

Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Concept and Roles in Business and Non-Instructional Operations
Code	3000
Status	Retired
Adopted	August 29, 1985
Last Reviewed	June 6, 1995
Retired	June 14, 2022

### **CONCEPT AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

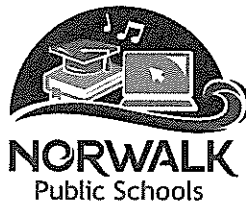
#### **Business (3100-3400 Section)**

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 intends to:

1. encourage advance planning through the best possible budget procedures,
2. explore all practical sources of dollar income,
3. guide the expenditure of funds so as to extract the greatest educational returns,
4. expect top-quality accounting and reporting procedures, and
5. maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

#### **Non-Instructional Operation (3500 Section)**

The Board of Education expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of students and staff, to reflect the moral and cultural aspirations of the community and to support environmentally the efforts of the staff to provide a good education.

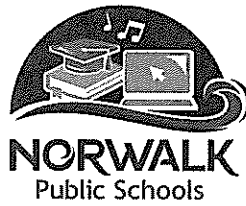


Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Budget Planning
Code	3110
Status	Retired
Adopted	August 29, 1985
Last Reviewed	June 6, 1995
Retired	June 14, 2022

#### **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 encourage comment and recommendations of the lay citizenry, students, the certificated and non-certificated staff, 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	Connecticut General Statutes I 0-222 Appropriations and budget. Financial Information system
-------	----------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Budget Calendar Regulation
Code	3112-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

### **BUDGET CALENDAR REGULATION**

The administration shall present to the Board of Education a budget preparation calendar in September. The schedule shall be as follows:

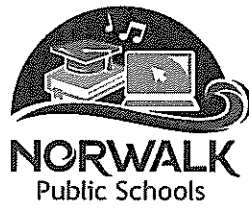
#### **General Budget Calendar**

Development of Budget Assumptions  
Hearing on budget priorities by Board of Education Development of Staff Requests  
Review of Requests by Administration and Staff  
Preparation of Budget to be Recommended to Board of Education Review of Budget by Board of Education  
Adoption of Budget by Board of Education  
Preparation of Budget Document for Presentation to Board of Estimate and Common Council  
Transmission of Budget to Board of Estimate and Common Council

#### **Board of Education Meetings Devoted Primarily to Budget**

Hearing on budget priorities by Board of Education  
Presentation of Administration Recommendations for Annual Budget  
Board of Education Meetings Devoted Primarily to Discussion of Budget  
Board of Education Meetings Devoted Primarily to Action on Budget  
Adoption of Budget by Board of Education

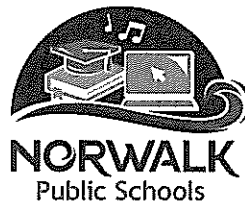
NOTE: Additional meetings devoted to discussion of the budget may be called as needed.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Setting Budget Priorities
Code	3113
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1998
Retired	June 14, 2022

#### **SETTING BUDGET PRIORITIES**

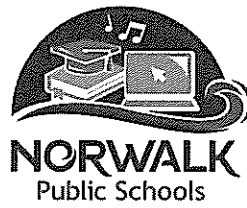
Before adopting the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community and establish budget priorities for the fiscal year. To make the budget a comprehensive reflection of the financial needs of the school program,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



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Preparation of Budget Document
Code	3120
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1995
Retired	June 14, 2022

#### **PREPARATION OF BUDGET DOCUMENT**

The Superintendent of Schools shall be responsible and accountable to the Board of Education for all fiscal operations including the preparing of a budget and presenting same to the Board. This budget shall include the personnel and non-personnel needs of the school system for a given fiscal year.



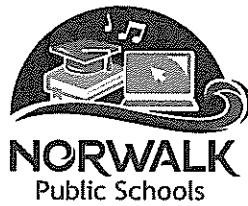
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Adoption of Budget
Code	3150
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1995
Last Reviewed	June 6, 1995
Retired	June 14, 2022

#### **ADOPTION OF BUDGET**

The Board of Education will present an itemized estimated cost for the maintenance of the public schools to the fiscal authority not later than December 31st of each year (the date specified by the Charter of the City of Norwalk). The estimated cost of maintaining the public schools for the ensuing year shall be the final budget for the public schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the City for the maintenance of the schools.

Legal                      Connecticut General Statutes 10-222 Appropriations and Budget. Financial information system.

P.A. 82-217 emphasizes that over-expenditure of appropriation is prohibited and spells out the procedure for seeking a supplemental appropriation

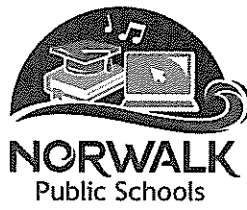


Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Transfer of Funds Between Categories
Code	3160
Status	Retired
Adopted	August 29, 1985
Last Revised	December 2, 2014
Retired	June 14, 2022
Prior Revised Dates	10/06/1995;

#### **TRANSFER OF FUNDS BETWEEN CATEGORIES**

The Superintendent or his/her designee may transfer any unexpected or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate not to exceed a cumulative \$10,000 in any one line item. Transfers in excess of \$10,000 shall come to the full board with a written explanation for approval. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority. To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Superintendent of Schools or his/her designee will furnish to the Board of Education monthly expenditure statements and a list of all transfer made.

Legal	Connecticut General Statutes 10-222 Appropriations and Budget. Financial information system
-------	---------------------------------------------------------------------------------------------



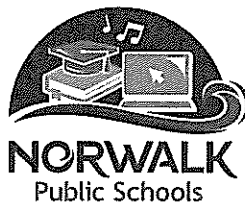
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Budget Administration
Code	3170
Status	Retired
Adopted	August 29, 1985
Last Reviewed	June 6, 1995
Retired	June 14, 2022

#### **BUDGET ADMINISTRATION**

The Superintendent shall be expected, from time to time during the course of a fiscal year, to present to the Board, budget projections for the purpose of determining the adequacy or inadequacy of the budget in specific areas.

Once a budget has been finally approved by the Board of Education, the Superintendent shall be authorized to administer the budget, and to establish such administrative regulations as are necessary to exercise effective control and to provide for efficient and effective accounting procedures, as are consistent with statutes, policies and regulations of the Board of Education.

Legal	Connecticut General Statutes 10-222 Appropriations and Budget. Financial information system.
-------	----------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Materials/Services Fees, Fines, Charges
Code	3250
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1995
Last Reviewed	June 6, 1995
Retired	June 14, 2022

#### **MATERIALS/SERVICES FEES, FINES, CHARGES**

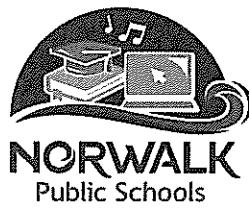
In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

#### **Copies of Records**

Any person who applies in writing will receive a plain or certified copy of any public record. A fee will be charged for the service as provided by law. (cf. 9330 – Board/School System Records)

Legal	10-15 Application for copies of public records
	10-228 Free textbooks, supplies, material and equipment

Cross References	<u>9330 - Board/School System Records</u>
------------------	-------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Sales and Disposal of Books, Equipment and Supplies
Code	3260
Status	Retired
Adopted	August 29, 1985
Last Revised	December 8, 2004
Retired	June 14, 2022
Prior Revised Dates	06/06/1995;

## **SALES AND DISPOSAL OF BOOKS, EQUIPMENT AND 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 which are no longer useful to the educational program and have been determined obsolete by the professional administrative staff. Any proceeds from the disposition of books shall be placed in the textbook replacement account of the school where the books were sold.

### **Disposition of Obsolete Equipment & Supplies**

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

### **Procedure for Disposition of Property**

At the close of each fiscal year, each school principal or the Director of Facilities, where equipment is stored in outside facilities, shall provide for review by the Chief Operations Officer, an accurate report of the fixed assets declared obsolete or surplus for that year. Said property shall be categorized and disposed of as follows:

**Category 1:** Items that may have use in other schools within the district shall be brought to the attention of the appropriate school principals and considered for transfer or storage for future use.

**Category 2:** Items that are deemed inappropriate for use within the schools system but which may be useful to a city agency shall be brought to the attention of appropriate city officials. After a reasonable period of time, category 2 items not claimed by the city shall be placed into category 3.

**Category 3:** Items that are not suitable for school or city use but which may have sufficient value to warrant sale shall be made available to interested parties through a legally advertised bid in keeping with city ordinance. Proceeds from such sales shall be placed in the city's general fund.

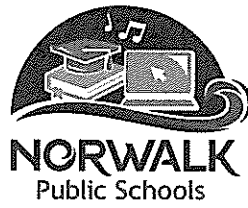
**Category 4:** Items that are deemed unsuitable for sale and items which remain unclaimed following public sale shall be disposed of in accordance with state laws and local ordinances. Items which are appropriate for recycling shall be transported to the recycling center.

## Legal

10-220 Duties of boards of education

10-240 Control of Schools

10-241 Powers of school districts



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Gifts, Grants, Bequests
Code	3280
Status	Retired
Adopted	August 29, 1985
Retired	June 14, 2022

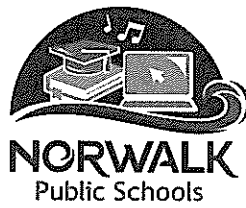
#### **GIFTS, GRANTS, BEQUESTS**

Civic organization, business and industry, and philanthropic individuals frequently wish to assist the school system by gifts. The forms which the gift may take include money, books and equipment. The superintendent is authorized to accept gifts on behalf of the board provided that the gift is one which is useful to the school system, and that the conditions under which the gift is made are compatible with board policies.

If there are reasons why the acceptance of a gift offer is questioned, the superintendent will refer the offer to the board for a decision.

Legal	10-237 School activity funds (subsection c) (as amended by P.A. 85-92)
-------	------------------------------------------------------------------------

Cross References	<u><a href="#">2241 - Grant Processing</a></u>
------------------	------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Gifts to the School System Regulation
Code	3280-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

## **GIFTS TO THE SCHOOL SYSTEM REGULATION**

### **Gifts to the School System**

When a gift is offered to the school system, the Superintendent shall ascertain by consultation with appropriate members of the staff whether the gift will be useful to the school system. Any conditions under which the gift is offered will be reviewed to determine that no conditions are incompatible with Board policies. The Superintendent will send a suitable acknowledgement expressing the thanks and appreciation of the Board. The gift will be listed under the Information and Proposals section of the Board agenda at the open meeting of the Board following acceptance of the gift.

Any gift presented to the school system must be accompanied by a letter from the donor for official action.

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

1. will have a purpose consistent with those of the school system,
2. will be offered by a donor acceptable to the schools,
3. will not add to staff load,
4. will not begin a program which the board of education would be required to take over when the gift or grant funds are exhausted,
5. would not bring undesirable or hidden costs to the school system,
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, and
9. will not be in conflict with any provision of state law or public law.

All gifts, grants and bequests shall become property of the school system.

