

PLYMOUTH PUBLIC SCHOOLS

BUSINESS & NON-INSTRUCTIONAL OPERATIONS SERIES 3000

	Number	Policy or Regulation
0. Concept and Roles in Business & Non-Instructional Operations....	3000	P
A. Internal Controls.....	3011	P
1. Budget/Budgeting System		
A. Budget: Planning.....	3110	P
B. Adoption of Budget.....	3150	P
C. Transfer of Funds between Categories: Amendments.....	3160	P
2. Income		
A. Local Funds		
(1) Participation Fee	3211	P
B. Federal Funds		
(1) Medical Reimbursement for Special Education		
Students	3231	P
C. Individuals with Disabilities Education\		
Fiscal Compliance	3232	P
D. Tuition Fees	3240	P
E. Materials/Services; Fees, Fines, Charges	3250	P/R
(1) Care and Handling of School Property	3251	P
F. Sales and Disposal of Books, Equipment and Supplies	3260	P
G. Gifts, Grants and Bequests	3280	P/R
(1) Federal Grant Procedures	3280.12	P
3. Expenditures/Expending Authority	3300	P
A. Purchasing Guides	3310	P
(1) Relations with Vendors	3313	P/R
a. Local Purchasing	3313.1	P
B. Purchasing	3320	P

PLYMOUTH PUBLIC SCHOOLS

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

SERIES 3000

		Number	Policy or Regulation
4.	Accounts		
A.	System of Accounts	3410	P
	(1) Accounts-Bank Account Reconciliation	3420.1	P
B.	Periodic Financial Reports		
	(1) Periodic Audit	3434	P
C.	Inventories.....	3440	P
D.	Monies in School Buildings.....	3450	P
	(1) School Activity Fund	3453	P
5.	Non-Instructional Operations		
A.	Buildings		
	(1) Utilities		
	(a) Energy Conservation	3513.1	P/R
	(2) Safety	3516	P
	(a) Buildings and Grounds Inspection and Reporting		
	(i) Hazardous Materials Communication.....	3516.11	P
	(ii) Asbestos Control	3516.12	P
	(b) Accident Prevention and Reporting	3516.3	P
	(c) Sex Offenders on School Property	3516.5	P
	(d) Security of Buildings and Grounds	3517	P
	(i) Site and Building Access	3517.1	P
B.	Data Processing Services		
	(1) Student Data Protection and Cloud Based Issues.....	3520.13	P
C.	Hazardous Materials in Schools.....	3524	P
	(a) Pesticide Application.....	3524.1	P/R
D.	Fixed Operations		
	(3) Insurance		
	(a) Liability Insurance	3532.1	P
	(4) Employee Bonds	3533	P
E.	Auxiliary Agencies		
	(1) Transportation		
	(a) Responsibilities and Duties		
	(i) Bus Contractor	3541.23	P
	(b) Routes and Services	3541.3	P
	(i) Video Cameras on School Transportation.....	3541.313	P
	(ii) Special Transportation for Exceptional Children	3541.33	P/R
	(iii) Bus Driver Safety/ Emergency Procedures.....	3541.35	P

PLYMOUTH PUBLIC SCHOOLS

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

SERIES 3000

		Number	Policy or Regulation
(c)	Transportation Equipment		
	(i) Privately Owned Vehicles	3541.44	P
(d)	Transportation Safety Complaints	3541.5	P/R
(2)	Food Service	3542	P/R
(a)	Menus and Services		
	(i) Free or Reduced Price Lunches	3542.31	P
	(ii) Food Sales: Other Than National School Lunch Program	3542.33	P
	(iii) Charging Policy.....	3542.43	P
(3)	Office Services		
(a)	Communication Services		
	(i) Printing and Duplicating: Copyrighted Materials	3543.11	P
	(ii) Mail and Delivery	3543.13	P
(b)	Electronic Communications Use and Retention....	3543.31	P/R
(c)	Holds on the Destruction of Electronic and Paper Records	3543.311	P/R

Business/Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of income.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Expect top quality accounting and reporting procedures, that comply with GASB/FASB standards.
5. Maintain the level of spending needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, and support environmentally the effect of the staff to provide a good education.

Business/Non-Instructional Operations

Internal Controls/Conflicts of Interest

The Board of Education (Board) expects all Board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The Board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal control is the responsibility of all employees of the school district. The Superintendent, Business Manager and Board of Education shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, fiscal irregularities or conflicts of interest within the school district, subject to review and approval by the Board. Administrators shall be alert for any indication of fraud, financial impropriety, irregularity or conflict of interest within the Administrator's area of responsibility.

All employees will be expected to disclose any potential conflict of interest to their immediate supervisor prior to entering into any contracts, purchase orders or other financial agreements. Any employee who suspects fraud, impropriety, irregularity or conflict of interest shall report their suspicions immediately to his/her immediate supervisor, and/or the Superintendent. The Superintendent shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the Board's legal counsel, auditing firm, and the Finance Subcommittee of the Board of Education, and other internal or external departments and agencies, including law enforcement officials, as the Superintendent may deem appropriate.

In addition, any employee, consultant or member of a governing body, or any other individual involved in grant-supported activities, are prohibited from using their position for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business or other ties. Prior to involvement with any grant activities, individuals must disclose to the Superintendent any outside activities, relationships or financial interests that might create a conflict of interest.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to and including, discharge.

In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Board Chairperson who shall be empowered to contact the Board's legal counsel, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Business/Non-Instructional Operations

Internal Controls/Conflicts of Interest (continued)

Upon approval of the Board, the Superintendent may employ the school district's auditing firm to conduct a complete or partial forensic/internal control audit annually or otherwise as often as deemed necessary. The Superintendent is authorized to order a complete forensic audit if, in the Superintendent's judgment, such an audit would be useful and beneficial to the school district. The Superintendent shall ensure the Commissioner of Education is notified of any suspected embezzlement or theft pursuant to Connecticut law. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to, and including termination.

Legal Reference: American Competitiveness and Corporate Accountability Act of 2002,
 Pub.L. No. 107-204

Business/Non-Instructional Operations

Budget: Planning

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

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Adoption of Budget

On or before the date specified in the Town Charter, the Board of Education will submit a budget to the town Board of Finance in accordance with the Charter of the Town of Plymouth.

If the town meeting fails to approve the proposed Board of Education budget, the Superintendent of Schools will present to the Board of Education a proposal for a readjusted budget.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system

Town Charter, Ch.VII, Sec. 2. Amend. of 11-3-2009, p. 38.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Transfer of Funds

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education through the Board of Education Finance Subcommittee transfers from one line item to another as needed. Said transfers will be approved by the full Board.

The Superintendent is authorized to make such transfers as necessary within a specific program budget up to .05 % of the annual Board of Education annual budget. Transfers made in such instances shall be announced to the Board of Education Finance Subcommittee by the Superintendent at the next regularly scheduled meeting of the Finance Subcommittee and subsequently to the full Board of Education.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system. (as amended by P.A. 13-6, An Act Concerning the Consolidation of Non-educational services).

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Participation Fee

It is the policy of the Plymouth Board of Education that interscholastic athletics are a meaningful aspect of the school district. They present long-range benefits to those students who participate. Public education should include opportunities for students to participate in activities offered by the school district.

1. The Board of Education reserves the right to impose a \$50 participation fee for interscholastic activities for participants in middle and high school programs with the exception to students who receive free or reduced lunch.
2. No family shall pay more than \$200 per year in activity fees.
3. The fee does not entitle students to equal playing time, position, or status as the other students. Coaches and activity leaders will determine such status as they feel is best for the activity.
4. The Board may set, adjust, or eliminate an existing fee with each new fiscal year.

Business/Non-Instructional Operations

Medical Reimbursement for Special Education Students

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

Legal Reference: Connecticut General Statutes

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

42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement Under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children Between Home and School

5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007

34 C.F.R. §300.154(d) – Individuals with Disabilities Act (IDEA) Part B, related to parental consent to access public benefits or insurance

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Individuals with Disabilities Education Act Fiscal Compliance

The Plymouth Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 42 U.S.C. §1400 et. seq. (“IDEA”), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

Legal References: Individuals with Disabilities Education Act, 42 U.S.C. § 1400, et seq. (IDEA)
 34 C.F.R. § 300.144
 34 C.F.R. § 300.202(a)(3)
 34 C.F.R. § 300.133(d)
 34 C.F.R. § 300.172
 34 C.F.R. § 300.205(d)
 34 C.F.R. § 300.226(a)
 34 C.F.R. § 300.209(b)
 34 C.F.R. § 300.8 18, Appendix A

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Tuition Fees

Introduction

In an effort to increase cost effectiveness in the operation of regular education and special education programs, the Board of Education supports, in concept, the acceptance of non-resident students into the Plymouth Public Schools. Accordingly, the Superintendent of Schools is authorized to accept non-resident students into the school system on a tuition basis. Such decisions shall be made pursuant to criteria listed in Board Policy #5118.

Calculating Tuition Payments

When a student is accepted into a regular education program, the tuition cost shall be based upon the average per pupil cost of such instruction for the previous school year, as determined by the Connecticut State Department of Education.

When a student is accepted into a special education program, the tuition cost shall be based upon the current average per student cost of the specific program to which the student is assigned, as determined by the Superintendent of Schools or his/her designee. In cases where a District student is attending the sending school system on a tuition basis the administration is authorized to negotiate the tuition cost of the non-resident student and the local student.

When students are accepted at the request of a parent or guardian, payment shall be made in two (2) equal payments, the first payment to be made prior to the start of classes, and the second prior to the start of the second semester in January. Special arrangements may be made and payments prorated for students who enter after the school year has started.

When a student is accepted at the request of a public school system, payment shall be made by June 15 of the year in which the student attended a District school.

(cf. 5118 – Non-Residence Attendance)

Legal Reference: Connecticut General Statutes
 10-33 Tuition in towns in which no high school is maintained.
 10-35 Notice of discontinuance of high school service to nonresidents.
 10-55 Pupils to attend regional school.
 10-220 Duties of boards of education.
 10-253 School privileges for children in certain placements, nonresident
 children and children in temporary shelters.
 10-266 Reimbursement for education of pupils residing in state property.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Materials/Service Fees, Charges

In accordance with Connecticut General Statutes' requirement to provide a free public school education the Board of Education will provide at no cost to students all instructional equipment, books and materials as it deems necessary, needed to maintain the desired instructional program subject to reasonable rules concerning their care and use. No fees, deposits or other charges not specifically outlined in an approved student handbook, course guide, or parent handbook shall be levied.

