

**SIMSBURY BOARD OF EDUCATION  
POLICY SERIES 3000, BUSINESS & NON-INSTRUCTIONAL OPERATIONS**

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## Budget/Budgeting System

### 3000 Finance

It shall be the duty of the Board to prepare an annual budget estimate in support of its determined educational program. The Board shall be responsible for the financial control of the appropriated funds. To fulfill these obligations, the following procedures shall apply:

### 3110 Budget Planning (Preliminary Budget)

In accordance with the budget preparation schedule, the Superintendent shall present to the Board a budget estimate for the following school year for preliminary discussion. This budget shall be in a form which will represent the educational needs as determined by the Superintendent, except where determinations are being made by committees of the Board.

#### Preparation

In the preparation of this estimate, the Superintendent shall confer with principals, staff members, Board members, and other groups so as to make the estimate as nearly as possible an expression of the interests of all concerned. Additionally, the Superintendent shall study the school program in relation to the present and future needs of the students and the community

#### Supporting Data

The preliminary budget estimate will be accompanied by supporting data, such as school enrollments, proposed program changes, staff needs, maintenance schedules, etc., needed to substantiate the budget requests.

Revised November 25, 2008

### 3120 Budget Development

#### 3120.1 Budgetary Committee Reports

Any committees of the Board involved in budgetary determinations shall report their recommendations to the Board for preliminary discussion, as part of the budget development process.

#### 3120.2 Budget Estimate Approval

The Board shall adopt a budget estimate which shall be submitted to the Board of Finance/Director of Finance annually by March 15.

### 3160 Transfer of Funds

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 expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. The Superintendent is authorized to transfer funds from any line item in an amount less than \$10,000, under emergency conditions if the urgent need for the transfers prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board. The definition of line item, as used in this policy, is limited to the categories listed below:

01 – General Control

02 – Instruction

04 – Health Services

- 05 – Pupil Transportation
- 06 – Operation of Plant
- 07 – Maintenance of Plant/Equipment
- 08 – Insurance/Pension
- 09 – Food Services
- 10 – Student Body Activities
- 11 – Community Services
- 12 – New Equipment
- 14 – Outgoing Transfer Accounts
- 17 – Non-Public Schools

Unexpended balances in budgeted accounts shall be returned to the town general fund at the close of the fiscal year, except that portion which might be necessary to balance other accounts through transfer, as provided by statute, or to meet expenditures of an emergency nature.

Revised November 25, 2008

## **Receipts**

### 3210 Receipt Turnovers

All funds received by the Board of Education shall be transmitted to the Director of Finance. The Superintendent and/or Business Manager are authorized to endorse checks payable to the Board of Education.

### 3240 Tuition Fees

The Board of Education may 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.

Adopted November 25, 2008

### 3260 Obsolete Equipment

The Business Manager is authorized to dispose of obsolete or surplus equipment as follows:

- A. It is first made available to the town government for its use. Upon approval of the Business Manager, items with no useful life or monetary value may be disposed of without further reference to this policy.
- B. If the town government does not wish to have the equipment, it may be disposed of through public sale or public auction at fair market value. In such cases, the Business Manager shall report such transactions to the Board of Education. Prior approval of the Board must be granted if the total fair market value is above \$10,000 or when single items have an estimated value above \$2,500.
- C. Should the town government not have a need for the equipment and the sale or auction of the equipment is unsuccessful, the item may be donated to a non-profit organization. Should the value of the item to be donated exceed \$2,500 prior approval of the Board is required.

3280 Gifts from the Public

Section 10-237 (c) of the Connecticut General Statutes provides "that any local or regional board of education may receive and accept any donation or gift of personal property to be used for the educational benefit of students". Gifts of personal property shall include money, services, programs, equipment, or other items of value (See A3280)

Consistent with Section 10-237(c) the Simsbury Board of Education is duly appreciative of donations and gifts of personal property to be used for the educational benefit of students. Donations or gifts of personal property that are not likely to be acquired from operating budget funds are encouraged with due regard for whether the gift would create expectations of future Board expenditures. In the implementation of this policy the following guidelines shall apply:

- A. The Board reserves the right, working through the Superintendent, to specify the manner in which donations or gifts are made, and to reject those it determines will not be in the best interest of a school, the school system and the community at large. School staff and the education program shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.
- B. All donations or gifts to the school system shall be consistent with the goals and objectives of the school program including its duty to assure that there is equitable allocation of resources among its schools. Donations or gifts of personal property become the property of the school system.
- C. Individuals or groups desiring to make a donation or gift of personal property to a particular school or the school system shall consult initially with the school principal and then the Superintendent regarding the acceptability of the gift or donation to the school or school system. The Superintendent is authorized to make decisions regarding the acceptance or rejection of donations or gifts to a school or the school system that do not exceed \$1500. Donations or gifts in excess of \$1500 require the approval of the Board of Education.
- D. An annual report of donations or gifts of personal property to a particular school or the school system which exceed \$1500 will be made by the Superintendent of Schools and the Board of Education will officially acknowledge the donor.

ADMINISTRATIVE REGULATIONS  
GIFTS FROM THE PUBLIC

The following regulations shall govern all gifts from the public to a school or the school system.

1. Individuals or groups wishing to present a donation or gift of personal property to a department, school, or the school system, which does not exceed \$1,500, will discuss the proposed gift with the school principal if it is to be directed to a specific school or with the Superintendent of Schools/designee if the proposed gift is intended for systemwide use. Gifts or donations which do not exceed \$1,500 may be accepted by the school administration as long as they are consistent with the goals and the objectives of the school program.
2. Individuals or groups wishing to present a donation or gift of personal property to a department, school or the school system which has a value in excess of \$1,500 will complete the form, "Proposed Donation/Gift of Personal Property to the Simsbury Public Schools." This form is to be submitted initially to the school principal if the donation or gift is to be directed toward a specific school. The principal is to secure any additional information pertinent to the donation/gift and forward the form, including a recommendation, to the Superintendent of Schools. If a donation/gift is included for systemwide use, the completed form is to be forwarded directly to the Superintendent of Schools/designee.
3. Upon receipt of the form, the Superintendent will review all pertinent information related to the donation/gift and prepare a recommendation for approval by the Board of Education.
4. Individuals or groups who wish to present a donation/gift of personal property to a school or school system are to be advised by the administration at the school level and/or Central Administrative Office level that in the acceptance of a donation/gift, the Board of Education makes its determination based upon whether the donation/ gift is in the best interest of a school, the school system and the community-at-large.

Note: These Administrative Regulations do not apply to student scholarships and awards. Policy #5126 and accompanying Administrative Procedure addresses student scholarships and awards.

SIMSBURY PUBLIC SCHOOLS

Review Form

Proposed Donation/Gift of Personal Property to the Simsbury Public Schools

Note: This form is to be completed for donations/gifts of personal property which have an estimated or actual value in excess of \$1,500.

1. Name of individual or group wishing to make donation/gift

\_\_\_\_\_

2. Please check category which applies:

\_\_\_ Donation/Gift to \_\_\_\_\_ Department

\_\_\_ Donation/Gift to \_\_\_\_\_ School

\_\_\_ Donation/Gift to Simsbury Public Schools

3. Description of donation/gift

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

4. Purpose of donation/gift

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

5. Actual or estimated value of donation/gift\_\_\_\_\_

6. Principal's recommendation (comment)(if applicable)

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

see other side)



\_\_\_\_\_ Recommend acceptance                      Principal's signature \_\_\_\_\_

\_\_\_\_\_ Do not recommend acceptance                      Date \_\_\_\_\_

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For Central Office Use

7. Superintendent's Recommendation (comment)

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

\_\_\_\_\_ Recommend acceptance                      Superintendent's signature \_\_\_\_\_

\_\_\_\_\_ Do not recommend acceptance                      Date \_\_\_\_\_

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Return to School Principal (if applicable)

At a regularly scheduled Board of Education meeting held on \_\_\_\_\_,

the Board voted to accept a donation/gift of \_\_\_\_\_

to \_\_\_\_\_ department, \_\_\_\_\_ school, or the

Simsbury Public Schools.

\_\_\_\_\_  
Superintendent of Schools

Date \_\_\_\_\_

## Expenditures/Expending Authority

### 3310 Financial Regulations and Procedures

The Superintendent shall submit for Board approval procedures for expending and receiving Board funds, and for the inventory and sale of school properties. (See A3320)

### 3320 Purchasing

The Business Manager shall be responsible for all purchases. No transaction shall be authorized until a purchase order has been issued by the Business Manager. He/she shall prepare specifications for all repairs and equipment with assistance from the affected department. All purchases shall be in accordance with established guidelines. (See A3320) Where possible, the Business Manager will utilize state bid contracts or other cooperative/competitive bid arrangements for further reduce the costs to the Board of Education.

Revised November 25, 2008

### 3321 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 shall be generally sought and accepted.

Adopted November 25, 2008

### 3324 Payment of Bills

Payment of bills shall be authorized by the Business Manager only after receiving verification of the receipt of the article(s) or service(s) purchased. In limited situations, however, the Business Manager may authorize deposits or prepayments to a vendor.

Revised November 25, 2008

### 3325 Disbursements

Vouchers covering payment from town appropriations shall be presented to the Director of Finance upon approval of the Business Manager or Superintendent.

### 3326 Payroll Procedures

A. The Business Manager shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with Board policies and decisions.

B. Payroll deductions are authorized in accordance with state or federal regulations, and may also be authorized in accordance with written requests by individuals concerned and approved by the Board of Education.

### 3327 Travel:

A. Staff members travelling for reasons approved in advance by the Superintendent of Schools and/or the Business Manager may be reimbursed for travel expenses, the amount to be determined on the basis of the most direct route and the least

expense to the town. When private cars are used, payment shall be made at the current reimbursement rate; said reimbursement rate shall be reviewed annually by the Business Manager and shall be consistent with the current allowable rate recognized by the Internal Revenue Service at the time of review.

