absence of older students, will be picked up and disembarked at a point as near as possible to the driveway to their home.

#### **Transition Students**

Transition students are considered as first grade students in these policies.

#### **Walking Distance**

The maximum walking distance from home to a designated bus stop shall be no more than one-half mile for kindergarten, transition, and first grade students and no more than one mile for second through sixth grade students.

#### **Hazardous Conditions**

Students shall not be required to walk to a bus stop if a hazardous condition exists en route, provided that an alternative stop is available.

1. Any street, road, or highway with speed limits in excess of thirty-nine miles per hour, which does not have pedestrian crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop, shall be deemed hazardous.
2. The frequent presence of any tempting, but dangerous nuisance such as open manholes, a narrow bridge or a bridge without sufficient side barriers, bridge, road or guard rail construction, and the like, shall be deemed a hazard.
3. Any street, road, or highway which has no sidewalk or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design guidelines.
4. A lake, pond, or stream within 50 feet of the walkway, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the designated route of the student and the hazard.

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

### **Transportation**

#### **Hazardous Conditions (continued)**

5. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established walkway with the absence of a fence, guardrails or other suitable barrier shall be deemed a hazard.
6. Any street, road, walkway, sidewalk, or path designated as a walking route for students which passes through an area which has a recent history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from shall be deemed hazardous.
7. Walking to or from the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed a hazard.

#### **Extensions**

The Superintendent may approve extensions and modifications of a bus route for medical (student) and other reasons provided that road conditions are such that the bus can operate safely and efficiently. The Superintendent may grant exceptions for health or medical reasons only upon the submission of an application which includes a physician's certificate that the student merits special consideration.

#### **Handicapped Students**

Transportation arrangements for handicapped students shall be determined by the Superintendent on an individual case basis.

#### **Non-Public School**

Transportation shall be provided by the school district to Woodbridge students attending private, non-profit elementary schools within Woodbridge.

Transportation will not be provided by the school district to Woodbridge students attending private elementary schools located outside of Woodbridge.

#### **Transportation Equipment**

No buses or other transportation vehicles shall be used for transporting school children to and from school or on school-sponsored activities which minimally do not conform to the requirements of law and the regulations of the Commissioner of Education.

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

### **Transportation (continued)**

#### **Student Conduct on Buses**

The Board of Education considers the transportation of students a privilege to be enjoyed by eligible students and believes the safety of students while on school buses to be of paramount importance. The Superintendent shall develop regulations governing student conduct while on school buses and in loading and unloading areas, with these regulations written to stress student safety.

#### **Disciplinary Action**

The driver is responsible to monitor the conduct of students on the bus. The driver has no authority to take disciplinary action against a student other than to reprimand, change a student's seat on the bus, explain a rule, ask a student to refrain from breaking rules, or ask a parent to help improve student's conduct. The driver shall report all major violations of bus regulations to the Principal of the school. The Principal has the responsibility for disciplinary action in such cases.

#### **Suspension of Bus Privileges**

Consistent or flagrant violations of regulations of the Superintendent pertaining to student conduct on buses may result in the temporary or permanent suspension of bus privileges for a student. The Principal may suspend bus privileges temporarily for infractions of those regulations; and the Board of Education can revoke bus privileges permanently.

Parents may appeal any suspension of bus privileges to the Superintendent and, if dissatisfied with his/her decision, to the Board of Education.

#### **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.**

## Business/Non-Instructional Operations

### Transportation

Legal Reference: Connecticut General Statutes (continued)

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.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**PETITION TO THE  
WOODBIDGE BOARD OF EDUCATION**

Return to:

Your petitioner represents

That the Board of Education of the Town of Woodbridge has illegally and/or unreasonably deprived the following-named children of the petitioner of school accommodations required by Section 10-186 of the General Statutes of Connecticut.

Further, the following-named children of the petitioner are between five and twenty-one years of age, reside in the Town of Woodbridge, and are enrolled between grades kindergarten through twelve.

**List Children Involved (please print or type)**

Full Name of Child	Date of Birth	School Attending	Grade

Summary of facts:

- A. Walking distance:
- B. Hazards:
- C. Other:

(If more space is needed, add pages. Testimony on facts presented at the hearing will be given under oath.)

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Please type or print**

Name of Parent/Guardian \_\_\_\_\_

Residential Address of Parent/Guardian \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature Parent/Guardian \_\_\_\_\_

**WOODBRIAGE PUBLIC SCHOOLS**  
**Woodbridge, Connecticut**

**Notification To Parents of Board Of Education Transportation Hearing**

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

Dear \_\_\_\_\_,

In accordance with Section 10-186 of the Connecticut General Statutes, a hearing on the appeal of the following person(s) from the action of the Board of Education, regarding school transportation is scheduled as follows:

Appellant:

Board of Education:

Date:

Time:

Place:

The following is alleged:

Very truly yours,

Hearing Agent for the  
Board of Education

*Optional policy to consider.*

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

### **School Bus Riders**

School buses are provided for the purpose of transporting students between home and school and for authorized use by the school department for field trips and other school-sponsored activities.

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.

Policy adopted:

*An optional policy to consider.*

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

### **Transportation**

#### **Responsibilities and Duties of Board of Education**

The Board of Education shall comply with state law by providing reasonable transportation for school children.

Negotiations for the bus contract shall be delegated to the Superintendent or his/her designee, except that an Ad Hoc Committee of the Board may be appointed, if requested by the Chairperson or Superintendent, to aid in negotiations. Final selection of the bus contractor will be made by the Board of Education.

Bus contracts may be for a maximum period of five years.

When specifications for bus contracts are drawn up, the age of buses that are to be used shall be specified.

Bus contracts shall be figured on a minimum base mileage. All additional mileage shall be computed at a definite rate per mile.

The Board may award bus contracts to one or more contractors.

(cf. 3541 – Transportation)

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.  
20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116  
McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted:  
cps 7/07

*An optional policy to consider.*

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

### **Transportation**

#### **Drivers**

The Superintendent or designee shall approve all bus drivers and drivers of school transportation vehicles (STVs) that carry ten or fewer students annually and/or upon initial employment following verification that each driver is in all respects qualified to operate a school bus. Only drivers approved in advance in writing may operate vehicles for the District. The Student Transportation Services Contractor shall provide notice to the Superintendent in writing at least 24 hours prior to effecting any change of driver on any route.

Each driver shall have an annual physical examination, including a TB test, shall hold all appropriate licenses, and shall have a State Police clearance before being deemed eligible to transport students. Drivers shall also be subject to an alcohol and drug testing program. Documentation in support of compliance shall be filed with the Superintendent or his/her designee prior to the first day of school, or within 30 days of employment.

A motor vehicle operator's license endorsement is not required to be held by a parent or other volunteer who transports one or more students in connection with a school-sponsored event or activity. **Incidental, unplanned, and/or emergency** operation of a motor vehicle by a paid teacher, coach, or other school employee or agent to transport students does not require the operator to hold an operator's license endorsement. (*The vehicle does not meet the statutory definition of an "activity vehicle."*) An operator's license bearing one or more appropriate endorsements must be held by any person who does not fall under the definition of "carrier" but who transports students in a service bus.

Any school bus driver or STV driver who tests positive for drugs shall be prohibited for a two year period from employment as a driver after the first positive test and shall be permanently barred after a second such test.

All drivers, prior to employment, shall be subject to state and national criminal history checks. The school district and/or the school district's contractor shall review at least twice monthly information provided by the DMV Commissioner regarding the withdrawal, suspension or revocation of the licenses of drivers.

The Superintendent or designee shall require each regular driver to participate annually in a locally implemented first aid seminar of at least three hours duration. Whenever practical, substitute drivers shall also be required to participate in such training.

If necessary, the Superintendent, or designee, may remove a driver from their assignment by notification to the Student Transportation Services Contractor that a particular driver's eligibility has been revoked pursuant to this policy.

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

### **Transportation (continued)**

#### **Definitions:**

**Student Transportation Vehicle:** Any motor vehicle, other than a registered school bus, used by a carrier for the transportation of students to or from school, school programs or school sponsored events.

**Carrier:** Any local or regional school district, any educational institution providing elementary or secondary education, or any person, firm, or corporation under contract to such district or institution engaged in the business of transporting students, or; any person, firm, or corporation engaged in the business of transporting primarily persons under the age of twenty-one for compensation.

(cf. 3541.23 – Bus Contractor Compliance)

(cf. 4212.42 – Drug and Alcohol Testing for School Bus Drivers)

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.”  
14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.  
14-276 to 14-279 re: school bus operators et. al.  
PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.  
Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV  
2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

#### **Policy adopted:**

rev 7/07

rev 4/08

rev 7/10

rev 7/11

*A policy to consider.*

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

### **Transportation**

#### **Bus Contractor**

Student transportation services shall be provided by private contractors consistent with contractual arrangements as offered by the Board of Education from time to time.

The student transportation services contract shall be determined by public competitive bid and shall be qualified in all ways as required by Connecticut General Statutes. Bidders shall submit, at the time of the bid, a list and description of vehicles to be used, and shall update this list by August 1<sup>st</sup> of each school year for approval by the Superintendent or his/her designee.

