

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Regular Meeting
Long Hill Administration Building

Tuesday, May13, 2025-- 5:30p.m.

Agenda

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval of Minutes 3/25/2025
- IV. New Business
 - a. Policy 6142.101/Student Wellness- Revisions Needed
 - b. Policy 1330/Use of Public-School Buildings and Sites- Revisions Needed
 - c. Policy 5131.81/ Use of Private Technology by Students- A New Policy
 - d. Policy 6141.328/Bring Your Own Device- Revisions Needed
 - e. Policy 3514.1 Use of District Vehicles- A New Policy

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Policy Committee of the
Trumbull Board of Education
Regular Meeting Minutes
Long Hill Administration Building

Tuesday, March 25, 2025-- 5:30p.m.

- I. Call to Order/Introduction. The meeting was called to order at 5:33pm.

Present Members	Role
Tim Gallo	Committee Chair, Board of Education
Marie Petitti	Board of Education Member
Alison Squicciarro	Board of Education Member
George Mathew	Parent/Guardian Representative
Abhishek Chaudhary	Parent/Guardian Representative
Nick Banks	TEA representative
Paul Coppola	TAA representative
Dr. Susan C. Iwanicki	Assistant Superintendent, Administrative Designee
Absent Members	Role
Abbey Dayton	Student Representative
Michael Hunter	Student Representative
Alissa Hall	Parent/Guardian Representative
Mike Ward	Community Representative
Meg Wycoff	Community Representative

- II. Correspondence/Public Comment. No public comment was received.
- III. Approval of Minutes 2/11/25. Mr. Gallo moved to approve the minutes from the February 11, 2025. Policy Committee meeting. Mrs. Squicciarro seconded. The motion passed unanimously.
- IV. New Business
- a. Policy 5131.911 Safe School Climate Policy – The committee reviewed that the policy had been reviewed in its entirety at the last meeting. Dr. Iwanicki and Director of Pupil Support Services, Dean Catalano, shared that administrators asked for more time to revise the form discussed at the last meeting and that it is not required by law to have within the policy. Several meetings have been held with administrators regarding the form and a state contact in charge of supporting the implementation of the new legislation will be

meeting with Director Catalano and his team to review the form prior to implementation. The Policy Committee then reviewed the additional language regarding where stakeholders will access the form in the future and adjusted the title of the policy to “Connecticut” School Climate as opposed to Safe School Climate. This change was made in order to show solidarity with the state model and current laws. After discussion, a motion was made by Mr. Gallo to bring Policy 5131.911 Connecticut School Climate to the full Board for approval. Mrs. Squicciarro seconded. The motion passed unanimously.

- b. Policy 5144.12 Challenging Behavior Prevention: Restorative Practices. Director Catalano and Supervisor of Mental Health, Stacy Murphy, shared an overview of Restorative Practices and the manner in which it works in our schools. The committee then reviewed the language of the policy, making small changes where edits were necessary. After the first model policy regarding Restorative Practices was reviewed, a second model policy was discussed. It was shared that the second model is procedural and not needed at this time. The Board member agreed and Mr. Gallo made a motion to bring policy 5144.12 to the full Board for approval and Mrs. Petitti seconded. The motion passed unanimously.
- c. Policy 6142.101/Student Wellness. Dr. Iwanicki shared that this policy was being updated in conjunction with a review by the District Wellness Committee. Dr. Iwanicki began to review several updates, many of which involved including links to government websites or references to other policies that are already in place within Trumbull Public Schools. The policy committee stopped on page 18 of 20 due to time. It was agreed to start with this policy at the next meeting.

The meeting was adjourned at 7:15pm.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **6000**
CATEGORY: **Instruction**
POLICY CODE: **6142.101/Student Wellness**

STUDENT WELLNESS

Policy Statement

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010.

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive school health education curriculum and will be integrated into other classroom content areas, as appropriate.

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

The Trumbull Board of Education agrees to participate in the National School Lunch Program and accepts responsibility for providing free and reduced-price meals to eligible students in the schools under its jurisdiction. Our schools shall not physically segregate or discriminate against any child because of his/her inability to pay for a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Please click [here](#) to access more information regarding policy 3542.31/Free and Reduced-Price Meals or consult our district website.

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S.

Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium, and sugars, and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. **The district will follow the federal guidelines as outlined by the U.S. Department of Agriculture (USDA) National School Lunch Program; click [here](#) to access these guidelines.** In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District’s nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the USDA and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards.

All sources of food sales to students at school must comply with the Connecticut Nutrition Standards for Food in Schools, including, but not limited to, cafeteria a la carte sales, vending machines, school stores, fundraisers, activities, and classroom snacks. **Local, fresh fruits and vegetables will be included in meals whenever possible.** The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. However, beverages not meeting the requirements of state statute and foods not meeting the Connecticut Nutrition Standards may be sold or served at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and School Breakfast Program. **Trumbull Public Schools shall follow policy [3542.43/Food Charging](#) which outlines payment and procedures for families. It is noted that all Trumbull Public Schools must serve students a reimbursable meal, regardless of whether the student has money to pay or owes money.**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy.

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or his/her designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy.

The District will make available to the public an assessment of this policy's implementation, including the extent to which the schools are in compliance with the policy and a description of the progress being made in attaining the goals of the policy.

Adopted: 8/1/2006
Revised: 6/27/2016, 7/9/2019,
9/24/2019

References

- The Healthy, Hunger-Free Kids Act of 2010
- The Child Nutrition and WIC Reauthorization Act of 2004

- Title 7 Code of Federal Regulations 210.11
- Title 7 Code of Federal Regulations 220.12

- Connecticut Public Act 19-173, "An Act Concerning the Improvement of Child Development through Play"
- Connecticut General Statutes §§ 10-215 *et seq.*, 10-221o, 10-221p, 10-221q
- Connecticut State Department of Education Regulations §§ 10-215b-1, 10-215b-23

- Trumbull Board of Education Policy Code 1324: Fund Raising
- Trumbull Board of Education Policy Code 5150: Interscholastic Athletics
- Trumbull Board of Education Policy Code 6144.1: Exemption of Students from Instruction

Regulations

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

I. Nutrition**A. National School Lunch Program and School Breakfast Program**

Reimbursable meals served in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP) will follow the USDA meal pattern requirements and nutrient standards in accordance with the Healthy, Hunger-Free Kids Act of 2010. Menu planning, purchasing procedures, and production techniques for school meals will be used to decrease fat, saturated fat, trans fat, sodium and sugars, and to increase fiber.

In addition, school meals shall:

- Be appealing and appetizing to children.
- Meet, at a minimum, the nutrition requirements established by the USDA for federally-funded programs.
- Include only unflavored low-fat (1%) and fat-free (nonfat) milk flavored or unflavored, which contain no more than 4 grams of sugar per ounce and no artificial sweeteners, that meets the requirements of the state beverage statute and federal regulation.
- Ensure that at least half of the weekly grains served are whole grains and that the remaining grain items served are enriched.
- Reduce the levels of sodium, saturated fats, and trans fats in meals per federal and state nutrition standards.
- Offer a variety of fruits and vegetables.
- Meet the nutrition needs of school children within their calorie requirements per federal and state nutrition standards.
- Contain 0 percent trans fats.
- Bake or steam all cooked foods.
- Purchase or obtain fresh fruits and vegetables from local farmers, when practical.

Menus shall be planned to be appealing and attractive to children and will incorporate the basic menu planning principles of balance, variety, contrast, color, and eye appeal. Menus shall be planned with input from students, parents, and other school personnel and shall take into account students' cultural norms and preferences. Schools shall engage students and parents, through surveys, taste-tests, and other activities, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food

choices. Meal patterns and nutrition standards of federal regulations will be fulfilled as required.

The District will share information regarding the nutrition content of school meals with students, families, and school staff. Nutrition information for a la carte foods and beverages sold in schools will also be available.

With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the foods to be omitted and the food or choices of foods that must be substituted. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent/guardian submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietician, or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of foods that may be substituted in place of the lunch menu being served.

Schools will:

- To the extent possible, and within state law, operate and promote the USDA School Breakfast Program.
- Use methods to serve school breakfasts that encourage participation.
- Notify parents and students of the availability of the School Breakfast Program.
- Encourage parents to provide a healthy breakfast for their children.

B. Cafeteria A La Carte Sales

The school food service program must follow the Connecticut Nutrition Standards when determining the items for a la carte sales. All beverages sold to students in school meals and as a la carte sales must meet the requirements of state statute and USDA requirements for a la carte foods.