- B. Staff members attending educational conferences or who are on official school business approved in advance by the Superintendent of Schools and/or the Business Manager may be reimbursed for other expenses, including hotel room, meals, tolls, registration, etc., within the allowance appropriated in the annual budget. An accounting of all such expenditures must be made by the staff member concerned.

Revised November 25, 2008

## ADMINISTRATIVE REGULATIONS PURCHASING PROCEDURES

The Simsbury 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 the Simsbury School System. Wherever practical, feasible and to the advantage of the Simsbury School System, appropriate advertisements will be placed.

This procedure shall also apply to purchases for extra-curricular school activities, and for purchases by the Student Body.

### I. DEFINITIONS

- A. Quotation: A notice, either orally 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 purchaser, 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 in response to a set of specifications set forth by the purchaser.
- C. Purchase Order: The formal written contract to purchase the goods or services offered.

### II. PURCHASING PROCEDURES

- A. All purchases must have a purchase order issued prior to purchase, signed by an issuing authority. Oral commitments may be made in emergencies, but must be followed promptly by a written purchase order.
- B. Annual orders will be issued to vendors with whom the school system does regular business. Each purchase on the annual order will not exceed \$100 unless authorized by a purchase order.
- C. Purchases in amounts from \$1000 to \$5,000 must have verbal quotes from at least three vendors, whenever possible. Purchases in amounts from \$5,000 to \$25,000 must have written quotes from at least three vendors, whenever possible. In the instance of a sole source purchase, a written estimate must be obtained.
- D. Purchases or contracts expected to exceed \$25,000 will require formal sealed bids to be opened in public at the time and place designated in the specifications. Requests for formal sealed bids should be put out by the issuing authority, collected by the date due and turned in to the Business Manager.

2. Purchases or contracts expected to exceed \$25,000 will also be advertised in a newspaper having a general circulation in the Valley area by means of a formal "Invitation to Bid."
  3. A fee may be charged for a copy of specifications, said fee to be refunded upon return of the specifications within the designated period, should the cost of the specifications warrant such a charge.
  4. A performance bond shall be posted for all contracts in excess of \$25,000 other than for commodities.
  5. A contract in any amount, within budgetary limits, may be awarded for goods or services without competition when the Superintendent or Business Manager documents in writing that one of the following conditions exists:
    - a. when the service or goods offered is unique to one vendor;
    - b. when equipment is being purchased for compatibility with existing equipment;
    - c. when an emergency exists and there is insufficient time to write specifications and take bids.
- E. The Business Manager shall be authorized to award bid contracts. The Simsbury School System reserves the right to reject any or all bids, and reserves the right to waive any informalities in any bid.

Revised November 25, 2008

## Accounts

### 3432 Quarterly Report

Each quarter the Superintendent shall present to the Board a financial status report.

### 3433 Non-Budgeted Funds Report

All employees who are responsible for accounts, other than funds provided for by the Board of Education budget, must submit on a yearly basis a signed report to the Business Manager indicating revenues and disbursements related to such funds.

### 3434 Annual Audit

An audit of the accounts of the Board of Education shall be made annually by an independent certified public accountant selected by the Board of Finance. The audit examination shall be made in accordance with generally accepted auditing procedures

The audit shall include all funds of the school system including appropriated budget funds, all student activity funds and cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and
2. A summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an "exit interview" with the Superintendent, Business Manager, and, if possible, one Board of Education member with a financial background.

The annual audit shall 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 at its discretion and in a manner it so desires. The independent public accountant shall be asked to attend the meeting, but his/her attendance is not mandatory

The Superintendent shall report on a corrective plan including periodic updates when warranted

Revised November 25, 2008

### 3435 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 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. (See A3435)

Adopted November 25, 2008

ADMINISTRATIVE REGULATIONS  
FRAUD AND PREVENTION 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 records, furniture, fixtures or equipment.
9. Failing to provide financial records to authorized state or local entities
10. Any other dishonest or fraudulent act

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

Adopted November 25, 2008

3440 Inventory

The Business Manager shall maintain an inventory of all properties under control of the Board of Education.

- A. Persons who have purchasing authority shall also have the responsibility for the inventory of their respective expenditure account.
- B. Annually at the end of a school year, or when a change of responsibility for an expenditure account occurs, an inventory will be conducted and verified by the Business Manager.
- C. At the time of acquisition property items shall be assigned an inventory value.
- D. The guideline of \$5,000.00 is assumed as a minimum value for an item to be included in the inventory, as well as items identified by the Business Manager as portable and desirable.

Revised November 25, 2008

3453 School Activity Funds

Special programs may be organized which are either partly or totally self-supporting. The administration shall be responsible for the handling of other than Board funds and shall submit for Board approval regulations which describe the financial arrangements for such a program. The funds for such programs shall be known as School Activity Funds, and shall include a fund to handle the finances of the school lunch program as well as adult/continuing education. (See A 3453 and A 3454).

There shall be maintained in each school an internal accounting system, covering financial activities of the school's organizations, including student groups. The principal or his/her designated alternate shall serve as school treasurer. He/she shall be authorized to maintain this account and shall handle all cash involved in the activities of the various groups. All treasurers and employees responsible for the handling of school funds shall be bonded by the Board of Education through an approved insurance or surety company covered under the Public Employees' Blanket Bond.

A class in its senior year, or an organization that is disbanding, shall determine at a regularly-called meeting, its preference for the disposition of any funds remaining after all financial obligations have been discharged. Such disposition shall be subject to the review and approval of the administration. Any sums of money for which no disposition has been made shall be transferred to the education affairs account of the school activity fund after the first class reunion or after 10 years, whichever first occurs or the organization has disbanded

Revised November 25, 2008

3454 Continuing Education Endowment Fund

With the realization that education is a life-long learning process in the development of each individual, the Department of Continuing Education (DCE) was created by the Simsbury Public Schools Board of Education in 1980 with the intent of providing low cost educational



programs to the community on a self-sustaining basis. Since this date the DCE has found it necessary to continually raise course tuitions in order to meet expenses. With ever increasing costs involved in offering quality academic, enrichment, career and vocational courses at affordable fees, THE DCE EDUCATIONAL ENDOWMENT FUND has been created for the purpose of assisting in the maintenance of quality continuing education programs for the residents of the Town of Simsbury at reasonable rates. Monies donated to this fund will be added to the principal, and only the interest income generated from this fund will be utilized as revenue to assist in the maintaining of the department programs and for scholarships to individuals in need of financial assistance in order to improve their educational status.

ALL DONATIONS ARE TAX DEDUCTABLE CONTRIBUTIONS.

CATEGORIES OF DONORS

CONTRIBUTOR	\$	5.00
SUPPORTER	\$	10.00
PATRON	\$	25.00
PILLAR	\$	50.00
BENEFACTOR	\$	100.00
EDUCATOR	\$	500.00
BEQUEST	\$	1,000.00

Educators will receive tuition credit for one course of their choice and a 50% reduction on all tuitions for one year (excluding travel programs).

Bequests will receive tuition credit for one course of their choice and a 50% lifetime reduction on all tuitions (excluding travel programs).

All donations to the endowment fund are to be deposited in a designated account. This account is a high-interest, money market fund under the direct control of the DCE Director and/or the Simsbury Public School System's Business Manager. No funds can be transferred out of this account without the approval and signature of the DCE Director and the Business Manager. These funds can be used for only the following purposes:

- A. Interest earned on the monies in the fund can be used to provide scholarships for needy students enrolled in DCE programs. Needy students must meet the criteria established under Board of Education policy.
- B. Funds within the account can be loaned at a no interest rate to the DCE for the following purposes:
  - Major capital purchases, i.e. Driver Education vehicle or DCE van purchase.
  - To cover operating expenses during cyclical cash flow shortages.
- C. These monies must be returned to the endowment fund when operating budget funds become available.

Adopted November 25, 2008

## ADMINISTRATIVE REGULATIONS SCHOOL ACTIVITY FUND ACCOUNTING

The following procedures are designed to serve as a guide for the financial accounting of all money received and expended for Student Activities. Regardless of the methods used to finance school activities, the school district, thereby the school administrator, is ultimately responsible for the funds. State statutes require that separate accounts be maintained and further that such school activity funds shall be considered town accounts and shall be audited by an independent auditor in the same manner as all other town accounts.

The raising and expending of activity money by student bodies should have but one purpose; to promote the general welfare, education and morale of the students and to finance the normal legitimate extra-curricular activities of the student body organization. Student activity money shall insofar as possible be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

### I. PRINCIPLES GOVERNING ACTIVITY FUND ACCOUNTING

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

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

### II. MANAGEMENT OF STUDENT ACTIVITY FUNDS

Student activity records and financial procedures shall be subject to periodic audits by internal personnel and annual audits by outside independent auditors. Audit reports shall be referred to the principal and Central Administration for informative purposes and possible improvement of procedures. Regular monthly and annual reports shall be prepared by the principal and submitted to the Business Manager. These reports shall reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts.

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

The principal of each school shall designate one person, in addition to himself/herself, who shall be authorized to sign checks withdrawing money from the bank account or accounts. Two signatures shall be required for all withdrawals - the principal and one other financially responsible school employee. This rule shall apply to savings as well as checking accounts. Principals signing checks shall require supporting evidence prior to signing the check or withdrawal slip. Blank checks shall never be signed. Such action makes the signer personally liable for anything recorded over his/her signature.

Interest may be earned on savings accounts. Checking accounts should be reviewed frequently to see that balances are not too large. These large balances could and should be earning interest. Interest earned shall be pro-rated to the various student activity accounts.

Each account must be so accounted for that the identity of its resources, obligations, revenues, and expenditures are continually maintained.

### III. GENERAL PROCEDURES FOR RECEIVING AND DISBURSING MONEY

#### A. Collection and Deposit of Cash

All monies collected from any source must be substantiated by pre-numbered, duplicate copy receipt. The first copy of the receipt is to be given to the person from whom the money is received. The second copy is to be retained by the principal as permanent record of money received. Collections should be deposited daily if reasonable. Money should never be left in the school over weekends or holidays. All monies collected shall be placed in the school safe for safe keeping. Said monies shall remain in the school safe only until such time as a deposit can be reasonably completed.