Contracts for transportation approved by the District shall contain, at a minimum, the following provisions:

1. assurance that the contractor will establish and implement a drug and alcohol testing program that meets federal and state requirements and fulfillment of the required monthly checks pertaining to information provided by the DMV Commissioner regarding the withdrawal, suspension or revocation of the licenses of drivers;
2. number of buses, including type of vehicles and fleet age, and specifications regarding equipment that is acceptable;
3. communication equipment required on each bus;
4. personnel including drivers, dispatchers, supervisors, and such other staff as are required to effectively implement the terms of the contract;
5. details regarding establishment of routes and schedules, and the method for amendment thereto;
6. compensation including regular routes, field trips, and extra trips, and the specific means for invoicing services;
7. requirements for performance, and penalties for nonperformance under the contract;
8. requirement that the contractor cooperate with the Superintendent or any designee of the Superintendent in following District procedures for the handling of complaints;
9. insurance requirements; and
10. declaration that the contractor meets or exceeds all legal requirements to enter into a contract for student transportation services.

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

### **Transportation**

#### **Bus Contractor**

Contractors shall garage their vehicles within the geographic limits of the \_\_\_\_\_ Public Schools' district or neighboring towns.

School bus evacuation drills shall be conducted twice during each school year. Documentation shall be provided to the Superintendent or designee demonstrating compliance with this requirement.

Contractors shall cooperate with the District with respect to supporting the routing decisions made by the District.

(cf. 3541.22 - Drivers)

(cf. 4212.42 - Drug & Alcohol Testing for School Bus Drivers)

Legal Reference: Connecticut General Statutes

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.

14-276 to 14-279 re: school bus operators et. al.

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

United States Code, Title 49

2717 Alcohol and controlled substance testing (Omnibus)

Transportation Employee Testing Act of 1991

Policy adopted:

cps 10/03

rev 7/07

*A policy, developed by Stafford, to consider.*

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

### **Transportation**

#### **Parent's/Guardian's Responsibility**

- A. Parents/guardians should keep at hand for ready reference the school schedule showing when the bus is due at their stop.
- B. Parents/guardians should make sure that children reach the school bus stop promptly according to schedule.
- C. Parents/guardians should accompany younger children to the bus stop for the first few days.
- D. Parents/guardians should instruct children:
  - 1. To walk facing traffic, if they must walk on the highway.
  - 2. To look both ways before crossing the highway.
  - 3. To wait on the shoulder, off the pavement.
  - 4. Parents/guardians who meet the school bus should wait on the side of the street.
  - 5. Parents/guardians should at all times set a good example in observing traffic rules and regulations.
- E. Parents/guardians of students in grades Pre-k-3 should be present and visible at the time of student drop-off. If a parent/guardian is not visible at student drop-off, the student will be kept on the bus and brought back to the school, unless the driver, through radio contact with the school transportation coordinator, or bus company, is able to contact the parent/guardian and arrange drop off.

Policy adopted:

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

cps 6/04

*Sample policy to consider.*

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

### **Transportation**

#### **Routes and Services**

The Superintendent shall direct the study of bus routes in order to provide the safest, shortest routes which will get all students to school in the most economical way. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

Three copies of each official route shall be made prior to the opening of school. One copy shall be sent to the driver and one to the building administrator of the school. The third copy shall be kept on file in the Superintendent's office. The official bus route shall not be extended or changed until such proposed change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency and economy.

Buses shall not go off the main bus route to pick up children unless the distance is one-half mile or more. Students shall not be allowed off the bus until they reach their approved destination.

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted:

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

### **Transportation**

#### **Riding Other Than Assigned Bus**

School bus transportation is provided at district expense to move children requiring transportation from their home pickup point (a designated school bus stop) to school, and from school back to their home drop off point (a designated school bus stop).

A student may be granted the privilege of riding a bus other than the one he/she is assigned to under the following conditions:

1. Requests for long-term change shall be made in writing, stating the reason for such change, and submitted for approval to the Director of Finance and Operations. Long-term change is defined as consistently on a given day(s) of the week throughout the school year.
2. Requests made for occasional change of school bus assignment must not cause the modifying/changing/altering of an established school bus route, nor increase the number of stops beyond those officially designated school bus stops. Requests made shall be in writing to the School Principal.
3. In all instances, except in the case of obvious emergency, all requests made for either long-term or occasional change of school bus assignment must be submitted in writing. If it is deemed necessary, the parent or guardian of the student making the request may be asked to meet personally with either the Superintendent of Schools or the Director of Finance and Operations to explain the need for the change. Requests are valid for one school year only.
4. Parents or guardians of students shall not discuss request with bus drivers, teachers, or other school personnel, changes for student bus assignment. All such requests shall be made to the School Principal.
5. The student whose bus assignment is to be changed shall not, by so doing, cause the bus to be overloaded beyond the established legal limit.
6. No bus assignment change shall be considered valid until a written permission slip has been provided by the School Principal following granting of such permission.
7. The approved permission slip must be presented to the school bus driver, and all drivers are instructed to deny riding privilege to any student wishing to board a bus other than the regularly assigned one without such permission slip.

Policy adopted:

*A form to consider.*

### Bus Route Change Request Form

**Please use this form to request temporary or permanent route changes**

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher \_\_\_\_\_

\_\_\_\_\_ Temporary \_\_\_\_\_ Permanent Change - Effective Date \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pick-Up					
Dismissal					

Use reverse side or separate letter for additional information

*A version from Monroe to consider.*

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

### **Transportation**

#### **Routes and Services**

#### **Procedure on Multiple Pickups and Drop-offs**

It has been the procedure of the Monroe Public Schools to allow only one (1) location for transportation pick up and one (1) destination drop-off. This procedure has been continued over the years to insure the safest transportation situation for our students and to avoid unanticipated crowding on our buses.

Although we would like to accommodate all requests from our parents, there are a number of reasons why we cannot. First, keeping track of all our students and insuring their safety is a primary goal. Allowing multiple pickups and drop-offs would compromise our ability to manage the system. Fiscal constraints also make implementing multiple stops problematic. We have configured the routes in such a way as to make our bus capacities as efficient as possible. Any changes to the rosters would result in overcrowding on some buses. We do not have the luxury of extra buses to relieve this situation.

We will accommodate the following situation: If a parent requests that a child be picked up at the child's home, for example, and dropped off at another family member's home, this would be allowed as long as it is done consistently. We would not allow multiple destinations depending on the day of the week.

In any event, no modifications will be made to this policy unless a bona fide emergency can be demonstrated.

Policy adopted: June 28, 2004  
cps 11/04

MONROE PUBLIC SCHOOLS  
Monroe, Connecticut

*An optional policy to consider.*

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

### **Routes and Services (Transportation)**

#### **Daycare Center Transportation**

The Board of Education may provide transportation to and from licensed daycare centers in lieu of accommodating students at their residences. Daycare centers which are located along established bus routes will be accommodated under the following conditions:

1. The daycare provider holds a current Connecticut license and has provided a copy to the Board of Education.
2. The daycare center maintains an adequate staffing level in order to comply with bus transportation rules and regulations. Pre-kindergarten and primary school students must be supervised by daycare staff during the loading and unloading process.
3. Annually in July, the daycare center must register with the Board of Education providing evidence of adequate staffing and the number of students anticipated for the coming school year.
4. Transportation provided to a daycare center is solely at the discretion and convenience of the Board of Education. In no case shall a bus route be extended to accommodate a daycare center.
5. Unlicensed daycare providers or "baby-sitters" will receive no special accommodation for transportation beyond that which would be provided to the residence of currently enrolled students.

Policy adopted:

*Optional policy to consider.*

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

### **Routes and Services/Transportation**

#### **Video Cameras on School Transportation**

**1. Policy:**

Video cameras may be installed on school buses operated by the \_\_\_\_\_ Board of Education or its transportation contractor. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

**2. Procedures:**

- A. Camera installation/distribution:** Video system hardware and black boxes should be installed on all buses operated by the transportation provider. The actual number of cameras employed will be at the joint discretion of the Board and the transportation provider. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators or the students should have knowledge of which vehicles have cameras installed.
- B. Video tape custody:** Video tapes will be retained by the transportation provider for twenty (20) working days. After twenty working days, the tapes will be reused in the video equipment on the vehicles. If an administrator needs to view a tape, he/she must request the tape within twenty (20) working days of the time the incident occurred. A SCHOOL ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST TAPES FROM THE TRANSPORTATION PROVIDER FOR VIEWING PURPOSES.
- C. Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.
- D. Confidentiality:** Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

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

### **Routes and Services/Transportation (continued)**

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted:

*An optional policy to consider.*

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

### **Special Transportation for School Related Trips**

Transportation for educational trips, athletic contests, and other activities shall be provided without charge to students, within the limits of the school budget.

Private cars, driven by parents or teachers may be used on school sponsored trips by permission of the building principal. Overnight or out of state trips must have prior approval by the Board of Education. If a teacher or parent is carrying student(s) in his/her personal car on an officially approved field trip and the automobile is involved in an accident, the insurance covering the vehicle is primary (i.e. any claims would be placed against the vehicle's insurance).

Policy adopted:

cps 7/07

*An optional policy to consider.*

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

### **Transportation**

#### **Special Education Students**

Bus drivers and bus monitors should be aware of students with special needs who are riding the bus. Behavior patterns and specific needs should be understood. The drivers and bus monitors should become familiar with the current *Guidelines for Drivers of Special Education Students*.