At all times when food is available for purchase by students during the school day, nutritious and low-fat foods must also be available for sale at the same time. These foods may include, but shall not be limited to, low-fat dairy products and fresh or dried fruit.

All snacks and a la carte foods must meet USDA Smart Snacks Standards. [Click here to access the USDA Smart Snacks for Schools guidance.](#)

The sale of beverages, as part of school meals and as a la carte sales, shall be limited to the following five categories defined by state statute:

- a. milk, low-fat (1%) unflavored, or nonfat, which may be flavored or unflavored but must contain no artificial sweeteners and contain no more than 4 grams of sugar per fluid ounce;

- b. nondairy milk, such as soy or rice milk, which may be flavored or unflavored but must contain no artificial sweeteners, no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;
- c. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;

- d. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and
- e. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.

C. Lunchroom Climate

A lunchroom environment that provides students with a relaxed, enjoyable climate shall be developed. It is encouraged that the lunchroom environment be a place where students have adequate space to eat and pleasant surroundings, appropriate supervision, and convenient access to handwashing facilities before meals.

D. Meal Schedules

Meal periods shall be scheduled at appropriate hours. In compliance with federal regulations, lunch must be scheduled between 10:00 a.m. and 2:00 p.m. in all schools. Pursuant to state statute, schools are required to provide all full-day students a daily lunch period of not less than 20 minutes. Activities such as tutoring, clubs, or organizational meetings or activities shall not be scheduled during meal times unless students may eat during such activities.

E. Qualifications of Food Service Staff and Training for Food Service Staff

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, continuing professional development shall be provided for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for school food service directors, managers, and cafeteria workers, according to their levels of responsibility. All food service personnel shall have adequate pre-service training in food service operations and regularly participate in professional development activities that address requirements for Child Nutrition Programs, menu planning and preparation, food safety, strategies for promoting healthy eating behaviors, and other appropriate topics.

F. Other Foods Offered or Sold

To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The Connecticut Nutrition Standards apply to all food sold or served to students on school premises, including, but not limited to, cafeteria a la carte sales, vending machines, school stores, fundraisers, activities, and classroom snacks. All beverages sold or served to students at school shall meet the requirements of state statute and federal regulations, whichever are stricter, at all times. However, beverages not meeting the requirements of state statute and foods not meeting the Connecticut Nutrition Standards may be sold or served at the location of an event occurring after the end of the regular school day or on the weekend provided they are not sold from a vending machine

or school store. The District strongly encourages the sale or distribution of nutrient-dense foods, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes.

Pursuant to state statute, whenever any group makes foods available for purchase in a school during the school day, low-fat dairy products and fresh or dried fruits must also be available in the school at the same time for purchase by students. “Foods available for purchase” include, but are not limited to, foods sold in cafeterias, vending machines, school stores, fundraisers, and any other food sales during the school day. If a snack machine with food items is available for use by students during the school day, the school must also have non-fat or low-fat dairy products and fresh or dried fruit available for purchase. When the snack machine is operating outside of cafeteria hours, schools must make alternate provisions to offer non-fat or low-fat dairy products and fresh or dried fruit for sale at the same time. School stores that sell food to students must ensure that non-fat or low-fat dairy products and fresh or dried fruit are available for purchase either in the store itself or elsewhere in the school, while the school store is selling food.

G. Access to Drinking Water

Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water that does not contain added sugars, sweeteners, artificial sweeteners, or caffeine should be made available for purchase by students and staff. Free potable water must be available where meals are served.

H. Foods Brought Into School

The District shall encourage families to pack healthy lunches and snacks and to refrain from including beverages that do not meet the requirements of state statute or foods that do not meet the Connecticut Nutrition Standards. The District shall develop procedures to ensure that all food brought from home to be shared with other students is safe. Classroom snacks shall feature healthy choices that meet the state requirements for allowable beverages and the Connecticut Nutrition Standards.

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns with allergies and other restrictions on some children’s diets.

I. Fundraising

School fundraising activities either shall not involve food or beverages or shall only use foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute and federal regulations. However, food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. Schools shall encourage fundraising activities that promote physical activity. The District shall

make available to students, parents, teachers, and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers.

Competition with nutritious meals served by the school food services operations must be minimized. Income from any competitive foods or beverages sold from 30 minutes prior to the start of any state or federally subsidized milk or meal program until 30 minutes after the end of the program must accrue to the food service account.

J. Concessions

Food items that do not meet the Connecticut Nutrition Standards and beverages that do not meet the requirements of state statute and federal regulations can be sold at concessions operated at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. Organizations operating concessions at school functions after school or on weekends should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

K. Teacher-to-Student Incentives and Punishments

Schools shall not use foods or beverages as rewards for academic performance or good behavior, unless this practice is allowed by a student's Individualized Education Plan (IEP). Alternative rewards shall be developed and promoted. Additionally, schools shall not withhold foods or beverages (including food served through school meals) as a punishment.

Furthermore, we strongly recommend staff use physical activity as a reward when feasible. Physical activity may not be assigned to students as a consequence of poor behavior or punishment for any reason. (Example: running laps or jogging around a playground)

L. Student Nutrition and Wellness Education

Nutrition and Wellness education shall be offered as part of a planned, ongoing, systematic, sequential, standards-based, comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition and Wellness education shall use national or state-developed standards, such as the Connecticut State Department of Education's Healthy and Balanced Living Curriculum Framework. Any nutrition and wellness education curriculum developed will be in alignment with "the community standards and perspectives" of Trumbull. It will follow the procedures as outlined in policy 6141/Curriculum Development, including a review by the Board of Education Curriculum Committee and the full Board for approval. The District shall develop and implement a comprehensive, developmentally appropriate curriculum approach to

nutrition and wellness in all grades. Students shall be able to demonstrate competency through application of knowledge, skill development, and practice.

The nutrition and wellness education program shall focus on students' eating behaviors and wellness habits, be based on theories and methods proven effective by published research, and be consistent with the District's health education curriculum guides. Nutrition and wellness education shall also be included in other classroom content areas such as math, science, language arts, social sciences, family and consumer sciences, and elective subjects. Instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate, to reinforce and support health messages.

The District shall assess all nutrition and wellness education lessons and materials for accuracy, completeness, balance, and consistency with the District's educational goals and curriculum standards. Materials developed by food marketing boards or food corporations shall be scrutinized for appropriateness of commercial messages.

M. Educational Reinforcement

School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers and performers invited to address students shall receive appropriate orientation to relevant District policies. School staff members shall be encouraged to coordinate with other agencies and community groups to provide opportunities for student volunteer work related to nutrition, such as assisting with food recovery efforts and preparing nutritious meals for home-bound people. School officials shall disseminate information to parents, students, and staff members about community programs that offer nutrition assistance to families. When possible, children will have the opportunity to visit and/or learn about the local sources of food along with the life cycle and farming-connected units.

N. Nutrition Promotion

The District shall conduct nutrition education activities and promotions that involve parents, students, and the community. The District shall participate in programs that promote and reinforce student health, such as Team Nutrition and the HealthierUS School Challenge. The school team responsible for planning nutrition activities shall ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members. When possible and through coordination with the school's wellness committee, schools will integrate projects such as school gardens, food learning labs, and food source lessons aligned with cafeteria meals. Nutrition education shall be offered in the school cafeteria and classroom, with coordination between school food service and teachers. The District shall link nutrition education with other coordinated school health initiatives.

O. Consistent Health Messages

Students shall receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school environment. All school personnel shall help reinforce these positive messages. Foods and beverages sold or served at school shall not contradict healthy eating messages. Personnel shall not use practices that contradict messages to promote and enjoy physical activity: for example, withholding recess or using physical activity (e.g., running laps, doing pushups) as punishment.

The District shall build awareness among teachers, food service staff, coaches, nurses, and other school staff members about the importance of nutrition, physical activity, and body-size acceptance to academic success and lifelong wellness. School staff members shall be encouraged to model healthy eating and physical activity behaviors. The district will also provide opportunities for health and wellness education and practice as is possible. Additionally, the district maintains an Employee Assistance Program (EAP) which offers additional resources around physical and mental wellness.

The District shall include appropriate training for teachers and other staff members. Staff members responsible for nutrition education shall be adequately prepared and shall regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice skills in program-specific activities. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors. Staff members providing nutrition education shall not advocate dieting behaviors or any specific eating regimen to students, other staff members, or parents.