Students shall be charged for damaged or lost textbooks, library/media materials and other educational equipment or materials. Fines and assessments shall be levied, collected and disbursed subject to regulation by the building Principal. The schools are authorized to withhold grades or report cards until payment for a return of the textbook, library/media, or other educational equipment or material is made.

The Superintendent of Schools shall yearly review fees established for all equipment and facility rentals, admissions to athletic or extracurricular events, field trips/excursions and other related fees that may be assessed.

Copies of Records

Any person who applies in writing shall receive a plain or certified copy of any public record. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records

10-221 Boards of education to prescribe rules

10-228 Free textbooks, supplies, material and equipment

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

10-229 Change of textbooks

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations**Materials Fees**

In accordance with Board of Education policy, no fees, deposits or other charges not specifically authorized by law shall be charged students for books, supplementary materials, supplies or use of school equipment such as musical instruments, towels, uniforms and the like, or for admission to any recognized school function including athletic contests, plays, musical events, and the like. Student identification card may be required for some events. However, students will be charged for damaged or lost textbooks, library materials and other educational materials and may withhold grades, transcripts or report cards until the student pays for or returns the textbook, library book or other educational material.

Each Principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

(cf. 6161.2 - Care of Instructional Materials)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

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

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

10-229 Change of textbooks

Regulation approved: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Care and Handling of School Property

A student and/or the parent or guardian of a minor child student who damages property of the Plymouth Public Schools may be held liable for such damage. A student and/or the parent or guardian of a minor child student may also be held liable for library books, textbooks, and other property belonging to the Plymouth Public Schools, including fund-raising materials and/or proceeds derived from fund-raising activity provided to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action for failing to return or for damaging such items.

Disciplinary action may include the withholding of grades, transcripts, report cards and issuance of replacement texts until the student pays for lost and/or damaged items at current replacement cost or returns the textbooks, library books or other educational material. In the event a student has outstanding obligations at the end of the school year, he/she may be denied participation in class activities. Disciplinary action shall apply to fund-raising materials, the proceeds thereof, and fines for overdue library materials of \$5.00 or more.

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Legal Reference: Connecticut General Statutes

52-572 Parental liability for torts of minors

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

Disposition of Outdated Books

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

Disposition of Obsolete Equipment and Supplies

The Superintendent of Schools may authorize disposition of obsolete equipment. Any proceeds from disposition of equipment or supplies shall be deposited in the town general fund.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

Business/Non-Instructional Operations

Gifts, Grants and Bequests

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the school system.

All gifts shall be accepted for the school system as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Gifts, Grants and Bequests

Any gift presented to the school system must be accompanied by a letter from the donor for official action and recognition by the Board of Education.

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

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not add to staff load.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable costs to the school district.
6. Will place no restrictions on the school program.
7. Will not be inappropriate or harmful to the best education of students.
8. Will not imply endorsement of any business or product.
9. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the Chairperson of the Board of Education and/or by the Superintendent of Schools shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

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

Regulation approved: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Federal Grant Procedures

Matching and Cost Sharing

All district matching or cost sharing contributions, including those from a third party, shall be:

1. Verifiable from the district's financial records
2. Not be included as contributions for any other Federally-assisted project or grant program
3. Necessary and reasonable for the proper and efficient accomplishment of the project or program objectives
4. Not paid for by Federal funds under another award, except where authorized by Federal statute to be used for cost sharing or matching; and,
5. Allowable and documented in the approved program budget.
6. All matching and cost sharing contribution records (including cash and third party in-kind contributions) will be verifiable from records maintained by the Program Director. In particular, the Program Director is responsible for maintaining such records in the Local Prevention Council Action Plan and Activities Log.
7. All matching and cost sharing expenses will be charged to the appropriate account in the Phoenix system; see Chart of Accounts – Matching Accounts.

Program Income

All income generated by a program financed with Federal funds must be used in one or more of the following manners:

1. Furthering the eligible project or program objectives;
2. Financing the non-Federal matching share of the project or program; or,
3. As a deduction to the total Federal share of the project or program allowable costs.

Direct and Indirect Costs

All costs related to programs financed with Federal funds will be charged direct; no indirect cost rates will be applied. For personnel costs, including salaries, benefits and payroll taxes, costs benefiting multiple program objective will be allocated through an analysis of personnel time sheets for hours worked for each specific program objective. For all other costs, purchase orders and invoices will be directly attributed to specific program objectives.

Business/Non-Instructional Operations

Federal Grant Procedures (continued)

Cash Management

Drawdowns under a Federal grant award under the Department of Health and Human Services will be either:

1. Made through a reimbursement request utilizing the SF-270 process; or
2. If made in advance, will:
 - a. Be limited to the minimum amounts needed to cover allowable project costs;
 - b. Be timed in accordance with the actual immediate cash requirements of carrying out the approved project;
 - c. Not be made to cover future expenditures; and
 - d. Be used for allowable project costs within 48 hours of making the drawdown.

Petty Cash

Petty cash, which is kept on hand for future expenses, will not be maintained or supported with Federal funds.

Incentive Compensation

Incentive compensation paid to employees will be based on cost reduction, efficient performance, suggestion awards, safety improvement awards, etc. The incentive compensation will be allowable to the extent that the overall compensation is determined to be reasonable, and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and employee(s) before the services were rendered, or pursuant to an established plan followed by the plan so consistently as to imply, in effect, an agreement to make such payment.

Business/Non-Instructional Operations

Expenditures/Expending Authority

The Board of Education shall develop regulations establishing the purchasing program for the school system, including such activities as ordering, verifying receipt of orders, distribution of materials received, and payment of bills.

The Business Manager or the Superintendent is authorized to issue purchase orders where quotes or formal bids are not required and subject to the restrictions in Policy 3323.

The purchase system shall be followed as established with exception to be made only upon the approval of the Board of Education.

Purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of Education.

Fiscal Management Standards

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

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

Business/Non-Instructional Operations

Expenditures/Expending Authority

Fiscal Management Standards (continued)

6. Actual and budgeted expenditures will be delivered to the Finance Subcommittee of the Board of Education and to the Board of Finance on a monthly basis. Any significant variance between actual and budgeted expenditures will be explained by the Business Manager to the Finance Subcommittee.
7. Utilizing the Accounts by Facility Report generated by the Phoenix accounting system, the Business Manager will meet monthly with the grant program director to a) review any significant variances between budgeted expenditures and actual expenditures, and to b) ensure that planned expenditures for the remainder of the grant fiscal year are adjusted to ensure the total budget is not exceeded.

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

Business/Non-Instructional Operations

Expenditures/Expending Authority

Purchasing Guides

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

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

All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids, with the exception that purchases of ten thousand dollars (\$10,000) or less may be made in the open market.

Records regarding invoices, receipts, purchase orders and disbursements will be maintained by the Business Office in a manner consistent with the State of Connecticut's record retention laws.

Disbursements will be approved, in advance, by the Business Manager by the approval of a purchase order, contract, estimate or invoice.

All blank check stock will be kept in a secured, locked cabinet, with only the Business Manager, Business Manager's administrative assistant, and Accounts Payable clerk having access to the cabinet. In addition, the Business Office will be locked and the Central Office building alarmed during non-business hours.

All checks require the signature of both the Business Manager and Town Treasurer.

Business/Non-Instructional Operations

Relations with Vendors

The school system shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery with past service being a factor if all other considerations are equal.

The schools shall not solicit funds or materials from vendors, however worthy the purpose.

No purchase will be made from an employee of the school system, or from a member of the immediate household of the employee without consent of their immediate supervisor prior to entering any contracts, purchase orders or other financial agreements.

No purchase will be made from a member of the Board of Education, or from a member of the Board's member's immediate household, nor from any enterprise in which the Board member holds a substantial interest except for public utilities.

No employee will endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the school system.

All employees will be expected to disclose any potential conflict of interest to their immediate supervisor prior to entering into any contracts, purchase orders or other financial agreements.

Two (2) quotes will be required for purchases of \$750 or greater.

Legal Reference: Connecticut General Statutes
 7-479 Conflict of Interest
 4a-60 Nondiscrimination and affirmative action provisions in contracts of
 The state and political subdivisions rather than municipalities
 4a-60a Contracts of the state and political subdivisions, other than
 municipalities, to contain provisions re nondiscrimination on the basis of
 sexual orientation
 46a-58 through 46a-81 re discriminatory practices
 Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by
 Title IX, Equal Employment Opportunity Act
 Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq.
 (Higher Education Act)

Policy adopted: May 10, 2017
Revised: September 8, 2021

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Relations with Vendors

The school system shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery with past service being a factor if all other considerations are equal.

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Legal Reference: Connecticut General Statutes
 7-479 Conflict of Interest
 4a-60 Nondiscrimination and affirmative action provisions in contracts of
 The state and political subdivisions rather than municipalities
 4a-60a Contracts of the state and political subdivisions, other than
 municipalities, to contain provisions re nondiscrimination on the basis of
 sexual orientation
 46a-58 through 46a-81 re discriminatory practices
 Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by
 Title IX, Equal Employment Opportunity Act
 Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq.
 (Higher Education Act)

Regulation approved: May 10, 2017
Revised: September 8, 2021

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Local Purchasing

It shall be the policy of this school district to purchase locally (other than bid items), provided goods of equal quality and competitive prices are available from local suppliers.

The Business Manager should not feel bound to purchase any item locally that can be secured at a savings to the Board of Education from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

Business/Non-Instructional Operations

Purchasing

Requirements Applicable to Purchases Of All Goods And Services

A. Definition

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone system, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Plymouth Board of Education (the “Board”) shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

Business/Non-Instructional Operations

Purchasing (continued)

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and worker's compensation.

C. Business Manager

The procurement function is one of the major business responsibilities of the Board. The duties of purchasing for the Board shall be centralized under a Business Manager.

The Business Manager shall conduct all purchase transactions for the district. The Business Manager shall be familiar with and perform all purchasing activities within the limitations prescribed by federal and state law, generally accepted accounting principles, and in accordance with Board policies.