Legal Reference: Connecticut General Statutes  
10-76d. (2d) Duties and powers of boards of education to provide special education programs and services. Relationship of insurance to special education costs.  
  
10-266j. Inter-community contracts concerning education of disadvantaged children. State aid.

Policy adopted:

cps 7/07

*A policy to consider.*

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

### **Special Transportation for Non-Public School Students**

The Board of Education will provide transportation for students attending non-profit private schools within the boundaries of the school district according to the provisions of Section 10-281 of Connecticut General Statutes.

The Board of Education may also provide transportation for students who are attending non-profit private schools outside the school district, as permitted under Section 10-280a of the Connecticut General Statutes. Transportation for such students will not be provided unless the parent or guardian presents a written request for such transportation. The Superintendent of Schools shall present such request to the Board of Education, together with a cost analysis of the service and such other considerations as the Superintendent feels are pertinent to the provision of such service. The service shall not be implemented until the Board approves the request.

Legal Reference: Connecticut General Statutes

10-280a Transportation for students in nonprofit private schools outside the school district.

10-281 Transportation for students in nonprofit private schools within school district.

Policy adopted: November 9, 1998

GRISWOLD PUBLIC SCHOOLS  
Griswold, Connecticut

cps 5/99

*Sample policy to consider.*

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

### **Bus Driver Safety**

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed as described in Policy 5114.

Information concerning this policy shall be given to students and parents early in each school year.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Policy adopted:

*Ashford's version of this policy.*

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

### **Procedures for Emergencies; Safety - Transportation**

#### **Procedures to be Followed in the Event of an Accident to a Bus**

1. In the event of an accident (any kind of impact) the driver shall contact, by radio or other means as soon as possible, the Office of the Superintendent and inform them of the location and information on injuries, if any. If the driver is unable to contact the Office of the Superintendent, he/she shall contact the State Police. The driver shall remain at the accident scene until a representative arrives from the office.
2. If necessary, the Office of the Superintendent or State Police will contact emergency medical services. If anyone is in need of immediate medical attention and/or hospitalization, they will be taken to the nearest hospital.
3. The driver, officers at the scene, and/or administrators on the scene, will take student names, seating arrangements, and provide police with dates of birth and addresses.
4. Bus drivers are not to release students until directed by an administrator or State Police.
5. Parents of students in need of medical attention will be notified as soon as possible by an administrator. An administrator, at an appropriate time, may send written correspondence to parents briefly describing the situation. However, due to possible litigation, only information pertaining to location, date, time, and seriousness of reported injuries should be transmitted.
6. The Office of the Superintendent will arrange, if necessary, alternate transportation from the scene of the accident to home or school as appropriate.

Policy adopted:

ASHFORD PUBLIC SCHOOLS  
Ashford, Connecticut

*A sample regulation to consider.*

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

### **Procedures for Emergencies; Safety - Transportation**

#### **Procedures to be Followed in the Event of an Accident to a Bus**

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of a serious accident, central office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route numbers and location. Any bus or van involved in an accident will remain at accident scene until a representative from central office arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse or school physician before returning to class.

If injuries require further examination, the students will be immediately transported to the nearest hospital.

3. If a bus is en route from school and an accident occurs, the students will be returned to school for the examinations by the school nurse, or school physician, or an ambulance service, or Middlesex Hospital Emergency Services, if it is the decision of the representative from the central office. In the event of a serious accident requiring immediate medical attention and/or hospitalization, the students will be taken to the nearest hospital.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff and public school transportation director or assistant director.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. Transportation contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released. Board of Education carryalls will be used, if need be, to transport students home from hospital.
7. The school Principal will be responsible for having staff available on the scene for the purpose of identification of students.
8. In the event of a serious school bus or school van accident, parents may call 638-1401 for further information.

Regulation approved:

*A sample policy to consider.*

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

### **Transportation Equipment**

Buses or other transportation vehicles which do not conform to the requirements of law and the regulations of the State Department of Education shall not be used for transporting school children to and from school or on school-sponsored activities.

#### ***Optional language to consider:***

The Board of Education wants to have installed on its new school buses, which provide transportation to eligible District students, three point seat belts. Such installation will be made possible by the District's involvement in the program administered by the Department of Motor Vehicles (DMV) which provides funding to offset a portion of sales tax on the purchase of school buses equipped with such seat belts installed during the manufacture of such buses.

The District, during the eligible period from July 1, 2011 to December 31, 2017, may submit an application to DMV, on a form provided by DMV. The application shall include a proposed agreement between the District and its private bus contractor. The agreement shall call for the bus contractor to provide to the District with at least one but no more than fifty school buses, each of which shall be equipped with such seat belts. The agreement shall include a request by the carrier for funding in the amount of half the sales tax paid on seat belt-equipped buses it purchases on or after July 1, 2011.

As a result of participating in this program, the District will provide written notice concerning the availability and proper use of such seat belts to parents/legal guardians of each student who will be transported on such equipped school bus. Further, instruction will be provided to students using seat belt-equipped buses on the proper use, fastening and unfastening of such seat belts.

The Board recognizes that the District, by law, is exempted, including the bus company with which it has contracted and such bus operators, from liability for injuries caused solely by a student's use, misuse, or failure to use a school bus seat belt.

Legal Reference: Connecticut General Statutes  
14-257 Crowded seats; riders on outside of vehicle. Aisle seats.  
14-262 Width and length of vehicles.  
14-273 Operation of public service motor vehicles.  
14-274 Hours of operation of public service and commercial motor vehicles.  
14-275 Equipment and color of school buses.  
14-275a Use of standard school bus, required when.  
P.A. 10-83 An Act Providing a Partial Refund of the Sales Tax Imposed on the Sale of School Buses Equipped by the Manufacturer with Seat Safety Belts.

Policy adopted:

rev 7/10

*A sample policy to consider.*

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

### **Transportation**

#### **Use of Private Automobiles on School Trips (by school employees)**

The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles. (*Alternate language: School employees may use their cars, when properly insured, to transport students for small field trips when no other form of transportation is available and the event could not occur if private transportation were not made available by the District employee.*)

Private automobiles may be used for school programs to transport students under the following circumstances:

1. Trip is approved by Principal in advance.
2. If a field trip, proper field trip form is submitted and approved by Principal and central administration.
3. Use of private automobile is approved by Principal.
4. No more passengers, including the driver, may be transported in the private vehicle than the vehicle was designed to carry and the number of seat belts provided.
5. A limited number of students are involved.
6. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
7. The Principal will maintain a file of the above noted forms. (Include photocopy of the driver's license and insurance documentation)
8. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
9. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
10. In an emergency, the Principal can authorize the transportation of student(s) without parental permission.

It is expressly forbidden for any student to drive a vehicle on a school sponsored trip.

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

### **Transportation**

#### **Use of Private Automobiles on School Trips (by school employees) (continued)**

(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.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted:

rev. 4/08

rev 7/10

*Sample policy to consider.*

## **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 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:

rev 8/98

*Optional policy to consider.*

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

### **Transportation**

#### **Denial of Transportation**

The following considerations shall apply in all instances with respect to the denial of bus transportation for students:

1. A degree of road grade or incline so steep as to present a grave risk of loss of vehicular control, particularly during inclement weather conditions.
2. A road so narrow that a school bus or van designed for student transportation will occupy more than half the width of such road, unless such road is designed for one-way traffic only, or unless the road is a through road.
3. A degree of visibility that reduces the driver's ability to safely handle the bus or van; to safely bring it to a full stop; to safely allow the boarding or discharge of student or to safely avoid oncoming vehicles.
4. A road that is unsuitable for effective maneuverability of either bus or van, especially in emergency situations or inclement weather conditions.
5. A road that calls for a bus or van to turn around or to reverse in the possible presence of boarding students.
6. Any other road condition not enumerated above which represents such an obvious hazard to the safety of students transported by school bus or van that a reasonable and prudent person charged with the safe transportation of such students would not approve use of such road.
7. Buses shall not travel on roads that are not regularly maintained by the state, county or town highway departments. **NOTE:** Without the express permission of the Board of Education, no school bus shall enter onto any private road for purposes of picking up or discharging students.

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

### **Transportation**

#### **Denial of Transportation (continued)**

Parents or guardians of students who are dissatisfied with the decision of the School District with respect to school bus transportation, may appeal the decision under the State of Connecticut statutes.

In the event that the parent or guardian of a student who has been denied school bus transportation wished to contest the decision governing such denial, a hearing shall be scheduled. The forms to be used in conducting such hearing shall include:

1. Notice of Hearing
2. Names and Positions of those attending a hearing
3. Worksheet notes - (giving all pertinent data relative to the contested matter)
4. Opening Statement - language pertinent to opening and conducting the hearing
5. Exhibit List

Legal Reference: Connecticut General Statutes

4-177 Contested cases. Notice. Review

4-178 Evidence in contested cases.

4-179 Proposal for decision. Procedure. Waiver.

4-180 Final decision to be rendered within ninety days.

Policy adopted:

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

### **Transportation: Bus Drivers**

The Superintendent or his/her designee will approve all bus drivers annually and/or upon initial employment following certification by the bus contractor that each driver is in all respects qualified to drive a school bus. Contracts for transportation approved by the District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991, requiring a school bus drivers drug and alcohol testing program.