All checks to be deposited in the student activity bank account shall be endorsed immediately upon receipt showing a restrictive endorsement.

#### B. Disbursements

All disbursements shall be made on pre-numbered checks which serve as the basis for making an entry recording the disbursement. Disbursements shall be supported by invoices bearing signatures certifying the receipt of merchandise, accuracy of prices, extensions and totals, and approval for payment. When a check has been written, the invoice and supporting documents shall be marked "PAID BY CHECK NUMBER \_\_\_\_\_" and "THE DATE OF PAYMENT" and shall be filed for auditing purposes. Two signatures shall be required for all disbursements.

- C. Records of Transactions  
The principal shall maintain a complete set of books recording all monies deposited and disbursed. The Cash Receipts Journal and the Cash Disbursements Journal shall serve as a control whereby the total amount of money deposited and expended for all funds is maintained continuously. All transactions shall be entered and categorized to permit appropriate analysis.
- D. Reconciliation of Bank Statements  
The balance shown by the bank statement will rarely agree with the balance reflected by the books of the fund because of outstanding checks, deposits in transit, bank charges, and possible errors. Thus, the bank statement shall be reconciled with the activity fund books as soon as possible after it has been received. The end of each month shall serve as the cut-off date for reconciliation of the bank statement.
- E. Monthly Financial Statement  
At the end of each month, a financial statement shall be prepared by the principal. The information contained in the statement shall include the financial status of each activity making up the activity fund. Copies of the statement shall be forwarded monthly to Central Administration for the purposes of reporting the overall financial status of the fund as well as to provide an internal audit.
- F. Annual Financial Statement  
Annual financial statements shall be prepared by the principal at the end of each school year.
- G. Audit  
An annual audit shall be conducted each year by an independent auditor in the same manner as all other town accounts. Copies of the audit report shall be maintained as permanent record.

ADMINISTRATIVE REGULATIONS  
FINANCIAL ACCOUNTING FOR  
DEPARTMENT OF CONTINUING EDUCATION  
ACTIVITY FUNDS

The following procedures are designed to serve as a guide for the financial accounting of all money received and expended for the Department of Continuing Education Activity Fund. Regardless of the methods used to finance school activities, the school district is ultimately responsible for the funds. State statutes require that separate accounts be maintained and further that such school activity funds shall be considered town accounts and shall be audited by an independent auditor in the same manner as all other town accounts.

It is the intent of this guideline to recommend a system of bookkeeping procedures for handling the money, and policies governing the school activity accounting. The following standard accounts and terminology will serve as a foundation for the accurate recording, reporting, and interpreting of financial information regarding the school activity.

This guideline contains three parts. Part I classifies and defines terminology and policy relating to generally accepted school business procedures. Part II organizes the regular accounts for the collection and recording of money received. Part III establishes accounts for which expenditures are made and are categorized into objects; such as, expenditures for salaries, purchased services, supplies, etc. It is the purpose of these three sections to establish an efficient and accurate accounting system built upon a basic framework of sound business practices.

I. PRINCIPLES GOVERNING ACTIVITY FUND ACCOUNTING

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

1. The general administration of the activity fund shall be governed by rules and regulations prescribed by the State of Connecticut and the Simsbury Board of Education.
2. The Director(s) of the activity fund shall be designated to implement all policies and rules pertaining to the supervision and administration of funds under his/her jurisdiction.
3. Expenditures shall be carefully planned within the resources of the fund.
4. Regular financial reports shall be made to the Business Manager

B. General Procedures for Receiving and Disbursing Money

The financial accounting for the activity fund is designated to be handled through a centralized system in which the money and records are handled and maintained through the Department of Continuing Education office.

1. Collections: Money collected by the Department of Continuing Education is acknowledged by the issuance of a pre-numbered receipt. The first copy of the receipt is to be given to the person from whom the money (cash) is received. The second copy is to be retained by the Department of Continuing Education as permanent record of money received. Individuals paying by check will use that check as their receipt of payment. All payments are to be recorded on class lists and in the budget book.
2. Deposits: All money collected by the Department of Continuing Education shall be depositing daily in the Department of Continuing Education savings account. A copy of each deposit slip shall be maintained as permanent record.
3. Disbursements: All disbursements shall be made by the Department of Continuing Education on pre-numbered checks which serve as the basis for making an entry recording the disbursement. When a check has been written, the invoice and supporting document shall be marked "PAID BY CHECK NUMBER \_\_\_\_\_" and "THE DATE OF PAYMENT" and shall be recorded in the budget book. The disbursement of funds shall require two signatures as designated by the Superintendent or his/her agent.
4. Records of Transactions: The Department of Continuing Education office shall maintain a complete set of books recording all monies deposited and disbursed. The Revenue and Expenditure Registers serve as a control whereby the total amount of money deposited and expended for all funds is maintained continuously. Transactions shall be entered and categorized to permit appropriate analysis.
5. Reconciliation of Bank Statement: The balance shown by the bank statement will rarely agree with the balance reflected by the books of the fund because of outstanding checks, deposits in transit, bank service charges, and possible errors. Thus, the bank statement should be reconciled with the activity fund books as soon as possible after it has been received.
6. Monthly Financial Statement: At the end of each month, a financial statement shall be prepared by the Department of Continuing Education office. The information contained in the statement shall include the financial status of each activity making up the activity fund. Copies of the statement shall be provided to the Director(s) and Central Administration, as directed, for the purpose of reporting the overall financial status of the fund as well as to provide an internal audit.
7. Annual Financial Statement: Annual financial statements shall be prepared by the Department of Continuing Education office at the end of each fiscal year.

8. Audit: An annual audit shall be conducted each year by an independent auditor in the same manner as all other town accounts. Copies of the audit report shall be maintained as permanent record.

## **NON-INSTRUCTIONAL OPERATIONS**

### 3510 BUILDINGS, GROUNDS AND EQUIPMENT

The Board of Education is responsible for the care, maintenance, and use of all school property in accordance with Connecticut General Statutes, § 10-220(a)

School maintenance shall be provided by a school system maintenance department headed by the Supervisor of Buildings and Grounds. Within the schools, the Principal shall be responsible to the Superintendent of Schools for the proper care and maintenance of buildings and equipment.

An effective educational program requires clean, healthful, safe, businesslike, and attractive physical facilities. To carry out an efficient cleaning and maintenance program, custodians must receive the cooperation of students, teachers and administrators.

Revised November 25, 2008

#### 3510.1 Preventive Maintenance

A. The Board shall include in its annual budget those items necessary for the proper maintenance and repair of the school property and equipment.

B. The Superintendent has the authority to expend funds for emergency repairs, and for which there is no budget allocation. The Superintendent shall report such expenditures at the next regular Board meeting.

C. The Superintendent shall establish a planned schedule of preventive maintenance to insure the proper upkeep, repair, or replacement of property, buildings and equipment. The Superintendent's budget estimate shall include those items necessary to implement the maintenance schedule.

#### 3510.2 Preventive Maintenance Schedule

A maintenance schedule shall be established by the Business Manager covering the following functions:

A. Maintenance and repair of grounds

B. Maintenance and repair of buildings

C. Maintenance, repair and replacement of instructional, custodial, mechanical, and office equipment

D. Maintenance, repair and replacement of plumbing, heating, ventilation, communication and electrical equipment

#### 3510.3 Daily Operations and Maintenance

Each custodian shall have a daily work schedule to accomplish his/her part of the overall cleaning and maintenance task and shall be given direction and supervision on how to perform the various duties assigned to him/her. The supervisor of buildings and grounds shall provide the necessary supervision to ensure that all custodians are performing their share of the work in a satisfactory manner.

Adopted November 25, 2008



Green Cleaning Policy in Simsbury Public Schools

Purpose: To provide information on green cleaning for school administrators, staff and parents. As concerns about chemicals in the environment grow, there is an effort to reduce the amount and type of chemicals people are exposed to every day.

The State of Connecticut requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. (CT PUBLIC ACT 09-81)

The Simsbury Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making the information available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. *Green cleaning program* means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: **Green Seal or Eco Logo**
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are on the district's green products listing.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

**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.**

This change will mean improved health for school occupants by reducing children's teachers, custodians and other staff exposure to toxic chemicals and asthma triggers that can be found in cleaning products. These include bleach, phenols, and ammonia often found in many over-the-counter general-purpose cleaners.

Adopted September 27, 2011

## ADMINISTRATIVE REGULATIONS GREEN CLEANING POLICY

The maintenance and custodial staff must be aware of all chemicals used in the schools. They have been trained to use the best cleaner for the situation/location. For example, they use disinfectants in the bathrooms, sanitizers in the kitchen and general purpose cleaners in the classroom. The nurse's office has a separate procedure. If there is a particular illness outbreak, then sanitizers and disinfectants may be used in areas that might be contaminated. Only trained custodial and nursing staff should be handling disinfectants. It is recommended that the school provide teachers with small pump bottles of an approved green cleaner to be use in the classroom.

The following information can be found our district web site or by request:

- Types and names of cleaning products that are better for the environment
- Where such cleaning products are used in school buildings and facilities.
- Schedule of when such cleaning products are used in school buildings and facilities.
- Name of school administrator or designee, for further information.
- The statement prohibiting parents, guardians, teachers or staff member from bringing in cleaners or disinfectants.

**For more information on green cleaning visit the district website: [www.simsbury.k12.ct.us](http://www.simsbury.k12.ct.us)**

3511 Compliance with 504 Regulations

It is the policy of Simsbury Public Schools to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination on the basis of handicap in programs and activities operated by the school system.

No otherwise qualified individual with handicaps shall, solely by reason of her or his handicap, 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 Simsbury Public Schools .