Four principal requirements for purchasing personnel are as follows:

1. The costs of all purchases must be reasonable, allocable and adequately documented.
2. Costs are considered reasonable if they do not exceed what a reasonable Person would pay under similar circumstances.
3. Costs shall be allocated to a particular school, department or grant program to the extent the cost benefited the school, department or program.
4. Cost will be adequately documented if they are supported by accounting Records and source documentation such as purchase orders, vouchers, payroll Allocation reports, time cards, etc.

Transactions involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Business Manager, Superintendent or designee.

Business/Non-Instructional Operations

Purchasing (continued)

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process of \$25,000 or More

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$25,000 or more must be made by the sealed competitive bid. As set forth below, such purchases in the amount of a least \$25,000 must be approved by the Board.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospect bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her, designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

Business/Non-Instructional Operations

Purchasing (continued)

D. Bid Opening and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools and his/her designee will tabulate and analyze the bids. For contracts of \$25,000 or more, the Superintendent shall, subject to the right of rejection and upon approval by the Board, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms – certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Town of Plymouth" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on

Business/Non-Instructional Operations

Purchasing (continued)

objective criteria considering past performance and financial responsibility (the “Lowest Responsible Qualified Bidder”), and after consideration of a cooperative agreement with the municipality as described in Section I.B., above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder’s ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of Plymouth, the award will be made to the local bidder.

Business/Non-Instructional Operations

Purchasing (continued)

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formally or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchase Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than \$25,000. Purchases of goods or services which involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

Business/Non-Instructional Operations

Purchasing (continued)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least here (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Business/Non-Instructional Operations

Purchasing (continued)

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 to \$49,900)

Purchases of Special or Professional Services for at least \$10,000 but less than \$50,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$50,000 or more)

Request for Proposals for Purchases of Special or Professional Services for \$50,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider, qualifications, should be included in the RFP, as well as a draft contract whenever possible. The award of any such contracts for \$50,000 or more shall be approved by the Board.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the

Business/Non-Instructional Operations

Purchasing (continued)

Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFP's may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal process may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.

Business/Non-Instructional Operations

Purchasing (continued)

- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, “school building projects” as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

Business/Non-Instructional Operations

Purchasing (continued)

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F. R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- | | |
|---------------------------|--|
| Conn. Gen. Stat. §10-241c | Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance. |
| Conn. Gen. Stat. §10-241d | Local board of education consultation with municipality re goods and services. Cooperative arrangements. |
| Conn. Gen. Stat. §10-241e | Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program |

Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
2 C.F.R. §200.81 (definition of property).

Policy adopted: May 10, 2017
Revised: June 9, 2021

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

CODE OF CONDUCT
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program (“School Nutrition Program”) funds by any Plymouth Board of Education (“Board”) employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contract procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. The Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a. The employee, officer, or agent of the Board;
 - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.

2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part.
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a@.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, http://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016al.pdf (May 2016)

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 02-2015, SFSP 02-2015, https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statues, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment expenses.

Regs. Conn. Stat. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/DSE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>
(August 2016)

Business/Non-Instructional Operations

Requesting Goods and Services (Requisitions)

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

The Superintendent or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

All contracts for, or purchases of supplies, materials, equipment and other services in the amount of \$10,000 or less shall be made, when possible, utilizing state contract pricing, purchasing consortium pricing or competitive bids. All purchases of more than \$10,000 and less than \$25,000 may be made in the open market, but should be based, when possible, on at least three competitive quotations or prices. All purchases in excess of \$25,000 will be done through a bidding process in a manner consistent with then-current state statutes. An exception to these purchasing guidelines may be made for items purchased under state contract or through a public purchasing consortium as defined in CGS 4a-53. In an emergency situation, these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman of the waiver as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3323.

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

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

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

Legal Reference: Connecticut General Statutes
 4a-53 Cooperative purchasing plans. Purchase from person having contract to sell to other governmental or non-profit entities or public purchasing consortia.
 7-148v Requirements for competitive bidding
 P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Contracts

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

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or designee, and where appropriate, subject to approval of the legal adviser to the district.

Prior to entering into any consulting or contractor arrangements, the district should first consider any internal capabilities. In soliciting bids for consultants and contractual arrangements, the district should draft a request for proposal (RFP) that clearly details the nature and scope of the services to be outsourced. The district should also conduct the RFP solicitation process in a manner that provides fair competition to the maximum extent possible, and in a manner consistent with other Board policies.

All bids submitted through RFP process should be evaluated and scored through an objective weighting system that emphasizes a method for ensuring that costs and fees are reasonable.

Prior to selecting any consultant or contractor to work within the scope of a Federal grant program, the Business Manager or a designee will ensure that the individual or firm is not listed on the GSA Excluded Parties List System, or the HHS OIG list of Excluded Individuals/Entities. Consultants or contractors used for Federal Grant programs will be limited in scope to provide only the following services: collection of core measures, creation of evaluation report, coalition evaluation support (e.g., member survey), activity evaluation support (e.g., pre/post survey development) and environmental strategy consultation for Coalition members.

Affirmative Action

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

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act.

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n, et seq.
(Higher Education Act)

Business/Non-Instructional Operations

Contracts

Legal Reference: Connecticut General Statutes (continued)

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

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

10-248 Payment of school expenses.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Maintenance and Control of Materials

The Board of Education shall permit school equipment to be lent to staff members when such use is related to their employment and to students when the equipment is to be used in connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of school administration.

The building Principal shall establish procedures for inventory control of all materials assigned to his/her building in conjunction with the Business Office.

The Business Office must retain a current inventory of school system materials, and an independent physical inventory will be undertaken no less frequently than every other year.

The fiscal administrator shall establish proper maintenance procedures. Records will be maintained for any property purchased with Federal funds, including a general description of the property, cost, purchase date, location, and condition.

Property purchased with Federal funds will be tagged as such, and will be safeguarded in a manner consistent with all other school district property to prevent loss, theft or vandalism. These security procedures will include a locked office where Federal property is kept or maintained; locked building entry points that are key-card controlled; security cameras with recording capabilities; and remote alarm monitoring.

Legal Reference: Connecticut General Statutes

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

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Paying for Goods and Services

The Superintendent or designee must not enter into a contract with a value equal to or exceeding \$25,000.00 until approved at a meeting of the Board of Education.

The Board of Education will authorize payment for goods and services under the following conditions:

1. Contracted for within budgetary limits.
2. Purchased according to relevant purchasing policies and regulations.
3. Certified by the Business Office as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. The Superintendent or the Superintendent's designee shall sign each payroll and other orders for the payment of expenses by the Town Treasurer on behalf of the Board of Education.

The distribution of salary and wages charged to Federal awards will be based on actual employee activity as reflected in employee timesheets, prepared after the fact, that include the total activity for which the employees were compensated. All timesheets will be certified by both the employee and a supervisor familiar with the employee's activities.

Non-profit organizations cannot charge salary and wages to Federal awards based on budget estimates.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Board of Education Credit Card

The Board of Education recognizes the need to have credit cards in certain limited circumstances, where a business line of credit or purchase through a purchase order with a particular vendor, such as Staples and Home Depot, is not otherwise possible.

Credit cards will only be issued with prior approval by the Board of Education, and in the name of the Board of Education, with a maximum credit line of \$5,000. A Board of Education credit card will be under the supervision of the Superintendent or the Business Manager, and shall be used for school business only, not for any personal business. All charges on a district-issued credit card must be approved in advance by the Business Manager or in his or her absence by the Town Treasurer. Receipts from the use of a vendor-specific credit card will be delivered to the Business Manager or Accounts Payable Clerk within 24 hours of use of the card. Credit card statements will be mailed to the Business Manager, who will compare and reconcile itemized expenses and submitted receipts to the statements.

The Board of Education does not currently have a general-use credit, such as MasterCard or VISA. If in the future the Board of Education was to authorize the issuance of such a card, in addition to complying with the above restrictions, use of a Board of Education credit card by the Superintendent will be further restricted to travel-related expenditures that cannot be processed in advance through use of a purchase order, or for the immediate medical or other emergency involving the health and safety of a student or staff member. In no circumstances will these expenditures exceed the \$5,000 limit for the card. If the Board of Education credit card is used for personal business disciplinary action, which may include termination, will be taken. Within 5 business days of the using a general-use credit card for any purpose, the Superintendent will submit a fully itemized statement of expenses and all credit card receipts to the Business Manager.

The Board or Business Manager has the unlimited authority to terminate the use of the Board of Education credit card if there is any suspicion the use of the credit card is being abused in any manner.

Business/Non-Instructional Operations

System of Accounts

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

It is understood by the Board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures. In addition, the accounting systems and procedures must be able to report revenues and expenditures separately by Federal or State grant program, including any receipts and disbursements.

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

Not later than June 30, 2015, and for each fiscal year thereafter, the Board of Education will implement the uniform system of accounting for school revenues and expenditures developed by the Office of Policy Management (OPM) in cooperation with the State Department of Education. Such uniform system shall include a chart of accounts to be used at the school and district level. The Board shall implement such uniform system of accounting by completing and filing annual financial reports with the State Department of Education using the chart of accounts. Such information shall be certified by an independent public account selected to audit municipal accounts. Where possible, the chart of accounts will follow the National Center for Education Statistics' Federal Financial Handbook (Financial Accounting for Local and State School Systems).

Separation of Accounts by Grant Program: In order to maintain an adequate segregation of duties, revenues and assets for all Federal, State and local grant programs will be tracked in QuickBooks, while expenses and actual cash disbursements will be tracked utilizing Phoenix account software. More specifically, each grant program will be treated as an individual Class using that functionality within QuickBooks, so that assets - including bank balances - and income are coded to a specific grant. Similarly, utilizing the chart of accounts detailed below, the Phoenix accounting system will at all times be able to track receipts and disbursements by each individual Federal program. All receipts generated from a Federally-funded program will be credited back into the program to the object code most directly attributable to the generation of the revenue, and will be utilized to further the goals of the program. Assets, revenue and expenses under a particular grant program will be encoded to the appropriate account by the Accounts Payable Clerk or Business Manager's secretary, and reviewed by the Business Manager for accuracy. At the end of each fiscal year, the Business Manager will utilize information exported from Phoenix and QuickBooks to generate P&L and balance sheet statements for each grant program.