The Superintendent will require each regular driver to participate in a one hour safety program each month. Whenever practical, substitute bus drivers will also be required to participate in first aid training.

### **Drug and Alcohol Testing For School Bus Drivers**

The Board of Education is committed to the establishment of a drug and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991, as may be amended.

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations and this policy and will actively enforce the regulations of this policy as well as federal requirements.

Legal Reference:      United States Code, Title 49  
                                 2717 Alcohol and controlled substances testing (Omnibus Transportation  
                                 Employee Testing Act of 1991)  
                                 Code of Federal Regulations, Title 49  
                                 40 Procedures for Transportation Workplace Drug and Alcohol Testing  
                                 Programs  
                                 382 Controlled Substance and Alcohol Use and Testing  
                                 395 Hours of Service Drivers  
                                 *Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540.  
                                 *International Brotherhood of Teamsters v. Department of Transportation*  
                                 932 F. 2d 1292 (1991)  
                                 *American Trucking Association, Inc. v. Federal Highway Administration,*  
                                 (1995) WL 136022 (4th circuit)  
                                 Connecticut General Statutes  
                                 PA 95-140 An Act Authorizing Drug Testing of Drivers of Certain  
                                 Commercial Motor Vehicle.  
                                 10-220 Duties of boards of education  
                                 Regulations of the Commissioner of Motor Vehicles 14-275-32  
                                 United States Code, Title 49; Omnibus Transportation Employee Testing  
                                 Act of 1991

Policy adopted:

*A sample policy to consider.*

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

### **Rules For Passengers**

The Superintendent or his/her designee shall develop guidelines for student conduct and general responsibilities for bus drivers, teachers and administrators involved with school transportation.

A student who violates the regulations for student behavior on school buses may be subject to suspension or expulsion from school and/or transportation according to the provisions of Policy 5114 - Suspension and Expulsion.

(cf. 5114 – Suspension and Expulsion)

(cf. 5131.1 - Bus Conduct)

Legal Reference:        Connecticut General Statutes  
                                 10-220 Duties of boards of education  
                                 10-221 Boards of education to prescribe rules, policies and procedures  
                                 10-233a Definitions  
                                 10-233b Removal of pupils from class  
                                 10-233c Suspension of pupils  
                                 4-177 through 4-180 re: contested cases.

Policy adopted:

cps 3/08

*A sample regulation and forms from Marlborough.*

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

### **Rules For Passengers**

#### **Waiting for the School Bus and Boarding**

1. Be at your bus stop *on time*. Children shall **NOT** run to catch the bus.
2. While at the bus stop, children shall stand or wait in a safe area. Children should not run into or play in the streets.
3. Children shall not push, shove, fight, or engage in any disorderly behavior.
4. As the school bus approaches, children shall form a line and wait until the bus comes to a complete stop before moving to board it.
5. Unless special seats are assigned by the driver or principal, students shall sit in the nearest seat available upon entering the bus and slide in toward the window so that three students can fit in a seat.

#### **On the School Bus - Rules**

1. Be courteous to the bus driver and follow his/her directions. Be courteous to fellow students as well.
2. Do not linger in the aisles upon boarding the bus.
3. Do not change seats.
4. Do not stand up unless the bus is at a complete stop.
5. Do not kneel or stand on the seats.
6. Do not interfere with the free flow of traffic down the bus aisles.
7. Do not fight, shout, throw objects, or engage in any other disorderly behavior.
8. Do not block or tamper with the emergency exit door.
9. Do not lean out of the windows or extend arms or hands outside the windows.
10. Animals are not allowed on the bus.

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

### **Rules For Passengers**

#### **On the School Bus - Rules (continued)**

11. Eating or smoking is not allowed on the bus.
12. Do not damage or litter the bus.

#### **Departing From the Bus**

1. Once children get off the bus, they shall walk quickly to a safe area away from the bus and away from traffic.
2. If it is necessary to cross the street in front of the bus, students shall make sure the bus is at a complete stop with lights flashing before stepping in front of it. They shall look both ways and be far enough in front of the bus so the bus driver has a clear view of the students as they are crossing the street.

Reference: "Handbook for Students and Parents," Elmer Thienes-Mary Hall Elementary School

Regulation approved:

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

cps 7/00

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

DISCIPLINARY ACTION REPORT

To: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Offender(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As of \_\_\_\_\_ and continuing for \_\_\_\_\_ consecutive  
(date) (number)  
school session days, offender(s) listed above will not be permitted to use the transportation services provided under normal conditions.

This action is necessary due to the reason checked hereinafter or written below:

- Disorderly conduct – Shouting, raucous singing, discourtesy, marking or defacing the bus or equipment, throwing objects, littering the bus.
- Smoking       Striking or Fighting       Uncooperative
- Constantly tardy at bus stops
- Creating hazard to self or others in entering or leaving bus or while bus in en route
- Profanity; obnoxious remarks; molesting others

Other reason or additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bus \_\_\_\_\_  
(Designation) (Signature of one reporting)

Route \_\_\_\_\_  
(Title)

**MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut**

**BUS BEHAVIOR FORM**

Dear Parent/Guardian:

This form is used to report behavior by your child while on a school bus which violated school district policy. A bus driver must be able to devote his full attention to driving the bus; distractions caused by student misbehavior constitute a hazard to all students on the bus. Continued misbehavior can result in temporary or permanent suspension of bus privileges.

Your child has been reported to the office for the following reason:

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We ask your cooperation in making it clear to your child that proper behavior on the school bus is essential for his safety and that of all other students on the bus. Please sign this form and return it so we can be certain this matter has been brought to your attention.

Sincerely,

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

\_\_\_\_\_ Public Schools  
\_\_\_\_\_, Connecticut

**BUS CONDUCT REPORT**

*(Please Print)*

Student's Name: \_\_\_\_\_

Grade or Class: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

\_\_\_\_\_ 1st Notice

\_\_\_\_\_ 2nd Notice

\_\_\_\_\_ 3rd Notice

Bus No. and School: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

**NOTICE TO PARENTS**

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. The following is a description by the driver and corrective action taken by the school.

**DRIVER'S REPORT**

\_\_\_ Rude-Discourteous-Annoying

\_\_\_ Violation of Safety Rules

\_\_\_ Smoking

\_\_\_ Fighting-Pushing-Tripping

\_\_\_ Destruction of Property

\_\_\_ Writing

\_\_\_ Eating-Drinking-Littering

\_\_\_ Unacceptable Language

\_\_\_ Excessive Mischief

Description of Problem or Comment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Reported: \_\_\_\_\_ Driver's Signature: \_\_\_\_\_

Received by Bus Manager: Comment: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Received Transportation Office: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PRESENT ACTION AND RECOMMENDATIONS:**

\_\_\_ Student regretful, cooperative

Denied Bus Privilege Until: \_\_\_\_\_

\_\_\_ Student Warned

Suspended Until: \_\_\_\_\_

\_\_\_ Telephoned Parent

Referred to: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

*An optional policy to consider.*

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

### **Transportation: Student Bus Assignments**

All school buses have an approved seating and standing capacity which shall not be exceeded. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student. These exceptions must be approved by the school principal who will ensure that the changed bus assignment will not be approved for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers are instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the school Principal.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted:

cps 3/00

*Sample policy to consider.*

## **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. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The District shall offer meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The Board shall provide food service { } for school breakfasts; { } for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs. (*Alternate language:* The District shall participate in the { } School Breakfast Program, { } National School Lunch Program, { } Special Milk Program.

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. Wherever cafeteria facilities exist to provide nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating.
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.
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.

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

### **Food Service**

#### **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.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.

#### **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.

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

### **Food 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.

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).

Policy adopted:

rev 1/11

*Existing policy, number 3542.1 adopted 4/26/04, appropriate as written.*

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

### **Food Service**

#### **Purposes and Facilities**

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the students.

To accomplish this objective with appropriate economy, all administration of the food services program will be coordinated in the office of the Business Manager. Business functions to be centralized will include central purchasing of food and supplies, a district-wide salary schedule for all food service employees, centrally planned menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of Principals, subject to advice, counsel and direction from the Business Manager, and the Superintendent of Schools, who is ultimately responsible for executing this policy.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

State Board of Education Regulations.

10-215b-1 School lunch and nutrition programs.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Waterford's version of this regulation.*

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

### **Food Service - Sanitation and Safety**

#### **Sanitation**

To maintain good health and prevent the outbreak of foodborne illness, proper handling of food from receiving through storage, preparation, and serving is essential. Thousands of people suffer each year from food-caused illnesses which could be prevented.

The Waterford Public Schools Food Service Staff will receive training on sanitation which includes review of:

- **Personal Hygiene:** handwashing procedures and dress code
- **Food Handling:** inspection of deliveries; proper storage; preparation, holding, and serving procedures to maintain correct food temperature (i.e., chill/heat food rapidly to the required internal temperature)
- **Cleaning and Sanitizing of Work Surfaces and Utensils:** raw food utensils should not be used to serve cooked foods unless they are sanitized

School kitchens are inspected annually by the Health Department to ensure compliance to required health codes. Contamination can occur through bacteria, parasites, fungi, viruses (transmitted in food handling) and pesticides. They may or may not cause food to change in smell or appearance. In order to limit the chance of contamination, food should be handled by trained food service staff only, and access to food preparation areas should be limited to those involved in the preparation process. Cook Managers should be notified of equipment (freezer or refrigerator) failure for decision to ensure safe food retention or disposal.