P. Food Marketing in Schools

School-based marketing shall be consistent with nutrition education and health promotion. Thus, schools shall limit food and beverage marketing to the promotion of foods and beverages that meet the U.S. Department of Agriculture nutrient standards for meals or the District's nutrition standards for foods and beverages. Schools shall promote healthy food choices and shall not allow advertising that promotes less nutritious food and beverage choices. The promotion of nutrient-dense foods, including fruits, vegetables, whole grains, and low-fat dairy products, shall be encouraged.

During the school day, advertising of any food or beverage that may be sold on campus is prohibited. Advertising of any brand on containers used to serve food or in areas where food is purchased is prohibited. Overall, the district will limit students to any food marketing of any kind. All advertising in school publications and school media outlets must be approved by the principal.

Q. District Nutrition Standards

The District strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals with relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. In an effort to support the consumption of nutrient-dense foods in the school setting, the District will follow the beverage requirements of state statute and federal regulations, whichever are stricter, and has adopted the Connecticut Nutrition Standards governing the sale of food on school grounds.

1. Food

- i. Any food item offered for sale to students separately from reimbursable meals will:
 - meet the portion size requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards;
 - not contain any chemically altered fat substitutes and will meet the fat requirements of the Connecticut Nutrition Standards;
 - meet the saturated fat requirements of the Connecticut Nutrition Standards;
 - meet the trans-fat requirements of the Connecticut Nutrition Standards;
 - not contain any artificial sweeteners or sugar alcohols and will meet the sugar requirements of the Connecticut Nutrition Standards; and
 - meet the sodium requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
- ii. Foods and beverages will not contain caffeine, with the exception of trace amounts of naturally occurring substances.
- iii. The District will limit condiment use and provide low-fat, low-sugar, and low sodium varieties.
- iv. The District will increase choices of whole grains and foods containing fiber.
- v. The District will encourage the consumption of nutrient-dense foods, e.g., whole grains, fresh fruits and vegetables, lean meats, legumes, and low-fat dairy products.

2. Candy

- i. Candy and gum (including sugarless candy and sugarless gum) shall not be sold to students on school premises.

3. Beverages

- i. Pursuant to state statute, the sale of beverages to students on school premises shall be limited to the following five categories defined by state statute: a. milk, low-fat (1%) unflavored, or nonfat, which may be flavored or unflavored but

must contain no artificial sweeteners and contain no more than 4 grams of sugar per fluid ounce;

- b. nondairy milk substitutes, such as soy or rice milk, which may be flavored or unflavored but must contain no artificial sweeteners, no nonnutritive sweetening agents, no sugar alcohols, no added sodium, no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;
 - c. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;
 - d. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and
 - e. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.
- ii. Portion sizes of the beverages specified above are limited to no more than 8 fluid ounces for students in grades K-5 inclusive and to no more than 12 fluid ounces for students in grades 6-12 inclusive, except water, which is unlimited.
 - iii. Vending sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
 - iv. School store sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
 - v. The sale of any beverages that do not meet the requirements of state statute and federal regulations is allowed at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store.

R. Guidelines for Food and Beverages Offered to Students at School

The District encourages the use of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. At any school function (e.g., parties, celebrations, feasts, sporting events) where foods and beverages are sold or served to students, healthy choices meeting the Connecticut Nutrition Standards and beverage requirements of state statute must be available. Some suggested foods and beverages are listed below.

- Raw/fresh vegetable sticks (e.g., carrots) / slices with low-fat dressing or yogurt dip
- 🍌 Fresh fruit
- 100% fruit juices or 100% vegetable juices or combination of such juices
- Frozen 100% fruit juice pops
- Bottled water, without added sugars, sweeteners, artificial sweeteners, or caffeine
- Dried fruits (e.g., raisins, banana chips) without added sugar, fat, or salt
- Trail mix (dried fruits and nuts)

- Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts) without added fat, sugar, or sodium
- Low-fat meat and cheese sandwiches (with low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.), depending on added fat, sugar, and salt
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dips (e.g., Ranch, French Onion, Bean)
- Low-fat muffins, granola bars, crackers, and cookies such as fig bars and ginger snaps
- Angel food and sponge cakes
- Flavored yogurt and fruit parfaits (low-fat/nonfat yogurt)
- Gelatin and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and nonfat dairy products
- Pure ice cold water without sugars, sweeteners, artificial sweeteners, or caffeine 🍷
- Pretzels
- Bread products such as bread sticks, rolls, bagels, and pita bread
- Ready-to-eat low-sugar cereals (with no more than 15 grams added sugars per serving and no more than 35% sugar by weight)
- Low-fat (1 percent) and skim milk

Compliance with the state beverage statute and the Connecticut Nutrition Standards varies depending on the brand and type of item, and this list should be checked against the Connecticut Nutrition Standards developed by the State Department of Education and published annually, the state beverage statute, and the Department's online list of acceptable foods and beverages, which is updated quarterly and available online at <https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>.

Food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store.

S. Competitive Foods and Beverages

“Competitive foods” include all foods and beverages sold in schools except for meals provided through the National School Lunch Program and School Breakfast Program. Competitive foods are grouped into three categories: (1) Entrée Items (sold only a-la-carte); (2) Side Dishes; and (3) Beverages. Pursuant to federal regulations and state statutes and regulations, the sale of competitive foods is restricted as follows:

1. Foods that do not meet the Connecticut Nutrition Standards cannot be sold to students on school premises, including, but not limited to:

- Water ices (any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit, fruit juice, milk, milk ingredients, or egg ingredients other than egg whites);
 - Candy/sugarless candy; and
 - Chewing gum/sugarless chewing gum.
2. Beverages that do not meet the requirements of state statute and federal regulations (including, but not limited to, coffee/decaffeinated coffee/iced coffee, tea/herbal tea/iced tea, soda/diet soda, sports drinks, hot chocolate, and fruit drinks that are not 100 percent juice) can only be sold to students on school premises at the location of an event that occurs after the school day or on the weekend provided they are not sold from a vending machine or school store.
 3. During the period of 30 minutes before any meal program up until 30 minutes after the end of the program, competitive foods and beverages may only be sold anywhere on school premises if they meet the Connecticut Nutrition Standards or state beverage statute and the income they generate accrues to the nonprofit school food service account. Outside of this timeframe, competitive foods and beverages may only be sold if they meet the Connecticut Nutrition Standards and state beverage statute and federal regulations, whichever are stricter.
 4. No competitive foods may be sold without the prior approval of the Superintendent or his/her designee, and such sales must comply with state law.

II. Physical Activity

A. Philosophy

The Board believes that every student shall develop and demonstrate knowledge and perform fundamental skills necessary to lead an active, physically fit, and healthy lifestyle. The Board believes that students should be cognizant of the short- and long-term benefits, value, and enjoyment of physical activity as an ongoing part of a healthy lifestyle.

The District’s comprehensive plan to promote physical activity will include the following:

- A program of physical education that involves moderate to vigorous activity; teaches knowledge, motor skills, self-management skills, and positive attitudes; promotes activities and sports that students enjoy and can pursue throughout their lives; is taught by certified staff; and is coordinated with the health education curriculum;
- Time in the Pre-K and elementary school day (grades PreK through 5) for daily supervised indoor/outdoor recess weather permitting;
- Opportunities and encouragement for students to participate voluntarily in before- and after-school physical activity programs such as intramurals, clubs, and, at the high school level, interscholastic activities; and
- Joint school and community recreation activities.

The program shall make effective use of school and community resources and equitably serve the needs and interests of all students, taking into consideration differences in gender, cultural norms, physical and cognitive abilities, and fitness levels.

Physical education is an integral part of the educational process for each student. As such, every elementary and middle school student has physical education approximately 60 minutes a week minimally. As the grades progress, the amount of time and the complexity of physical and wellness education increases. Middle school students could have anywhere between 80 to 130 minutes of exercise per week depending on the student's schedule. In high school, students are given a wide array of choice options in order to meet or exceed the .25 credit per year required for a high school diploma. Students taking physical education at the high school receive between 80 to 130 minutes per week on average.

Students are offered physical education consistent with the District's physical education curriculum guides, which undergo revision as necessary to meet or exceed state standards for physical education. It shall be taught for grades K-12 by a certified/licensed teacher who is endorsed to teach physical education. In order to maintain program quality, the district will provide annual professional learning opportunities that are focused on topics, collaboration, and competencies specifically related to physical education and wellness.