Business/Non-Instructional Operations

System of Accounts (continued)

Grant Reimbursement Requests: The Business Manager is responsible for preparing and submitting all grant reimbursement requests. The Business Manager is also responsible for resolving any differences between the amount of the reimbursement request submitted and the actual funds received, and for completing any periodic reporting related to the grants.

PHOENIX SOFTWARE

FEDERAL GRANTS - CHART OF ACCOUNTS EXPENSE ACCOUNTS - FEDERAL REQUEST

SAMHSA/LPC	1-01-90-79-1000-00-1111 1-01-90-79-1000-00-2001 1-01-90-79-1000-00-3221 1-01-90-79-1 000-00-5100 1-01-90-79-1000-00-6110 1-01-90-79-1000-00-8100	FED HEALTH SALARIES FED HEALTH BENEFITS FED HEALTH OTHER FED HEALTH TRANSPORTATION FED HEALTH SUPPLIES FED HEALTH CONSORTIUM
IDEA PART B 611	1-01-70-53-1200-05-1111 1-01-70-53-1200-05-1150 1-01-70-53-1200-05-3210 1-01-70-53-1200-05-3213 1-01-70-53-1200-05-6113 1-01-70-53-1200-05-6909	TEACHERS SALARY TEACHER SALARY CARRY OVER PURCHASED SERVICE PURCHASE SERV CARRY OVER OTHER SUPPLIES CARRY OVER OTHER SUPPLIES
IDEA PART B 619	1-01-70-54-1200-05-1111	TEACHER SALARY
SBCH MEDICAID REIMBURSEMENT	1-01-70-64-2110-05-1115	MEDICAID GRANT
FEDERAL TITLE I	1-01-80-50-1250-00-1111 1-01-80-50-1250-00-1150	TITLE 1 PERS. SERV SALARIES TITLE 1 CARRY OVER SALARIES
FEDERAL TITLE III	1-01-80-55-1000-00-6909	TITLE 3 SUPPLIES
CARL PERKINS	1-01-80-75-1000-00-1111 1-01-80-75-1000-00-1121 1-01-80-75-1000-00-3221 1-01-80-75-1000-00-4900 1-01-80-75-1000-00-6110	PERKINS TEACHERS SALARY PERKINS CLERICAL PERKINS IN-SERVICE PERKINS PROPERTY PERKINS SUPPLIES

Business/Non-Instructional Operations**System of Accounts (continued)****FEDERAL GRANTS - CHART OF ACCOUNTS****EXPENSE ACCOUNTS - FEDERAL REQUEST (continued)**

FEDERAL TITLE II	1-01-90-76-2210-00-1111 1-01-90-76-2210-00-1150 1-01-90-76-2210-00-3221 1-01-90-76-2210-00-3222	TITLE II A PERS SERV SALARIES CARRY OVER PER SERV SALARIES TITLE II A PROF & TECH SERVICES CARRY OVER PROF.&TECH SERVICES
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BANK ACCOUNTS

	101-CA-001-117 101-CA-001-116 127-CA-000-110 101-CA-000-111	BOARD OF EDUCATION A/P BOARD OF EDUCATION PAYROLL BOARD OF EDUCATION GRANT ACCOUNT TOWN OF PLYMOUTH INV. ACCT
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EXPENSE ACCOUNTS - NON-FEDERAL MATCH

	101-CA-001-117 101-CA-001-116 127-CA-000-110 101-CA-000-111	BOARD OF EDUCATION A/P BOARD OF EDUCATION PAYROLL BOARD OF EDUCATION GRANT ACCOUNT TOWN OF PLYMOUTH INV. ACCT
SALARIES	1-00-90-25-2210-00-1110 1-00-90-27-2500-00-1110 1-00-55-46-1000-03-1111	CURRICULUM DIRECTOR BUSINESS MANAGER SALARY STC SALARY
BENEFITS	1-00-80-34-2900-00-2001 1-00-80-34-2900-00-2002 1-00-80-34-2900-00-2000 101-01-019-060	SOCIAL SECURITY MEDICARE HEALTH INSURANCE WORKERS COMPENSATION
TRAVEL	1-00-80-28-2700-00-5400	TRANSPORTATION REGULAR
SUPPLIES	1-00-90-27-2300-00-5400 1-00-55-00-1000-03-4302 1-00-81-49-1000-00-7301	POSTAGE COPIERS TECHNOLOGY EQUIP. REPLACE
CONTRACT	1-00-90-27-2300-00-1110 1-00-20-26-2400-01-1110 1-00-35-26-2400-01-1110 1-00-45-26-2400-01-1110 1-00-55-26-2400-03-1110 1-00-55-21-2120-03-1113 1-00-45-21-2120-01-1113	SUPERINTENDENT SALARY ADMINISTRATOR SALARY ADMINISTRATOR SALARY ADMINISTRATOR SALARY ADMINISTRATORS SALARY GUIDANCE SALARY GUIDANCE SALARY

Business/Non-Instructional Operations

System of Accounts (continued)

EXPENSE ACCOUNTS - NON-FEDERAL MATCH

CONTRACT	1-00-81-49-1000-00-1110	DIRECTOR OF TECHNOLOGY
	1-00-55-17-3200-03-1117	INTERSCHO. COACHES SALARIES
	101-02-032-001	SALARY POLICE CHIEF
	101-02-032-002	SALARY ASST. POLICE CHIEF
	101-02-032-006	SALARY POLICE SARGEANT
	101-02-032-005	SALARY POLICE F/T OFFICERS
	101-01-001-001	MAYORS SALARY
	101-02-036-060	FIREFIGHTERS COMPENSATION
	010-05-080-001	SALARY RECREATION DIRECTOR
OTHER	1-00-20-42-1000-01-1111	PLYMOUTH CENTER SALARY
	1-00-35-42-1000-01-1111	HARRY S. FISHER ELEM SALARY
	1-00-55-00-1000-03-4302	COPIERS

**PLYMOUTH BOE GRANTS
CHART OF ACCOUNTS**

ACCOUNT	TYPE
Thomaston Savings – Parent	Bank
Thomaston Savings – Parent: Comp. School Readiness	Bank
Thomaston Savings – Parent IDEA 611	Bank
Thomaston Savings – Parent: IDEA 619	Bank
Thomaston Savings – Parent: JT Grant	Bank
Thomaston Savings – Parent: LPC Drug Free Communities	Bank
Thomaston Savings – Parent: Medicaid	Bank
Thomaston Savings – Parent: Perkins	Bank
Thomaston Savings – Parent: SAMHSA	Bank
Thomaston Savings – Parent: School Readiness	Bank
Thomaston Savings – Parent: Title I	Bank
Thomaston Savings – Parent: Title II	Bank
Thomaston Savings – Parent: Title III	Bank
Thomaston Savings – Parent: Town of Plymouth	Bank
Thomaston Savings – Parent: Undeposited Funds	Bank
Thomaston Savings – Parent: United Way	Bank
Thomaston Savings – Parent: USAC	Bank
Furniture and Equipment	Fixed Asset
Accumulated Depreciation	Fixed Asset
Payable – Plymouth General Fund	Other Current Liability
Opening Balance Equity	Equity

Business/Non-Instructional Operations**System of Accounts (continued)****PLYMOUTH BOE GRANTS
CHART OF ACCOUNTS**

ACCOUNT	TYPE
Direct Public Support	Income
Direct Public Support: Federal Grant Income	Income
Direct Public Support: In-Kind Contributions	Income
Direct Public Support: State Grant Income	Income
Other Types of Income	Income
Other Types of Income: Miscellaneous Revenue	Income

**PLYMOUTH BOE GRANTS
CLASS LIST**

Comp. School Readiness
IDEA 611
IDEA 619
JT Grant
LPC Drug Free Communities
Medicaid
Perkins
SAMHSA
School Readiness
Title I
Title II
Title III
Town of Plymouth
United Way
USAC

Legal Reference: Connecticut General Statutes
 10-222(b) Appropriations on budget. Financial Information System, (as amended by PA 12-116, An Act Concerning Educational Reform
 10-227 Returns of receipts, expenditures and statistics to Commissioner of Education. Verification mandated. Penalty.
 PA 13-247, An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Section 257

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
 Terryville, Connecticut

Business/Non-Instructional Operations

Accounts – Bank Reconciliation Account

The District maintains a number of bank accounts to support the activities of the District and its programs. It is the responsibility of Business Office staff to reconcile each account monthly and to track all outstanding items, including discrepancies, to satisfactory resolution in a timely manner.

This document applies to all bank accounts held in the name of the District and provides principles and guidelines for reconciling bank accounts to the District's accounting records.

The Business Manager will develop and maintain procedures for reconciling each bank account in a manner consistent with generally accepted accounting principles. Each bank account will be reconciled by the Business Office with 15 business days of the availability of electronic copies of the monthly bank account statements from the bank. Copies of all bank statements will be mailed to the Town Comptroller's office or available electronically.

Bank discrepancies will be communicated to the Business Manager for resolution with the bank within five working days of reconciliation, and posting discrepancies will be communicated to the accounting staff for inclusion or correction in the accounting system within five working days of reconciliation.

Each grant account bank statement will be opened and reviewed by the Director of Curriculum and Instruction, who is familiar with the financial activities of the grant program but is not a signatory of the account and who does not have the capability to transfer or otherwise withdraw money from the account.

The reconciliation of bank account statements related to all grant programs will be performed by the Business Manager's administrative assistant, who is expressly prohibited from opening the bank statements. The Business Manager's administrative assistant must not be a signatory of the account and will not have the capability to transfer or otherwise withdraw money from the account.

A copy of the reconciliation summary and all supporting documentation will be retained by the Business Office, with the files maintained in accordance with Board of Education or statutory record retention guidelines.

Business/Non-Instructional Operations

Periodic Audit

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the Town on recommendation of the Superintendent and approval by the Secretary of the Office of Policy and Management.

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

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. The independent public accountant shall be asked to attend the meeting, but his/her designee attendance is not mandatory.

When applicable, the independent auditor will also perform State and Federal Single Audits of the District's grant programs, consistent with 45 CFR Section 75.501. The independent auditor will electronically submit such Federal Single Audits to the Federal Audit Clearinghouse within the earlier of 30 days of the District's receipt of the audit, or nine months after the fiscal year's end.