#### **Safety: Serving of Hot Soup**

Before hot soup is ladled into individual bowls for serving to students, the temperature is not to exceed 150 degrees Fahrenheit. Temperature is to be determined by use of a properly operating thermometer.

Soup bowls are to be placed on compartmentalized serving trays for serving of hot soup to all students.

Legal Reference: Connecticut General Statutes  
10-215 Lunches, breakfasts and other feeding programs for public school children and employees  
State Board of Education Regulations.  
10-215b-1 School lunch and nutrition programs.

Regulation approved:

**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut

cps 9/03

*Existing policy, number 3542.31 adopted 4/26/04, appropriate as written except for update to legal reference.*

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

### **Free or Reduced Price Lunches**

#### **Participation in the National School Lunch Program**

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the district policy concerning "Free or Reduced Price Lunches". A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free or reduced price lunches, and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new student is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishings of meals or supplementary milk (because of race, religion, source of income, etc.).
3. The anonymity of students receiving assistance under this policy shall be protected. The names of these students will be treated in a confidential manner.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance will be kept in each school.

## Business/Non-Instructional Operations

### Free or Reduced Price Lunches

#### Participation in the National School Lunch Program (continued)

6. Eligibility for the “Free or Reduced Price Lunches” program will be based on the following:

**a. Emergency Situations**

A child’s statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

**b. Objective Standards of Need**

Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

7. If school authorities feel that a family’s financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

Legal References: Connecticut General Statutes  
 10-215 Lunches, Breakfasts and the Feeding Programs for Public School Children and Employees.  
 10-215a Non-Public School Participation in Feeding Program.  
 10-215b Duties of State Board of Education Re: Feeding Programs.  
 10-216 Payment of Expenses.  
 Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX,  
 Equal Employment Opportunity Act,  
 United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination,  
 42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6 245.7 210.9,  
 210.20.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Sample policy to consider.*

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

### **Food Sales Other than National School Lunch Program**

Good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the *(Principal/Cafeteria Food Supervisor/Director of Food Services)* will address control over the sale of non-cafeteria/competitive food. For purposes of this policy, “competitive food” refers to any foods sold or dispensed to children at school other than meals served through the U.S. Department of Agriculture’s (USDA) school meal programs.

The district *(will/will not)* permit vending machines and the sale of competitive foods in the middle school and high school in accordance with this policy.\*

Schools *(will/will not)* operate any vending machines that are accessible to students on any campus from \_\_\_\_\_ to \_\_\_\_\_. *(Board needs to determine the time frame.)*

Schools *(will/will not)* offer or sell other non-cafeteria/competitive foods to students on campus from \_\_\_\_\_ to \_\_\_\_\_. *(Board needs to determine the time frame; for example, one hour prior to the first lunch period to one-half hour after the last lunch period.)\**

The Board shall make available in District schools for purchase by students nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day in schools.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute regarding artificial sweeteners, flavoring, caffeine and portion size.

The *(Principal/School Cafeteria Supervisor/Director of Food Services)* is responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal and state guidelines and district policy.

The Superintendent of Schools is authorized to close a cafeteria or discontinue the sale of competitive foods if not properly operated.

## Business/Non-Instructional Operations

### Food Sales Other than National School Lunch Program (continued)

**\*Note:** Connecticut regulations prohibit schools from selling or dispensing tea, coffee, soft drinks and candy to students anywhere on school premises from 30 minutes prior to the start of any state or federally subsidized milk or meal program (National School Lunch Program, School Breakfast Program, After-School Snack Program and Special Milk Program) until 30 minutes after the end of the program. The income from the sale of any foods, including vending machines, school stores, student fundraisers, P.T.A., clubs etc., sold or distributed anywhere on the school premises during the same timeframe must accrue to the food service account. Federal regulations prohibit the sale of foods of minimal nutritional value during meal periods. The sale of soda is banned by Connecticut statute as of 7/1/06.

Legal Reference: 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)

Connecticut General Statutes

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted:

cps 10/99  
rev 6/05  
rev 6/06

*Sample regulation to consider.*

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

### **Food Sales Other than National School Lunch Program**

Only food or drinks which do 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) and Connecticut statutes and regulations may be sold or made available for sale in any school of the district between the beginning of the school day and 30 minutes after the close of the last lunch period at that school. 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 fulfills the requirement of Connecticut statute. When any food is available for purchase during the day, nutritious low fat foods and drinks, as defined by state law, must also be available for purchase by students during the regular school day.

Promotional candy sales shall be limited to the period before the beginning of the school day and after the close of the school day. Such sales require approval of the school Principal.

Sale of food or drinks anywhere on campus from ½ hour before and after the end of the last lunch period is regarded as being competitive with the National School Lunch Program or the School Breakfast Program. Food or drinks which do meet or exceed the minimal nutritional values of the USDA and which are sold during the period above are, however, not considered as being competitive with those programs. These may be sold during the times cited above, but all profits from such sales must accrue to the food service account.

The Secretary of the United States Department of Agriculture has approved a list of competitive foods which may be sold, and the State of Connecticut has extended that list, but only foods approved by the State of Connecticut and/or the Secretary may be sold in the schools of the District during the hours cited.

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 follows:

#### **Categories of Foods of Minimal Nutritional Value**

1. **Soda Water** -- As defined by 21 CFR 165.175 FDA regulations except that artificial sweeteners are an ingredient that is included in this definition. (Not permitted after 7/1/06)
2. **Water Ices** -- As defined by 21 CFR 135.160 FDA regulations except that water ices which contain fruit or fruit juices are not included in this definition.

## Business/Non-Instructional Operations

### Food Sales Other than National School Lunch Program

#### Categories of Foods of Minimal Nutritional Value (continued)

3. **Chewing Gum** -- Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. **Certain Candies** -- Processed foods made predominantly from sweeteners with a variety of minor ingredients which characterize the following types:
  - A. Hard candy, such as sour balls, fruit balls, candy sticks, lollipops, starlight 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, and "Gummi-Bear" type products.
  - C. Marshmallow candies.
  - D. Fondant, such as candy corn, soft mints.
  - 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 predominantly from sugar and corn syrup.
5. Coffee, tea. (Not permitted after 7/1/06 by Connecticut law)
6. Soft drinks. (Not permitted after 7/1/06 by Connecticut law)

Legal Reference: 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)

Connecticut General Statutes

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

PA 06-63 An Act Concerning Healthy Food and Beverages in School

Regulation approved:

cps 10/99

rev 3/04

rev 6/05

rev. 6/06

rev 4/11

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

### **Nutrition Program**

The Board recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the Superintendent shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The input of staff, students, parents and public health professionals will be encouraged.

The program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at District schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the District's nutrition and food services operation.

It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served on District grounds or at District-sponsored events shall meet federal and state statutes and regulations as well as administrative regulation requirements for nutritional standards and/or other guidelines as may be recommended by District and school health and nutrition committees.

Food sold or served in District schools shall include nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products, and fresh or dried fruit at all times when food is available for purchase by students during the school day.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute regarding artificial sweeteners, flavoring, caffeine and portion size.

The Superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on District property or at district-sponsored events; that schools [prohibit] [limit] the sale or serving of foods or snacks high in fat, sodium or added sugars; and competition with nutritious meals served by the school nutrition and food services operation is minimized.

## Business/Non-Instructional Operations

### Nutrition Program (continued)

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. In compliance with federal law, the District's NSLP [and SBP] shall be nonprofit.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, and fund-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation.

In accordance with Federal law and U.S. Department of Agriculture policy, this District is prohibited from discriminating on the basis of race, color, national origin, gender, sexual orientation, disability, or any other basis prohibited by law. The USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or (800)795-3272 may be contacted to file a complaint of discrimination.

(cf. 6142.6 – Physical Education)

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

Legal Reference:        Connecticut General Statutes  
                               10-215 Lunches, breakfasts and the feeding programs for public school children and employees.  
                               10-221 Boards of education to prescribe rules, policies and procedures.  
                               10-215a Non-public school participation in feeding program.  
                               10-215b Duties of state board of education re feeding programs.  
                               10-216 Payment of expenses.  
                               10-215b-1 State board of education regulation  
                               10-221o Lunch periods. Recess.  
                               10-221p Boards to make available for purchase nutritious low fat foods and drinks.  
                               PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted:

cps 3/04

rev. 6/04

rev. 6/06

rev 11/10

*Sample revised regulation to consider.*

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

### **Nutrition Program**

The District's comprehensive age-appropriate nutrition program will be implemented in District schools in accordance with the following requirements:

#### **Definitions:**

1. **“Lunch Period”** means the entire time given for students to get to and from the cafeteria, and purchase and eat their food. The lunch period must be no less than twenty minutes and applies to full school days only.
2. **“Competitive Foods”** means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) in food service areas during the meal periods;
3. **“Dietary Guidelines for Americans”** means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks;
4. **“Nutrition Education”** means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits;
5. **“Foods of Minimal Nutritional Value (FMNV)”** means:
  - a. In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and
  - b. In the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium and iron;
  - c. Food that is classified into four categories:
    - (1) Carbonated soft drinks; (not permitted by Connecticut law as of 7/1/06)
    - (2) Chewing gum;
    - (3) Water ices; and
    - (4) Certain candies made predominantly from sweeteners such as hard candy, licorice, jelly beans, gum drops, marshmallows, fondant, cotton candy and candy-coated popcorn.