Adopted November 25, 2008

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

3512 Naming Rights

The naming of school building facilities, major portions of buildings, or school grounds is the responsibility of the Board of Education. In fulfilling this responsibility, the Board will make every effort to respect community preferences. Such names should be clearly identifying, widely known, and recognized.

When naming new buildings, major portions of school buildings, or school grounds the Board shall formally identify the need for a naming process for the identified school locations, as well as criteria it wishes to be considered in the process.

When naming a school facility, major portions of school buildings, or school grounds the Board shall direct the Superintendent to establish a committee, subject to Board approval, comprised of the Superintendent or designee, the building Principal, faculty member, parents, community members, and, if appropriate, students to consider name recommendations and length of designation for consideration by the Board. Opportunities for public input must be made available prior to the committee's recommendation to the Board. Such opportunities for public input must be publicly announced in newspapers and on the District website.

Adopted January 8, 2013

3513 Energy Conservation

The Board of Education believes that measures should be taken to conserve energy resources and to manage the expenditure 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 Business Manager 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 Business Manager 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 Business Manager or designee shall periodically report to the Board on the District's progress in meeting its energy conservation goals.

Adopted November 25, 2008

3515 Use of School Property

The Simsbury Board of Education endorses the widest possible use of school facilities for educational, cultural, and recreational purposes consistent with their primary purpose of meeting the statutory and traditional educational needs. The monetary investment in the school plants justifies their fullest use. Community use of school facilities not only serves the community as a whole, but through the goodwill engendered improves the educational program for the school children.

3515.1 Use of School Property

The Simsbury Board of Education establishes and approves the following priorities for the use of the schools:

- A. Elementary and secondary activities of the Simsbury School System shall always take precedence over non-school activities
- B. Continuing education activities of the Simsbury School System
- C. Simsbury Board of Education activities
- D. Town meetings, elections, and other official town business in accordance with Connecticut General Statutes § 10-239
- E. Parent-teacher organization activities
- F. Political party caucuses
- G. Simsbury Culture, Parks and Recreation Department activities
- H. Non-profit, non-sectarian organizations or groups of local school children not sponsored by school or recreation departments meeting for educational, social, athletic or recreational purposes when supervised and sponsored by responsible adult groups
- I. Local organizations or groups of individuals not enrolled in the public schools who wish to meet for athletic, recreational or educational purposes
- J. Local church groups for religious services, religious instruction, celebrations, breakfasts, luncheons or dinners
- K. Local business, civic, social or fraternal organization activities to which no admission is charged

- L. Local business, civic, social or fraternal organization activities to which an admission fee is charged
- M. Other organizations not specifically included in the above-stated priorities

3515.2 Rules

The Simsbury Board of Education establishes and approves the following rules and regulations governing the use of school facilities:

- A. The administration and supervision of the use of school facilities shall be the responsibility of the Business Manager. Facilities designated by the Business Manager as community facilities in each school building shall be made available for community use in accordance with this policy.
- B. Organizations desiring to use school facilities shall make application to the Business Manager's office. Rental applications shall be initiated by the Business Manager and signed by the representative of the sponsoring organization.
- C. The Board authorizes the Business Manager to determine the appropriateness of an activity in terms of its nature and the specific facility requested. The Board, through the Business Manager, reserves the right to withdraw or refuse privileges to any or all organizations at any time.
- D. For all activities held in school buildings, regardless of sponsoring agent, a qualified Board of Education employee for security purposes shall be present during the entire time the facility is being used. Exceptions to this rule may be granted by the Business Manager. The security personnel are the official representatives of the Board of Education, and are not expected to render special or additional services to the sponsoring agent/organization unless specifically noted in the building use agreement. The employee is to be paid in accordance with the established fee schedule, when applicable.
- E. Additional security personnel, namely, police officers, may be required when the Board of Education, through its Business Manager, deems it necessary. The sponsor will be responsible for arranging for additional personnel. Police officers shall be present during the entire time the facility is being used.
- F. The sponsor is responsible for the good conduct of those in attendance at activities in or about the school building premises. The designated Board of Education employee supervising school facilities and a representative of the sponsoring agent shall check out facilities being utilized before and after the event to insure that school buildings and grounds are left in the same condition as found. The sponsor is responsible for all damages and breakage caused by the sponsoring organization.
- G. Special regulations concerning the conduct of minors using facilities are as follows:
  - 1. In the event that the sponsor or his/her authorized representative cannot

be present, the activity shall be cancelled.

2. The use of the building is limited to the room assigned and the adjacent toilet facilities.
3. The responsible adult leader shall not leave the property until all persons under his/her supervision have departed.

H. Special regulations relating to fire safety follow:

1. All materials used for decoration must be non-combustible and treated in accordance with the fire code.

2. Capacities:

		Without Tables 6 sq. ft. <u>per person</u>	With Tables 10 sq. ft. <u>per person</u>
HIGH SCHOOL	Auditorium	960	
	Cafeteria	700	491
	Main Gym	1620 (900 bleachers only)	
	Auxiliary Gym	907	
	Amphitheater	170	
JAMES	Auditorium/ Gymnasium	1400	
	Cafeteria	600	320
CENTRAL	Auditorium/ Gymnasium	525	
	Cafeteria	225	136
LATIMER LANE	Auditorium/ Gymnasium	432	
	Cafeteria	380	228
SQUADRON LINE	Auditorium/ Gymnasium	800	
	Cafeteria 1	266	160
	Cafeteria 2	266	160
TARIFFVILLE	Auditorium/ Gymnasium	400	
	Cafeteria	360	200
TOOTIN' HILLS	Auditorium/ Cafeteria	513	308

- I. Cafeteria equipment may not be used unless the cook manager or his/her assistant is present. The employee is to be paid in accordance with the established fee schedule.
- J. The Board of Education is protected by liability insurance in the event of accident or injury arising out of the use of the building. Sponsors are not protected by this coverage and are therefore advised to cover their own activities by liability insurance.
- K. Custodial service shall include normal cleaning of property used, setting up seats in the auditorium, and the handling of heating, lighting and ventilation. If the use of the facility requires additional custodial time, i.e., special setting up or cleaning after use, the sponsor/organization will be charged accordingly in accordance with the established fee schedule.
- L. For reasons of preventive maintenance, no food or refreshments may be served or consumed in any area of the school other than the cafeteria, unless authorized by the building principal. An additional charge will be assessed for cafeteria usage.

- M. Miscellaneous regulations:
1. Roller skating is prohibited in all schools.
  2. Smoking is prohibited in school buildings and on school grounds
  3. Alcoholic beverages may not be served and are prohibited in school buildings or on school grounds.
  4. Moving equipment, making electrical adjustments, driving nails or posting decorations on the walls shall be done only with the consent of the building principal. No objects shall be attached to the stage curtains.
  5. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
  6. Inappropriate advertising and/or decorations shall not be allowed.
  7. It is prohibited to operate any motor-powered vehicle such as snowmobiles, motorcycles and minibikes except when and where authorized by the Board of Education or its designated agent. (See Section 115-3 of the Town Code)
- N. The Board of Education shall establish a fee schedule for the rental of school facilities and services. (See A 3515) Bills will be rendered by the Business Manager, payable to the Town of Simsbury or designated vendor.
- O. If any applicant or organization is found to have abused or damaged a school facility or violated any of the above rules, the Board of Education through its Business Manager reserves the right to deny that applicant future use of any school facility.
- P. The Board of Education reserves the right to restrict the use of buildings or grounds in any way, other than those covered by these regulations, if it appears to be in the best interests of the schools or the town.

Revised November 25, 2008

3515.3 Simsbury Culture, Parks and Recreation Department

The Simsbury Board of Education establishes and approves the use of school facilities by the Simsbury Culture, Parks and Recreation Department as follows:

- A. The Board of Education recognizes that recreation for children, students, and adults goes beyond the sphere of the school day and school-sponsored activities. It is at that point that the Board views the Simsbury Culture, Parks and Recreation Department as the responsible agency which seeks to carry out this needed function.

The Board wishes to cooperate with the Simsbury Culture, Parks and Recreation Department by providing facilities so that the best interest of



Simsbury's children, students, and adults may be served with a well-organized and adequately supervised program of recreation.

- B. School facilities shall be available to the Simsbury Culture, Parks and Recreation Department without maintenance charge for all non-profit, non-sectarian organizations or groups of local school children meeting for educational, social, athletic, or recreational purposes. When the use of school facilities necessitates the employment of the custodian, security personnel, and/or police officers, the Simsbury Culture, Parks and Recreation Department shall be obliged to pay the established rates for services as may be required.
- C. Use of school fields may be scheduled by the Simsbury Culture, Parks and Recreation Department after 5:00 p.m. on days when school is in session and during daylight hours on other days. Due to its special function and specialized maintenance, the stadium field at Simsbury High School shall be reserved for the exclusive use of the school system; any application for exception must be made in advance through the office of the Business Manager.
- D. Activities of the Simsbury Culture, Parks and Recreation Department shall take precedence over the following groups:
  - 1. Approved youth group activities not sponsored by the school or the Simsbury Culture, Parks and Recreation Department, but sponsored by adult groups
  - 2. Locally organized adult civic, educational, charitable, religious, athletic, and fraternal activities to which no admission is charged
  - 3. Locally organized adult civic, educational, charitable, religious, athletic, and fraternal activities to which an admission fee is charged
  - 4. Other organizations not specifically included in the above when approved by the Board of Education.
- E. The Simsbury Culture, Parks and Recreation Department in allocating facilities to its sponsored activities shall be subject to all rules and regulations governing the use of those facilities.
- F. The Simsbury Culture, Parks and Recreation Department will work closely with the school administration in the scheduling of the use of school facilities.

#### 3515.4 School Equipment

The Simsbury Board of Education establishes and approves the following rules and regulations governing the use of school equipment:

- A. Permission to use school equipment shall not be granted for any purpose that will interfere with its use by the school department or whenever a referendum is pending.