Legal Reference: Connecticut General Statutes
 7-391 et. seq. Municipal Auditing Act
 7-392 Making of Audits.
 7-393 Working papers of accountant; preservation for inspection.
 10-237 School activity accounts
 10-260a Auditing of state grants for public education.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Plymouth, Connecticut

Business/Non-Instructional Operations

Inventories

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$5000.00 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Property/Equipment/Supplies

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

- All property/equipment/supplies labeled as being purchased with IDEA funds, including equipment supplied to students with disabilities attending private schools at parental expense.
- Label to include; Plymouth Public Schools, grant funding source and year.
- Clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in Accordance with Federal Guidelines.
- Identified on Purchase Orders that indicate the source of funds.
- Labeled and inventoried as required if item has an acquisition has cost equal to or greater than \$5000.00 per unit and a useful life of more than one year. Items with a valueless than \$5000.00 per unit and a useful life of more than one year will be labeled with grant funding source and budget code.

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

Business/Non-Instructional Operations

Monies in School Buildings

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

All monies collected shall be receipted and accounted for and deposited within two (2) bank business days.

In no case shall monies be left overnight in schools except in safes, provided for safekeeping of valuables and even then no more than \$1000.00 cash should be so kept. If for some unforeseen reason large sums of money cannot be safely stored, the Superintendent of Schools will be notified for a depositing decision.

Business/Non-Instructional Operations

School Activity Funds

The Principal of each school is authorized to establish and maintain an Activity Fund in accordance with State law. The purpose of the Fund shall be to ensure proper management, safe-keeping, and accountability for monies belonging to classes and student organizations acting under the name of the school; monies raised and disbursed as a result of student activities such as publications, plays, and social events; monies which come to the school as gifts or donations.

The Principal or his/her designee shall be responsible for the proper management and accounting for the Fund in keeping with procedures prescribed by the Business Manager. The reconciliation of these accounts will be conducted by the Business Office. All accounts shall be subject to audit.

Legal Reference: Connecticut General Statutes

10-237 School activity funds

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Energy Management Conservation Policy

The Plymouth Board of Education embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation at all levels.

Accurate records of energy consumption and cost will be maintained at each building to provide verifiable performance information to the Board and Administration of the various facilities in the Plymouth Public Schools on the goals and progress of the energy conservation program.

The building Principal or designee will be accountable for energy management for his/her building with energy audits being conducted and feedback provided by the Energy Education Specialist teams.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. Energy Education will administer its energy conservation and management program primarily through the Energy Education Specialist teams and Administration.
2. The Board expects all personnel at each facility to make a positive contribution to maximize energy conservation and produce real energy savings.

Further, to promote a safe, healthy learning environment and to complement the energy management program, each facility shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC and moisture management.

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance;

Whereas the Board embraces energy conservation and desire for the Plymouth Public Schools to become a nationwide institutional leader in energy management and conservation as part of our social responsibility to respect our natural resources;

Business/Non-Instructional Operations

Energy Management Conservation Policy (continued)

Whereas the Board has engaged Energy Education, to use its expertise to develop and implement a comprehensive, people-based conservation program across the Plymouth Public Schools;

Therefore, the Board directs the Superintendent of Schools and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Energy Conservation and Building Management (Guidelines)

Responsibilities:

1. Every person is expected to be an “energy saver” as well as an “energy consumer”.
2. The staff member is responsible for implementing the guidelines during the time that he/she is present in the classroom or office.
3. The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
4. Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
5. The building administrator is responsible for the total energy usage of his/her building.
6. The Energy Education Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
7. The Energy Education Specialist is responsible for either directly or indirectly making adjustments to the Organization’s Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
8. The Energy Education Specialist provides regular reports to building administrators indicating performance with regards to energy savings.
9. The organization is committed to and responsible for maintenance of the learning environment.
10. To complement the organization’s energy management program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization’s buildings to ensure compliance with organization guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
6. All capable PC’s should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

Business/Non-Instructional Operations

Energy Conservation and Building Management (Guidelines)

General: (continued)

Cooling Season Occupied Set Points: 74°F - 78°F

Unoccupied Set Point: 85°F

Heating Season Occupied Set Point: 68°F - 72°F

Unoccupied Set Point: 55°F

Air Conditioning Equipment

1. Occupied temperature settings shall NOT be set below 74°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24-hour period.
7. Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-around school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.
8. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
9. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of the room.
10. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55°F - 75°F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

Business/Non-Instructional Operations

Energy Conservation and Building Management (Guidelines) (continued)

Heating Equipment

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.
8. Heating oil and propane (if applicable) levels should be physically measured and recorded by “sticking the tanks” at least on the following intervals: 1. Recurring scheduled monthly date, 2. Immediately before new delivery, 3. Immediately after delivery.

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the classroom or office when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during the daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am-8pm.
3. When spray irrigating, ensure the water does not directly hit the building.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

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

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

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

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

Business/Non-Instructional Operations

Safety

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

9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection.

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

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

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

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

Business/Non-Instructional Operations

Safety

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

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

Beginning with the school year commencing July 1, 2014, and each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

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

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

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

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children’s Safety)

Business/Non-Instructional Operations

Safety

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

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

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Hazardous Materials Communication

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

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

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

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

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

Business/Non-Instructional Operations

Hazardous Materials Communication (continued)

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

Legal Reference: Connecticut General Statutes

Section 199-329 through Section 195-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERPA)

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

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Asbestos Control

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school districts procedures for asbestos control can be found in the school district offices.

Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Accident Prevention and Reporting

The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each building administrator shall be responsible for the supervision of a safety program for his/her school and the school Business Manager shall have overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to: in-service training; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community.

Business/Non-Instructional Operations

Safety

Sexual Offenders on School Property

No adult who has been convicted of a sexually violent offense, as defined in Connecticut General Statutes §54-250 through §54-261, may enter or be present, during school hours, upon any public school property unless he/she:

1. is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his/her vote;
2. is a student enrolled in a District school;
3. has obtained a court order allowing him/her to enter and be present upon such property, and is in compliance with the terms and conditions of the order; or
4. A sex offender registrant, who is the parent or guardian of a student, shall not be permitted for any purpose to come on school property without the prior permission of the Principal or Superintendent's designee.

(cf. 1110.1-Parent Involvement)

(cf. 1212-School Volunteers)

(cf. 1250-Visits to Schools)

(cf. 1251-Loitering or Causing Disturbance)

(cf. 1411-Relations with Law Enforcement Agencies)

(cf. 3516-Safety)

(cf. 3516.4-Sex Offender Notification)

(cf. 3517-Security of Buildings and Grounds)

(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes
54-250 through 54-261 Registration of Sexual Offenders.
PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity Between Adolescents Close in Age to Each Other.
PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the Budget Concerning Education.
United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Security of Buildings and Grounds

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

Security includes:

1. Developing at each school, in compliance with the requirements of P.A. 13-3, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP).
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials may evaluate, and provide feedback on fire drills and crisis response drills.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by P.A. 13-3)
7. Minimizing fire hazards.
8. Reducing the probability of faulty equipment.
9. Guarding against the chance of electrical shock.
10. Keeping records and funds in a safe place.
11. Protecting against vandalism and burglary.

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

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

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

Legal Reference: Connecticut General Statutes
 29-389 Stairways and fire escapes on certain buildings.
 P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Security of Buildings and Grounds

Site and Building Access

Identification Badges-Employees

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District issued, approved identification badge.

Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view.

Issuing Identification Badges: Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee (or student). ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

Visitors/Volunteers: All visitors/volunteers are required to check in to the main office or security desk to obtain a visitor's badge. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must return the badge to the office or security desk. All visitors shall display their badge while they are in the school building. This section of this policy pertains to, but is not limited to, all individuals who are not school employees including delivery personnel, sales persons and construction or repair workers. No visitor's badge will be required at sporting events, open-houses, or other events as determined by the building or district administration.

Visitors that do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to immediately report this circumstance to the administration or a member of the security staff (or School Resource Officer).

Effective July 1, 2017, visitors, after reporting to the main office, will register (name, address, telephone number and the nature of the visit) and will be given a temporary identification badge. Visitors are required to submit a driver's license or other government issued photo ID to assure proper identification and check-out by the visitor. Such ID will be returned upon the return of the temporary badge.

Lost or Stolen Badges: In the event the identification badge is lost or stolen, the District will provide a replacement at no cost to the employee. If a badge is lost or stolen, contact the Technology Department immediately.

Business/Non-Instructional Operations

Security of Buildings and Grounds

Site and Building Access

(cf. 1250 – Visits to the School)

(cf. 3516 – Safety)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

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

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

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

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

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

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

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

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

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

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

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

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

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

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

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

Notice of Breach of Security/Data Breaches

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

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

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

Definitions

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

5. **“Deidentified information”** means any information that has been altered to prevent the identification of an individual student.
6. **“Eligible student”** means a student who has reached 18 years of age.
7. **“Student-generated content”** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. “Student-generated content” does not include student responses to a standardized assessment.
8. **“Student records”** means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

“Student records” does not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor’s products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor’s products and services.
9. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
 10. **“Student information”** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
 - a. Is created or provided by a student, or the student’s parent or legal guardian, by using an operators’ website, online service, or mobile application (app) for school purposes.
 - b. Is created or provided by an employee or agent of the board of education, to an operator for school purposes.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

- c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student including but not limited to information in the student's educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.
- 11. **"School purposes"** means purposes that customarily take place at the direction of a teacher, or a board of education or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians.
- 12. **"Targeted advertising"** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator's Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

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

1. Engage in targeted advertising on the operator's site, service, or application, or on any other Internet website, online service or mobile application;
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

The Board recognizes that an operator may:

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

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information;
7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

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

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

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

(cf. 5125 – Student Records)

(cf. 5145.15 – Directory Information)

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

Legal Reference: Connecticut General Statutes

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

7-109 Destruction of documents.

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

10-209 Records not to be public.