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

### **Grant Abstracts/Proposals**

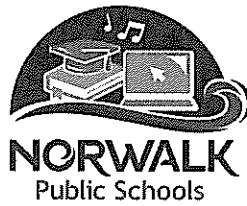
All grant abstracts and/or proposals must follow the procedure described below:

1. Grants office must be informed of intent to apply for each grant. The director of grants will then set up a timeline to process the proposal.
2. Grant proposals under five thousand dollars (\$5,000) must be reviewed by the director of grants. Proposals in excess of five thousand dollars must be reviewed by the Grants Review Committee.
3. Any revision in abstract and also the proposal must be reviewed by the director of grants prior to submission by the grants office to the Superintendent and Board of Education.
4. A copy of all grants must be submitted to the grants office prior to submittal of the proposal.

The director of grants is responsible for all proposals submitted by the Norwalk Board of Education.

Legal	Connecticut General Statutes 10-237 School activity funds (subsection c) (as amended by P.A. 85-92)
-------	-----------------------------------------------------------------------------------------------------

Cross References	<u><a href="#">2241 - Grant Processing</a></u>
------------------	------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Quantity Purchasing: Standardization of Supplies and Equipment
Code	3312
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

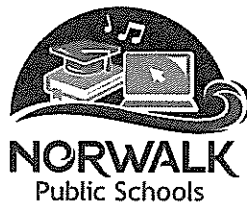
#### **QUANTITY PURCHASING: STANDARDIZATION OF SUPPLIES AND EQUIPMENT**

To help achieve both quality controls and the price advantages of quantity purchasing, the administration is encouraged to:

1. set specifications for good and services as needed.
2. cite several existing, commercially available "standard brands" that meet those qualifications acceptable as examples, and
3. invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

Cross References      3323 - Soliciting Price (Bids – Quotations).



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Access of Vendors to Teachers
Code	3313.4
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1998
Retired	June 14, 2022

#### **ACCESS OF VENDORS TO TEACHERS**

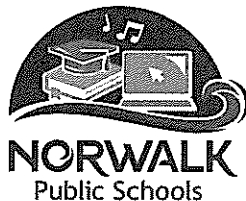
Commercial solicitation of employees in school is not permitted though staff members may confer with commercial representatives at school during non-duty periods.

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

If the desired party is within and a part of the Finance Department, an appointment should be made for a mutually agreeable time.

If the desired party is a part of any other school facility, authorization must be obtained from the unit head. The unit head will then arrange for an interview with the desired party at the convenience of the school program

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



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Soliciting Price (Bids – Quotations)
Code	3323
Status	Retired
Adopted	August 29, 1985
Last Revised	January 18, 2022
Retired	June 14, 2022
Prior Revised Dates	12/22/1986; 7/2/1992

### **SOLICITING PRICE (BIDS - QUOTATIONS)**

#### **Purchasing/Procurement**

The Norwalk Board of Education recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery. Past service of a favorable nature shall be a factor when other considerations are equal. Inadequate or poor past service shall always be a factor. Competitive bidding shall be practiced wherever feasible and to the advantage of the Norwalk Public Schools. Wherever practical, feasible, and to the advantage of Norwalk Public Schools, appropriate advertisements will be placed.

The procedure shall also apply to purchases for extracurricular school activities, and for purchases by the student body.

#### **Competitive Bids**

All purchases of and contracts for supplies, materials, equipment and contractual services involving more than Ten Thousand Dollars (\$10,000) shall be based on two or more competitive quotations, when possible, and all purchases Twenty Thousand Dollars (\$20,000) and over require competitive bids/competitive proposal based upon written specifications and advertised.

Small and large purchases may be sourced under a competitively bid contract through a third party such as CT State Department of Administrative Services, or an approved agency or purchasing cooperative, such as CREC based cooperatives.

Solicitations will include approved specifications and clearly describe the product or services required. The Board of Education is committed to providing equal opportunities to certified Small, Minority and Women-owned businesses for procurement of goods and services.

A performance bond shall be posted for all contracts in excess of Fifty Thousand Dollars (\$50,000) other than for commodities.

A contract in any amount, within budgetary limits, may be awarded for goods or services without competition when the Superintendent or Director of Finance documents in writing that one of the following conditions exists:

1. When the service or goods offered is unique to one vendor.
2. When equipment is being purchased for compatibility with existing equipment.
3. When an emergency exists and there is insufficient time to write specifications and take bids.

The Superintendent of Schools, the Director of Finance and the Purchasing Agent shall be authorized to award bid and proposal contracts. The Norwalk Public Schools reserves the right to reject any or all bids and proposals and reserves the rights to waive any informalities.

(Article XV – Federal Uniform Guidance Procurement Standards)

The Norwalk Board of Education will follow the Federal Uniform Guidance Procurement Standards set forth in Section 200.318 through Section 200.326 of the Code of Federal Regulations (CFR), with respect to all procurements which are funded in whole or in part by federal funding, and whenever else federal law dictates, which provisions are referenced below.

§200.318 General procurement standards.

- a. The Norwalk Board of Education purchasing policies and procedures are intended to comply with state and federal laws and regulations, applicable case law, and the Uniform Commercial Code (UCC). In addition, purchases involving federal funds shall comply with C.F.R. Section 200.318-200-326.
- b. The Norwalk Board of Education Department Heads shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- c. Conflicts of Interest: In Accordance with 2 C.F.R. 200.18(c)(1), the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Norwalk Board of Education may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

- d. The Norwalk Board of Education provides a "NonCollusive/Non-Conflict Statement Form" in all formal Bid/RFP documents. Interested parties submitting a bid and/or proposal are required to complete and include the "NonCollusive/Non-Conflict Statement Form" at the time of their submittal to be considered.
- e. The Norwalk Board of Education's procedures shall avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- f. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the Norwalk Board of Education is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- g. The Norwalk Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- h. The Norwalk Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

i. The Norwalk Board of Education shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

j. The Norwalk Board of Education shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The Norwalk Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Norwalk Board of Education is the sum of:

(j)(2) The actual cost of materials; and

(j)(3) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Norwalk Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

k. The Norwalk Board of Education alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Norwalk Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the Norwalk Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

#### §200.319 Competition.

a. All procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;

6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

7. Any arbitrary action in the procurement process.

b. The Norwalk Board of Education shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

c. The Norwalk Board of Education has adopted a Purchasing Policy, which sets forth written procedures for procurement transactions. When utilizing federal funds, the requirements set forth by the federal agency providing funding shall supersede the Norwalk Board of Education's Purchasing Policy.

These procedures shall ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to

define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and

2. Identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

3. The Norwalk Board of Education shall, when feasible, ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the Norwalk Board of Education shall not preclude potential bidders from qualifying during the solicitation period.

§200.320 Methods of procurement to be followed.

The Norwalk Board of Education shall use one of the following methods of procurement.

1. (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 of CFR Micro-purchase). To the extent practicable, the Norwalk Board of Education shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Norwalk Board of Education considers the price to be reasonable.

- Micro-purchases: The Micro-purchases threshold is \$10,000 (\$2,000 for purchases/services subject to Davis Bacon Act) for all non-federal entities which reflects the 2018 National Defense Authorization Act, enacted December 12, 2017 and effective upon issuance of OMB Memorandum M- 18-18 (issued June 20, 2018).

2. (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. Informal purchasing procedures are acceptable, however, price or rate quotations shall be obtained from an adequate number of qualified sources.
- Small purchases: The Small-purchases threshold is between \$10,000 and 250,000 for all non-federal entities which reflects the 2018 National Defense Authorization Act, enacted December 12, 2017 and effective upon issuance of OMB Memorandum M-18-18 (issued June 20, 2018).
3. (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
1. In order for sealed bidding to be feasible, the following conditions should be present:
- i. A complete, adequate, and realistic specification or purchase description is available;
  - ii. Two or more responsible bidders are willing and able to compete effectively for the business;
- and
- iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
2. If sealed bids are used, the following requirements apply:
- i. Bids shall be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids shall be publicly advertised;
  - ii. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
  - iii. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids shall be opened publicly;
  - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
  - v. Any or all bids may be rejected if there is a sound documented reason.
- Sealed bids: The Sealed Bid threshold is \$250,000 and above per the 2018 NDAA for all non-federal entities.

4. (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be considered to the maximum extent practical;
  2. Proposals shall be solicited from an adequate number of qualified sources;
  3. The Norwalk Board of Education shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  5. The Norwalk Board of Education may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- Competitive Proposals: The Competitive Proposal threshold is \$250,000 and above per the 2018 NDAA for all non-federal entities.
- d. [Reserved]
5. (f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
1. The item is available only from a single source;
  2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Norwalk Board of Education; or
  4. After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

- a. The Norwalk Board of Education shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

b. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

The Norwalk Board of Education shall include language in all formal Bid/RFP documents when the above requirements apply. In addition, compliance forms will be provided in the bid document and shall be completed and submitted by all interested parties at the time of their bid submittal to be considered. The Purchasing Department and the Department Head in charge of the project will review submittals to confirm compliance; all non-compliance submittals will be rejected.

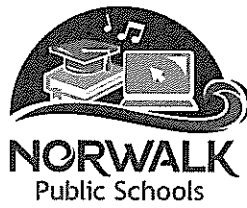
The Norwalk Board of Education will forward copies of submittals to the entity providing funding for their review and approval to move forward with an award.

§200.322 Procurement of recovered materials.

Norwalk Board of Education that is a state agency or agency of a political subdivision of a state and its contractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§200.323 Contract cost and price.

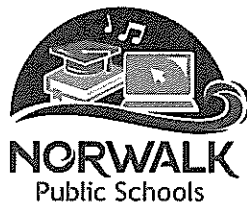
- Each Department Head of the Norwalk Board of Education shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the Norwalk Board of Education shall make independent estimates before receiving bids or proposals.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Ordering Good & Services (Purchase Orders)
Code	3324
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **ORDERING GOODS AND SERVICES (PURCHASE ORDERS)**

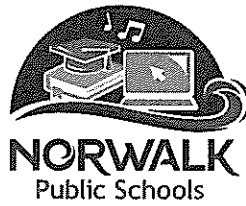
Purchase orders for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative reviewing channels whereby all purchase orders will be examined and approved, or disapproved for purchasing.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Award of Contracts
Code	3324.1
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **AWARD OF CONTRACTS**

All open market orders or contracts shall be awarded to the lowest responsible qualified bidder, consideration be given to the qualities of the article to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery system, the delivery terms and past performance of the vendor.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Maintenance and Control of Materials
Code	3325.1
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

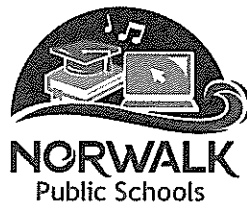
#### **MAINTENANCE AND CONTROL OF MATERIALS**

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

Procedures will be established for inventory control of all materials which have a value of five hundred dollars (\$500) or more. Each school as well as business office will retain a copy of such materials.

Proper maintenance procedures shall be established by the fiscal administrator.