B. Prohibiting Physical Activity as Linked to Punishment

Physical education teachers shall aim to develop students' self-confidence and maintain a safe psychological environment. Personnel shall not order performance of physical activity, nor the withholding of physical activity or physical education, as a form of discipline or punishment. This does not apply to participation on sports teams that have specific academic requirements.

C. Incorporating Physical Activity into the Classroom

Students in all grade levels shall be provided with opportunities for physical activity beyond and in addition to physical education. Classroom health education shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Opportunities for physical activity shall be incorporated into other subject lessons and can be used as reinforcement, reward, and celebration for achievement, positive behavior, and completion of assignments. As appropriate, classroom teachers may provide short physical activity breaks between lessons or classes.

D. Physical Activity Opportunities Before and After School

The District encourages and supports the participation of all students in extracurricular activities, although such participation is a privilege and not a right. Eligibility

requirements and appeal procedures, as established in Interscholastic Athletics (Policy Code 5150), shall be published in each appropriate student handbook.

Intramural programs, physical activity clubs, and interscholastic athletics are valuable supplements to a student's education. Each school shall endeavor to provide students with

D. Physical Activity Opportunities Before and After School (continued)

opportunities to voluntarily participate in extracurricular physical activities that meet their needs, interests, and abilities. A diverse selection of competitive and noncompetitive, structured and unstructured, activities shall be offered to the extent that staffing permits. The primary focus of extracurricular physical activity programs is to facilitate participation of all interested students. Equal opportunity on the basis of gender shall permeate all aspects of program design and implementation.

A student with a chronic health problem or other disabling condition shall be permitted to participate in any extracurricular activity, including interscholastic athletics, if the student's skills and physical condition meet the same qualifications that all other students must satisfy and the student has written permission to participate from a physician. The school shall make reasonable accommodations to allow the student to participate.

Walking to and from School

The district believes that it is healthy for children to walk to school provided that it can be done safely. Schools provide volunteers, school resource officers, or certified teachers to assist students with safe school arrival as needed. As outlined in policy 3541/Transportation, children may walk depending on the walking distance and duration. The maximum student walking distance and duration, either to school or to a bus stop, is as follows:

- A. Elementary Schools: All students are transported by bus
- B. Middle Schools: Not to exceed one and one-quarter mile
- C. High Schools: Not to exceed one and one-half miles
- D. Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

For more information on walking to school, please consult policy, [3541/Transportation](#).

E. Recess

The Board of Education takes the position that recess is an essential component of education and that preschool and elementary school children must have the opportunity to participate in regular periods of active, free play with peers. Recess is a break during the school day set aside to allow children time for active free play. Recess shall complement, not substitute for, physical education classes. The following apply for all students preschool to grade 5:

1. All preschool students and students in grades K-5 shall have a period of indoor/outdoor recess every day for at least 20 minutes. The principal or his/her designee will determine and notify appropriate staff if outdoor recess should be cancelled to limit students' exposure to heat, cold, inclement weather, ultraviolet

- radiation, air pollution, traffic, unsafe surfaces, poor lighting, or equipment temporarily in poor repair.
2. A classroom learning experience involving 20 minutes of physical activity may be substituted for recess.
 3. A student shall not be denied recess for any reason, such as but not limited to making up missed work or for disciplinary purposes.
 4. Physical activity shall not be used as a form of discipline.
 5. Whenever possible, recess should not be scheduled the last period of the school day or immediately before or after physical education classes.
 6. The Board recommends that only professional school personnel supervise students during recess. The principal has the discretion to utilize appropriate staff available.

F. Exemptions **and Substitutions** from Physical Education

Physical education teaches students essential knowledge and skills; for this reason, exemptions from physical education courses shall not be permitted on the basis of participation on an athletic team, in a community resource program, or in other school or community activity. A student may be exempt from participation in physical education only if:

1. A physician states in writing that specific physical activities will jeopardize the student's health and well-being; or
2. A parent/guardian requests exemption from specific physical activities on religious grounds; or
3. The student participates in a regional magnet program.

Consistent with Board of Education Policy 6144.1, "Exemption of Students from Instruction," the physical education teacher will determine the course of action for students who do not participate in physical education class for reasons other than the above exemptions. If there is a pattern of non-participation, the physical education teacher will refer the student to the appropriate administrator.

Regardless of involvement in any community, team or recreational activities, there will be no substitutions allowed for the physical education and/or wellness class. Likewise, there are no substitutions for high school credit requirements.

G. Preventing Students from Engagement in Physical Exercise and Undirected Play

Except as provided below, as well as in cases where students are receiving in-school suspension, school employees may not prevent a student from engaging in the entire time devoted to physical exercise or undirected play in the regular school day. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school-wide routines and events that engage students in physical activity. Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administrator prior to the imposition of the discipline; such approval may be granted for safety reasons, as a last

resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.

School employees may not require students to engage in physical activity as a form of discipline.

School employees may not prevent students from participating in physical exercise or undirected play during wellness (physical education and health) instruction as a form of discipline. This restriction does not apply to brief periods of respite, time-outs, referrals to a building administrator, or situations involving safety.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For purposes of this policy, "school employee" means (1) a teacher, substitute teacher, school administrator, school superintendent, school counselor, school psychologist, school social worker, school nurse, physician, school paraprofessional, or coach employed by the Board or working in a school operated by the Board; or (2) any other individual who, in the performance of his/her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a school operated by the Board or pursuant to a contract with the Board.

Any employee who fails to comply with this policy will be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to the District's suspension of his/her contract for services.

III. Policy Implementation

A. District Wellness Advisory Committee

With the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary, the District Wellness Committee shall meet a minimum of three times annually.

Committee membership shall consist of:

- Assistant Superintendent of Schools, who shall chair the Committee;
- District Food Service ~~Manager~~ ~~Director~~;
- Student representative;
- Parent representative;
- Wellness teacher;
- ~~K-5 Science Program Leader~~ ~~8 Coordinator of STEM~~;
- School counselor, psychologist, or social worker;
- Town of Trumbull Director of Nursing or designee; and
- Board of Education representative.

B. Ongoing Monitoring and Evaluation

The Superintendent or his/her designee shall ensure compliance with the established District wellness policy. In each school, the Principal or designee shall ensure compliance with those policies in that school and shall report on the school's compliance to the Superintendent or designee. *Each school should have a Wellness Committee, or other such leadership team, that reviews the Wellness Policy for implementation within school programming and delivery. The school-based Wellness Committee shall meet approximately three times a year.* School food service staff members, at the school or District level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the Superintendent or his/her designee (or, as appropriate, to the school Principal).

The Superintendent or his/her designee shall ensure *that the most current version of the WellSAT evaluation tool for school wellness policies (or other such required tool) is used to review the policy tri-annually.* provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. *The outcomes of the WellSAT scores shall be posted by the Food Service Manager on the Food Service webpage for public review.*

The District shall identify a strategy and schedule to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that process, the District shall review nutrition and physical activity policies, new research and evidence on health trends and effective programs, provision of an environment that supports healthy eating and physical activity, and nutrition and physical education policies and program elements. The District and individual schools within the District shall, as necessary, revise this policy and develop work plans to facilitate its implementation.

C. Engagement of Students and Families

Schools shall consider student needs in planning for a healthy school environment. Students shall be asked for input and feedback through the use of student surveys and other means, and attention shall be given to their comments. Key health messages shall be promoted by coordinating classrooms and cafeterias, and through planned promotions such as health fairs, nutrition initiatives, programs, and contests.

The District shall encourage family involvement to support and promote healthy eating and physical activity habits. The District shall support families' efforts to provide a healthy diet and daily physical activity for their children through effective two-way communication strategies that allow sharing of information from school to home and from home to school.

Nutrition education will be provided to parents in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles. The District shall also provide information about physical education and other school

based physical activity opportunities before, during, and after the school day, and shall support families' efforts to provide their children with opportunities to be physically active outside of school.

1330/Use of Public School Buildings and Sites

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **1000**
CATEGORY: **Community Relations**
POLICY CODE: **1330/Use of Public School
Buildings and Sites**

USE OF PUBLIC SCHOOL BUILDINGS AND SITES

Policy Statement

The Trumbull Board of Education recognizes that the primary function of the district's school buildings, equipment, and grounds is to support the education of the children and youth of Trumbull.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee. Use of public school buildings and sites, apart from athletic and community fields on school grounds, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

The Board of Education shall grant the use of public school buildings and sites for activities of an educational, cultural, social, recreational, governmental, or general political nature and other commercial and non-commercial uses consistent with the public interest provided that such use does not interfere with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.