- B. Arrangements for the use of special equipment or furniture shall be made in advance with the principal of the school concerned or with the Business Manager.
- C. The person or organization granted the use of school equipment shall assume full liability for any damage or loss.
- D. Equipment shall not leave the school without the consent of the principal. Signed receipts are to be required for all items taken from school property.
- E. Before allowing anyone to use school equipment, it will be determined that the borrower is familiar with the equipment and its use.
- F. The Business Manager is authorized to deny the borrowing of equipment, if, in his/her judgment, it is not within the best interests of the school.

3515.5 Fee Schedule

The Simsbury Board of Education establishes and approves the following fee schedule governing the use of school facilities:

- A. Charges for the use of school facilities by approved groups shall be in accordance with a fee schedule as recommended by the Business Manager and approved by the Board of Education.
- B. A copy of the fee schedule in effect shall be included as part of the policies. (See A 3515)
- C. Any organization using school facilities must agree to pay all charges within 30 days of receipt of the statement as rendered by the Business Manager.

**ADMINISTRATIVE PROCEDURES  
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS  
2017-18**

The Simsbury Public Schools welcome the use of school facilities by outside groups to encourage the widest possible use for educational, cultural, and recreational purposes consistent with the primary purpose of meeting the statutory and traditional educational needs. The monetary investment in the school plant justifies its fullest use. Charges for the use of school facilities by approved groups shall be in accordance with fee schedule as approved by the Board of Education effective July 1, 2017. These fees permit the school system to cover the basic costs of making these areas available after the normal school day.

**Note:** Unoccupied heating zones will be maintained following normal school hours, holidays, and vacation periods, resulting in temperatures approximating 50-55 degrees.

	<b>2017-18</b>
<b>INCREMENTAL MAINTENANCE</b>	
<b>Elementary Schools and Henry James Memorial School</b>	
<b>One unit of classroom space</b>	
minimum charge for 3 hours or fraction thereof	\$ 48.00
per hour or fraction thereof thereafter	\$ 16.00
<b>Each additional unit of classroom space</b>	
for first 3 hours or fraction thereof	\$ 42.00
per hour or fraction thereafter	\$ 14.00
<b>Main Gymnasium at Henry James Memorial School</b>	
minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 222.00 \$ 74.00
minimum charge for 3 hours or fraction thereof without showers and lockers	\$ 93.00 \$ 31.00
per hour or fraction thereof thereafter	\$ 31.00
<b>Secondary Gymnasium at Henry James Memorial School</b>	
minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 198.00 \$ 66.00
minimum charge for 3 hours or fraction thereof without showers and lockers	\$ 84.00 \$ 28.00
per hour or fraction thereof thereafter	\$ 28.00
<b>Auditorium/Gymnasium at Elementary Schools</b>	

minimum charge for 3 hours or fraction thereof	\$	73.50
per hour or fraction thereof thereafter	\$	24.50

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**Cafeteria**

minimum charge for 3 hours or fraction thereof	\$	61.50
per hour or fraction thereof thereafter	\$	20.50

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**Kitchen - Cooking**

minimum charge for first hour	\$	78.00
per hour or fraction thereof thereafter	\$	26.00

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**Simsbury High School**

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**One unit of classroom space**

minimum charge for 3 hours or fraction thereof	\$	78.00
per hour or fraction thereof thereafter	\$	26.00

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**Each additional unit of classroom space**

for first 3 hours or fraction thereof	\$	42.00
per hour or fraction thereafter	\$	14.00

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**Amphitheater**

minimum charge for 3 hours or fraction thereof	\$	73.50
per hour or fraction thereafter	\$	24.50

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**Cafeteria**

minimum charge for 3 hours or fraction thereof	\$	102.00
per hour or fraction thereof thereafter	\$	34.00

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**Kitchen - Cooking**

minimum charge for first hour	\$	62.22
per hour or fraction thereof thereafter	\$	42.00

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**Auditorium**

minimum charge for 3 hours or fraction thereof	\$	186.00
per hour or fraction thereof thereafter	\$	62.00

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**Main Gymnasium**

minimum charge for 3 hours or fraction thereof with showers and lockers	\$	282.00
per hour or fraction thereof thereafter	\$	94.00

minimum charge for 3 hours or fraction thereof without showers and lockers	\$	144.00
per hour or fraction thereof thereafter	\$	48.00

Locker rooms / shower area only (no use of gymnasium)	\$	75.00
minimum charge for 3 hours or fraction thereof		

**Auxiliary Gymnasium**

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minimum charge for 3 hours or fraction thereof		
with showers and lockers	\$	255.00
per hour or fraction thereof thereafter	\$	85.00

minimum charge for 3 hours or fraction thereof		
without showers and lockers	\$	125.00
per hour or fraction thereof thereafter	\$	42.00

**STANDARD MAINTENANCE**

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**Elementary Schools and Henry James Memorial School**

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**One unit of classroom space**

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minimum charge for 3 hours or fraction thereof	\$	190.50
per hour or fraction thereof thereafter	\$	63.50

Each additional unit of classroom space		
per hour or fraction thereafter	\$	26.00

**Auditorium/Gymnasium at Elementary Schools**

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minimum charge for 3 hours or fraction thereof	\$	420.00
per hour or fraction thereof thereafter	\$	140.00

**Main Gymnasium at Henry James Memorial School**

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minimum charge for 3 hours or fraction thereof		
with showers and lockers	\$	579.00
per hour or fraction thereof thereafter	\$	193.00

minimum charge for 3 hours or fraction thereof		
without showers and lockers	\$	447.00
per hour or fraction thereof thereafter	\$	149.00

**Secondary Gymnasium at Henry James Memorial School**

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minimum charge for 3 hours or fraction thereof		
with showers and lockers	\$	510.00
per hour or fraction thereof thereafter	\$	170.00

minimum charge for 3 hours or fraction thereof		
without showers and lockers	\$	399.00
per hour or fraction thereof thereafter	\$	133.00

**Cafeteria**

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minimum charge for 3 hours or fraction thereof	\$ 282.00
per hour or fraction thereof thereafter	\$ 94.00

**Kitchen - Cooking**

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minimum charge for first hour	\$ 91.00
per hour or fraction thereof thereafter	\$ 62.00

**Simsbury High School****One unit of classroom space**

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minimum charge for 3 hours or fraction thereof	\$ 429.00
per hour or fraction thereof thereafter	\$ 143.00

**Each additional unit of classroom space**

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per hour or fraction thereafter	\$78.00
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**Amphitheater**

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minimum charge for 3 hours or fraction thereof	\$ 483.00
per hour or fraction thereafter	\$ 161.00

**Cafeteria**

---

minimum charge for 3 hours or fraction thereof	\$ 561.00
per hour or fraction thereof thereafter	\$ 187.00

**Kitchen - Cooking**

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minimum charge for first hour	\$ 111.00
per hour or fraction thereof thereafter	\$ 74.00

**Auditorium**

---

minimum charge for 3 hours or fraction thereof	\$ 1,068.00
per hour or fraction thereof thereafter	\$ 356.00

**Main Gymnasium**

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minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 1,206.00
per hour or fraction thereof thereafter	\$ 402.00

minimum charge for 3 hours or fraction thereof without showers and lockers	\$ 1,092.00
per hour or fraction thereof thereafter	\$ 364.00

**Auxiliary Gymnasium**

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minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 979.50
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per hour or fraction thereof thereafter	\$	326.50
minimum charge for 3 hours or fraction thereof without showers and lockers	\$	883.50
per hour or fraction thereof thereafter	\$	294.50

**CUSTODIAL FEE**

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Time shall be computed from 15 minutes before the building is opened to the public to 15 minutes after the building is closed to the public.

Time shall be computed for special or excessive cleaning or labor from the use of the facility.

**Monday through Saturday**

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minimum charge for 2 hours or fraction thereof	\$	96.00
per hour or fraction thereof thereafter	\$	48.00

**Sundays and Holidays**

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minimum charge for 2 hours or fraction thereof	\$	125.00
per hour or fraction thereof thereafter	\$	62.00

**AUDIO TECH FEE**

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**Monday through Friday**

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Hourly rate	\$	32.00
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**Saturday and Sunday**

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Hourly rate	\$	46.00
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**Nutrition Services**

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When cafeterias are rented and the kitchen is used by the public, the Cafeteria Manager and/or his/her assistant must be in charge. Rate of pay for cafeteria workers will be time and one-half for weekdays and Saturday and double time for Sundays and holidays. The rate will vary depending on the employee assigned. The amounts shown are the maximum hourly rates.

**Monday through Saturday**

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minimum charge for 2 hours or fraction thereof	\$	79.00
per hour or fraction thereof thereafter	\$	39.00

**Sundays and Holidays**

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minimum charge for 2 hours or fraction thereof	\$	105.00
per hour or fraction thereof thereafter	\$	52.00

## APPENDIX I

### FEE SCHEDULE – EXAMPLES OF GROUP CATEGORIES

#### I. No maintenance and no custodial fee (unless custodial overtime)

- Town meetings/ programs
- Department of Continuing Education programs
- PTO events
- YMCA after school childcare
- Cub/Boy/ Girl Scouts
- Friend of Simsbury Crew
- Friends of Simsbury Music
- Simsbury Community Band

#### II. Incremental maintenance and no custodial fee (unless custodial overtime)

Cultural & Recreation Dept Programs \* (not billed for custodial overtime – charged to Culture & Recreation Department budget)

- Simsbury Light Opera\*
- Simsbury Soccer Club\*
- St. Mary's Basketball\*
- YMCA Programs\*
- Theatre Guild\*
- Simsbury Youth Lacrosse\*
- Simsbury Badminton Club\*
- Simsbury Travel Basketball\*
- Cheerleader – Raiders/Trojans\*
- Babe Ruth & Little League \*
- Farmington Valley Oral Hygiene Club
- Hayes Landing Condo Assoc. meetings

\* Maintenance fees Waived by Culture & Recreation Dept.

#### III. Incremental maintenance and custodial fee

- St. Mary's / St. Bernard's / St Catherine of Siena
- Farmington Valley Jewish Congregation

#### IV. Standard maintenance and custodial fee

Local organizations or individuals conducting entertainment, classes, or business for private profit.