10-234aa Definitions

10-234bb Contracts between boards of education and contractors re student data. Requirements. (as amended by PA 18-125)

10-234cc Requirements for operators re student data

10-234dd Duties re unauthorized release, disclosure or acquisition of student data (as amended by PA 18-125)

11-8a Retention, destruction and transfer of documents

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-based Issues

Legal Reference: Connecticut General Statutes (continued)
 46b-56(e) Access to Records of Minors.
 Connecticut Public Records Administration Schedule V - Disposition of
 Education Records (Revised 1983).
 P.A. 16-189 An Act Concerning Student Privacy
 PA 17-200 An Act Making Revisions to the Student Data Privacy Act of
 2016
 PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act
 Federal Family Educational Rights and Privacy Act of 1974 (section 438
 of the General Education Provisions Act, as amended, added by section
 513 of P.L. 93-568, codified at 20 U.S.C.1232g).
 Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs.
 implementing FERPA enacted as part of 438 of General Educ. Provisions
 Act (20 U.S.C. 1232g) parent and student privacy and other rights with
 respect to educational records, as amended 11/21/96.
 Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)
 Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et*
 seq. (2014)

Business/Non-Instructional Operations

Hazardous Materials in Schools

Hazardous materials include any substance or mixture of substances posing fire, explosive, reactive, or health hazards including a number of science laboratory chemicals and supplies, common school cleaning materials, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

The Superintendent of Schools shall develop regulations to minimize the use of these materials in the schools, including substituting, when possible, non-hazardous materials for hazardous materials and through minimizing amounts of hazardous material used and stored in the schools.

To the extent hazardous materials are necessary in educational programs or in school building maintenance, the Superintendent of Schools shall develop regulations and practices on:

1. Identification and labeling of hazardous materials;
2. Use of hazardous materials;
3. Storage of hazardous materials;
4. Transportation of hazardous materials;
5. Disposal of hazardous materials;
6. Maintenance of material safety data sheets in the building Principal's office;
7. Chemical hygiene plans shall be maintained at all schools that have a science laboratory;
8. Training of appropriate staff in procedures and practices enumerated in 1-5 above.

Procedures must comply with applicable local, state, and federal laws and regulations pertaining to safe and proper use, storage, transportation, and disposal of hazardous materials.

(cf. 5410 Student Safety)

(cf. 4160/4260 Employee Safety)

Legal Reference: Connecticut General Statutes

19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

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

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

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.
- The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

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.*

No school district employee will use any chemicals to control a pest problem. This will be done by a licensed technician who will follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

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

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

The notice shall include:

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

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

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

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

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

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

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Legal Reference: Connecticut General Statutes

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

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

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

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

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

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

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

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

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pest Management/Pesticide Application

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

Procedures shall include the following:

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

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pest Management/Pesticide Application (continued)

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

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pest Management/Pesticide Application (continued)

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

PESTICIDE APPLICATION PLAN

Date of planned application: _____ Day of week: _____

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

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

(Choose for safety and effectiveness.)

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

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

Name (s) _____

License number (s) _____

Firm (if applicable) _____

For interior treatment:

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

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

For all applications:

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

Will pesticides be stored on school grounds? ____YES ____ NO

If "YES" where : _____

(Read label carefully!)

Keep all pesticides locked up and away from occupied areas.

Approved by school/district administrator: _____ Date:_____

School nurse _____informed _____

Other (s) _____informed _____

Business/Non-Instructional Operations

Liability Insurance

The school system shall maintain appropriate limits of liability insurance to protect it, its Board, its employees, students and their parents against possible catastrophic financial loss occasioned by court action brought outside the area of governmental immunity of the school system.

The Superintendent of Schools, or his/her designee, shall seek any needed legal advice in ascertaining areas in which the school system is not protected by governmental immunity.

The school system shall indemnify and hold harmless any member(s) of the Board of Education against whom any action is instituted or any judgment of money damages is obtained for the acts of such member(s) other than those of a reckless nature or which constitute gross negligence.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

52-557 Injury to children being transported to school.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Employee Bonds

All school district employees who handle funds shall be covered by a crime policy with a single loss limit of insurance of at least \$500,000.00 purchased by the Board of Education.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Transportation

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent is expected to administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Suspension from Transportation Services

Students will be notified that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates publicized Board policy or administrative regulation.

Private Carrier

Transportation by private carrier may be provided whenever such practice is more economical than using school system-owned facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Safety Complaints

All complaints concerning school transportation safety shall be made to the Business Manager. The Business Manager shall maintain a written record of all such complaints and shall conduct appropriate investigations of the allegations. The Business Manager shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

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 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.

Business/Non-Instructional Operations

Transportation

Federal Compliance (continued)

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.

Temporary Changes (Up to One Week)

Any and all requests for student transportation to points other than the students normal bus route and stop must be submitted in writing to the Principal for approval. Granting of permission will be contingent upon availability of space on that bus and will be subject to cancellation by the Business Manager at any time. If there is not available school bus space on existing routes to meet all requests, permission will be granted to the limits of available space in the order received. Should such special permission be granted, the student will be picked up or transported to a regular bus stop nearest his/her destination.

Requests for long-term changes (longer than one week) must be filed thirty days prior to the requested starting date. Short-term requests (under three months) must be submitted one week prior to the requested starting date. Temporary exceptions may be in the event of family emergencies. All requests must be submitted on forms available at the Plymouth Board of Education, Business Office, 77 Main Street, Terryville, CT.

(cf. 5114/5114.1 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

Business/Non-Instructional Operations

Transportation

Legal Reference: Connecticut General Statutes (continued)

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted: October 13, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Transportation

For the purposes of this regulation, the Board of Education shall comply with state law by providing reasonable transportation for school children.

1. Duty of Board

The Board of Education shall provide reasonable transportation in a manner consistent with state law. The Business Manager of the Plymouth Public Schools shall review parental requests for exceptions to this regulation.

2. Grievances

All parents who are grieved by a determination by the Business Manager will be granted an opportunity to discuss the matter with the Superintendent. All parents who remain grieved after the Superintendent renders a decision shall be granted a hearing before the Safety and Transportation Subcommittee of the Board of Education as stated in Connecticut General Statutes 10-186. Parents shall be provided with a copy of the statute and this regulation at no expense.

The Board of Education has designated the following individuals to represent the Board of Education at a hearing as provided in Connecticut General Statutes 10-186:

- a. Plymouth Public Schools Superintendent and/or Business Manager

3. Definitions

- a. **“School transportation”** means the procedure, program, or fully effective and implemented plan by which a student is conveyed to and/or from school from his/her residence or the bus stop at public expense, owned equipment or by 3541(b) over public roads approved by the municipality or private roads approved pursuant to Connecticut General Statutes 10-220c.
- b. **“Walking distance”** means the linear measure of a prescribed or authorized pedestrian route between the student’s residence and his/her school from a point at the curb or edge of a public or private road nearest the student’s residence to a point at the entrance of the school, or the bus pick-up area, or a safe entrance to the school grounds located within one hundred feet of the school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.

Business/Non-Instructional Operations

Transportation

Definitions (continued)

- c.** **“One mile walking distance”** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but no more than 5,380 feet.
- d.** **“Grade K”** means kindergarten, or a school program appropriate to a kindergarten-age student.
- e.** **“Hazard”** means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school, or a designated bus pick-up area; a possible source of peril, danger, duress or difficulty (cf. Webster), exposure to molestation or attack considered morally degrading or physically harmful.
- f.** **“Raised walk area or sidewalk”** means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved; distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing; apart from and independent of any white line safety markings along the street pavement.
- g.** **“Student”** means any individual of school age enrolled in a public school located within the school district.

Hazardous Conditions

1. The maximum walking distances are the following:
 - a. Students below the age of ten, or enrolled in Grades K through 3, up to one mile.
 - b. Students age ten to fourteen, or enrolled in the equivalent of Grades 4 through 8, at middle school or junior high school, up to one and one-half miles.
 - c. Students aged fourteen and over or enrolled in Grades 9 through 12, up to two miles, from home to school or to a prescribed point of embarkation.

Any walking route to either the bus stop or the school that is in excess of the above distances shall be hazardous.

Business/Non-Instructional Operations

Transportation

Hazardous Conditions (continued)

2. A street or road having an adjacent or parallel sidewalk or raised walk may be deemed hazardous when any one of the following conditions exist:
 - a. For students under age ten, or enrolled in Grades K through 3, absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty vehicles per hour at the intersection.
 - b. For students over age ten, or enrolled in Grades 4 through 12, the absence of a traffic light or stop signs or crossing guard where three or more streets intersect and has a traffic count which exceeds ninety vehicles per hour during the time that students are walking to or from school.
 - c. For all students, any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop.
 - d. For all students, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which is hazardous or attractive to students.
3. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-site visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design.
4. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous for students under ten years of age, or enrolled in Grades K through 3, if any one of the following conditions exist. For students over age ten, or enrolled in Grades 4 through 12, such road, street, or highway shall be deemed hazardous when two or more of the following conditions exist:

Business/Non-Instructional Operations

Transportation

Hazardous Conditions (continued)

- a. There exists a line-of-site obstruction caused by a hill, curve, structure, outcropping, land form, planting, snowbanks or other obscuring object or structure which may be safely, negotiated by vehicles only at speeds under fifteen miles per hour.
 - b. The traffic count is greater than sixty vehicles per hour during the time that students are walking to or from school.
 - c. Man-made hazards including attractive nuisances are present.
 - d. The roadway available to vehicles does not have a minimum width of twenty-two (22) feet, or twenty (20) feet when plowed free of snow accumulations.
 - e. Any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
5. Any walkway, path, or bridge in an area adjacent and parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the tracks; and any crossing of railroad tracks that carry moving trains during hours that students are walking to or from school shall be deemed hazardous unless the following conditions exist:
 - a. A crossing guard is present.
 - b. An automatic control bar is present at crossings used by students under age ten, or, a bar or red flashing signal light is operational when the crossing is used for students over ten years of age.
6. For students in Grades K through 4, a lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water.
7. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes without a fence or other suitable barrier shall be deemed a hazard.

Business/Non-Instructional Operations

Transportation

Hazardous Conditions (continued)

8. Any street, road, walkway, sidewalk, or path designated as a walking route for all school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to and from school.
9. A situation shall be considered hazardous wherein a Board of Education requires a student under age fourteen, or enrolled in grade K through 8 or equivalent, to walk to or from school at any time prior to one-half hour before sunrise or anytime one-half hour after sunset.

General Conditions

1. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.
2. Students possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician or the school medical adviser shall receive appropriate transportation.
3. Special education students shall be judged on an individual basis.
4. The Board of Education will not provide transportation on cul-de-sac roads, other than for an exception as determined by the Superintendent or Business Manager arising from a medical, safety or special education need.
5. **Exception:** The Board of Education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition a hazard based upon reasonable judgment.