The Superintendent of Schools shall cause the development of procedures to support the implementation of this policy, such procedures to include: general rules for using public school buildings and sites; any necessary building-specific or site-specific rules; procedures for application to use such buildings and sites; and fee schedules for using such buildings and sites. The fee schedules shall be reviewed regularly and approved by the Board of Education prior to implementation. All procedures to support the implementation of this policy shall be published on the District website.

Adopted: 1/22/1980
Revised: 1990, 1991, 1993,
5/8/2001, 9/2/2003, 12/9/2010,
10/29/2018, 6/3/2025 (potentially)

References

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972

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- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
1330/Use of Public School Buildings and Sites
- Connecticut Public Act 17-127, “An Act Concerning Discriminatory Practices against Veterans . . .”
- Connecticut General Statutes § 10-239
- Trumbull Board of Education Policy Code 0200: Statement of Educational Goals
- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 1324: Fundraising
- Trumbull Board of Education Policy Code 3513.1: Energy Management and Conservation
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.6: Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol
- Trumbull Board of Education Policy Code 6174: Adult/Continuing Education

1330/Use of Public School Buildings and Sites

Regulations

I. Definitions and Scope

- A. For purposes of this policy, an “athletic and community field on school grounds” is defined as any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, and whose typical purpose is organized recreation, whether amateur or professional. For purposes of this policy, an “athletic and community field on school grounds” shall include tennis courts, as well as track and field complexes. Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.
- B. Any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, which is not an “athletic and community field on school grounds” as defined by the previous paragraph, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures. This includes parking lots adjacent to school and District buildings, as well as lawns and playgrounds whose typical purpose is not organized recreation.
- C. Any indoor location of a school or building operated by the Trumbull Public Schools is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

II. Application Procedures

- A. All requests for the use of public school buildings and sites, with the exception of athletic and community fields on school grounds, for a program or activity sponsored by the Trumbull Public Schools shall be made via the procedures published by the District for TPS-sponsored programs or activities. All requests for the use of public school buildings and sites, with the exception of athletic and community fields on school grounds, by any other organization shall be made by the submission of the appropriate Application for Use of Facilities, with supporting documentation, to the Principal/administrator of the appropriate school/building site at least three (3) weeks in advance of the date(s) applied for.
- B. As detailed on the Application for Use of Facilities, the applicant must identify one adult member of its group who will be present at the proposed event and who will be the liaison to the Principal/administrator prior to, during, and, if necessary, after the proposed event.

C. As detailed on the Application for Use of Facilities, the applicant may be required to acquire approvals from the Trumbull Chief of Police and/or the Trumbull Fire Marshal.

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D. As detailed on the Application for Use of Facilities, the applicant may be required to provide certification of insurance for bodily injury, property damage, and/or liability, as well as to name the Board of Education and/or the Town of Trumbull as “additional insured.”

E. All applications will be scheduled by the school/building Principal/administrator according to each applying user group’s classification in Section III below, with users in higher classifications having priority over users in lower classifications.

III. Classification of User Groups

A. All programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. Programs and activities related to Continuing Education shall be scheduled in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education.”

B. All users shall be classified into the following user groups:

Classification	Group	Description	Fee Parameters
I	TPS-Sponsored Programs & Activities	TPS-sponsored curricular, co-curricular, & extra-curricular activities; Continuing Education programs in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education”	No rental fee; No associated costs
II	TPS-Related Groups	TPS-recognized parent organizations or athletic booster clubs	No rental fee; Associated Fees on Weekends / Holidays / School Breaks Only
III	Town-Related Groups	Departments, boards, commissions, agencies, or departments of the Town of Trumbull	No rental fee; Associated costs
IV	Town Non-Profit Community Service Groups	Not-for-profit community service groups, including religious organizations and non-public non-profit schools, whose organizational centers are within the Town of Trumbull	Reduced rental fee; Associated costs

Commented [IS1]: This addition is needed to cover the cost of custodial fees.

1330/Use of Public School Buildings and Sites

V	All Other	For-profit groups; Not-for-profit community service groups whose organizational centers are outside the Town of Trumbull; Private groups; Private citizens	Full rental fee; Associated costs; 50% payable upon completion of Application for Use of Facilities; Balance due 1 week prior to event, or approval for event may be rescinded
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- C. As presented in the table above, a user may be assessed “Associated costs,” which shall be defined as any costs related to the event and incurred by the Board of Education. Such costs may include, but are not limited to: the costs for custodial and/or maintenance personnel, including overtime as necessary; the costs for audio-visual and/or technical support personnel, including overtime as necessary; the costs for food services personnel, including overtime as necessary; and the costs for security personnel, including overtime as necessary. Selection and employment of all such personnel shall be at the discretion of the Principal/administrator, the Facilities Manager, and/or the Business Manager, as appropriate, and in accordance with Board policies and relevant collective bargaining agreements and contracts. Anticipated costs related to events will be published to all users, and confirmed to the applicant at the time of application by the Principal/administrator based on conversation with the Facilities Manager and/or Business Administrator, as appropriate. Additional, unanticipated costs related to an event may be assessed at the conclusion of the event.
- D. Cancellation of an event by the user that is within twenty-four (24) hours of the event will be subject to cancellation fees.
- E. Fee schedules consistent with the parameters above shall be reviewed regularly and approved by the Board of Education prior to implementation, and thereafter published on the District website.
- F. At his/her discretion, the Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, may waive or reduce rental fees and/or associated costs.

IV. General Guidelines for Use

- A. An organization requesting use of public school buildings and sites must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building Principal or responsible administrator, and shall not be used without the express permission of the Principal/administrator.

- B. An organization requesting use of public school buildings and sites must identify the specific dates and hours desired, and approval will be for those specific dates and hours only.
- C. The following restrictions shall apply to the use of public school buildings and sites:
 - 1. Any purpose in conflict with the mission or goals of the District shall not be permitted.
 - 2. Illegal activities shall not be permitted.
 - 3. Use or possession of smoking products, tobacco products, drugs, or alcohol, as defined by Trumbull Board of Education Policy 5131.6, “Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol,” shall not be permitted.

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4. Advertising, decorations, or materials that are obscene, or that promote the use of or possession of smoking products, tobacco products, drugs, or alcohol shall not be permitted.
 5. Commercial advertising shall not be permitted except by specific advance request to, and approval by, the Superintendent of Schools.
 6. Activities that are disruptive to the school environment, or injurious to the buildings, grounds, or equipment of the District, shall not be permitted.
 7. The use of unmanned aerial vehicles, also known as drones, shall not be permitted, except with the express permission of the Superintendent of Schools and the Chief of Police.
- D. An organization requesting use of public school buildings and sites must conform to Trumbull Board of Education Policy 0521, "Non-Discrimination."
- E. Refreshments may not be prepared, served, or consumed without the prior approval of the responsible administrator. If such approval is granted, refreshments may be prepared, served, and consumed only in areas designated by the responsible administrator. Use of school cafeterias and/or kitchens for functions, when approved, will be under the general supervision of the Principal/administrator and Director of Food Services and cafeteria manager, as appropriate.
- F. The organization may be required to engage the services of the Trumbull Police Department, the Trumbull Fire Department, Trumbull Emergency Medical Services, and/or additional security personnel for services deemed necessary by those agencies and/or the Board. In addition to any fees payable to the Board of Education in accordance with the fee schedule for public school buildings and sites, the organization may be required to pay fees to those organizations for such services.
- G. The organization is responsible for the observance of local and state fire and safety regulations at all times.
- H. Any organization that seeks to charge admission to an event held on a public school building or site is liable for the collection and payment of taxes on admission fees. The Board of Education assumes no responsibility in this matter.
- I. The Board of Education assumes no responsibility for properties left on the premises by the organization.
- J. The Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, reserves the right to cancel any approved event if a conflict develops with any program or activity sponsored by the Trumbull Public Schools, if the building or site is closed for the day due to inclement weather or any other reason, or for

1330/Use of Public School Buildings and Sites

any other reason. The Board of Education assumes no liability in the case of event cancellation.

- K. Any violation of this Policy and/or its supporting Regulations and procedures may result in permanent revocation of the privilege to use public school buildings and sites against the organization and/or individuals involved.