- Dance Classics
- Private Antique Shows



#### 3516.4 Sex Offender Notification

The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events of school district property. Therefore, the Board is desirous of taking appropriate precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District may give notice in accordance herewith in order to minimize the possibility that the released and registered sex offender will come into contact with students within the district. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well being of its students

Whenever information is received from local law enforcement officials pursuant to Conn. Gen. Stat. § 54-250 et seq. that a registered convicted sex offender is residing within the school district, such information may be disseminated after consideration of various factors to the following entities:

- (a) Building Principals;
- (b) Appropriate administrative and teaching staff
- (c) Security personnel and those monitoring persons visiting on school district property;
- (d) Custodians;
- (e) Athletic coaches;
- (f) Supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- (g) Bus drivers;
- (h) PTA Presidents (limited information).

The Superintendent may also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.

Adopted November 25, 2008

#### 3516.5 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.
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.

## General Provisions

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, or his/her designee (currently the Director of Personnel) 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.

Adopted November 25, 2008

3517 Security of Buildings and Grounds

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

Security includes:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment
3. Guarding against the chance of electrical shock
4. Keeping records and funds in a safe place
5. Protecting against vandalism and burglary

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above. (See A3517)

Adopted November 25, 2008

## ADMINISTRATIVE PROCEDURES 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 refrigeration utilities (i.e. gas, electricity); and
4. Checking internal areas - audiovisual storage, office areas, and kitchen

## USE OF SMALL APPLIANCES

The Simsbury Public Schools restricts the use of cooking, heating, and cooling appliances. All cooking appliances are restricted to the facility's kitchen, authorized food prep areas, staff lounges and any area that is approved and designated in the specific school appliance authorization electronic log. All appliances being used must be properly logged and tagged. Space heaters are prohibited unless approved to be used on a temporary basis by the Supervisor of Buildings and Grounds or his designee.

Appliances - Appliances with safety features or those that present reduced risk are the only appliances permitted in approved areas.

Examples of non-compliant appliances are: coffee makers with exposed and non-exposed heating surfaces, microwave ovens, small dorm-style personal use refrigerators, toaster ovens, toasters, heating plates, air purifiers, and personal use fans. (See attached example safety instructions.)

Purchasing Procedure - All cooking appliances within staff lounges or other educational spaces shall be the approved type. Contact the Supervisor of Buildings and Grounds or his designee for options and pricing for new or replacement appliances.

Inspection, Testing, Record keeping - It is the responsibility of the Building Administrator, Senior Custodian / Building Supervisor and the Supervisor of Buildings and Grounds to include the Small Appliance Protocol into each building's safety program. The Supervisor of Buildings and Grounds or his designee will be responsible for the initial inspection and determine along with the Building Administrator and/or his/her designee if the appliance is acceptable for that space. All approved appliances will have a unique tag and number which will be kept in a log. This log will be maintained by the Senior Custodian and will be the official record for all appliances in the building. All appliances (except for refrigerators) must be shut off at the end of the day.

Program Approval Agencies and Reference Information.

All approved appliances will conform to the following:

- Code of Federal Register (CFR) 1910.303 9(a) Approval and 1910.303 (b)(2) Installation and Use
- Nationally Recognized Testing Laboratory (NRTL)
- Underwriters Laboratory (UL) (UL 197) for commercial cooking appliances and UL 1082 section 50 for household coffee makers.
- UL section 52, 53, 54
- 29 CFR 1910 subpart S 29 CFR 1910.304 (f)(5)(v)(C)(5) (cord and plug connected appliances)

## UPHOLSTERED FURNITURE IN SCHOOL CLASSROOMS

Purpose: To control combustible loading caused by the addition of upholstered furniture in school classrooms or other spaces.

In no case shall these furnishings be allowed to obstruct aisles, exits or access to fire protection equipment (i.e. extinguishers, manual pull stations). Attention must also be paid to ensure that furnishings are not too close to sources of ignition. In non-sprinklered buildings, beanbag chairs, sofas and stuffed chairs are not allowed in classrooms (see exception below).

Exception: Sofas and stuffed chairs will be accepted if rendered flame-resistant by a commercially applied treatment with an approved fire-retardant solution and proper documentation of same provided. Before these items are permitted in the building, it must be determined that the furnishings are in "serviceable" condition (i.e. no frayed fabric or exposed stuffing). The top, bottom and all sides of the chair or sofa must be treated, including any cushions.

Fire Resistive Rating for Furniture, Scenery and Decorations:

All new furniture purchased for use in all schools shall comply with the following:

- All new furniture purchased for occupancies classified as school or classroom buildings shall have and maintain a fire resistive rating as is set forth by the Test Standards section in this policy.
- All new furniture purchased for occupancies which are not mentioned in the above classifications shall have and maintain a fire resistive rating as is set forth by the Test Standards section in this policy.
- All pre-school programs serving 1 or more children, 6 years of age or under, that provide care, maintenance and supervision by other than relative(s) or legal guardian(s), for less than 24 hours a day and are not protected throughout by an approved sprinkler system, shall provide and maintain furniture which meets the fire resistive test requirements set forth in California Technical Bulletin 133 (1991).
- All indoor and outdoor auditoriums and stadiums containing individual fixed seating for 60 or more persons that are used for entertainment, deliberation, sporting, musical, motion pictures, lecture halls and theater which are not protected throughout by an approved sprinkler system, shall provide and maintain furniture which meets the fire resistive test requirements set forth in the California Technical Bulletin 133 (1991).
- All auditoriums and stadiums which are protected throughout by an approved sprinkler system shall provide and maintain furniture which meets a fire resistive test requirement set forth by California Technical Bulletin 116 (1980) and California Technical Bulletin 117 (1980).

Exemptions: All seating furniture, other than juvenile furniture and furniture used for and in facilities designed for the care or treatment of humans, which meet any of the following criteria are exempt from compliance.

1. Cushions and pads intended solely for outdoor use.
2. Any furniture which is smooth surfaced and contains no more than one-half inch of filling material, if furniture does not have horizontal surface meeting vertical surface.
3. Furniture manufactured solely for recreational use or physical fitness purposes, such as weightlifting benches, gymnasium mats or pads, sidehorses and similar articles.

**Re-Upholstered Furniture:** All seating furniture used in a public occupancy may be professionally reupholstered without having to meet the performance standard as described in the "New Furniture" section of this policy provided that replacement filling material is fire retardant and that all filling material is completely encased in material designed to slow the spread of fire, increase escape time, prevent rapid combustion, insulate internal materials, and restrict generated gases.

**Scenery and Decorations:** All scenery and decorative materials used as stage materials, paraphernalia, scenery, decoration, drapes, curtains or similar materials used for decorative effect or stage settings shall maintain a fire resistive rating as set for the Test Standards section of this policy. However, when scenery or decorations will not support combustion or carry a flame when subjected to a temperature of 1200 degrees Fahrenheit for a period of not less than ten minutes, the scenery or decoration is exempt from the test standard described in this policy.

**Wall Coverings:** In all areas of public assembly, schools and auditoriums outside of the stage area, not more than 5% of the wall area shall be covered by scenery and decorations. No one article of scenery or decoration shall cover more than 3% of said wall area. Before any scenery or decoration is used, it must be treated with flame retardant solution and continuously maintained in such condition to pass a flame retardant test as described in the test standard section of this policy.

In all occupancies, no scenery or decorations shall be hung or applied as to conceal a means of an emergency exit or exitway, nor to reduce the width of an emergency exit or exitway. No scenery or decoration shall be placed on a wall in such a manner as to give the appearance of an emergency exit where one does not exist.

**Test Standards:** Any material used as scenery and decorations, which will either support combustion or carry a flame when subjected to a temperature of 1200 degrees Fahrenheit for a period of not less than ten minutes shall conform to the large and small scale tests in the National Fire Protection Association Standard 701 "Standard Methods of Fire Tests for Flame Resistant Textiles and Films" 1973 edition. The material must also be certified by a recognized testing agency, such as Underwriters' Laboratories.

**Labeling Requirements:** The manufacturer shall attach the required labeling, as set forth by the applicable standards, to all furniture, scenery and decorations. The label manufacturer, the fire-resistive rating and the label shall remain on all furniture, scenery and shall identify the product applicable standards and shall not be removed for any reason.

All furniture (new or old), scenery decorations, upholstered furniture or wall coverings may be reviewed at any time and removed if deemed unsafe do to excessive wear or fraying of material that would increase combustibility.

Developed by Steven L. Twitchell, Supervisor of Buildings and Grounds  
 Reviewed and Approved by Kevin Kowalski, Fire Marshall, Simsbury Fire Department - January 2007  
**(See complete Protocol for rationale and detailed glossary and definitions section.)**



## 3524 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 Business Manager 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 Business Manager 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 sheets in the building principal's office;
7. chemical hygiene plans shall be maintained at all schools that have a science laboratory; and
8. training of appropriate staff in procedures and practices enumerated in 1-7 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.

Adopted November 25, 2008

### 3524.1 Pesticide Management/Pesticide Application

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

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

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;

- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. **(See the complete Integrated Pest Management Plan as approved by the Connecticut Department of Environmental Protection and located in each school building for more detailed information.)**

In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

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

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

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

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Notices shall also be posted in designated areas at school at least (suggested) forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

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

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

The application of lawn care pesticides on the grounds of any schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2009 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Adopted November 25, 2008

3532 INSURANCE

3532 Insurance Coverage

The Board shall provide the following insurance coverage:

- A. Property Insurance: The Board of Education shall provide fire and casualty insurance on all school properties, equal to the insurable value of school buildings. The insurable value is the replacement cost of reproducing the building at current prices, less the cost of non-insurable items, plus the value of the contents, adjusted to 80% of value.
- B. Liability Insurance: The Board of Education shall protect and save harmless members of the Board of Education, administrators, supervisors, teachers, and other employees from financial loss and expense arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any persons, or in accidental damage to or destruction of property, within or without the school building, provided such member or employee at the time of the accident resulting in such injury, damage, or destruction was acting in the discharge of his/her duties within the scope of his/her employment or under the direction of the Board of Education in accordance with and subject to the limitations of Conn. Gen. Stat. § 10-235.