Cross References      [1330 - Use of Facilities](#)



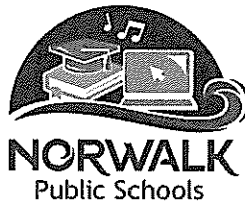
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Paying for Goods and Services
Code	3326
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **PAYING FOR GOODS AND SERVICES**

The Board authorizes payment for goods and services under the following conditions:

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

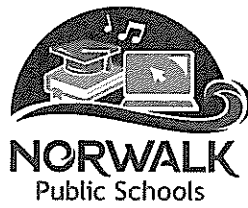
Legal	Connecticut General Statutes 10-248 Payment of school expenses
-------	----------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Periodic Financial Reports
Code	3430
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **PERIODIC FINANCIAL REPORTS**

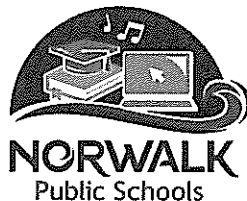
The Superintendent shall be responsible to see that all required financial reports are submitted to all appropriate city, state and federal agencies.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Budget and Expense Report
Code	3432
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **BUDGET AND EXPENSE REPORT**

The Superintendent shall submit to the Board an annual financial report covering the preceding school year. Board members are expected to request from the Superintendent information regarding matters on which they wish more data than that given in the regular report.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Annual Audit
Code	3434
Status	Retired
Adopted	July 2, 1985
Last Revised	August 29, 1985
Retired	June 14, 2022
Prior Revised Dates	06/06/1995;

#### **ANNUAL AUDIT**

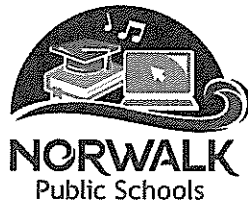
An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant selected by the City of Norwalk.

The audit shall include all funds of the school district including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, 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 report of the auditor shall be available for Board review and public perusal.

The audit does not serve the requirements of C.G.S. 10-260a regarding the obligation of the auditors of public accounts in auditing of state grants for public education.

Legal	Connecticut General Statutes 7-391 et. seq. Municipal Auditing Act 10-260a Auditing of state grant for public education P.A. 87-573 - An Act Concerning Auditing and Reporting Procedures of Various Municipal Entities
-------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Inventories and Equipment
Code	3440
Status	Retired
Adopted	August 29, 1985
Last Revised	October 6, 1998
Retired	June 14, 2022

### **INVENTORIES AND EQUIPMENT**

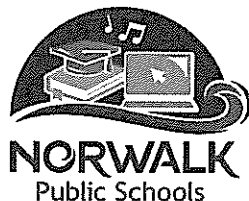
An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$500 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall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

#### **Supplies - Warehouse**

An inventory of supplies which are warehoused shall be maintained for the instructional, cafeteria, maintenance and operations departments.

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

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



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Inventories Regulation
Code	3440-R
Status	Retired
Adopted	October 6, 1998
Retired	June 14, 2022

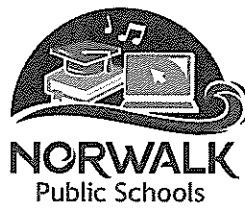
### **INVENTORIES REGULATION**

An equipment inventory shall be maintained on all capital outlay items by make, model number, and serial number where possible. The inventory shall serve both the functions of control and conservation.

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

#### **Lost Equipment**

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



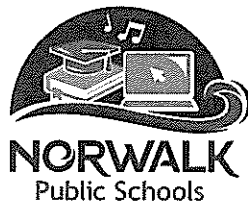
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Monies in School Buildings
Code	3450
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **MONIES IN SCHOOL BUILDING**

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

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars shall be kept. All banks utilized by schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	School Activity Fund Accounting Regulation
Code	3453-R
Status	Retired
Adopted	January 20, 1987
Last Revised	September 1, 1993
Last Reviewed	June 6, 1995
Retired	June 14, 2022

### **SCHOOL ACTIVITY FUND ACCOUNTING REGULATION**

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

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

#### **I. PRINCIPLES GOVERNING ACTIVITY FUND ACCOUNTING**

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

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

#### **II. MANAGEMENT OF STUDENT ACTIVITY ACCOUNT**

Student activity records and financial procedures shall be subject to periodic audits by internal personnel and annual audits by outside independent auditors. Audit reports shall be referred to the principal and central administration for Informative

purposes and possible improvement of procedures. Regular; bimonthly and annual reports shall be prepared by the principal and submitted to the Director of Finance. These reports shall reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts.

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

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

Interest may be earned on savings accounts. Checking accounts should be reviewed frequently to see that balances are not too large. These large balances could and should be earning interest. Interest earned shall be split among the activity accounts which generated the interest. At the high schools, it is also acceptable for interest to be posted to a scholarship account since this is easiest for bookkeeping purposes and our auditors have approved this process.

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

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

#### **A. Collection and Deposit of Cash**

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

#### **B. Disbursements**

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

#### **C. Records of Transactions**

The principal shall maintain a complete set of books recording all monies deposited and disbursed. The Cash Receipts Journal and the Cash Disbursements Journal shall serve as a control whereby the total amount of money deposited and expended for all funds is maintained continuously. All transactions shall be entered and categorized to permit appropriate analysis.

#### **D. Reconciliation of Bank Statements**

The balance shown by the bank statement will rarely agree with the balance reflected by the books of the fund because of outstanding checks, deposits in transit, bank charges, and possible errors. Thus, the bank statement shall be reconciled with the activity fund books as soon as possible after it has been received. The end of each month shall serve as the cut-off date for reconciliation of the bank statement.

#### **E. Monthly Financial Statements**

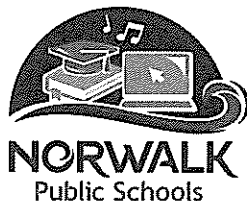
At the end of each month, a financial statement shall be prepared by the principal. The information contained in the statement shall include the financial status of each activity making up the activity fund. Copies of the statements shall be forwarded bimonthly to central administration for the purposes of reporting the overall financial status of the fund as well as to provide an internal audit.

#### **F. Annual Financial Statement**

Annual financial statements shall be prepared by the principal at the end of each school year.

#### **G. Audit**

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



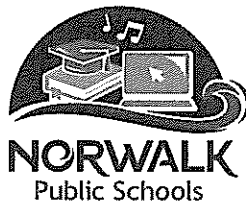
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Operations and Maintenance of Plant
Code	3510
Status	Retired
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **OPERATIONS AND MAINTENANCE OF PLANT**

The administration, principal and custodial staff is charged with the responsibility of caring for and protecting these facilities. Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. In each building, the administrator or his/her designee must supervise and check to ensure that all custodians are doing their share of the work to the best of their ability.

The Board wishes to maintain a long-range plan of maintenance projects and to be informed annually of progress made.

Legal	Connecticut General Statutes 10-203 Sanitation
-------	------------------------------------------------



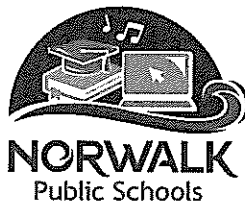
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Energy Conservation
Code	3513
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

### **ENERGY CONSERVATION**

In response to the national energy crisis, The Board of Education directs the Superintendent of Schools to take whatever steps are necessary to meet the current regulations of the Federal Department of Energy. Whenever standards or regulations of the State having to do with energy conservation are published, the Superintendent shall see that these standards and regulations are met also.

The Board of Education also desires that the school system should conform to the spirit as well as the letter of the law, in that while certain school facilities are exempted from some energy controls, unless there is a clear reason for not doing so, those facilities should also conform to the energy conservation standards.

Legal	Code of Federal Regulations – Department of Energy 10 CRF Part 490 490.1 through 490.64 Emergency Building Temperature Regulations (Federal Register/Vol. 44 No. 130/Thursday, July 5, 1979/Rules and Regulations
-------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Energy Conservation Regulation
Code	3513.1-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

### **ENERGY CONSERVATION REGULATION**

Requirements of the energy conservation program of the Federal Department of Energy announced July 5, 1979, are to be followed in this school system and are summarized as follows:

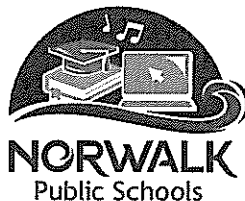
1. Thermostats shall be set so that energy shall not be consumed to raise the room temperature above 68 degrees F.
2. During periods when buildings are unoccupied for eight hours or more, the heating system may not be operated if the outside temperature is above 50 degrees F, but some heating will be allowed if the outside temperature is below 50 degrees F. The cooling system may not be used at all. Heating/ventilating/air conditioning systems may be turned on before a scheduled occupancy so that authorized temperature levels can be reached by the time the occupancy begins.

According to Department of Energy regulations, elementary schools are exempted from the above requirements (grades kindergarten through six). If a school has grades seven and/or eight, these grades are not considered part of the elementary school, and if such grades have space conditioning devices separate from the elementary grades, the non-elementary grades are not included within the definition of elementary school. Physical therapy buildings and health related pools are also specifically exempt.

In spite of the above specific exceptions to the energy conservation program, it is expected that the elementary schools in this school system will abide by the regulations in I and 2 above. If there is a valid rationale for exempting an elementary school the principal shall so inform the Superintendent of Schools who will make the decision on whether the school will be exempted or not.

Other energy-saving efforts shall be followed as appropriate, including turning off lights and machines when they are not needed (except when intermittent use of power is known to demand more than continuous use does, as is often the case with fluorescent lighting).

Employees and students are requested to cooperate with the federal energy conservation program, and to cut power consumption in this school system to the lowest reasonable level.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Safe and Secure School Facilities, Equipment, and Grounds
Code	3516
Status	Retired
Adopted	August 29, 1985
Last Revised	October 15, 2019
Retired	June 14, 2022
Prior Revised Dates	06/06/1995;

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

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

1. Involvement of local officials, including the Superintendent of Schools, Chief of School Operations, District School Safety and Preparedness Coordinator, 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 and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety

plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

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

Maintenance: Schools/District shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, and sports-related equipment. The District or its transportation vendor will develop maintenance plans for 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.

**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, school health coordinator/other shall regularly monitor, evaluate, and submit an annual report to the School Health Advisory Council/Board of Education/other 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.

## Legal

Connecticut General Statutes 10-203 Sanitation 1

Connecticut General Statutes 0-207 Duties of medical advisers

Connecticut General Statutes 10-231 Fire Drills

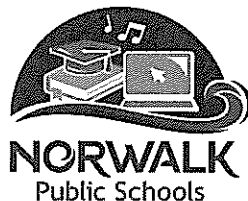
Connecticut General Statutes 29-389 Stairways and fire escapes on certain buildings.