**5131.81/Use of Private Technology Devices
by Students**



SECTION:	5000
CATEGORY:	Students
POLICY CODE:	6141.328/ Use of Private Technology Devices by Students

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Policy Statement

~~The Board of Education (Board) recognizes that many students possess and use cellular telephones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his/her family, as well as serving as tools to access electronic information. In the school setting, such portable electronic devices are permitted providing their use is consistent with this policy and does not interfere with the educational process or with safety and security.~~

The Board of Education (Board) is committed to providing a safe, positive and productive learning environment for its students. The Board recognizes that, depending on how they are used, cellular telephones and other wireless communication devices can be either a valuable learning tool or a source of disruption in the learning environment. In order to maintain a secure and orderly learning environment, student use and possession of cellular telephones and other wireless communication devices shall be subject to the limitations set forth in this policy.

There is a growing body of evidence that suggests student access to cellular telephones and other electronic communication devices may be detrimental to student emotional wellbeing and academic growth. Therefore, the use of electronic communication devices and other such technology at school is considered a privilege, not a right.

Students may possess cellular telephones and other wireless communication devices on school property and school-sponsored transportation, providing students adhere to the restrictions contained within this policy. Any unauthorized use of cellular telephones and other wireless communication devices during the instructional school day or at such times as not authorized by the school Principal or designee is prohibited as it disrupts the instructional program or distracts from the educational environment.

Adopted: 7/1/2025

Legal Reference: Connecticut General Statutes

- ☐ 10-233j Student possession and use of telecommunications devices

5131.81/Use of Private Technology Devices
by Students

- ☐ *Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)
- ☐ *Trachtman v. Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)
- ☐ *Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562 (1988)
- ☐ *Bethel School District v. Fraser*, 478 US 675 (1986)
- ☐ *Tinker v. Des Moines Independent Community Dist.*, 393 US 503, (1969)

Cellular Phones/Electronic Communication Devices

1. ***Elementary School Students:*** Elementary school students may **not** possess cellular telephones and other wireless communication devices on school property during school hours, at school-sponsored events, or on school- sponsored transportation. ~~provided such devices are not visible, used, or activated, and are kept in the “off” position throughout the instructional school day. Students must keep their cellular phones and other wireless communication devices stored in a non-visible secure location during the instructional school day. Students may use their cellular phones and other wireless communication devices while waiting for the beginning of the instructional school day or waiting for a school bus at the end of the instructional school day.~~
2. ***Middle ~~and High~~ School Students:*** Middle ~~and high~~ school students may possess cellular telephones and other wireless communication devices on school property and school sponsored transportation, provided such cellular telephones and other wireless communication devices are not visible, used or activated, and are kept in the “off” position throughout the instructional school day (**bell to bell**). Middle ~~and high~~ school students must keep their cellular telephones and other wireless communication devices stored in a non- visible secure location. Middle ~~and high~~ school principals may ~~modify the instructional school day to establish other authorized times of use in addition to when students are~~ allow use of cell phones and personal devices for middle school students prior to the beginning of the **instructional** school day, **or** ~~waiting for a school bus at the end of the instructional school day,~~ or after the official end of the school day. ~~including the designation of areas of the school campus for such use.~~
3. ***High School Students:*** High School students are to keep any cellular telephones, and other wireless communication devices:
 - a. In the “off” position; and
 - b. out of sight; during classroom instruction; unless explicitly authorized by a classroom teacher

High school students must keep their cellular telephones and other wireless communication devices stored in a non- visible secure location, unless explicitly authorized by the classroom teacher. Cellular telephones and other personal wireless devices are permitted to be used during non-instructional time including: lunch, study halls and other class periods specifically designated as non-instructional. Personal

5131.81/Use of Private Technology Devices
by Students

devices such as laptop computers that meet the technical specifications for the Bring Your Own Device program at the high school are not included in this policy and are subject to the terms as outlined in the Bring Your Own Device policy.

Alternate language:

~~Cellular telephones and other wireless communication devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Cellular telephones or other wireless communication devices which have the capability to take photographs or videos shall not be used for such purposes while on school property or while a student is engaged in district sponsored activities unless as expressly authorized in advance by the Principal or designee.~~

OR

~~The use of cellular telephones or other wireless communication devices in any manner that disrupts the educational environment or violates the rights of~~

Cellular Phones/Electronic Communication Devices (continued)

~~others, including the use of the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Prohibited conduct specifically includes~~

~~creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.~~

~~Unless otherwise banned by this policy or by the building Principal, all cellular telephones or other wireless communication devices must be powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) the use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.~~

Unauthorized Use of Devices

A student's possession, display or use of a cellular telephone and other wireless communication devices on school property contrary to the provisions of this policy shall be viewed as the unauthorized use of the cellular phone or other wireless communication devices when such possession, display or use of such devices results in conduct which includes, but is not limited to:

- a. Interference with or disruption of the instructional or educational environment.
- b. Use which violates academic integrity, such as the reproduction of images of

**5131.81/Use of Private Technology Devices
by Students**

tests, communication of test or examination contents or answers, to provide access to unauthorized school information, or assistance to students in any aspect of their instructional program in a manner that violates school Board policy or the Student Code of Conduct.

- c. The communication of the marks or grades assigned to students resulting from evaluation or the actual contents, or parts thereof, of any evaluation activity being completed by an individual(s).
- d. Used to commit a crime, under federal or state law.
- e. Violation of a student's or other person's reasonable expectation of privacy, by using such devices with photographic capabilities in student locker-rooms, restrooms, any other student changing areas, or **the classroom, or other common areas in the school where students assemble (i.e. cafeteria, locker room, hallways, etc.)** whether such use occurs during the instructional school day or on school property. Cellular telephones and other wireless communication devices may not be utilized to take "photographs" or "videos" while on school property, while on school-sponsored transportation or while a student is engaged in school sponsored activities.
- f. Use in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying or harassing language, pictures or gestures. Cellular telephones and other wireless communication devices which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on school property, while on school sponsored transportation or while a student is engaged in school-sponsored activities.

Other Acceptable Uses

Cellular telephones and other wireless communication devices are permissible in the following circumstances:

- ~~a. **Instructional or Educational Purposes.** There is educational value in utilizing cellular telephones or other wireless communication devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval of the building Principal or designee.~~
- a. **IEP, 504, or Health Care/Medical Plan.** Students may use cellular phones, wireless communication devices and other electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.
- ~~c. **Health, Safety or Emergency Reasons.** Exceptions to the restrictions in this policy, in part or in its entirety, may be made for health, safety and emergency reasons by the Principal.~~

**5131.81/Use of Private Technology Devices
by Students**

~~d. **School Trips or School-Sponsored Activities.** The use, display or activation of cellular phones or other wireless communication devices during school trips or school-sponsored activities shall be at the discretion of the Principal or designee, but shall not be disruptive to the activity.~~

b. **Other Reasons.** Other reasons determined appropriate by the Principal.

Unauthorized use of these devices is grounds for confiscation by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action according to the student code of conduct. This may also include temporary or more permanent loss of the ability to possess a cellular device on school campus.

Responsibility/Liability

Any student who chooses to bring a cellular telephone or other wireless communication device to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Neither the school personnel or Board will assume any responsibility or liability for loss, theft, damage or vandalism to a cellular phone or other wireless communication device brought onto school property, or for the unauthorized use of any such device.

- ☐ Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- ☐ Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- ☐ Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- ☐ Trumbull Board of Education Policy Code 5131.91: Hazing
- ☐ Trumbull Board of Education Policy Code 5131.911 Safe School Climate Policy
- ☐ Trumbull Board of Education Policy Code 5150: Interscholastic Athletics
- ☐ Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- ☐ Trumbull Board of Education Policy Code 6141.323: Internet Filtering

**6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School the Schools**



SECTION:	6000
CATEGORY:	Instruction
POLICY CODE:	6141.328/Bring Your Own Device and Protocol for Use of Technology in <u>Trumbull High School the Schools</u>

**BRING YOUR OWN DEVICE (BYOD) AND PROTOCOL FOR THE USE OF
TECHNOLOGY IN THE SCHOOLS**

Policy Statement

It is the policy of the Trumbull Board of Education to ensure that the use of electronic devices does not interfere with the learning process or environment. The Board of Education realizes that technology can be beneficial to the education process when used in an appropriate manner.