The Board of Education shall provide insurance against any liability arising out of the use of school properties.

- C. Boiler Insurance: The Board of Education shall provide boiler insurance on all steam and hot water boilers located on school properties, coverage to include direct damage and bodily injury (Broad form coverage).
- D. Burglary Insurance: The Board of Education shall insure property against felonious abstraction from within the premises by a person or persons making felonious entry therein by actual force and violence. The Board of Education shall

also insure against the loss of money, securities, and office equipment by robbery of theft within the premises, and outside the premises while being conveyed by a messenger.

E. Automotive Insurance:

1. Transportation Insurance: The Board of Education shall insure all vehicles provided by the Board of Education for school transportation. Non-ownership secondary coverage will be provided to protect the Board and owners of private vehicles from liability arising out of the use of private vehicles for authorized school activities. (See A 3532)
2. School Vehicle Insurance: The Board of Education shall insure all school-owned registered vehicles.

F. Errors and Omissions: All employees and elected members of the Board of Education and other persons entitled to indemnity by statute shall be insured against any claim or claims because of a wrongful act, actual or alleged errors, misstatement or misleading statement, act or omission of neglect or breach of duty, individually or collectively, in the discharge of school district duties.

Revised November 25, 2008

G. Employee Health and Accident Insurance: Employees shall be granted health and accident benefits in accordance with negotiated agreements and Board policy.

H. Workers' Compensation: All employees shall be covered by Workers' Compensation Insurance in accordance with statutes.

I. Student Interscholastic Athletic Insurance: Students who participate in interscholastic athletics shall be covered by an "excess" type of accident insurance coverage provided by the Board of Education.

3533 Blanket Bond: The Board of Education shall bond all employees and students who handle school, school district, or activity fund monies.

3534 Annual Review, Insurance Coverage

The Superintendent shall annually review all insurance coverage and shall recommend additions, deletions or changes in coverage to the Board as part of the budget development process.

3534.1 Agent of Record

The Board of Education shall, from time to time, designate an Employee Benefit Advisor/Agent of Record for the Simsbury Public Schools.

3534.2 Superintendent's Responsibility

The Superintendent shall:

- A. Review annually all insurance programs to determine if adequate insurance is being provided at the most favorable rate
- B. Recommend additional coverage, increase in coverage, as indicated by

his/her study

- C. Determine the carrier which shall provide insurance coverage in accordance with guidelines established jointly by the Board of Education and Board of Selectmen.

ADMINISTRATIVE REGULATIONS  
INSURANCE COVERAGE

Automobile Insurance

The Simsbury Public School's non-owned automobile insurance policy does provide secondary coverage for employees who transport school children on officially approved trips subject to the following provisions:

1. Employees may drive their cars for purposes of transporting school children on officially approved field trips with the express permission of the school principal or director.
2. Parents, volunteers or any other persons not employed by the Simsbury Public Schools shall not transport school children for field trips, extra-curricular activities, interscholastic activities or other events, unless they are specifically authorized in writing by the Superintendent or designee. (See Policy 6204 on Field Trips for appropriate forms.)
3. Students may not transport themselves or other students in privately-owned vehicles for field trips, extra-curricular activities, interscholastic activities or other events.

Revised June 9, 2009

**General**

The Board of Education shall provide for the public schools an appropriate transportation system, within guidelines set forth in this policy, which will enable all qualified children of school age to be transported to schools as required. School bus transportation is for students only. The Superintendent of Schools shall be responsible for the school transportation system and shall develop and administer it to:

- A. Provide maximum safety of students.
- B. Supplement and reinforce desirable student behavior patterns.
- C. Assist handicapped students appropriately.
- D. Enrich the instructional program through carefully planned field trips recommended by the staff

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles regarding the operation of school buses and motor vehicles.

Transportation by private carrier or through district owned buses shall be provided at the discretion of the Board of Education. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

**Federal Compliance**

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act

Adopted November 25, 2008

3541.2 Eligibility

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public or private road nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	up to ½ mile
1-6	¾ mile
7-12	1 ½ miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Board, it is in the best interests of the district to provide transportation.

Revised November 25, 2008

3541.3 Special Conditions

The Superintendent shall develop Administrative Regulations which will guide bus drivers in regard to special conditions. (See A 3541.3)

3541.4 Contract Stipulation

The Board shall include in its contract with carriers the right to reject any driver employed by the carrier.

3541.5 Appeals

The Superintendent shall establish procedures for the fair and prompt processing of complaints/appeals pertaining to transportation safety and, in accordance with state statute, shall, annually, within thirty days after the end of the school year, provide the Commissioner of Motor Vehicles with a copy of the written record of complaints received for the previous twelve month period. (See A 3541.5)

3541.6 Public Safety Committee and Police

Special transportation requests based upon hazardous conditions or distance considerations shall be referred to the Superintendent of Schools/designee, who may request the assistance of the Police Department in the evaluation of the request.

3541.7 Appeals to Board

If a parent or guardian is not satisfied with the decision of the school administration, the parent or guardian may appeal to the Board in accordance with the Connecticut General Statutes.

3541.8 Transportation to Other Than Legal Residence

The Board of Education authorizes the Superintendent to permit bus transportation to and/or from destinations other than the legal residence of a student when such transportation is required by regular and daily day care needs, student employment, or unanticipated family emergencies. The Superintendent is authorized to permit such transportation, provided that:

- A. there is sufficient room on another bus



- B. the alternative pick up or delivery is at a regular stop on a regularly scheduled bus route which is determined on an annual basis
- C. the purpose of the alternate transportation is not recreational, social, or related to after-school youth activities.

ADMINISTRATIVE REGULATIONS  
TRANSPORTATION - SPECIAL CONDITIONS

Special Conditions

1. Road Conditions: If, in the judgment of the driver, road conditions present a hazard as a result of weather, washouts, floods, construction, accident, etc., the route may be altered until the situation has been corrected.
2. Breakdown: In the event of breakdown of a bus, the driver shall remain with his/her passengers until help arrives.
3. Bus Stops: The number of children congregating at any one bus stop shall not exceed thirty-five (35).
4. Smoking: In accordance with statute, smoking is prohibited on school busses.
5. Safe Riding Practices: In accordance with statute, at least twice during each school year, all pupils shall be instructed in safe riding practices and participate in emergency evacuation drills.
6. Seat Belts on Buses: Effective during the 2017-18 school year, the school district will operate some buses equipped with three-point lap-shoulder seat belt systems. On buses equipped with three-point lap-shoulder seat belt systems, seat belt use shall be mandatory for all riders.

All children will receive instruction on the proper use of seat belts on school buses at least two (2) times each year. The bus driver shall be charged with applying and enforcing this requirement.

Students refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. **Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.**

School bus drivers are responsible for offering regular reminders to students to put on belts. These reminders should happen on regular occasion during both morning and afternoon routes. If a student takes his/her belt off, and it is visibly observed, the driver should warn the student or complete a bus disciplinary referral, as appropriate.

Note: Drivers are not responsible (i.e. liable) for students wearing belts while riding. Drivers are responsible for instructing students to put on belts as noted above.

Buses equipped with seat belts will also have visible signage to remind students to use the belts at all times.

7. Transporting Items: In accordance with statute, books, chairs, seats, instruments, equipment or articles shall not be transported in the school bus driver's compartment, or placed in the school bus aisles.

Revised November 6, 2017

ADMINISTRATIVE REGULATIONS  
TRANSPORTATION - SAFETY COMPLAINTS/REPORTS

Safety Complaints

1. Complaints pertaining to transportation shall be referred to the Pupil Transportation Coordinator.
2. The Pupil Transportation Coordinator shall maintain a written record of each verbal or written complaint received.
3. The written record shall contain the following information:
  - a. Date/time complaint was received
  - b. Name, address, phone number of person making complaint
  - c. Nature of the complaint
  - d. Resolution of the complaint
  - e. Date of resolution
4. At the conclusion of each school year, the Pupil Transportation Coordinator will prepare a summary of transportation complaints received during the preceding school year and, as required by state statute, forward this summary of complaints to the Commissioner of Motor Vehicles.
5. Within ten days of its occurrence, the Superintendent make a written report to the Commissioner of Motor Vehicles, on the form prescribed by the Commissioner, of the circumstances involving a motor vehicle and any student pedestrian at, or in the immediate vicinity of, a school bus stop

Revised November 25, 2008

**NUTRITION SERVICES**

3542 LUNCH SERVICES

Board Provisions

The Board of Education will provide lunch services in any or all of its schools as provided for in State statute, and may participate in the Federal School Lunch Program.

3542.31 Free and Reduced Lunches

A statement governing free and reduced lunches, as required annually by the State Department of Education, shall be included as an Administrative Procedure. (See A 3542.31)

**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 for purposes of participating in the National School Lunch Program.

### **Free or Reduced Price Lunches**

National School Lunch Program regulations require that lunches be provided for needy students. Informational letters and application forms will be distributed to all parents as soon as possible after the opening of school each year providing information on eligibility standards, procedures for applying for free meals or reduced price meals, and how appeals may be filed for reviews of decisions on their application. This information and application forms also will be provided when new students are enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year, and copies of this public release will be made available upon request. Changes in school system 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, handicap, source of income, etc.)
3. The anonymity of students receiving assistance under this policy shall be protected. All student accounts will be accessed via a four digit pin # and all transactions (full pay, free, or reduced) will be performed in the same manner.
4. Requests for free lunches, reduced price lunches and/or supplementary milk which have been denied may be appealed to the superintendent of schools.
5. Rosters of students receiving assistance will be kept in each school, and updated monthly reports will be sent out by the Nutrition services director for audit/accounting purposes.
6. If school authorities feel that a family's financial situation has changed, the Human Resources Director may ask for a review of new information through hearing procedures on continued eligibility; families will be given reasonable time in advance of any hearings to review information on which challenges are based. Students will continue to receive free meals until the conclusion of the hearing
7. Eligibility for the "Meals for Needy Children" 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 for emergency situations, will be determined on the basis of income and family size as indicated on the National scale provided to the district.