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

## Cross References

[3517 - Electronic Surveillance](#)

[4148 - Employee Protection](#)



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Electronic Surveillance
Code	3517
Status	Retired
Adopted	March 6, 2007
Retired	June 14, 2022

### **ELECTRONIC SURVEILLANCE**

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students and staff is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook.
2. Video surveillance may occur on school grounds, on any vehicle providing transportation to students and/or employees of the school system, and within school buildings other than in restrooms, locker rooms, lounges, and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions.
3. The district transportation supervisor and/or supervisory personnel of the district's transportation contractor shall supervise the use of video surveillance equipment on transportation vehicles. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator.
4. Video surveillance may be used without any prior notice when the Board has reasonable grounds to believe employees or students are engaged in conduct that violates the law, violates the legal rights of the Board or other employees, or creates a hostile work environment;
5. Video surveillance records establishing violations of Board Policy, administration regulations, building rules or State and Federal law may be used to impose appropriate disciplinary action or be provided to law enforcement agencies. Any information obtained in the course of a criminal investigation through the use of video surveillance may be used in a disciplinary proceeding against an employee or student;
6. To the extent video images create student records or personnel records, the Board shall comply with all applicable State and Federal laws related to records maintenance, retention, and disclosure;
7. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

## Legal

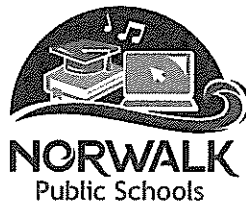
Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. § 1232g (1988).

Connecticut General Statutes §§ 31-48b; 31-48d.

Connecticut Constitution, Art. I, § 7.

United States Constitution, Amend. IV.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Notice to Students, Employees, and Parents/Legal Guardians Regarding Video Surveillance
Code	3517-E
Status	Retired
Retired	June 14, 2022

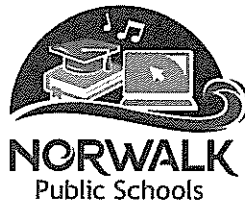
**NOTICE TO STUDENTS, EMPLOYEES, AND PARENTS/LEGAL  
GUARDIANS REGARDING VIDEO SURVEILLANCE**

The Board of Education has adopted Policy \_\_\_\_\_. This Policy authorizes the use of video surveillance cameras on school property and in school vehicles in order to promote a safe educational environment for students, employees and visitors, to deter student drug and alcohol use and violence, and to protect district property and equipment.

Please be advised that video surveillance may occur on school grounds, in any vehicle providing transportation to students and/or employees of the school system, and within school buildings. Video surveillance shall not occur in areas where there is a reasonable expectation of privacy, including restrooms, locker rooms, and lounges.

Video images obtained by the district shall be viewed by authorized personnel as necessary, and evidence of misconduct will be documented. The Board may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board Policy, administrative regulations, building rules and other applicable law, including, but not limited to, student and staff disciplinary proceedings and matters referred to local enforcement agencies in accordance with applicable law. Video images may become part of a student's educational records or a staff member's personnel records in accordance with applicable law and collective bargaining agreements.

If you have any questions regarding this notice, please contact \_\_\_\_\_ .



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Electronic Surveillance Regulation
Code	3517-R
Status	Retired
Adopted	March 6, 2007
Retired	June 14, 2022

### **ELECTRONIC SURVEILLANCE REGULATION**

The Board of Education recognizes the value of electronic surveillance systems in protecting the health, welfare and safety of its students and staff. Video cameras shall be utilized only where surveillance is deemed appropriate to protect the safety of students, staff and visitors, to deter student drug and alcohol use and violence, and to protect District property and equipment. Video surveillance shall not occur in areas where there is a reasonable expectation of privacy, including restrooms, locker rooms, and lounges.

The district transportation supervisor and/or supervisor of the District's transportation contractor shall supervise the use and maintenance of video cameras installed on transportation vehicles. The building administrator or other responsible administrator shall supervise the use and maintenance of video cameras installed on school grounds and on other district property.

Prior to the use of video surveillance cameras, the district shall notify students, parents/legal guardians, and staff that video surveillance may occur, where such surveillance may occur, that video recordings may be used to enforce Board Policy, administration regulations, building rules or State and Federal law, and that video recordings may be provided to law enforcement agencies. In addition, signs shall be posted in conspicuous locations in affected school buildings, grounds, and transportation vehicles to remind students, parents, and staff, and to inform visitors and invitees that video surveillance may occur.

The video surveillance system and all resulting recordings shall be located in a secure area. Access to the system and recordings shall be strictly limited. The district transportation supervisor, building administrator, or designees shall routinely review video surveillance recordings and document any evidence of misconduct.

Pursuant to the records retention schedule, the video surveillance recordings shall be kept on file for a minimum of two weeks, after which they may be recycled. However, if a videotape becomes evidence in any kind of disciplinary proceeding or litigation, if notice of pending action has been filed with the town clerk, or if the videotape otherwise takes on a status that would require a longer retention period according to the schedule, the videotape shall be retained for the amount of time specified by the retention schedule, and until all actions have been resolved.

Video surveillance recordings retained as part of an individual employee's personnel record shall be maintained in accordance with applicable law, Board policy, and collective bargaining agreements.

Video surveillance recordings may be viewed by persons other than the Superintendent, district transportation supervisor, building administrator, or the Superintendent's designee under the following conditions:

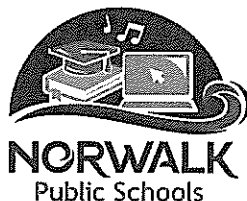
1. When video surveillance reveals student misconduct or where a student, staff member, or parent/legal guardian reports student misconduct, the students directly involved in the incident and their parents/legal guardians may request an opportunity to view the videotape. The viewing will be limited to those frames containing the incident of misconduct.
2. When video surveillance reveals employee misconduct, school employees directly involved in the incident may request an opportunity to review the videotape. The viewing will be limited to those frames containing the incident of misconduct.

3. Viewing shall occur only at a school-related site and in the presence of the principal or the administrative designee.
4. All persons who view a videotape shall be identified in a written log.
5. Viewing may also be permitted by authorized individuals in connection with law enforcement proceedings in accordance with applicable law.

The recording of a student may create a student record, as defined in the Family Educational Rights and Privacy Act (FERPA). Placing a student's image on a videotape creates a student records when: (a) the information recorded is directly related to an identifiable student and (b) the recording is maintained by any district employee. A recording is not directly related to a student if that student incidentally appeared on the recording. For example, the mere presence of a student's face on a videotape does not make the recording a student record.

Once a student record has been created, all applicable law applies to the storage, access, disclosure, and destruction of the student record. Staff shall afford all privacy protections required by law for each student record.

A recording that meets the standards for a student record may be viewed by the parents/legal guardians of the student for whom the record is directly related and school officials or employees whose duties and responsibilities require access to the student record.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Hazardous Material in Schools
Code	3524.1
Status	Retired
Adopted	May 15, 2018
Retired	June 14, 2022

## HAZARDOUS MATERIALS IN SCHOOLS

### Pesticide Applications

In conformity with all applicable statutes, the intent of this policy is to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. Further the District will only employ certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds. However, 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.

A “**pesticide**” is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does not mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

A “**microbial pesticide**” is defined as a pesticide that consists of a micro-organism as the active ingredient.

A “**biochemical pesticide**” is defined as a naturally occurring substance that controls pests by non-toxic mechanisms.

A “**lawn care pesticide**” is defined as a pesticide registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use. Lawn care pesticide does not include a microbial pesticide or biochemical pesticide registered with the EPA, horticultural soap or oil registered with the EPA and does not contain any synthetic or synergist or a pesticide classified by EPA as an exempt material.

**Integrated pest management** is the use of all available pest control measures, including the judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level while decreasing the use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-66f.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include but are not limited to good housekeeping and routine, prompt maintenance of buildings and grounds.

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

As required by state statute, the District shall:

- Annually inform parents/guardians and staff of the District’s pest application/management policy and a description of any pesticide applications made during the previous school year. Such notification of pesticide applications shall be sent through the District’s electronic mail notification or alert system or service and additionally through the printing of the required electronic mail notification in the applicable parent handbook or manual. (Such notification must be made not later than

March 15 annually and cover the period of March 15 through December 31 from the preceding calendar year.)

- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide application to students, parents/guardians and employees. Such notification to parents/guardians shall be made not less than twenty- four hours prior to such application through utilization of the District/school website and the primary social media account of the school or District. The website shall also include information regarding how parents/guardians may register for prior notice of pesticide applications.
- Make pesticide applications only after regular school hours or planned activities.
- Maintain written records for five years of all pesticide applications.

## Legal

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

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

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

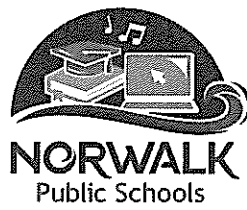
22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

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

23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

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

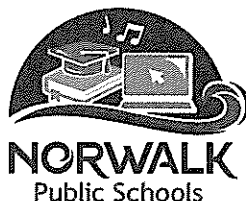
P.A. 09-56 An Act Concerning Pesticide Applications at Child Day Care Centers and Schools  
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Employee Bonds
Code	3533
Status	Retired
Last Revised	June 5, 1995
Retired	June 14, 2022

#### **EMPLOYEE BONDS**

All school system employees who handle funds shall be covered by a blanket fidelity bond purchased by the Board of Education.

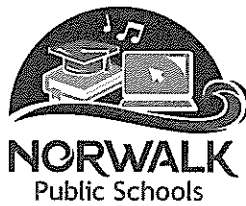


Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Transportation
Code	3541
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

### **TRANSPORTATION**

The Board of Education shall provide free transportation to Norwalk students in accordance with Connecticut State Laws.

Legal	Connecticut General Statutes 10-76d re transportation for special education and services 10-97 Transportation to vocational schools (as amended By P.A. 82-1 33) 10-186 Duties of local and regional boards of ed. Hearing, Appeal I 0-220 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 nonprofit private schools outside school district 10-281 Transportation for pupils in nonprofit private schools within school district 14-275a Use of standard school bus required, when 14-275b Transportation of handicapped students 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles P.A. 82-205 Permits use of other than school buses for 15 or fewer students
-------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Transportation: Routes and Services Regulation
Code	3541-R
Status	Retired
Adopted	August 9, 1925
Last Revised	August 15, 2017
Retired	June 14, 2022
Prior Revised Dates	02/03/1987; 06/06/1995;

#### **TRANSPORTATION: ROUTES AND SERVICES REGULATION**

The Norwalk Board of Education will transport eligible students at public expense from their home to their assigned schools in which they are enrolled, whether by use of publicly owned equipment or by contract.

##### **1. Eligibility for Transportation**

- a. Transportation will be provided for students who do not live within "walking distance" of the school to which they are normally assigned.
- b. Transportation will be provided for
  1. students in grades Pre-K through 3 who reside more than one mile from the school to which they are normally assigned.
  2. students in grades 4 through 8 who reside more than one and one-half miles from the school to which they are normally assigned.
  3. students in grades 9 through 12 who reside more than two miles from the school to which they are normally assigned.
- c. Transportation on a door-to-door basis will be provided for special education students who have been verified and authorized by the Office of Pupil Personnel. Special Education student means a child who requires special education pursuant to section 10-76d-6 of the Connecticut State Board of Education Regulations. In such cases parents are obligated to supervise their child boarding and leaving the bus unless otherwise stipulated by the Office of Pupil Personnel. If a parent or designee is not present when the child returns, the bus driver is to call their dispatcher for instructions. After the dispatcher confers with the Transportation Coordinators the driver will be instructed to take the child back to the school or the police station, whichever is more efficient and less disruptive for the other obligations of the particular route. The present bus contract entitles the carrier to receive an extra payment whenever this occurs. As a last resort the carrier may choose to bring the child back to the bus depot for further attempts at reuniting them with their parent/guardian after receiving authorization form the Transportation Coordinator.
- d. Transportation will be provided if the pedestrian route from the student's residence to the assigned school is declared unduly hazardous in accordance with section 6 of this regulation.
- e. Transportation will not be provided for students who have obtained special permission in accordance with board policy #51 17 to enroll in a school other than normally assigned.