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To prepare students as 21st century thinkers and learners, Trumbull High School has a bring your own device (BYOD) policy for all students. It is expected that all students have an approved device to be used when permitted during classroom instruction. Students at Trumbull High School may choose to bring their own device to school or utilize a device obtained from the district Chromebook Leasing program for a nominal fee. Any personal device utilized for the High School Bring Your Own Device program must meet the technical specifications for the program. The technical specifications include at least a 9" screen with a full keyboard. Cell phones do not meet the requirements. This policy does not apply to students in elementary and middle school who are not permitted to use personal electronic devices at school. ~~Students are encouraged to bring their own technology to school.~~ Students, with teacher approval, will be permitted to access the Trumbull Public Schools' wireless network with their personal devices during the school day for educational application and collaboration. Students using portable electronic technology must adhere to all Board policies. The use of these devices, as with any personally owned device, is strictly up to the discretion of school staff.

Electronic devices include those that have the ability to send and/or receive information. Such devices are prohibited when used in acts such as cheating, recording video or audio feed without consent, or any other actions that disrupt the school environment. Teachers will have authority of what devices can and cannot be used within their own classrooms. Any use of laser pointer is prohibited during school or while participating in school-related activities. Any instance of using electronic devices to impede the educational process or to cheat will be met with the same disciplinary actions that other instances of insubordination or cheating would merit.

**6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School ~~the Schools~~**

Adopted: 8/6/2013

Revised: 9/27/2016, 7/1/2025;

References

- ☐ Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- ☐ Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- ☐ Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- ☐ Trumbull Board of Education Policy Code 5131.91: Hazing
- ☐ Trumbull Board of Education Policy Code 5131.911 Safe School Climate Policy
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**6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School ~~the Schools~~**

Regulations

A. Definition of “Device”

A “device” as part of this protocol is a piece of privately owned, portable electronic technology that meets the technical specifications listed above for the High School Bring Your Own Device (BYOD) program. ~~This category of devices includes, but is not limited to, emerging mobile communication systems, smart technologies, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording, and information transmitting, receiving, and storing.~~

B. Internet Gateway

The only internet gateway that may be accessed while in the Trumbull Public Schools is the one provided by the District. Students will not be permitted to use outside internet sources, “outside” meaning “non-District.” Personal internet connective devices, such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access non District internet sources at any time.

C. Software

Many software packages are now available as web browser applications: for example, Google Docs or other Cloud-based applications and storage. This negates the need to have required programs loaded onto student computers / electronic devices. Students can access what they will need through any web browser.

D. Security and Damages

1. Responsibility to keep the device secure rests solely with the individual owner. Trumbull Public Schools will not be held liable for any device lost, stolen, or damaged on school grounds, during any school activities, or on District transportation. If a device is lost, stolen, or damaged, it will be handled through the school’s administrative office in the same manner as other personal items that are lost, stolen, or damaged.
2. It is recommended that skins, decals, and other custom touches be used to physically identify a student’s device from others. Additionally, protective cases for technology are encouraged.
3. Personal devices are not to be left on campus before or after school hours.
4. Use of security passwords on all electronic devices is highly recommended.

E. Usage and Responsibility

**6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School ~~the Schools~~**

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close their screens. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit, record, or post photographic images/videos of any person in school or on District transportation to public and/or social networking sites.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
5. To ensure appropriate network filters, students will only use the District's wireless connection in school and will not attempt to bypass the network restrictions by using an alternative network such as, but not limited to, a 3G, 4G, **5G** or LTE network.
6. Using personal devices to infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the District's Student Network/Internet Use Policy and will result in disciplinary actions.
7. The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Student Network/Internet Policy and will result in disciplinary actions.
9. Printing from personal devices is not permitted at school unless directed by the instructor.
10. Personal devices may not be used to cheat on assignments and tests.

F. Teachers' Roles

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides outside the classroom.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist ~~their younger~~ children with downloads if they wish to follow teachers' suggestions.
3. Teachers will closely supervise students to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, a loaner program is available. ~~teachers may loan~~

6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School ~~the Schools~~
~~available technology to students within the school.~~

5. The use of these student personal devices, as with any personally owned device, is strictly up to the school staff.
6. An electronic communication device that creates a disruption may be confiscated by the teacher or staff member. Further disciplinary action may be taken against the student in possession of the device.

G. Students' Roles

All students must adhere to the following standards of responsible use:

1. The Trumbull Public School District may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on District servers will always be private.
2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
3. Students must log in and use the District's filtered wireless network during the school day on personal electronic devices.
4. Students must not access, modify, download, or install computer programs, files, or information belonging to others.
5. Students must not waste or abuse school resources through unauthorized system use (e.g., by playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
6. Students must not alter computers, networks, printers, or other equipment except as directed by a staff member.
7. Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the Trumbull Public Schools.
8. If a student inadvertently finds an inappropriate site or image, he/she must immediately minimize the program and contact the instructor.
9. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, and should report any instances encountered.
10. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
11. Violation of any of these standards may result in suspension of computer use, suspension

**6141.328/Bring Your Own Device (BYOD) and
Protocol for the Use of Technology in Trumbull High School ~~the Schools~~**

of Internet privileges, and/or other disciplinary action.

H. Hazing, Harassment, and Cyberbullying

Every student has the right to feel safe, valued and comfortable in the Trumbull Public Schools. No one else's behavior should ever make a student feel afraid or embarrassed because of his or her race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, (including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.

"Hazing" is any form of verbal, physical, or emotional mistreatment, harassment, or abuse of a student in connection with his/her membership on an athletic team or any school-sponsored club or activity. "Cyberbullying" is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications.

Hazing and cyberbullying are prohibited on or off of school grounds during or after the official school day. Students who engage in hazing or cyberbullying activities will be subject to disciplinary action.

Parents are urged to reinforce with their children that, if they are harassed, hazed, or cyberbullied or are witness to any of these types of activities, they should report the behavior to a teacher, guidance counselor, or house or building principal.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 3000
CATEGORY: Business
POLICY CODE: 3541.1/Use of District Vehicles

Use of District Vehicles

Policy Statement

The Trumbull Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles. For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignments must be approved in advance by the Superintendent or designee. The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in the procedures below. No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior approval of the Superintendent and/or designee.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

If a school district vehicle is misused the driver’s driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.

The Board designates the Director of Operations as the Vehicle Coordinator for district vehicles. The Vehicle Coordinator and/or designee shall maintain inventory control records, driving records of operators of school district vehicles, as well as and the records of maintenance, repair and body work required.

Adopted:### /2025

References

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Purpose

This policy applies to any employee of the Board of Education who uses an assigned or fleet town-owned vehicle during the workday or as a take-home vehicle.

The policy is intended to:

- Provide Board employees with procedural guidelines related to the utilization of Town owned vehicles used by the Board,
- Ensure Town owned vehicles used by the Board are maintained in a manner optimizing driver safety and vehicle life and performance,
- Ensure compliance with Connecticut Department of Motor Vehicles and Internal Revenue Service reporting regulations,
- Ensure Town owned vehicles used by the Board and associated costs are accurately recorded and appropriately controlled and

All new employees who will be assigned work entailing the operation of a Board vehicle shall be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

The employee's vehicle use privileges require a current valid driver's license, a copy of which is to be on file with Human Resources. The Board reserves the right to deny an employee the use of a town-owned vehicle due to a poor driving record, vehicle abuse, or violation of the Board's Vehicle Use Policy. The Board reserves the right to test any driver suspected of driving under the influence of drugs or alcohol.

Regulations

The District promotes the appropriate use of Board owned vehicles for school business with the following regulations:

Vehicle Use and Limitations

- Use of vehicles is limited to authorized Board employees. No other individuals, including but not limited to family members, may operate or be a passenger in a town-owned vehicle. An exception to this prohibition will be emergency situations, or when transporting non-employees contractors involved in Board business.
- Unauthorized use of the vehicle is strictly prohibited and will be the sole responsibility and liability of the employee. Unauthorized use of the vehicle is defined as use of the vehicle that violates items cited in policy 3541.1/Use of District Vehicles and/or not seeking supervisor approval if the use of the vehicle is in question of violating the policy and not seeking clarification and authorization to use.
- Board employees who commit parking or traffic violations while operating a town-owned vehicle will be personally liable for all fees, fines or liabilities incurred.
- With respect to Town owned vehicles used by the Board that are involved in out-of-state travel, unless authorized by contract, any such use needs pre approval from the Superintendent or his/her designee.
- Under IRS regulations, employees categorized as "24 hour on-call - Non-Emergency Service personnel" (see Vehicle Categories, below) are deemed to be receiving a commuting benefit. This benefit is considered imputed income by the IRS and an appropriate amount will be added to income and taxed accordingly. Therefore, department heads must notify the Board's Human Resource Department when an employee is assigned a take-home vehicle.