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

### **Nutrition Program**

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

6. **“Food service area”** means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten;
7. **“Meal period”** means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

### **Nutrition Education**

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the District's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support district nutrition education efforts, the building Principal is responsible for ensuring:

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;
2. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to: provide screening, referral and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., food stamps, local food pantries, summer food services program, child and adult care food program), and implement nutrition education and promotion activities for school staff, Board members and parents;

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

### **Nutrition Program**

#### **Nutrition Education** (continued)

3. In keeping with the District's nutrition program goals, all classroom reward or incentive programs involving food items are reviewed for approval to assure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet as recommended in the Dietary Guidelines for Americans, and contribute to the development of lifelong healthy eating habits for the district's students).

#### **Nutrition 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 building 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 [SBP] [SMP] maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals [or free milk] in accordance with the National School Lunch Act.
4. The school's NSLP [SBP] [SMP] operates to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994 as amended and applicable state laws and regulations, including P.A. 04-224, "An Act Concerning Childhood Nutrition in Schools, Recess and Lunch Breaks" (CGS 10-221o, 10-221p) and P.A. 06-63, An Act Concerning Healthy Food and Beverages in Schools.
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.

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

### **Nutrition Program**

#### **Nutrition and Food Services Operation (continued)**

6. As required by state statute, nutritious and low fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day. This requirement does not apply to the After-School Snack Program, since these programs are not considered part of the "regular school day."
7. Schools operating the Special Milk program are required, by state statute, to offer 100% fruit juice and water for purchase in addition to the low-fat milk being served.
8. 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.
9. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
10. 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 dietitian 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 served.
11. 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.

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

### **Nutrition Program**

#### **Nutrition and Food Services Operation (continued)**

12. Students are provided adequate time 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.

#### **Foods of Minimal Nutritional Value (FMNV) and Competitive Food Sales (Implications for Other Food Sales in School)**

In keeping with federal regulations and state statute, the District controls the sale of FMNV and all competitive foods.

Though federal regulations permit FMNV to be sold in food service areas before and after school meal periods, and outside of food service areas at any time, District schools are directed to [prohibit such sales on district premises and at district-sponsored events, at any time] minimize such sales by requiring that such food items and beverages sold by any organization or entity after school hours or on a weekend in connection with a school-sponsored event at the event's location may not be sold from a vending machine or school store.

Accordingly, the District will offer for sale only those items which meet the nutrition standards published annually by the State Department of Education.

The sale of all other foods, other than FMNV, in competition with the District's NSLP [SBP] meals shall be permitted in school food service areas during school meal periods only when all income from the food sales accrues to the benefit of the District's nutrition and food services operation or school or student organization as approved by the Board.

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

### **Nutrition Program (continued)**

#### **School Cafeterias**

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the cafeteria, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine (“junk food”) items shall not be consumed in the cafeteria.
3. Meal prices will be established by the Superintendent and any Food Service Supervisor, with the approval of the Board of Education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. A guest must be cleared through the Food Service Supervisor by his/her host to be eligible to eat in the cafeteria.
6. Use of cafeteria facilities by non-district organizations or individuals must have approval of the Superintendent.
7. The Food Service Supervisor will develop in-service training programs, approved by the Superintendent, for the food service staff.
8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

#### **Other Foods Offered or Sold**

The District recognizes that federal government standards requiring schools to provide NSLP [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 be nutritious foods as determined by the District's nutrition committee and in conformity with state statute.

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

### **Nutrition Program**

#### **Other Foods Offered or Sold (continued)**

Accordingly, whenever any group makes foods available for purchase in a school during the school day, low-fat dairy products and fresh or dried fruits must be available in the school at the same time for purchase by students.

“Foods and drinks available for purchase” includes foods sold in vending machines, school stores, fundraisers and any other food sales during the school day. This includes the following:

- milk, which may be flavored but contain no artificial sweeteners and no more than 4 grams of sugar per ounce;
- nondairy milks, such as soy or rice milk, which may be flavored but contain no artificial sweeteners, no more than 4 grams of sugar per ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;
- 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;
- beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and
- water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.
- If a snack machine with chips, cookies and other snack foods is available for use by students during the school day, the school must also have low-fat dairy products and fresh or dried fruit available for purchase. When the snack machine is operating outside of cafeteria hours, schools must make alternate provisions to offer low-fat dairy products and fresh or dried fruit during the school day.
- School stores that sell food must ensure that low-fat dairy products and fresh or dried fruit are available for purchase either in the food store itself or elsewhere in the school, while the school store is selling food.

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

### **Nutrition Program (continued)**

#### **Staff Development**

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food services personnel receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior, food safety, maintaining safe, orderly and pleasant eating environments and other topics directly relevant to the employee's job duties. The building Principal is responsible to ensure such training is made available including, but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;
8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

#### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building Principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.); and
7. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

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

### **Nutrition Program (continued)**

#### **Program Evaluation**

In order to evaluate the effectiveness of the school health program in promoting healthy eating and implement program changes as necessary to increase its effectiveness, the building Principal is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the District's age-appropriate, comprehensive nutrition program;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities;
5. Teachers and school nutrition and food services personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training; and
7. Families and community organizations are involved, to the extent practicable, in nutrition education.

(cf. 6142.6 – Physical Education)

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

Legal Reference: Connecticut General Statutes  
 10-215 Lunches, breakfasts and the feeding programs for public school children and employees.  
 10-221 Boards of education to prescribe rules, policies and procedures.  
 10-215a Non-public school participation in feeding program.  
 10-215b Duties of state board of education re feeding programs.  
 10-216 Payment of expenses.  
 10-215b-1 State board of education regulation  
 10-221o Lunch periods. Recess  
 10-221p Boards to make available for purchase nutritious low fat foods and drinks.  
 PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Regulation approved:

rev 6/06

*Existing policy, number 3542.42 adopted 4/26/04, more appropriately written as a regulation.*

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

### **Food Service**

#### **Finance**

Food in the school cafeteria shall be sold to patrons of the food service program at such price as will pay the cost of maintaining the program, exclusive of certain overhead costs such as utilities which are consistent with the regulations of the State Board of Education.

#### **Participation in the National School Lunch Program**

Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board of Education for purposes of participating in the National School Lunch Program.

#### **Food Storage Provisions**

Storage of food and supplies shall be done so as to prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to purposes of school food service only.

#### **Approval of Menu Prices**

Prices of all items on the menu shall be submitted to the Board of Education annually for its approval and otherwise as changes are needed. Revenues from lunchroom sales should offset the costs which are to be borne by the food service program.

#### **Monthly Financial Report**

A financial report, current and accumulative, of the operation of the Food Services Program shall be presented monthly to the Board of Education. Yearly, a complete audit of the operation of the Food Service Program shall be performed in accordance with legal requirements and Policy 3434.

Legal Reference: Connecticut General Statutes  
 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.  
 10-216 Payment of expenses.  
 Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.  
 United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Regulation approved:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Sample policy to consider, with several options to consider.*

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

### **Food Service**

#### **Charging Policy**

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

**Alternate language to consider:** *Connecticut's school Child Nutrition Programs consist of the National School Lunch, School Breakfast, Special Milk, After School Snack and Fresh Fruit and Vegetable Programs. It is a local decision as to in which programs the District selects to participate. These programs are federally funded and are administered by the United States Department of Agriculture's Food and Nutrition Service. At the State level, the school Child Nutrition Programs are administered by the Connecticut State Department of Education, which operates the program through agreements with the local school food authorities.*

*The school nutrition program is an extension of the school's educational programs and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals, which are attractively presented at an affordable price.*

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following: *(The District should decide which alternate choices will be offered and include the appropriate choices as part of this text.)*

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy (continued)

- A peanut butter and jelly sandwich and milk
- A tuna salad sandwich and milk
- A cheese sandwich and milk, or
- Cereal and milk.

The cost of providing this alternate meal cannot be incurred by the school food service account and the charge for this alternate meal will be \$\_\_\_\_\_.

#### Definitions

“**Alternate Meals**” are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day’s advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

#### Elementary Students (*Options to consider*)

1. The District shall maintain a “no charging policy.” The charge/no charge policy will be strictly enforced to eliminate unnecessary debt within the School Food Service Program.
2. The District uses \_\_\_\_\_, an automated prepayment system, which allows parents/guardians to view their child’s meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child’s school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$6.00. When the charge limit is reached, an alternate meal will be provided consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full. This meal will not be charged to the student’s meal account. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*) Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the \_\_\_\_\_ website.
3. Students shall be allowed up to three (3) reimbursable meal charges. (*District can consider a different number*). All other a-la-carte items shall not be charged. After three charges, an alternative meal shall be provided. The alternate meal shall consist of one or more of the examples listed above. When a charge is occurred, a written notification shall be sent home to parents. All credited meals must be repaid.