- f. Transportation will be provided for students enrolled at Briggs High School on Norwalk Transit District buses. Tokens will be issued to eligible riders.
- g. Transportation will be provided for students enrolled in private schools providing the cost of such transportation does not exceed double that for public schools.
- h. Transportation will be provided for eligible students on taxis if it is impractical to re- route the bus.

## **2. Walking Distance Defined**

- a. Walking distances are measured in feet with a walking linear measuring wheel from the junction of the school driveway or a point of safe entrance to the school grounds and the city street, to that point at which the maximum specified walking distance occurs.
- b. For purposes of measuring to determine eligibility the junction of the driveway of the student's residence or private access and the city street will be used. In the event the house has no driveway, the path coming from the front door and intersecting the roadway or the curbing will be the measuring point.
- c. The measurement between the school and the student's residence as described above, is taken along the shortest accessible route on city streets.

[**Note:** Measurements with car odometers are less accurate because they measure to the nearest tenth of a mile (528 feet) and depend upon tire size and tire wear]

## **3. Bus Stops**

- a. School bus stops are determined by the locations where the maximum number of eligible riders can be safely collected from concentrated residential areas.
- b. Location of bus stops are subject to change from year to year for various reasons such as in the case of consolidating stops due to population shifts and density or for efficiency and economical reasons.
- c. Eligible riders may be expected to walk a distance to a bus stop not to exceed the maximum of one mile,
  - 1. to prevent routing a bus into areas of limited maneuverability where backing-up may be necessary.
  - 2. to minimize bus trip time when the efficiency of scheduling buses is critical.
- d. Buses will not stop
  - 1. at addresses which are not the official home address as shown on file at the school of enrollment, such as, baby-sitters, day care centers, nurses, etc., except in the case of approved special education students, if no additional cost or time is involved.
  - 2. at additional stops to establish schedules since they may cause an imbalance in capacity or travel time.
  - 3. in walk zones for students issued a temporary bus pass.
  - 4. at another location because of reports of property damage at the assigned stop. [Such incidents should be reported to the police department.]
- e. Parents must assume the responsibility for students getting to and from designated bus stop.
- f. Parents of younger children are expected to meet buses until confident that their children are capable of properly walking to and from their school bus.

## **4. Bus Routes**

- a. School bus routes are determined by the Board of Education's Transportation Coordinator in accordance with this Board-adopted regulation.
- b. No changes can be made for convenience only after the school bus routes have become official unless provisions of this regulation are violated or for safety or efficiency as authorized by the Transportation Coordinator.
- c. School bus routes are determined by the number of bus stops required to fill a bus to safe capacity and safely travel the distance involved in less than one hour.
- d. School buses will not be routed into condominium residential areas, streets that are cul-de-sacs, streets that are dead end or private roads.

## 5. Student Behavior

- a. Only those secondary students issued a current school bus pass will be transported to and from school. Replacement of passes lost or destroyed will be issued at a replacement charge of \$1.00.
- b. The primary reason that bus passes are distributed is to prevent the buses from overloading. If a secondary student fails to produce a pass for a driver then the driver should transport the student after completing the standard behavior referral form for that pupil and/or calling for a school principal to meet the bus and take charge of the situation.
- c. Bus passes are subject to inspection at any time by the bus driver, the principal, and the Transportation Coordinator.
- d. Bus passes are not issued to eligible riders enrolled at elementary schools because they are not mature enough to prevent frequent loss.
- e. A copy of the "Rules and Regulations for Student Passengers on School Buses" (cf. 5131.1 Bus Conduct) will be furnished by the school to each student entitled to bus transportation at the beginning of each school year.
- f. Students who violate the Rules and Regulations for Student Passengers on School Buses" (cf. 5131.1 - Bus Conduct) will be referred by the bus driver to their school principal for appropriate disciplinary action.
- g. The bus driver is the person primarily responsible for behavior on the school bus and shall report to the principal of the school any situation in which the safety of the passengers has been endangered. Assigned seating will be considered.
- h. When a student exhibits behavior which, in the eyes of the bus driver seriously endangers the student's safety or the safety of others, the bus driver is instructed to radio the bus dispatcher for instruction. Instruction will be given after the dispatcher and Transportation Coordinator decide upon corrective action, i.e., call for police, return bus to school, deliver passengers home after issuing warning cards, etc.
- i. The bus driver is not to put any student off the bus at any time other than at the official scheduled stop for that student.
- j. The principals shall have the responsibility and authority for the enforcement of the rules and regulations specified in the "Rules and Regulations for Student Passengers on School Buses" (cf. 5131.1)
- k. The Transportation Coordinator is responsible for designing the disciplinary referral form and in developing a referral system in concert with school principals.
- l. The principals shall organize and enforce procedures which they determine are needed to ensure safety on school grounds in the area where students enter or leave school buses.
- m. Students who persist in disruptive or destructive behavior at the bus stop or while riding the bus will be denied transportation or suspended from school since the bus stop and the bus are considered extensions of the classroom.
- n. The Board of Education will seek reimbursement for damages to the school buses from the parents or legal guardians of those children who perform acts of vandalism.

## 6. Determining Hazardous Conditions

"Hazard," as defined by state guidelines, means a thing or condition affecting the safety of students walking to and from school or a designated bus pick-up area; a possible source of peril, danger or difficulty, exposure to molestation or attack, considered morally degrading or physically harmful. Undue, or unreasonable hazard" means an unsafe thing or condition presenting difficulties or problems the solution of which is beyond the ordinary capability of a child of a given age or attainment.

Determination of a hazard for an elementary school student is not necessarily a hazard for a secondary school student.

- a. Declaration of unduly hazardous conditions will be made by the joint committee consisting of the Superintendent of Schools, Transportation Coordinator and Traffic and Safety Officer of Norwalk Police Department.
- b. Declared unduly hazardous streets or areas will be reevaluated annually by the joint committee based on a planned program, to be developed by Transportation Coordinator in concert with appropriate city departments, to eliminate or neutralize the hazardous conditions.
- c. Walking routes are considered to be a portion of the right of way about three feet wide, paved or unpaved, usually parallel to the traffic lines; distinguished by some elevation about the street level and marked by curbing, drainage ditch, grass area or fencing.

- d. A street or road having an adjacent or parallel sidewalk or raised area should be deemed unduly hazardous when in the opinion of the joint committee any one of the following conditions exist:
  1. For students 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.
  2. 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 in going to and from school.
  3. The usual or frequent presence of any nuisance such as open manholes, construction, 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.
- e. Any street, road or highway which has no sidewalks or raised walk areas should be deemed unduly hazardous for students enrolled in grades k through 3; but for students enrolled in grades 4 through 12, such road, street or highway may be deemed unduly hazardous when, in the opinion of the joint committee, all of the following conditions exist:
  1. There exists a line-of-sight obstruction caused by a hill, curve, structure, out cropping, land form, planting, or other obscuring object or structure which may not be safely negotiated by a vehicle only at speeds under fifteen miles per hour.
  2. The line-of-sight visibility together with posted speed limits does not permit vehicle breaking/stopping distances in accordance with the Connecticut Driver's Manual.
- f. Any walkway or path 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 that carry moving trains during hours that students are walking to and from school shall be deemed unduly hazardous unless a crossing guard is present.
- g. Any street, road, walkway or path designated as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during hours when students ordinarily walk to or from school shall be deemed unduly hazardous.
- h. A situation shall be considered unduly hazardous whenever a student enrolled in grade k through or equivalent is required to walk to and from school at any time prior to one-half hour before sunrise or one-half hour after sunset.
- i. All appeals of decisions under this section will be heard by the Board of Education in accordance with section 9 of this regulation.

## **7. Factors and Measurements of Efficiency**

- a. The basis for efficient, economical and safe student transportation is to transport the maximum number of eligible riders on the minimum number of buses, so that no student is aboard a bus more than one hour.
- b. The use of Route 95 by school buses is not prohibited by the law and facilitates rapid movement of school buses between each trip.
- c. Student transportation is everyone's business. Unnecessary phone calls made to the transportation office creates a bottleneck and slows down response time. Schools are provided with sufficient information; therefore, it is expected that most inquiries can be resolved at the school level.
- d. Factors affecting routing efficiency relates directly to the following:
  1. School hours (public elementary, middle, high and non-public elementary and secondary)
  2. Degree to which bus stops are consolidated which reflects the distance students are to walk to and from bus stops. [Density of stops increases stopping time and ultimately travel time]
  3. Tier balance, since the regular operation of buses are not purchased by the trip rather by three (3) trips in A.M. and three (3) trips in P.M.
  4. Desegregation plan and residence of affected students with voluntary cross busing provision
  5. Location and number of special education programs and residents of enrollees from entire city
  6. Location and number of sites for bilingual education program and residence of enrollees from entire city

7. Provision for Magnet School and residence of enrollees from entire city
  8. Provision to transport children to special education institutions outside of Norwalk
  9. Provision for non-public schools, location of schools, and residence of enrollees from entire city
- e. The transportation Coordinator will arrange for bus routes to be timed, sequenced and maneuverability tested prior to the opening of school.
  - f. The Transportation Coordinator will produce tour sheets in time for bus drivers to "bid" their routes on a seniority basis as provided by contract, and to be trained on routes. (Changing drivers leads to less familiarity with particular characteristics of routes, stops are missed, and buses are late.) Rebidding routes by bus drivers should not be allowed because of late notice of transporting special education children determined by the placement and planning team as required by law.
  - g. The Transportation Coordinator is responsible for the accounting of all transportation expenses, additional charges under the contract and penalties to the carrier as provided in the contract.
  - h. Constraints, guidelines, and considerations:
    1. State law requires the transportation of public and non-public school children to school.
    2. State law requires 180 school days.
    3. State law requires that a school day consist of no less than hour instructional hours.
    4. Teachers' contract specifies the length of school day for high schools, middle schools and elementary schools. Closing time for high/middle/elementary limits travel time before next trip.
    5. Bus contract specifies that extra cost results when buses are used out of cycle or if trip time exceeds the four hour limit.
    6. Board regulation declares eligibility for transportation based on distance to school which influences the number of students to be transported.
    7. Board regulation declares walk to bus stop distance which influences the trip time required by the bus and tier balance.
    8. Board regulation declares unduly hazardous condition which results in more students being transported to school.
    9. Main thoroughfare configuration in Norwalk is originated North-South which makes crossing town East-West more difficult.
    10. Bus trips must be matched by tiers according to their last stop and be assigned to the closest school in the next tier level. This limits choices and efficiency.