Eligibility for Out-of-Town Transportation

1. Any resident of the school district under twenty-one years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.
2. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

Business/Non-Instructional Operations

Transportation

Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

1. Discuss the matter with the Principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the Business Manager.
3. If no resolution is reached under (2) above, discuss the matter with the Superintendent.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has so failed to furnish such accommodations.

The Board shall hold a hearing within ten (10) days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Legal Reference: Connecticut General Statutes

10-76d re transportation for special education program series.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for pupils in non-profit private schools outside school district.

10-281 Transportation for pupils in non-profit private schools within school district.

Business/Non-Instructional Operations

Transportation

Legal Reference: Connecticut General Statutes

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles use to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., sections 11431-11435

Business/Non-Instructional Operations

Contractor

Transportation shall be provided by private contractors consistent with contractual arrangements as offered by the Board of Education from time to time.

School bus contractors shall garage and register their vehicles within the geographic limits of the Plymouth school district.

1. The school bus contractor shall be determined by public competitive bid and shall be qualified in all ways as required by Connecticut General Statutes.
2. The school bus contractor shall submit, at the time of bid, a list and description of vehicles to be used, and shall bring this list up to date by August 1 of each school year for Board approval.
3. The school bus contractor will ensure that each school bus driver or aide will be in compliance with all Federal and State Regulations at all times.

(cf. 4212.42 - Drug & Alcohol Testing for School Bus Drivers)

Legal Reference: United States Code, Title 49 2717 Alcohol and controlled substance testing (Omnibus) Transportation Employee Testing Act of 1991.

Connecticut General Statutes

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.

14-276 to 14-279 re: school bus operators et. al.

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

United States Code, Title 49

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Routes and Services (Transportation)

The Superintendent shall direct the study of bus routes in order to provide the safest, shortest routes which will get all students to school in the most economical way. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

Bus routes will be published on the district's website approximately 2 weeks prior to the start of school. The official bus route shall not be extended or changed until such proposed change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency and economy.

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Routes and Services (Transportation)

**PLYMOUTH BOARD OF EDUCATION
TRANSPORTATION CHANGE REQUEST**

Student Name: _____

Parent/Guardian Name: _____

Address: _____

Phone Number: _____

School: _____ Grade: _____

Present Bus Stop: _____

Requested Change: _____

Reason for Request: _____

Length of Change: _____ months _____ days

Beginning Date: _____ Ending Date: _____

Date: _____ Parent/Guardian: _____
Signature

Note Submission Date:

Long Term (over one month) – 30 days prior to starting date

Short Term (less than one month) – 10 days prior to starting date

Return to: Plymouth Board of Education
 77 Main Street
 Terryville, CT 06786

Note: This form must be completed and filed with the Business Office in June of each school year for bus assignment consideration in the following school year. Only requests for transportation within child's regular school district can be accommodated.

Business/Non-Instructional Operations

Video Surveillance

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles and in and outside of school buildings.

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Video cameras may be located in and outside of school buildings provided that they will be placed in common areas and not in areas where students and school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges.

Evidence of student or staff misconduct may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

The district shall comply with all applicable state and federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as part of a student's behavioral record or a staff member's personnel record. Such records will also be subject to established district student and personnel records procedures including retention, access, review and release of such records.

The Superintendent shall develop such procedures as may be required for the implementation of this policy.

Legal Reference: Connecticut General Statutes
 7-109 Destruction of documents.
 Individuals with Disabilities Education Act, 20 U.S.C. 1400 et. seq.
 Family Educational Rights and Privacy Act, U.S.C. 1232 et. seq.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Transportation

Special Education Students

Bus drivers and bus monitors should be aware of students with special needs who are riding the bus. Behavior patterns and specific needs should be understood. The contractor shall provide the drivers and bus monitors on-going training programs designed to enhance their knowledge and skills as it relates to special needs students. The proper procedures regarding use of all safety equipment, restraint devices, lift, car seats and wheelchairs shall be but not limited to this training.

Legal Reference: Connecticut General Statutes

10-76d. (2d) Duties and powers of boards of education to provide special education programs and services. Relationship of insurance to special education costs.

10-266j. Inter-community contracts concerning education of disadvantaged children. State aid.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Special Transportation for Exceptional Children

Definition of special education students identified as needing special transportation:

1. Students who are placed outside of the Plymouth School District for their educational program.
2. Students who receive their educational program within the Plymouth School System but in a school located outside their designated attendance area.
3. Students who have medical problems that necessitate special transportation.
4. Students who exhibit behavior that is disruptive of the safety and educational process on a regular school bus.
5. Students who receive homebound instruction.
6. Students who are enrolled in the special education pre-kindergarten program.

Process for Providing Special Transportation

Each August the Superintendent or designee and the special transportation provider are given a list of students who are to receive special transportation (includes name, address, phone number, and destination) for the upcoming school year. This list is updated as needed during the school year.

In some instances, parents are reimbursed mileage consistent with current IRS rates for providing transportation for their special education child.

Legal Reference: Connecticut General Statutes

10-76d (2d) Duties and powers of boards of education to provide special education programs and services. Relationship of insurance to special education costs.

10-266j Inter-community contracts concerning education of disadvantaged children. State aid.

Regulation approved: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Bus Driver Safety

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student and notify their parent or guardian. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student and the parent. The parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.

The administrator at his/her discretion may suspend the student from school based on the severity of the student's infraction.

3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension of transportation privileges or from school can be invoked. In all cases due process procedures shall be followed as described in Policy 5114.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Business/Non-Instructional Operations

Transportation Equipment

Privately Owned Vehicles

The Board of Education recognizes that, in special incidental, unplanned and/or emergency circumstances, district employees may need to use private vehicles for school purposes. In particular, the Superintendent or Building Principal may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage.

The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes
14-1(i) Motor vehicles: definitions.
14-212 (8) Definitions - "Student transportation vehicle." (as amended by PA 10-110)
14-212 (2) Definitions - "Carrier." (as amended by PA 10-110)
PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Superintendent will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Procedures for emergencies; Safety - Transportation

Procedures to be followed in the Event of an Accident to a Bus

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. The Police Department will be called to go to the scene of all accidents and their standard procedures will be followed.
2. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff, Police or a supervisor from Plymouth Public Schools.
3. All parents of students involved in any accident will be notified as soon as possible by school officials.
4. The transportation contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released.
5. The school Principal or designee will be responsible for having staff available on the scene for the purpose of identification of students.
6. In the event of a serious school bus or school van accident, parents may call 314-2768 for further information.

Business/Non-Instructional Operations

Food Service

General

The Plymouth Public Schools will operate a food services program in each school as authorized and regulated by State law. The District shall participate in the School Breakfast Program, (SBP) and National School Lunch Program, (NSLP).

Food service shall include hot lunches and milk through participation in the National School Lunch Program. The Board of Education (Board) shall approve prices set for the lunches and milk. Families where hardship exists, as determined by the Board, may have their children served on a free or reduced price basis as applicable under the National School Lunch Program requirements.

Each school's NSLP, SBP and SMP shall operate to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations. Also, each school shall sell or serve varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.

Purposes and Facilities

The school breakfast and school lunch program shall be an integral part of our total educational program.

To accomplish this objective with appropriate economy, all administration of the Food Services Program will be coordinated in the Business Office. Business functions to be centralized will include central purchasing of food and supplies, a system-wide salary schedule for all food service employees, planned nutritionally balanced menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of each Building Principal, subject to advice, counsel, and direction from the Food Services Director.

Records and Reports

Monthly reports and operating statements for the school lunch program and cafeterias shall be prepared by the Business Manager and transmitted to the Superintendent of Schools (Superintendent). Quarterly reports to the Board will be presented at regular meetings.

Business/Non-Instructional Operations

Food Service

Free or Reduced Price Lunches

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. The Board shall follow all applicable Federal and State guidelines to carry out this program.

A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free meals for needy children, and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new student is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the school 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, disability, source of income, etc.)
3. The anonymity of students receiving assistance under this policy shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the school system office where records for audit purposes will be maintained.
6. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, the Superintendent will ask for a review of the facts of the situation. If the facts warrant it, the Superintendent may institute a hearing procedure to question 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. Students will continue to receive free meals until the conclusion of the hearing.

Business/Non-Instructional Operations

Food Service (continued)

School Food Safety Inspections/School Food Safety Program

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-216 Payment of expenses.

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

Business/Non-Instructional Operations

Food Service

Legal Reference: Connecticut General Statutes (continued)
42 U.S.C. Sec. 1758(h)/7CFR Sect 210.13, 220.7 (School Food Safety Inspections).
Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).
P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Food Service

Responsibilities and Duties

The lunch program shall be under the direction of the Food Services Director who will report to the Business Manager. The Food Services Director shall cooperate with building principals in matters essential to the proper functioning of the lunch program and the cafeterias.

Students

Students shall be permitted to bring their own lunches and to purchase beverages and incidental food items.

The responsibility for control of students using the cafeteria shall rest with the building Principal.

Nutrition Guidelines and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the District and its role in the District's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP (and SBP) meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP, (and SBP) maintains the confidentiality of students and families applying for or receiving free or reduced-price meals (or free milk) in accordance with the National School Lunch Act;
4. The school's NSLP, (and SBP) operates to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans. Schools contracting out the food service part of their NSLP and SBP shall form a nutrition advisory committee comprised of teachers, students and parents to assist in menu planning. A nutrition committee comprised of students, family members and school personnel will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP (i.e., food services purchasing, menu planning, food production and meal service.) Cultural norms and preferences will be considered;
6. Food prices set by the District are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;

Business/Non-Instructional Operations**Food Service****Nutrition Guidelines and Food Services Operation** (continued)

7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special food needs:
 - a. The District will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
 - b. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being service.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair;
 - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.
12. The Connecticut State Department of Education's (CSDE) Meal Patterns Web Page shall be consulted regarding meal patterns for the NSLP and SBP consistent with the nutrition standards to fulfill the requirements of the Healthy, Hunger-Free Act of 2010 (PL 111-296). Schools must fully implement the new meal patterns effective July 1, 2012.