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

### **Food Service**

#### **Charging Policy (continued)**

#### **Elementary Students (*Options to consider*) (continued)**

4. No elementary or middle school student shall be deprived a reimbursable meal due to forgotten or lost meal money. The school Principal will be responsible for maintaining a fund of money to loan to students without meal money. The pool of money may be established from school or PTA/PTO funds. The Principal or his/her designee is responsible for collecting money that has been loaned to students. Students will be responsible for repaying all loaned money within an established timeframe. A note shall be given to the student to take home or mailed to the student's home to inform parents of the loan obligation. In situations in which a student is consistently without meal money, the Principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.
5. The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary at the elementary level. The District/school policy is as follows:
  - a. All charges must be paid in 10 days.
  - b. Students may not charge more than 5 reimbursable meals.
  - c. After the fifth meal, the school will provide an alternate meal consisting of one or more of the choices listed above.
  - d. Parents will be notified and asked for prompt payment after 3 charges.
6. Students shall be allowed to charge up to five meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. After charging four meals, the parents shall receive written notification that the child will then be given an alternate meal consisting of one or more of the choices listed above. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application.

#### **Secondary Students (*Options to consider*)**

1. A student shall not be allowed to purchase any reimbursable meal on credit. An alternate meal will be provided, consisting of one or more of the alternate choices mentioned earlier. The cost of this meal cannot come out of the school food service account.

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

### **Food Service**

#### **Charging Policy (continued)**

#### **Secondary Students (*Options to consider*) (continued)**

2. The District uses \_\_\_\_\_, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$6.00. No snacks or a-la-carte items may be charged. When the charge limit is reached, an alternate meal will be provided consisting of one or more choices listed above until the charges are paid in full. This alternate meal will not be charged to the student's account. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*) If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.
3. Students may charge up to \_\_\_\_\_ meals at the middle school level and 2 meals at the high school level. Once the charge limit has been met, a modified meal consisting of a cheese sandwich and beverage will be offered. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*)
4. Students shall be allowed to charge up to two meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. After charging four meals, the parents shall receive written notification that the child will then be given an alternate meal consisting of one or more of the alternate choices listed above. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application.

#### **District-Wide (*Options to consider*)**

1. Parents are responsible for providing meals or meal money for their student(s). Borrowing or charging is for one meal only in an emergency. Repayment is expected without delay. Snack and a-la-carte purchases are cash only.
2. Although not required by law, because of the District's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

##### District-Wide (*Options to consider*) (continued)

- a. What can be charged;
- b. The limit on the number of charges per student;
- c. The system used for identifying and recording charged meals;
- d. The system used for collection of repayments; and
- e. Ongoing communication of the policy to parents/guardians and students.

This policy shall be included in student/parent handbooks, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

(cf. 3542 – Food Service)

(cf. 3542.31 – Free or Reduced Price Lunch Program)

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.  
 State Board of Education Regulations  
 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

Policy adopted:

cps 11/10

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

### **Vending Machines**

The Board of Education delegates to the Superintendent 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 which hours they might be used.

#### ***Alternative/Additional language:***

1. The Board of Education has determined that there shall be no installations of vending machines except as approved by the Superintendent of Schools. Vending machines are operated as a revenue producing endeavor and as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board of Education/Superintendent of Schools.
2. **Vending Machine Use:**
  - a. **Elementary Schools:** Vending machines shall not be operated in elementary schools in locations available to students.
  - b. **Middle Schools:** Vending machines may be operated in middle schools, but shall not offer foods of minimal nutritional value in locations available to students. All vending sales shall comply with policies regarding competitive food sales and foods of minimal value.
  - c. **High School:** Vending machines may be operated in high schools. All vending sales shall comply with policies regarding competitive food sales and foods of nutritional value.
3. **Advertising limitations:** Advertising associated with product vending shall be limited to signage on equipment, paper cups and other serving containers and a banner at student stores and booster sale locations. Any signage, logo, container, banner or other item that the district may construe as advertising associated with vending must be approved by the Superintendent or his/her designee before distribution or placement on District property.
4. **Required nutritional foods:** In compliance with state law, beverages available in vending machines shall be restricted to 100% fruit juices, vegetable juices or combination of such juices, non-dairy milks such as soy or rice milk, beverages that contain only water and fruit or vegetable juice, water which may be flavored but contain no added sugars, sweeteners, artificial sweeteners or caffeine and milk. Statutory restrictions pertaining to added sugars, sweeteners, caffeine, and portion sizes will be followed. Further, if a vending machine offers chips, cookies and other snack foods for purchase by students during the school day, low-fat dairy products and fresh or dried fruit must also be available for purchase.

**Business/Non-Instructional Operations**

**Vending Machines** (continued)

(cf. 3542.34 – Nutrition Program)

Legal Reference: State Board of Education Regulations

10-215b-1 Competitive foods.

10-221o Lunch periods. Recess

10-221p Boards to make available for purchase nutritious low fat foods and drinks.

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Policy adopted:

cps rev 10/99

cps rev 3/04

cps rev 1/05

cps rev 6/06

*An optional policy to consider.*

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

### **Sanitary Conditions**

Sanitary conditions in all phases of the food preparation and serving of food shall be rigidly maintained at all times. All food services staff who handle food shall meet all food handling regulations as prescribed and required by the State of Connecticut. All food service personnel shall be required to have a physical examination at the time of employment and periodically, as requested, by the School Medical Advisor.

Policy adopted:

cps 2/06

*A sample policy to consider.*

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

### **Printing and Duplicating Copyrighted Material**

#### **Photocopying, Computer Software Duplication, and Videotaping for Education Purposes**

This policy is intended to mandate restrictions on illegal violations of the fair use doctrine so as to ensure that teacher behavior within these areas of the instructional process is legal and ethical.

The Board of Education recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless copying falls within the bounds of fair use. Any duplication of copyrighted materials by District employees, therefore, must be done with permission of the copyright holder or within the bounds of “fair use” as described below. Appropriate administrative regulations shall provide guidelines for employee compliance with this policy.

#### **1. Copyright Law**

“Congress shall have the power to promote the progress of science and the useful arts by securing to authors and inventors for limited times the exclusive right to their writings and inventions.” (Article I., Section 3, U.S. Constitution)

The following exclusive rights are enumerated by law:

- a. To reproduce the copyrighted work...;
- b. To prepare derivative works based upon the copyrighted work;
- c. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- d. ....Perform the copyrighted work publicly; and
- e. ....To display the copyrighted work publicly (17USC106).

#### **2. Fair Use Doctrine**

In describing the purpose of “fair use,” Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder’s permission provided that four criteria are used to consider when determining if the classroom use is “fair.” These four criteria are:

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion used in relation to the copyrighted works as a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work (17USC107).

**Business/Non-Instructional Operations**

**Printing and Duplicating Copyrighted Material**

**Photocopying, Computer Software Duplication, and Videotaping for Education Purposes**  
(continued)

The exclusive rights and fair use doctrine are the same for computer software, and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)

Policy adopted:

cps 2/06

*Existing policy, number 3543.13 adopted 2/27/06, appropriate as written.*

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

### **Mail and Delivery**

A mail service system shall be maintained within the school system in order that communications from inside and outside sources may be delivered to the intended recipient in the most practicable way.

The use of district mail facilities and personnel shall be restricted mainly to the distribution of materials and communications that further the educational purposes of the district. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

The Board of Education directs the Superintendent to establish procedures for the safe handling of all mail received by the district.

Political, non-educational or commercial materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

## Electronic Participation Among Board Members

Update Mailing No. 1

November 15, 2010

The Freedom of Information Act was passed by the Connecticut General Assembly in 1975 to provide for more open government. This statute defines all local and regional boards of education as public agencies. Therefore, they must comply with the provisions of the Act.

The Freedom of Information Act requires that the meeting of public bodies such as school boards be open to the public. In addition, public records, with few exceptions, must be made available for public inspection or be given to individuals and organizations who request copies. Further, the statute requires that regular, special and emergency meetings of school boards must be open to the public. Any hearing or other proceedings of the board, any convening of a quorum of a multi-member agency, and any communication to or by a quorum of a multi-member public agency to discuss or act upon a matter over which the public agency has supervisory control, jurisdiction, or advisory power is defined as a "meeting" under the Act.

This statutory definition includes committee as well as telephone and electronic meetings. A voice mail message or an answering machine message can create a 'record' subject to the Freedom of Information laws. The Public Records Administrator in a *Management and Retention Guide for Electronic and Voice Mail* indicated that voice mail and answering machine messages are considered "transitory in nature and may be deleted at will." However, there may be times when certain messages could later be used as evidence and should be retained for the same period that would apply to a written record of the same nature.

In addressing the issue of email retention, the Public Records Administrator found the boards of education are responsible for establishing guidelines for which of the three categories email messages fall into. The federal Rules of Civil Procedure address electronically stored information also. The federal rules do not mean that every last bit of electronic information must be retained. School districts need policies that make clear what documents must be saved and when they can safely be discarded. This has been addressed in CAFE's policy #3543.31, "Electronic Communications Use and Retention," with an accompanying administrative regulation. This policy is considered a recommended "good practice" policy for inclusion in a district's policy manual. It is available upon request from CAFE's Policy Department.

As stated, the board is authorized to discuss district business only at a properly noticed board meeting. Other than during a board meeting, a majority or more of a board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss district business.