## **8. Procedure for Handling Complaints**

- a. Complaints dealing the time, such as, the bus is too early or too late or never came, bus didn't wait, etc. should be made directly to the office of transportation. It should be noted that the bus contract allows for fifteen (15) minute leeway and state law allows up to one hour for passenger time spent on the bus.
- b. Complaints dealing with stops, such as, stop too far from home or stop is dangerous, should be made directly to the Transportation Office.
- c. Complaints dealing with stops pertaining to incidents of vandalism should be made directly to the Norwalk Police Department.
- d. Complaints dealing with operation of the bus, such as, speeding or reckless driving should be made directly to the Norwalk Police Department and to the Transportation Coordinator who will be responsible for follow-up.
- e. Complaints dealing with the driver of the bus, such as, rude, smoking, flirts, refused ride, lost on route, switch drivers, etc. should be made directly to the Transportation Coordinator who will be responsible for follow through.
- f. Complaints dealing the parents not at bus stops, kindergartners and special education children are provided for in section (1c) of this regulation and should be made directly to the Transportation office who will notify appropriate

program leaders for corrective action. [There is a three (3) minute wait understanding for Spec. Ed. Passengers who may have a problem boarding on occasion. This should not become a regular practice.]

- g. Complaints dealing with passing loading buses with flashing lights should be reported directly to the Norwalk Police Department. [State law imposes penalties for passing bus with flashing lights (C.G.S. 14-279)]
- h. Complaints dealing with unauthorized children, parents or other adults riding school buses should be reported directly to the Transportation Coordinator. [Bus contract prohibits this but does not inhibit the Transportation Office of on-site investigation.]
- i. Complaints dealing with student vandalism on the bus should be reported directly to the school principal and Transportation office. (Law provides that parents are financially responsible to a maximum of \$3000 (C.G.S. 52-571)]
- j. Complaints dealing with student behavior on the bus are provided for in sections of this regulation. [Report incident to school principal for corrective action]. (cf. 1312 – Public Complaints)

## **9. Rights and Appeals**

- a. Norwalk Board of Education reserves the right to determine and change the type of transportation offered when it is considered feasible to do so, such as issuing passes or reimbursing students to ride regular Norwalk Transit buses, using contracted school buses or provided taxi service or reimbursing parents.
- b. Decisions regarding whether or not transportation will be provided by the Norwalk Board of Education will be made in accordance with this regulation by the Transportation Coordinator in consultation with the coordinator's immediate supervisor, the school principal, and the appropriate program director involved, if applicable. Parents to the Board of Education if they do not agree with the decision by submitting a written request to the Superintendent. Upon such a request the Chairperson of the Board of Education shall order a hearing within ten (10) days after receipt of the request. The hearing shall be held before one or more members of the Board to be designated by the chairperson, in accordance with the provisions of the Connecticut General Statutes. The Board of Education shall make a finding within ten (10) days after such hearing.
- c. In accordance with the provisions of the Connecticut General Statutes, any aggrieved person may appeal the Board of Education's decision to the State Board of Education.

## **Legal**

### **Connecticut General Statutes**

4-177 through 4-180 Contested Cases. Notice Record

10-15 Towns to maintain schools

15 Towns to maintain schools

10-16 Length of school day

10-76d (e) re transportation of special education pupils

10-97 Transportation to vocational schools

10-1 86 Duties of local and regional board of education re school attendance. Hearings.

Appeals to state board Establishment of hearing board

10-187 Appeal from finding of hearing board

10-220 Duties of boards of education

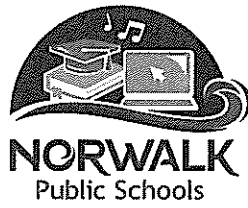
10- 275c Regulations school buses and motor

14- 277 Operators' duties on stopping bus

275c Regulations school buses and motor vehicles used to transport special education students

14-279 Vehicles to stop for school bus. Penalties

52-572 Parental Liability for torts of minors/Damage defined



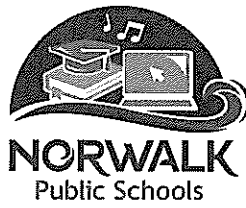
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Equipment: Maintenance (Transportation)
Code	3541.04
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **EQUIPMENT: MAINTENANCE (TRANSPORTATION)**

The Board of Education vehicles, which provide transportation for special children, shall be under the direction and control of the Transportation Coordinator.

These vehicles shall be inspected and operated in accordance with the state statutes, licensed as service buses, and operated by properly licensed personnel.

All preventative maintenance shall be the responsibility of the Transportation Coordinator who may delegate the mechanical inspections and repairs to qualified companies and personnel.



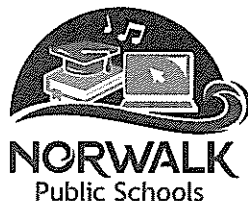
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Equipment Maintenance (Transportation) Regulation
Code	3541.04-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **EQUIPMENT MAINTENANCE (TRANSPORTATION) REGULATION**

Each vehicle must be inspected visually by the driver prior to daily operation. Mechanical and equipment inspections shall be made at a minimum of every 1,000 miles of operation, or once a month, whichever is more frequent. Additional inspections shall be made after each 5,000 miles and 10,000 in various degrees of severity.

Written records shall be kept of the daily check off visual inspection and 1,000 miles for monthly inspection program, and all other related information covering the mechanical repair, tires and equipment.

Every 1,000 miles or once a month, buses will be taken to the Motor Vehicle Department for inspection by the regular state inspector on duty, as well as every time the brakes, steering or major essential system of the buses have to be repaired.

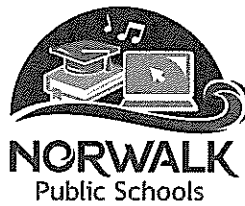


Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Records and Reports: Transportation Regulation
Code	3541.05-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **RECORDS AND REPORTS: TRANSPORTATION REGULATION**

##### **Reports**

1. Drivers report accidents as soon as possible after giving top priority to the injured. A report should be made to the police (1st), the bus company dispatcher (2nd); and the school principal (3rd), by telephone.
2. Drivers should complete a written warning card if student passengers who misbehave cannot be reported immediately to the principal or school representative upon arrival at school. The report is to be turned over to the dispatcher.
3. When a student exhibits behavior which, in the eyes of the bus driver seriously endangers the students safety or the safety of others, the bus driver is instructed to radio the bus dispatcher for instructions. Instruction will be given after the dispatcher and Transportation Coordinator decide upon corrective action, i.e., call for police, return bus to schools, deliver passenger home after issuing warning cards, etc.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Employees' Duties - Drivers Regulation
Code	3541.22-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **EMPLOYEES' DUTIES - DRIVERS REGULATION**

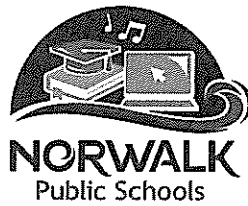
**Qualifications:** All school bus drivers will be required to have the following completed before being allowed to drive a school bus for the contractor transporting students of the Norwalk School System.

1. A valid public service operator's license issued in accordance with Section 14-275c-1, Connecticut Motor Vehicle Laws and a valid regular operator license required for the operation of a motor vehicle.
2. Evidence of no criminal record as confirmed by police authority after submission of fingerprint samples.
3. Evidence of good health as confirmed by completion of a physical examination certified by a physician.
4. Evidence of driver ability as confirmed by a road test given by the contractor.
5. Evidence of knowledge of safe driving as confirmed by possession of a card indicating he/she has successfully completed a safety training course given by a certified instructor in compliance with Section 14-276b, Connecticut Motor Vehicle Laws.

**Administration:** Prior to driving a school bus each morning, the driver will sign in I 5 minutes before his/her scheduled run, wearing a reliable wrist watch. A copy of his/her route schedule must be available before the run.

The driver will check the bus he/she is to drive for cleanliness and any items left behind by passengers which will be turned over to the dispatcher. The driver will also inventory the bus for fire extinguishers and first aid materials.

Legal	Connecticut General Statutes 14-276 Licensing of school bus operators... 14-276a Regulations re school bus operators; qualifications, training
-------	---------------------------------------------------------------------------------------------------------------------------------------------------



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Procedures for Bus Driver: Safety Regulation
Code	3541.35-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

## **PROCEDURES FOR BUS DRIVER: SAFETY REGULATION**

### **Student Safety**

At least twice during each school year, each student shall be instructed in safe riding practices and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. Responsibility for compliance with this regulation shall rest with the school administration. (Connecticut Motor Vehicle Laws, 14-275c-16)

To assure compliance with this statute in a uniform manner, two days each year shall be identified by the Transportation Coordinator as bus evacuation drill days. On those days, each school with students arriving on charter buses shall conduct a drill in the following manner:

1. Upon arrival at school in the morning, the bus driver shall stop his/her vehicle at the usual discharge point with the flashing red lights in operation.
2. Students in the front half of the bus will be directed to exit the bus in an orderly manner through the front door.
3. Students in the rear half of the bus will be directed to open the rear emergency door and exit from the rear of the bus in an orderly manner. Care shall be taken to prevent accidental injury when leaving through the rear exit.
4. A member of the school staff shall supervise the evacuation of each bus.
5. Students affected shall be briefed in advance concerning the drill and what is expected of them.
6. The bus evacuation drill form shall be designed by the Transportation Coordinator and shall be completed by the school principal and returned to the Transportation Office to record completion of the required drill.

All school bus accidents involving student passengers will be reported to the concerned school principal and the school nurse will examine all passengers immediately. The bus contractor will prepare the accident report, attach police reports and forward the report to the insurance company with a copy also sent to the Transportation Coordinator. The principal will notify the Superintendent and parent as necessary depending upon the seriousness of the incident.

The Board of Education is cognizant of the need to protect the safety and welfare of kindergarten students who are attending school for the first time. Their safety going to and from bus stops and on the buses is equally important to safety within the school environment itself. It is the position of the Board that the safety of these students can best be met if they are accompanied to school, or to the bus stop, by a parent/guardian designee. In order to provide a maximum attempt to protect the safety and welfare of students, it is the expectation of the Board that parents will cooperate and participate in this endeavor.

1. The principal of each school shall be in communication with parent/guardian kindergarten students prior to the opening of school. This communication to parents shall include the following:
  - a. The time when the bus will be expected to pick up the child.
  - b. The location of the bus stop.
  - c. Arrangements with the parent to see that either the parent or a designee of said parent/guardian will be available to accompany the child to the bus stop and to extend supervision of the child while waiting at the bus stop for the bus to arrive.
  - d. The time when the bus will be arriving at the bus stop after the dismissal of school in order to ensure that the parent/guardian or designee of the parent is available to meet the child and accompany said child to his or her home.
  - e. Such other information as may be necessary and desirable relative to safety of students on school buses. This would include such information as remaining seated on the bus and expected conduct while riding the bus and, in general, a safety orientation for the child and the parent/guardian in order that the safety rules established at school can be reinforced and followed through by the parent/guardian.
2. To assure appropriate safety practices on buses by the students and to fully orient students relative to bus safety practices, the below procedures will be followed:
  - a. In cooperation with the Transportation Coordinator, the principal shall assume the responsibility to see that all kindergarten students are instructed in the safety rules of school buses during the first week of school.