**C. Priority to Neediest Families.** If it is not possible for the district to meet all requests for free or reduced price meals, priority shall be given to those children from families whose income is lowest on the scale regardless of source of income.

8. 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 Human Resources Director 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.

Revised November 25, 2008

## ADMINISTRATIVE REGULATIONS FREE AND REDUCED PRICE LUNCH

The Simsbury Board of Education has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced meals to eligible children in the schools under its jurisdiction.

The school food authority assures the Connecticut State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Program schools under its jurisdiction. In fulfilling its responsibilities the school food authority agrees to:

- A. serve free meals to children from families whose income is at or below that listed on the current guideline (effective July 1 through June 30, every school year).
- B. serve meals at a reduced price to children from households whose income is at or below that listed on the current guideline
- C. provide these benefits to any child whose family's income falls within the criteria in Attachment 1 after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: unusually high medical expenses, shelter costs in excess of 30 per cent of reported income, special education expenses due to mental or physical condition of child, and disaster or casualty losses. In addition, the school food authority agrees to provide these benefits to children from families who are experiencing strikes, lay-offs, and unemployment which cause the family income to fall within the criteria set forth in the current guideline
- D. that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
  - 1. work for their meals
  - 2. use a separate lunchroom
  - 3. go through a separate serving line
  - 4. enter the lunchroom through a separate entrance
  - 5. eat meals at a different time
  - 6. eat a meal different from the one sold to children paying the full price
- E. that in the operation of nutrition programs, no child shall be discriminated against because of race, religion sex, sexual orientation, color,, national origin, age or physical or mental disability, or any other basis prohibited by law.

- F. establish and use a fair hearing procedure for parents' appeals of the schools' decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing, the child will continue to receive free or reduced price meals. A record of all such appeals and challenges and their dispositions shall be retained for three years.

Prior to initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

1. a publicly announced, simple method for making an oral or written request for a hearing
2. an opportunity to be assisted or represented by an attorney or other person
3. an opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
4. reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
5. an opportunity to present oral or documentary evidence and arguments supporting its position
6. an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
7. that the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal
8. that the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record
9. that the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
10. that for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefor, and a copy of the notification to the parties concerned of the hearing official's decision



11. that such written record be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period

G. agrees to designate the Director of Nutrition Services and the Business Manager at 933 Hopmeadow Street, Simsbury, to review applications and make determinations of eligibility. The officials will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

H. agrees to develop and send to each child's parent or guardian a letter as outlined herein, including an application form for free or reduced price meals at the beginning of each school year and whenever there is a change in eligibility criteria.

Parents will be requested to complete the application and return it to the determining officials for review. Such applications and documentation of action taken will be maintained for three years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same school food authority, eligibility for free or reduced price meals will be transferred to and honored by the receiving school.

All children from a family will receive the same benefits. Within 10 working days of the receipt of applications, parents or guardians will be notified individually of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents or guardians will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the Director of Personnel, 933 Hopmeadow Street, Simsbury, CT 06070.

I. agrees to submit to the news media, local employment offices and major employers contemplating large lay-offs, a press release containing the same information outlined in the parent letter.

J. agrees to establish a procedure to collect from children who pay for their meals and milk and to account for the number of free, reduced price and full price meals served and full price milk served. The procedures described will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving reduced price or free meals.

K. agrees to submit to the Connecticut State Department of Education any alterations, public announcements, etc., prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

Attachments

The attachments listed below are adopted with and considered part of this policy, and will conform to the guidelines as established by the State and Federal governments:

- Attachment 1: Eligibility criteria for free and reduced price meals
- Attachment 2: Letter to parents
- Attachment 3: Application form
- Attachment 4: Public release
- Attachment 5: Collection procedures for preventing the overt identification of free and reduced price meal recipients, allowing for an accurate daily count of free and reduced price meals

Details of the above attachments are filed in the Office of the Business Manager and the Nutrition Services Director.

Revised November 25, 2008

#### 3542.34 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 through the Board of Education Wellness Policy.

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 and beverages sold or served in District schools shall include nutritious, low-fat foods and drinks, which may include, but shall not be limited to, low-fat dairy products, and fresh or dried fruit at all times when food or drink 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 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

Adopted November 25, 2008

#### 3542.36 Cafeteria Employees

Rules and regulations governing cafeteria employees shall be developed by the Business Manager.

#### 3542.42 Financing

The School Lunch Program shall be self-supporting in principle. The Board, however, may subsidize the operation when circumstances warrant such action. The Board shall provide a minimum of 10 per cent of the Food Service Director's salary to meet the requirements of statutes. Food pricing shall be determined by the Business Manager.

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.

Revised November 25, 2008

#### 3542.43 Finance

According to law and the regulations of the State Board of Education, student lunch costs shall be set at levels which support the school lunch program, exclusive of the costs, if any, subsidized from the school district general fund.

**Meals for Needy Students.** Meals for needy students shall be an expense charged to the Cafeteria Fund.

**Food Storage Provisions.** Storage of food and supplies shall prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to the purposes of the school food service only.

**Monthly Financial Report.** A financial report, current and accumulative, of the operation of the food services program shall be presented monthly to the Business Manager. A complete audit of the operation of the food service program shall be performed annually in accordance with legal requirements and policy 3434.

The Board of Education delegates to the Business Manager 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.<sup>1</sup>

Adopted November 25, 2008

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<sup>1</sup> Conn. Gen. Stat. § 10-303 provides that whenever a municipality or state agency determines that a food service facility, vending machine or a stand is desirable on property it owns or leases, it "shall" grant the license to operate that machine or stand to the State Board of Education for the Blind (BESB). Since property dedicated to use for school property is owned by the municipality (except in the case of regional school districts), this statute has been cited by BESB in asserting that it has the right to operate vending machines in the public schools. See [Letter to Sigman](#), Opinions of the Attorney General #2007-035 (December 19, 2007). While change to this provision does not seem necessary, I wanted to bring this fact to the Board's attention.

## **OFFICE SERVICES**

### **3543.31 Electronic Communications Use and Retention**

This policy applies to the retention, storage, and destruction of electronic information and records within the District and does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policy 4600

Electronic communications is transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications.

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District's ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

Electronic communication 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 and will be retained in accordance with the Management and Retention Guide for State and Municipal Government Agencies (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act. (See A3543.31)When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to insure that computer terminals do not become available for unauthorized use. Users are responsible for appropriate access to and use of

electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited. Violation of this policy shall constitute just cause for appropriate disciplinary action (See also A4600).

Adopted November 25, 2008

ADMINISTRATIVE REGULATIONS  
ELECTRONIC COMMUNICATIONS USE AND RETENTION

RETENTION GUIDELINES

These regulations provide guidance in the implementation of policy #3543.31 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy and regulations pertaining to student records (#5127).

Content and function of electronic messages determine the message's retention period. The determination of record status shall be on the same basis as is used for paper records. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedule, M8 of the Connecticut Records Administration. Electronic messages sent and received by public officials fall within three broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations.
2. Public Records with a less than Permanent Retention Period; and
3. Public Records with a Permanent or Permanent/Archival Retention Period

Retention guidelines for each of these categories are as follows:

**Transitory Messages-No Retention Requirement**

Public officials and employees receiving such communications may delete them at will immediately without obtaining the approval of the Office of the Public Records Administration and State Archives or the District's Custodian of Records. Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of district functions.

Examples include, but are not limited to:

- Messages that address routine administrative, curricular and co curricular matters, announcements of meetings, schedules of events, etc.
- Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- Messages that transmit generic information and are not specific to a student's educational program.
- Messages that address personal matters unrelated to the District

Voice mail is transitory in nature and may be deleted at will. However, there are times when such

messages may require a longer retention period, such as in the case where the message may be potentially used as evidence in a trial, such as a bomb threat, or in some other illegal activity. Voice mail may also be subject to the discovery process in litigation

### **Less than Permanent Messages-Retention Requirement**

Follow retention schedule for equivalent hard copy records as specified in the Municipal Records Retention Schedule, M8 of the Connecticut Records Administration, retention schedule. The record must be in hard copy or electronic format, which can be retrieved and interpreted for the legal retention period.

When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out

The District may delete or destroy the records only after making and retaining a hard copy or after receiving signed approval from the Office of the Public Records Administrator

Examples include, but are not limited to:

- Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with DCF, and communication with parents relating to specific aspects of the student's interaction with the school district.
- Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions, or that relate to the business transactions of the District. Messages that address activities of significant interest in the community relating to the District.

### **Permanent or Permanent /Archival-Retention Requirement**

Records must be retained permanently Retention may be in the form of a hard-copy printout or stored on microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The information must be eye readable without further direction. Examples include, but are not limited to:

- Policy and Procedures manuals
- Physician's standing order
- Nursing protocols

Public officials and District employees are advised that e-mail messages sent as part of their workdays are not "private" but are discoverable communications and may be subject to FOI. Since messages may be retained at different locations or levels of the system, users must remember that their communications can be retrieved during formal discovery processes. Discretion, therefore, is an important consideration when using technology to send, record, and/or retain communications.

### **Maintenance/Retention of Electronic Mail**

Records created using an e-mail system and electronically stored information will be saved/archived by the District for their required retention period by one of the following methods approved by the



District's Record's Custodian:

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 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

A review shall take place periodically, but at least annually, for the purpose of reviewing electronically stored information. The District's Record Custodian and the District's Director of Systems Technology are responsible for this review.

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. In addition, the Records Custodian, in cooperation 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.

### **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.

Adopted November 25, 2008

## ADMINISTRATIVE REGULATIONS

### 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.

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.

Adopted November 25, 2008