Business/Non-Instructional Operations

Food Service

Other Foods Offered or Sold

The District recognizes that federal government standards requiring schools to provide NSLP (and SBP) meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

Foods offered in classrooms or school-sponsored activities and food and beverages sold as part of approved school fund-raising events shall meet minimum state requirements unless otherwise exempt by state law.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes
 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
 10-215a Nonpublic school and nonprofit agency participation in feeding programs.
 10-215b Duties of State Board of Education re feeding programs.
 10-216 Payment of expenses.
 State Board of Education Regulations
 10-215b-1 School lunch and nutrition programs.
 10-215b-11 Requirement for meals.
 Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.
 School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.
 National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.
 42 U.S.C. Sec. 1758(h)/7CFR Sect 210.13, 220.7 (School Food Safety Inspections).
 Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).
 P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751
 7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Regulation approved: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Participation in the National School Lunch Program (NSLP) (and School Breakfast Programs) (SBP) is/are 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 (and School Breakfast Program).

Free meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches.

The District shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

The schools shall not physically segregate or discriminate against any child because of his or her inability to pay for a meal. The names of children eligible to receive free 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 by any other means.

The District shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law, in its implementation of such a program.

The District's NSLP and SBP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-216 Payment of expenses.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Legal Reference: Connecticut General Statutes (continued)
 42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9,
 210.20
 U.S.D.A., Eligibility Guidance for School Meals Manual
 U.S.D.A., FNS Instruction 765-7 Rev. 2: Handling Lost, Stolen and Misused
 Meal Tickets
 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§203, 205
 Nondiscrimination on the Basis of Handicap in Programs or Activities
 Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

The Superintendent of Schools or his/her designee shall establish such administrative procedures to control food sales which compete with the District's non-profit food service in compliance with federal and state statutes and regulations.

Specifically, the food service program shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture, Connecticut State Regulations and State Department of Education annual nutrition standards in the food service areas during the meal periods, in compliance with the timeframes and criteria meeting federal and state regulations.

The Board shall make available in District schools for purchase by students nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day in schools.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute regarding artificial sweeteners, flavoring, caffeine and portion size.

Legal Reference: National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)
 P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751
 7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)
 Connecticut General Statutes
 10-215e Nutrition standards for food that is not part of lunch and breakfast program
 10-215f Certification that food meets nutrition standards
 10-221p Boards to make available for purchase nutritious low-fat foods and drinks
 10-221q Sale of beverages
 PA 06-63 An Act Concerning Healthy Food and Beverages in Schools
 Regulations of Connecticut State Agencies – 10-215b-1 Competitive foods
 Regulations of Connecticut State Agencies – 10-215b-23 Income from the sale of food items.

Policy adopted: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS
 Plymouth, Connecticut

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

“Competitive foods” are those foods or beverages sold in competition with the District’s food service program. The sale of competitive foods is restricted as follows:

1. Competitive foods in the following list are considered by the U.S. Department of Agriculture and Connecticut regulations to be of minimal nutritional value. The U.S. Department of Agriculture defines foods of minimal value as food that provides less than five percent of the dietary reference intakes for each of eight specified nutrients (protein, vitamin A, C, niacin, riboflavin, thiamin, calcium and iron) per serving for artificially sweetened foods and for all other foods, those that provide less than five percent of the dietary reference intake for each of the eight nutrients per serving and per 100 calories.
 - candy
 - water ices (except water ices which contain fruit or fruit juices)
 - chewing gum
 - certain candies

Note: As of July 1, 2006, soda, tea and coffee may not be sold in schools per Public Act 06-63.
2. Low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruits shall also be made available for purchase when food is available for purchase by students during the regular school day.
3. 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 low fat or non-fat 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.
4. Foods that do not comply with Connecticut Nutritional Standards can only be sold at fundraisers if:
 - The sale is held at an event occurring at least 30 minutes after the end of the regular school day or on the weekend.
 - The food is sold at the location of the event.
 - The foods and beverages are not sold from a vending machine or school store.

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program (continued)

(cf. 3542 – School Lunch Program)

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Connecticut General Statutes

10-215e Nutrition standards for food that is not part of lunch and breakfast program

10-215f Certification that food meets nutrition standards

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

10-221q Sale of beverages

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards for all Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010 Federal Register Vol. 78, No. 125, June 28, 2013

Business/Non-Instructional Operations

Food Service

Charging Policy

The school nutrition program is an essential part of the education system and by providing good-tasting, affordable, nutritious meals in pleasant surroundings; we are supporting the learning environment and helping to teach students the value of good nutrition.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in the National School Lunch Program (NSLP) and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to this program. The Board also accepts full responsibility for providing regular priced meals, as well as free and reduced price meals for children qualifying under the guidelines identified by the NSLP.

The Board recognizes that there is no legal requirement to allow students to charge meals, however because the District participates in the NSLP, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

“Alternate Meals” are not clearly defined in federal and state regulations but refer to a meal served to a student that is different from the day’s advertised reimbursable meal. The District shall determine the alternate meal to be offered.

The District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed up to four (4) reimbursable meal charges. No snack or a-la-carte items shall be charged by any student with a negative balance. The District’s policy is as follows:

1. Students may charge up to the equivalent dollar value of four lunch meals. After that limit has been reached, the student will be offered an alternate meal.
2. Parents will receive a weekly email or phone notification when their child’s balance reaches \$5.00 or less.
3. Parents of students who amass a balance of -\$20.00 will be contacted by the Food Services Director.
4. Parents of students who amass a balance of -\$40.00 will be contacted in writing by the Business Manager. Failure to pay a negative balance within 10 days of being contacted in writing by the Business Manager will result in a suspension of charging privileges.

Business/Non-Instructional Operations

Food Service

Charging Policy

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education.

“Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students”

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772.

Policy adopted: February 10, 2016

PLYMOUTH PUBLIC SCHOOLS
Plymouth, Connecticut

Business/Non-Instructional Operations

Printing and Duplicating Copyrighted Material

The Board of Education recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless the copying falls within the bounds of fair use. Any duplicating of copyrighted materials by school system employees, therefore, must be done with permission of the copyright holder or within the bounds of “fair use” as described below.

Fair Use Doctrine

In describing the purposes of “fair use”, Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder’s permission provided that four criteria are used to consider when determining if the classroom use is “fair”. The four criteria are as follows:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

(cf. 6162.6 - Use of Copying Devices)

Legal Reference: P.L. 94-553 - Copyright Law (17USC 107 - re “Fair Use”)

Non-Instructional Operations

Mail and Delivery

A mail service system shall be maintained within the school system in order that communications within the school system and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of school system mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the school system. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

Business/Non-Instructional Operations

Retention of Electronic Records and Information

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

Use of E-Mail and Electronic Communications

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district’s computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system’s security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District’s computer systems, including any incidental personal use permitted in accordance with the Board’s policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

Business/Non-Instructional Operations

Retention of Electronic Records and Information (continued)

Retention of Electronically Stored Information

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References: Connecticut General Statutes
 The Freedom of Information Act.
 1-15 Application for copies of public records.
 1-200 Definitions.
 1-210 to 1-213 Access to public records.
 1-211 Access to computer stored records.
 1-214 Public contracts as part of public records.
 1-225 to 1-240 Meetings of public agencies.
 7-109 Destruction of documents.
 10-15b Access of parent or guardians to student's records.
 10-154a Professional communications between teacher or nurse & student.
 10-209 Records not to be public.
 10-221 Boards of education to prescribe rules.
 11-8a Retention, destruction and transfer of documents.
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 31-48d Employers engaged in electronic monitoring required to give prior notice to employees.
 46b-56 (e) Access to Records of Minors.
 Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
 General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Business/Non-Instructional Operations

Retention of Electronic Records and Information

Legal References: Connecticut General Statutes (continued)
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Retention of Electronic Records and Information Regulation

I. Records Custodian

These regulations are designed to assist in implementation of Board Policy regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. Definitions

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method.

III. E-mail Classification

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Business/Non-Instructional Operations

Retention of Electronic Records and Information Regulation

III. E-mail Classification (continued)

Further guidance on the retention of e-mail messages sent and received by school officials is provided by classifying e-mails into one of three categories. Retention guidelines for each of these categories are as follows:

Transitory

Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.

Less than Permanent

Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.

Permanent

Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.

IV. Retention of Electronic Records

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

Business/Non-Instructional Operations

Retention of Electronic Records and Information Regulation

IV. Retention of Electronic Records (continued)

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.
6. In scripted Cloud Storage

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

(cf. 4118.4/4218.4 - Electronic Monitoring)
(cf. 4118.5/4218.5 - Acceptable Computer Network Use)
(cf. 9327 - Electronic Mail Communications)
(cf. 9330 – Board/School District Records)

Legal References: Connecticut General Statutes
 The Freedom of Information Act.
 1-15 Application for copies of public records.
 1-200 Definitions.
 1-210 to 1-213 Access to public records.
 1-211 Access to computer stored records.
 1-214 Public contracts as part of public records.
 1-225 to 1-240 Meetings of public agencies.
 7-109 Destruction of documents.
 10-15b Access of parent or guardians to student's records.

Business/Non-Instructional Operations

Retention of Electronic Records and Information Regulation

Legal References: Connecticut General Statutes (continued)
10-154a Professional communications between teacher or nurse & student.
10-209 Records not to be public.
10-221 Boards of education to prescribe rules.
11-8a Retention, destruction and transfer of documents.
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.
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Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.
PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and 9528.

Regulation approved: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Holds on the Destruction of Electronic Information 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 information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal Reference: Rules 34 and 45 of the Federal Rules of Civil Procedure
 General Letter 2009-2 of the Public Records Administrator Record
 Retention
 Schedules Towns, Municipalities and Boards of Education

Policy adopted: May 10, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Business/Non-Instructional Operations

Holds on the Destruction of Electronic Information and Paper Records Regulations

I. Records Custodian

These regulations are designed to assist in implementation of Board Policy regarding holds on the destruction of electronic information and paper records. 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. The Director of Pupil Personnel and Special Education is appointed as records custodian.

II. Holds on the Destruction of Electronic Information and Paper Records

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 be sent to the District IT department.

Business/Non-Instructional Operations

Holds on the Destruction of Electronic Information and Paper Records Regulations

II. Holds on the Destruction of Electronic Information and Paper Records (continued)

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References: General Letters 96-2, 200 1-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of
Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

**NOTICE REGARDING A LITIGATION HOLD
CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS**

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold]**. Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information **[the school district can be more specific in the identification of documents if that information is available]**. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian, the Director of Pupil Personnel and Special Education Service.

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning **[the matter that is subject to the litigation hold]**. Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.