This procedure shall consist, among other things, of the following:

  1. Safety drills in entering and leaving the bus.
  2. Instruction as to when and how to cross in front of the bus.
  3. Orientation relative to seating procedures and remaining seated on the bus.
  4. Rules for bus students which have been established by the school system.
  5. Safety drills relative to using emergency exits.
  6. Such other drills as are required and desirable to achieve these regulations.
3. As part of the overall attempt to assure maximum safety practices, the principal shall assume the responsibility to communicate with the PTO (Parent-Teacher Organization) of the respective school for the purpose of providing maximum information relative to the purpose and objectives of these regulations. Part of this communication will be for the school is in session. Consequently, it is important that continuous administrative action be taken to meet this responsibility. This includes regular and frequent bus safety instruction and a follow up with all concerned, including students, teachers, administrators, bus drivers, parent/guardian and other interested parties.
4. It shall be the responsibility of the Transportation Coordinator to provide initiative and to work cooperatively with the school principal and other school personnel in implementing the regulation heretofore mentioned, as well as to bring to the attention of the principal such information as is necessary and desirable to fully implement these regulations. This would include such items as the following:
  - a. Frequent communication bulletins relating to bus safety regulations.
  - b. The accessibility of transportation personnel, police and others to serve as resource people in bus safety instruction.
  - c. Accessibility of buses to the schools and prescribed times for emergency drills relative to bus safety. It is assumed and expected that the Transportation Department, under the direction of the Transportation Coordinator will establish with the principal schedules for implementing the various procedures which have been outlined and others which may prove desirable to achieve the goal of maximum safety. The Transportation Department will be expected to exercise system-wide leadership in working with all schools to carry out policy of the Board of Education and the regulations specified herein.
  - d. The Transportation Coordinator shall, by August 15th, provide the principal with the information necessary to enable said principal to carry out the regulations herein specified during kindergarten orientation programs conducted by the schools prior to the start of school.
5. This section of the regulations is to be included in the Kindergarten Handbook to be distributed to parents of incoming kindergarten students.

## Operation

The following procedures will be followed to ensure safe operation and safe transportation.

### 1. Safety

- a. During the period of morning inspection (see above), the driver will also check the vehicle for mechanical and/or electrical failures to include; worn wipers, faulty brakes, faulty horn, faulty lights, leaking radiator, low oil or fuel levels, and door buzzers. A report of defects discovered will be given immediately to the dispatcher. The dispatcher will correct the fault or replace the bus.
- b. Loading or unloading shall not be permitted at any location other than an established bus stop except in an emergency. Students misbehaving on the bus will be discharged either at their school or at their home and never between these points.
- c. The driver shall not start the bus until all passengers are seated.
- d. The school bus will utilize all authorized lighting signals while loading. Students shall be required to cross in front of the bus. The bus shall proceed only when the students are safely off the highway. Drivers of elementary school buses shall blow their horn several times before moving from a stop at which elementary students depart or enter the bus. Aides will disembark school buses to assist the driver to determine that all passengers are clear of the bus before moving.
- e. Drivers will not leave the bus while it is occupied or leave the ignition key in the bus while it is unoccupied.
- f. School buses are not to be backed up for any reason except in emergencies. Drivers will use circle drives to turn around or take the most efficient circle route.
- g. Drivers will stop the bus, open the doors, quiet students, look and listen for approaching trains — then proceed across railroad crossing without shifting gears, if safe.

### 2. Discipline

1. Drivers and student passengers will not smoke, eat, drink or ignite matches and/or lighters while on the school bus.
2. Passengers will not be allowed to extend arms and/or legs from bus windows or doors.
3. Drivers will check bus passes daily. Students without bus passes will not be refused transportation but the driver will complete the standard behavior referral form for the incident and/or call for a principal to meet the bus and take charge of the situation. Adult friends of bus drivers are not authorized to ride the bus. Drivers are not allowed to switch assigned bus trips with the dispatcher's permission.
4. The bus driver is not to put any student off the bus at any time other than at the official scheduled stop for that student.

### 3. Reports

1. Drivers will report accidents as soon as possible after giving top priority to the injured. A report should be made to the police first, the bus company dispatcher second, and the school principal third, by telephone.
2. Drivers should complete a written warning card if student passengers who misbehave cannot be reported immediately to the principal or school representative upon arrival at school. The report is to be turned over to the dispatcher.
3. When a student exhibits behavior which, in the eyes of the bus driver seriously endangers his/her own safety or the safety of others, the bus driver is instructed to radio the dispatcher for instructions. Instructions will be given after the dispatcher and Transportation Coordinator decide upon corrective action, i.e., call for police, return bus to school, deliver passengers home after issuing warning cards, et

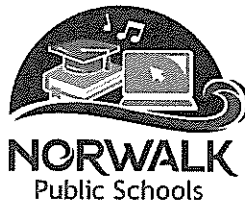
## Legal

Connecticut General Statutes

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

14-277 Operator's duties on stopping bus

14-282a Inspection districts for school buses

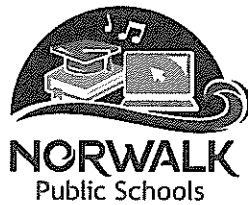


Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Use of Private Vehicles on School Business
Code	3541.44
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **PRIVATELY OWNED VEHICLES ON SCHOOL BUSINESS**

The Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the school system, employees and students in matters of liability particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have written permission of the Superintendent or designee.
  - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
  - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
2. The school system shall assume no responsibility for liability.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or designee.
4. No student shall be sent on school errands with his/her own automobile, an employee's automobile or a school system-owned automobile.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Purposes and Facilities: Food Service
Code	3542.01
Status	Retired
Adopted	August 29, 1985
Last Revised	June 9, 1995
Retired	June 14, 2022

#### **PURPOSES AND FACILITIES: FOOD SERVICE**

The school lunch program shall be an Integral part of our total educational program. An attractive, wholesome, well-balanced lunch and breakfast is essential, not only for the health and well-being for students, but also for students to perform at their best.

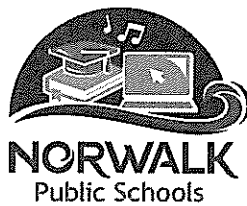
To accomplish this objective with appropriate economy, all administration of the food service program will be centralized in the office of the Coordinator of Food Services. These business functions include menu planning, purchasing of all foods, supplies and other items, a system- wide salary schedule for all food service employees in accordance with existing union contracts, as well as yearly audits of all accounts.

The central kitchen prepares and transports all meals to elementary schools. Middle and high school prepare all meals in their respective schools, under the direct supervision of the Coordinator of Food Services.

Monies are deposited the day of collection with complete breakdown and accounting for each category of sales.

Daily, weekly, monthly and yearly reporting contribute to a complete and accurate financial accounting.

Legal	Connecticut General Statutes
	10-215 Lunches, breakfasts and other feeding programs for Public school children and employees
	10-21 5b Duties of state board of education re feeding programs
	State Board of Education Regulations 10-215b-1 Competitive foods



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Food Service Personnel - Code of Conduct
Code	3542.22
Status	Retired
Adopted	May 15, 2018
Retired	June 14, 2022

### **FOOD SERVICE PERSONNEL - CODE OF CONDUCT**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. District employee, officer, or agent;
  - b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
  - c. His/her partner;
  - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub- agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.
5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

## Legal

### Connecticut General Statutes

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

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

10-215b Duties of State Board of Education re feeding programs. 10-216 Payment of expenses.

State Board of Education Regulations. 10-215b-1 School lunch and nutrition programs. 10-215b-11 Requirement for meals

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751. School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq. National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

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

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

Nondiscrimination on the Basis of Handicap in Programs or Activities. Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A-102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards.

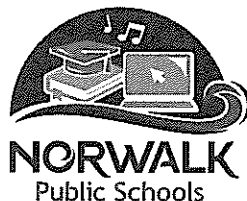
## Cross References

[3323 - Soliciting Price \(Bids – Quotations\)](#)

[3326 - Paying for Goods and Services](#)

[3542.31 - Free and Reduced Price Breakfast and Lunches](#)

[3542.34 - Healthy Eating](#)



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Free and Reduced Price Breakfast and Lunches
Code	3542.31
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

### **FREE AND REDUCED PRICE BREAKFAST AND 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.

Parents shall be informed of the school system's policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free or reduced priced, "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 system's eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price breakfast and lunches will be provided for all students who qualify on the basis of financial need. Breakfast is now available in all schools.
2. There shall be no discrimination in the furnishings of meals (because of race, religion, gender, color, national origin, age, or handicap).
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 lunch and will obtain all food components in the same manner and place as do all other children.
4. Requests for free or reduced price breakfast and lunches, 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's office where records for audit purposes will be maintained.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:
  - a. Emergency Situations

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

- b. Objective Standards of Need

Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the school system, as dictated by the federal government.

7. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free or reduced priced meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free or reduced priced meals until the conclusion of the hearing.

## Legal

### Connecticut General Statutes

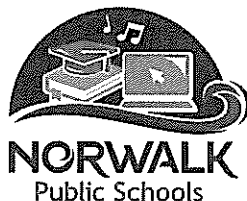
10-215 Lunches, breakfasts and other feeding programs for public school children and employees

10-215a Non-public school participation in feeding program

10-215b Duties of state board of education re feeding programs (c. The state board of education shall issue regulations.,,etc.)

10-216 Payment of expenses

State Board of Education Regulations 10-215b-1 Competitive foods



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Free and Reduced Price Breakfast and Lunches Regulation
Code	3542.31-R
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **FREE AND REDUCED PRICE BREAKFAST AND LUNCHES REGULATION**

The Norwalk Board of Education has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals.

The school food authority assures the Connecticut State Department of Education that the school food authority will uniformly implement the following regulation to determine the children's eligibility for free and reduced price meals in all schools that participate in the National School Lunch Program. In fulfilling its responsibilities, the school food authority agrees to all conditions outlined in this regulation as follows:

1. Agrees to serve meals free to children from families who provide a food stamp or aid to dependent children AFDC case # on the application or whose income is at or below the free scale of the secretary's income eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from households whose income is at or below the reduced price scale of the secretary's income eligibility guidelines.
3. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of a meal. The names of the children eligible to receive free or reduced price meals shall not be published, posted or announced in any manner, and there shall be no overt identification of any such children by use of special tokens tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to do any of the following:
  - a. Work for their meals
  - b. Use a separate lunchroom.
  - c. Go through a separate serving line.
  - d. Enter the lunchroom through a separate entrance.
  - e. Eat meals at a different time.
  - f. Eat a meal different from the one sold to children paying the full price.
4. Agrees to set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast (Not to exceed a charge of 40 cents per lunch or 30 cents per breakfast).
5. Agrees that, in the operation of school nutrition programs, no child shall be discriminated against because of race, religion, gender, color, national origin, age or handicap.