Electronic communication among board members and with the administration can be an efficient and convenient way to exchange information. However, it must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators need to exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. It must be understood that at times these communications may be considered school district records subject to public disclosure.

## Electronic Participation Among Board Members

(continued)

Update Mailing No. 1

November 15, 2010

Electronic messaging communications should also conform to the same standards of judgment, propriety and ethics as other forms of board-related communication. When communicating electronically, board members and its administrators should adhere to the following guidelines:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at board meetings. (A board member may discuss district business in person or by electronic means with less than a quorum of other board members at a time. However, a board member should not facilitate interactive communication by discussing district business in a series of visits with, or use of emails or telephone calls to, board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the district's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to board members. This can include board meeting agendas and supporting information. When responding to a single board member's request, the Superintendent should copy all other board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
7. A board member should include a "do not reply/forward" alert when emailing a message concerning district business to more than one other Board member. The following is an example of such an alert: "*BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.*"
8. Board members are permitted to discuss any matter except district business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)

## Electronic Participation Among Board Members

(continued)

Update Mailing No. 1

November 15, 2010

9. IF BOARD MEMBERS ARE NETWORKED TO THE DISTRICT SYSTEM, THE FOLLOWING MAY BE APPROPRIATE:

Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.

Many boards are now using paperless board meetings (**CABE-Meeting**) which is a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the board, but it must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators need to exercise caution when communicating between and among themselves via electronic messaging services including but not limited to surveying, email, internet web forums and internet chat rooms.

The following guidelines should be considered regarding the conducting of a survey on an issue among board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting board discussion or actions, in which opinions are exchanged among a quorum of board members through repeated survey questions and answers, outside an open public meeting.

It is also recommended that the board annually review its electronic communication policy and practices with the board attorney.

**Policy Implications:** Policy #9327, "Electronic Communications Among Board Members" pertains to this issue. An existing model follows for your consideration. In addition, a new version has been developed and is also presented for your consideration.

*A version developed by Shipman & Goodman with the assistance of CABA & CASBO.*

## **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**

E-mail 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.

##### **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.

## Business/Non-Instructional Operations

### Office Services/Records and Reports

#### Electronic Communications Use and Retention (continued)

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.  
 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:

cps 4/08

*An administrative regulation developed by Shipman & Goodman with the assistance of CABE & CASBO.*

## **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.

##### **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. 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**

#### **IV. 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:

cps 4/08

*A policy developed by Shipman & Goodman with the assistance of CABA & CASBO.*

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

### **Office Services/Records and Reports**

### **Electronic Communications Use and Retention**

#### **Holds on the Destruction of Electronic and Paper Records**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper 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.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References: Rules 34 and 45 of the Federal Rules of Civil Procedure

Policy adopted:

cps 4/08

*An administrative regulation developed by Shipman & Goodman with the assistance of  
CABE & CASBO.*

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

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

#### **Holds on the Destruction of Electronic and Paper Records**

##### **I. Records Custodian**

These regulations are designed to assist in implementation of Board Policy #3543.311 regarding holds on the destruction of paper records and electronic information. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

##### **II. Holds on the Destruction of Paper Records and Electronic Information**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a "litigation hold" to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the District's record retention policy.

The Records Custodian shall issue a "litigation hold" memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a "litigation hold" memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any "litigation hold" memorandum shall to be sent to the District IT department.

**Business/Non-Instructional Operations**

**Office Services/Records and Reports**

**Electronic Communications Use and Retention**

**Holds on the Destruction of Electronic and Paper Records**

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold.

Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:      General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator

Record Retention Schedules Towns, Municipalities and Boards of Education

Rules 34 and 45 of the Federal Rules of Civil Procedure

*Silvestri v. General Motors Corp.*, 271 F.3d 583 (4<sup>th</sup> Cir. 2001)

Regulation approved:

cps 4/08

*Existing policy, number 3560 adopted 4/26/04, appropriate as written. A sample follows for comparison and consideration.*

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

### **Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment 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-and short-range plan for capital outlay shall be developed by the Superintendent in order to prevent severe fluctuation 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).

*A detailed version of this policy, from South Windsor to consider and modify, if desired, to the local situation.*

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

### **Capital Outlay**

#### **Capital Budget Policy**

An effective organization must carefully manage and plan the use of its physical assets. At a minimum, this means that buildings and machinery must continually meet work requirements. Governments must go beyond this internal imperative and consider the long-term implication so the location and condition of public infrastructure for private economic decision-making. For example, individuals buy homes where they can enjoy the quality of life they desire. Businesses locate in communities with favorable conditions that will allow owners to gain the desired economic returns. Governments cannot allocate funding to meet all of these demands at one time, and therefore must ration capital to support such physical improvements as parks, schools, police stations, streets, and underground water or sewer lines. Governments turn to long-term capital planning and budgeting as a way to structure the review and funding of capital improvement projects competing for scarce resources.

Capital projects may involve the following:

- Purchasing land - other than land purchased under the Open Space program
- Constructing a new public facility
- Improving the infrastructure (e.g., refurbishing a bridge, resurfacing a street)
- Enlarging an existing public enterprise, exceeding \$50,000 (e.g., expanding a sewer system or public parking facility)
- Purchasing major equipment (e.g., fire pumps)
- Major repairs exceeding \$50,000 and having a useful life of five (5) years or more

A forward-looking capital program helps schedule the availability of resources to meet needs when they occur. Identifying spending priorities early also allows for more deliberative planning. Furthermore, a capital program offers time to identify a projects' beneficiaries, perhaps permitting the assignment of costs to those who benefit through pricing policies or special taxes. Capital planning and budgeting therefore, provides a community with an opportunity to anticipate, not just reach to, trends and developments critical to the well being of its citizens.

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

### **Capital Outlay (continued)**

#### **Budgeting Capital Projects**

Capital planning includes the following elements:

- **Capital improvement project.** A major, nonrecurring expenditure used to expand or improve a government's physical assets, including facilities and infrastructure, that are not consumed within a year but rather have a multiyear life.
- **Capital improvement program.** A listing of the planned capital improvement projects (coupled with expected costs and financing plans of each) for the upcoming five-to-ten-year period and scheduled according to priorities and timing.
- **Capital budget.** The first year of the capital improvement program with a detailed source of financing for each of the capital projects specified for implementation during the upcoming year.

The Board of Education should retain control of school capital project selection/deselection during the budget development process, and the Board of Education shall retain responsibility for project management of all school projects, and all Town projects shall be the responsibility of appropriate Town staff, except those properly assigned by the Board of Education, or the Town, to the Public Building Commission.

Any surplus funds as a result of under-expenditure, or interest revenue, shall remain in the Capital Fund for the purpose of funding future projects. If there is insufficient funds, then the Town Council will need to adjust the Capital Funding levels in the Capital Budget in order to complete the project.

The role of the Public Building Commission will not change; and they will continue to be responsible for projects under their control.

All grants, gifts, special funding, or any other money received for the purpose of funding a capital project shall be accounted for in the Capital Project Fund.

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

### **Capital Outlay (continued)**

### **Budgeting Capital Projects (continued)**

In many governments, several officials are involved in matters influencing capital programs and managing the Capital Plan. In order to effectuate a meaningful Capital Budget Program, and to foster cooperation among officials, a Capital Projects Committee shall be established. The committee members are as follows:

1. Three (3) members from the Board of Education
2. Three (3) members from the Town Council
3. Superintendent of Schools, or Designee
4. Town Manager, or Designee
5. School Director of Building Maintenance
6. Director of Public Works

This committee will have the responsibility of developing a Capital Budget that will enhance the following principles.

- **Develop capital budget and planning procedures.** To define and structure the review of individual capital projects as part of an ongoing program of identifying physical asset needs with financial constraints in mind.
- **Analyze community trends.** To develop an understanding of the trends affecting a community and to evaluate appropriate governmental responses.
- **Involve all responsible parties.** To promote sharing of information throughout the process, it helps to include citizens, project users, employees, officials from other governments, and other affected parties.
- **Define goals.** To define community priorities within an overall strategic plan that outlines preferred fixtures.
- **Assess service delivery requirement:** To review the role of physical assets in the implementation of service delivery plans that meet community priorities.
- **Identify capital needs.** To specify capital projects and the time frame for placing them in service to meet clearly defined community needs.

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

### **Capital Outlay (continued)**

#### **Budgeting Capital Projects (continued)**

- **Inventory capital assets.** To identify existing capital assets and their condition.
- **Maintain existing assets.** To maintain and repair existing assets before making new purchases.
- **Link capital and operating budgets.** To consider all fiscal implications of a capital project given scarce resources for acquisition/construction as well as ongoing operation and maintenance
- **Weight project costs and benefits.** To determine total project costs and community benefits and to weight the balance, with the results publicly disclosed.
- **Prioritize capital projects.** To schedule projects according to community priorities.
- **Determine the fiscal capacity.** To assess the community's fiscal ability to support operating and capital plans.

In the event the Town Council is not in agreement with the dollar amount of funding or the capital projects selected, the Committee will reconvene to review the suggestion of the Town Council and resubmit the Capital Budget to reflect such input.

Policy adopted:

SOUTH WINDSOR PUBLIC SCHOOLS  
South Windsor, Connecticut