6. Agrees to verify in accordance with program regulations and maintain records as follows: (a) a summary of the verification efforts; (b) the total number of applications on file by October 31; and (c) the percentage or number of applications verified. Compliance with these requirements will be monitored by the state agency as part of its supervisory assistance monitoring and verification efforts.
7. Agrees to establish and use a fair hearing procedure under which: (a) a family can appeal a decision made by the school food authority with respect to the family's free and reduced price meal application; and (b) the school food authority can challenge the continued eligibility of any child for free or reduced price meals. During the appeal and hearing, the child who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced price meals. Prior to initiating the hearing procedure, the school official, the parent/guardian may request a conference to provide an opportunity for the parent/guardian and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the school food authority.

- a. A publicly announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es).
  - g. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
  - h. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
  - i. That the parties concerned and any designated representative thereof be notified in writing of the decision.
  - j. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned, of the hearing official's decision.
  - k. That such written record must be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such a period.
8. Agrees to designate school principals to review applications and make determinations of eligibility. Such official(s) will use the criteria outlined in this regulation to determine which Individual children are eligible for free and reduced price meals.
  9. Agrees to develop and distribute to each child's parent/guardian a letter regarding the free and reduced meal program. In addition, an application form for free and reduced price meals shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the free and reduced price meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals.

Interested parent/guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of three (3) years following the end of the school year to which they pertain.

Applications may be filed at any time during the year. Parent/guardian enrolling a child in a school for the first time shall be supplied with appropriate meal application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same school food authority, the child's eligibility for free or reduced price meals will be transferred to and honored by the receiving school.

All children from an eligible household will receive the same benefits. Parent/guardian will be notified promptly of the acceptance or denial of their application(s). Children will be served meals immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has a child living with them, who is a legal ward of the State of Connecticut, that child is considered a family of one, and monthly income from the state should be listed.

When an application is rejected, parents or guardians will be provided written notification which shall include

- a. the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application.
- b. notification of the right to appeal.
- c. Instructions on how to appeal.
- d. a statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year.

The reasons for ineligibility shall be properly documented and retained on file at the school food authority level.

10. Agrees to submit a public/press release containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.
11. Agrees to establish a procedure to collect money from children who pay for their meals and to account for the number of free, reduced price and full price meals served. The procedure determined by the administration will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving free or reduced price meals.
12. Agrees to submit to the Connecticut State Department of Education any alterations, public announcements, etc., before implementation. Such changes will be effective upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

#### Legal

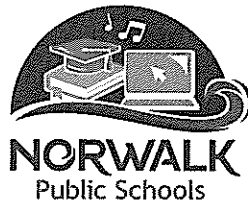
Connecticut General Statutes 10-21 5 Lunches, breakfasts and other feeding

10-21 5a Non-public school participation in feeding programs

10-21 5b Duties of state board of education re feeding program

10-216 Payment of expenses

State Department of Education Regulations 10-215b-1 Competitive foods



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Healthy Eating
Code	3542.34
Status	Retired
Retired	June 14, 2022

### **HEALTHY EATING**

The Board of Education intends that all students possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime.

Therefore, it is desired that the schools provide:

- A food service program that employs well-prepared staff who efficiently serve appealing choices of nutritious foods.
- Pleasant eating areas for students with adequate time for unhurried eating.
- A sequential program of nutrition instruction that is integrated within a comprehensive school health education curriculum and coordinated with the food service program; that is taught by well-prepared and supported staff; and that is aimed at influencing students' knowledge, attitudes and eating habits.
- During each school day the school food service program shall offer breakfast and lunch. Snacks for students in organized after-school education or enrichment programs shall be offered to the extent possible.

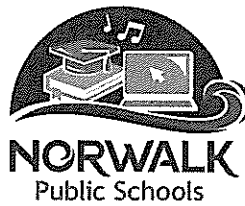
In addition, the Board of Education intends that students have limited opportunities to drink beverages of minimal nutritional value or eat snacks high in fat, sodium and added sugars during school hours.

Therefore, there shall be:

- No beverage (with the exception of water) or snack vending available to elementary or middle school students.
- Vending available to high school students which is limited to nutritious drinks and snacks.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff to achieve the goals of this policy, and that full cooperation with community agencies be given whenever such cooperation can be advantageous to the students.

Legal	House Bill No. 5344 Childhood Nutrition in Schools. Sec. 10-215b-1; Sec. 10-215b-23 (Competitive Foods) National School Lunch Reauthorization Act of 2004
-------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------



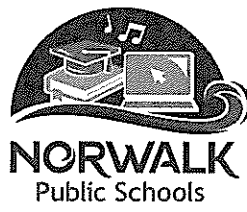
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Healthy Eating Regulation
Code	3542.34-R
Status	Retired
Adopted	May 3, 2005
Retired	June 14, 2022

### **HEALTHY EATING REGULATION**

1. Offer all full-day students a daily lunch/recess period of not less than 30 minutes.
2. Elementary schools shall schedule recess before lunch.
3. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through twelfth.
4. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the state's and district's health education standards.
5. The district shall make efforts to ensure that families are aware of need-based programs for free or reduced price meals and that eligible families are encouraged to apply.
6. Procedures shall be in place for providing lunch debit cards to all secondary school students.
7. Schools shall offer varied and nutritious food and beverage choices that are consistent with the federal government's Dietary Guidelines for Americans. This includes but is not limited to:
  - Low-fat milk
  - 100% fruit juices
  - Water
  - Low-fat dairy products
  - Fresh or dried fruit
8. Food and beverages sold in vending machines shall not be available to students during school hours (with the exception of water and milk products). Food and beverages sold in school stores shall not compete during breakfast and lunch hours. Profits generated from vending machine sales or school stores during non-restricted hours will accrue to the student organizations approved by the appropriate school-based committee.
9. Competitive foods sold in vending machines shall be limited to:
  - Low-fat milk
  - 100% fruit juices
  - Water
  - Low-fat dairy products
  - Fresh or dried fruit
  - Sport drinks that contain no more than 100 calories
  - Snack foods items that have no more than 200 calories per portion.

10. Food or beverages sold or served on school grounds at school-sponsored events shall meet nutritional standards set by a school-based committee/school health council. This includes:

- Food and beverage choices at snack bars, school stores and concession stands.
- Food and beverages sold as part of school-sponsored fund-raising activities.
- Refreshments served at parties, celebrations and meetings.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Student –Run Cafes
Code	3542.35
Status	Retired
Adopted	September 3, 2013
Retired	June 14, 2022

### **STUDENT-RUN-CAFES**

The Norwalk Board of Education recognizes that the development, operation and management of student- run cafes in the public schools promotes the educational and vocational interests of students, provides a laudable extracurricular activity for students and can encourage healthy choices for food and snack by students.

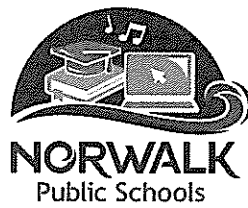
Nothing set forth in the Healthy Eating policies of the District (such as set forth in Policy 3542.34) or in the District's Wellness Policies (such as those set forth in Policy 6142.101) shall be deemed to prohibit the development, operation and management of student-run cafes provided:

1. Student-run cafes are authorized by the school principal in which they operate;
2. Student-run cafes comport with applicable guidelines and regulations of the Department of Public Health and municipal building codes (as appropriate); and
3. The sales of food stuffs at student-run cafes do not violate the terms of any contract with any cafeteria provider serving the school in which said café is located.

When in operation, student-run cafes shall be encouraged to utilize the produce grown at school gardens.

Any perishable foodstuffs not sold by a student-run café may be donated by the advisor for said café to an appropriate local charity without further authorization by the Board of Education or District administration.

Legal	Norwalk Board of Education Policy 3542.34
	Norwalk Board of Education Policy 6142.01



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Vending Machines
Code	3542.45
Status	Retired
Adopted	March 6, 2007
Retired	June 14, 2022

### **VENDING MACHINES**

The following procedures are designed to serve as a guide for the operation of vending machines on NPS property, and the accounting of all funds related thereto.

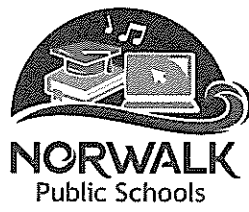
#### **1. VENDING MACHINES**

- a. Vending machines on NPS property, other than those that service only faculty are subject to the following guidelines:
  - i. Machines may not contain carbonated beverages or junk foods
  - ii. No machines may be located in the cafeteria area.
  - iii. Machines must not block the flow of traffic.
  - iv. Machines should be new with glass fronts.
  - v. Marketing on machines should be at a minimum.
- b. Vending machines on NPS property may be placed by contract with a vending company only. Three quotes are required, and must be documented and submitted to the Chief Operating Officer. The contract must be signed by the COO.
- c. The vendor shall be responsible for stocking and maintaining all vending machines.
- d. No inventory for vending machines may be stored on NPS property.
- e. All funds generated from vending machines are subject to the cash receipts and cash disbursements procedures specified for School Activity Funds ("SAF"), and additionally to the following:
  - i. All proceeds must be forwarded to the principal for deposit into the appropriate SAF.
  - ii. Any checks from vendors must be made payable to "Norwalk Public Schools/Student Activity Fund".
- f. The NPS employee responsible for placement and supervision of each vending machine is responsible for fully disclosing in writing, the circumstances and purpose of the machine. This disclosure should be prepared in similar fashion as the student activity disclosure statement referred to in the SAF procedures, and shall include the following information:
  - Name of vending machine company
  - Vending machine identification (description and number)

- Location of machine on NPS property
- Goods to be sold in machine
- Purpose of proceeds
- Estimated annual proceeds

If at any time a machine is relocated, removed, added or otherwise changed, such change shall be documented in writing and submitted to the principal by the individual responsible for placement and supervision of the machine.

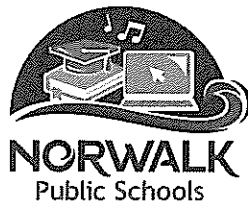
- g. Vending machine disclosure statements must be signed by the individual responsible with a written affirmation of the completeness and accuracy of all information contained therein.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Office Services
Code	3543
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **OFFICE SERVICES**

Office services will be provided for two-fold purpose of expediting the ongoing business of the school system and the making the most effective use of staff time, including the time of teachers who are engaged by the Board to provide instruction and not perform routine office operation.



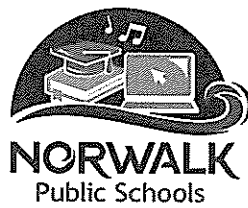
Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Mail & Delivery
Code	3543.13
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **MAIL AND DELIVERY**

A mail service system shall be maintained within the school system in order that in-school system communications from outside sources may be delivered to the intended recipient in the most practical 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 and commercial materials shall not be distributed through school system mail boxes or school mail system unless received through the United States mail.



Book	Policy Manual
Section	3000 - Business and Non-Instructional Operations
Title	Capital Outlay
Code	3560
Status	Retired
Adopted	August 29, 1985
Last Revised	June 6, 1995
Retired	June 14, 2022

#### **CAPITAL OUTLAY**

A long- and short-range plan for capital outlay shall be developed by the Superintendent to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.