Vehicle Monitoring and Maintenance

- Employees assigned take-home vehicles shall maintain a mileage log indicating the odometer reading upon departure from home and arrival at their work site and upon leaving work and arriving at their home. Each day employees shall enter the data into the log and submit it to the Finance Department monthly.
- It is every driver's responsibility to operate Town owned vehicles used by the Board in a safe and fuel efficient manner, abide by motor vehicle laws and operate vehicles with due care.
- All town owned vehicles assigned and used by the Board employees will have GPS installed and tracked by the district administration and/or a 3rd party vendor. Speeding, location, time of use, and harsh driving conditions of vehicles will be recorded and maintained by the GPS system and reported to district administration for follow up and investigation as needed.
- Drivers of Town owned vehicles used by the Board are responsible for immediately reporting any mechanical trouble or damage.
- Vehicle accidents are to be reported immediately to the police in the jurisdiction where the accident occurred. Once it is possible, the accident should then be reported to the employee's supervisor and the Finance Department's Insurance Coordinator.

Regulations (continued)

Vehicle Monitoring and Maintenance (continued)

- Drivers of Town owned vehicles used by the Board are responsible for scheduling maintenance each 3,000 miles driven, or as recommended by Board Maintenance personnel.
- Town owned vehicles used by the Board will be fueled at the Highway Department's facility.

Transportation of Materials

- Firearms or other weapons are not allowed on owned or leased Board premises including Town owned vehicles used by the Board. Possession of weapons on Board property by anyone other than a licensed law enforcement officer is grounds for termination.
- Drivers may not transport any hazardous material or waste in a town-owned vehicle or in any vehicle while on Board business unless such materials are ordinarily handled by the Board as part of normal business operations.

Legal Compliance and Safety

- Employees are required to report all motor vehicle moving violations received driving their town-owned to the Board as soon as possible. This requirement shall not apply to parking Infractions/tickets for personal vehicles.
- Employees must obey all traffic laws while operating a town-owned vehicle and failure to do so will be considered a violation of this policy subjecting the employee to possible disciplinary action up to and including possible termination of employment.
- Employees must use a seat belt at all times.
- Employees whose job requires that they maintain a valid driver's license must Immediately notify their supervisors If their license has been suspended, cancelled or has had limitations placed on it.
- Supervisors are responsible for investigating each accident, including reviewing a police report if one is made, to determine if the employee was at fault. Supervisors are to take appropriate disciplinary action based on their findings consistent with this policy.
- Employees are allowed to utilize cell phones in accordance with state law (hands free) to make calls while operating a town-owned vehicle. Employees are prohibited from texting or using any other written communication features of the phone while driving a town-owned vehicle for official use.

Vehicle Maintenance and Preservation

- Prohibited Activities
 - Use of Drugs and Alcohol: Strictly prohibited while operating or being inside the vehicle.
 - No Pets: Pets are not allowed inside the vehicle to maintain cleanliness and prevent damage, unless required as part of the job responsibilities.

Regulations (continued)

Supervisors are responsible for ensuring that new employees have reviewed the policy and that this policy is followed by all employees. Supervisors are also expected to set an example for safe and responsible driving.

Employees are responsible for following this policy. Failure to comply with the policy may result in disciplinary action, up to and including suspension, termination, or participation in a safe driving course, depending on the circumstances.

Vehicle Categories

Vehicle assignments must be approved in advance by the Superintendent or his/her designee. Use of Board vehicles is classified into one of the following four categories:

1. *Restricted Use, 24-hour on-call, Non-Emergency Service Personnel Vehicles*

Generally, assignment of take-home vehicles should be restricted to those employees who would:

- Need to respond immediately to an after-hours emergency,
- Be required to carry specialty tools or equipment to address the emergency, and/or
- Potentially be called to more than one emergency location.

These vehicles are not for personal use. Recipients of these vehicles are subject to imputed income and appropriate taxation per IRS guidelines.

Vehicles shall not be assigned as take-home unless contractual or documented as authorized by the Superintendent or his/her designee. These vehicles will be permanently marked with Trumbull Board of Education identifiers, at least 12-inches in diameter.

2. *Non-Take Home Vehicles*- ongoing, regular use to provide a Board service.

Vehicles are assigned to employees regularly required to travel to perform Board business during the work day. Vehicles shall not be used for personal business. Vehicles shall be parked In a designated BOE building lot each evening or when not in use.

3. *Temporary Use/Pooled Vehicles* - unassigned vehicles for temporary or sporadic business use by a Board employee.

Vehicle use shall be approved by a department head. Vehicles shall not be used for personal business. Vehicles are for use during normal working hours, and shall be parked in a designated BOE building lot at the end of each workday.

FORM A

**ACKNOWLEDGMENT OF RECEIPT OF
Trumbull Public Schools Policy 3541.1/Use of District Vehicles**

Directions: Please read Policy 3541.1/Use of District Vehicle carefully to ensure that you understand the policy before signing this document.

I have read and been informed about the content, requirements, and expectations of Trumbull Public Schools Policy 3541.1/Use of District Vehicle. I have received and agree to abide by the terms and conditions of the policy. I understand that if I have questions, at any time, regarding Policy 3541.1/Use of District Vehicle, I will consult with my immediate supervisor or my Human Resources staff members.

Employee Signature:

Employee Printed Name:

Receipt By:

Date:

TRUMBULL PUBLIC SCHOOLS

Policy Committee

May 13, 2025

Susan Iwanicki, Ed.D.

Assistant Superintendent

Christina Hefele

Director of Digital Learning



Committed to Excellence

Policy 5131.81

Use of Private Technology Devices by Students

- ❖ Director of Digital Learning, Christina Hefele
- ❖ Guidance document from state, input from parents, teachers and administrators
- ❖ Consistency amongst schools

November-May

- ❖ School Admin Committee reviewed CSDE position statement/policy guidance and CABE's recommended policy template
- ❖ Reviewed local district policies as of January
- ❖ Entire district admin team met and discussed what restrictions should look at for each level - 100% agreement within team
- ❖ Policy Draft developed and input on draft solicited from all administrators in the district

Key Items from CSDE Position Statement & Policy Guidance

- ❖ Believes that all students deserve an excellent education that supports growth in knowledge, maturity, wellness, and readiness for a life of success and global citizenship.
 - Acknowledges the importance of technology to prepare students
 - Acknowledges mental health concerns around excessive and unrestricted use
- ❖ Recommends districts implement a comprehensive policy that incorporates age-appropriate restrictions that align with developmental considerations of students and the structure of the school day in each grade-band and school.

CSDE Recommendations by Level

- ❖ **Elementary** - "The policy for elementary school students should focus on **removing cell phones** from the classroom to maximize academic, social, and emotional development."
- ❖ **Middle School** - "The policy for middle school students should also focus on **removing cell phones** from the school day or classroom. Developmentally, this age group is particularly vulnerable to the negative effects of excessive personal technology use and has a difficult time controlling their impulses."
- ❖ **High School** - "The policy for high school students regarding school day access and use should still be restrictive; however, as appropriate, high school students **may be developmentally ready to take more ownership of controlling excessive use** and understanding responsibilities regarding technology use to better prepare them for life after high school."

Trumbull's Policy

- ❖ Based on the first CAFE Template
- ❖ Trumbull Policy Draft for Policy Committee Review
- ❖ 100% Agreement amongst Administrator Team
- ❖ Aligned with CSDE position statement/guidance at each level

- ❖ **Elementary -**
 - No Devices Permitted
 - Includes no devices on buses and school-sponsored activities

- ❖ **Middle School**
 - No Devices Permitted during the school day (Bell to Bell);
 - Devices permitted on buses, before and after school

Trumbull's Policy - High School

- ❖ High School
 - No Personal Communication devices permitted during classroom instruction unless explicit permission from the teacher
 - Excludes personal devices such as laptops/chromebooks/ tablets that are part of the High School BYOD Program and meet the technical specifications
 - Allows use of cell phones/wireless communication devices in non-instructional spaces including: study hall, lunch, buses, after-school activities

- ❖ High School felt some flexibility was necessary to support....
 - Lab experiment documentation, pictures for student portfolios, document animal care behavior, Agri-Science SAE projects, student written news articles etc...
 - Aligned with State Guidance as appropriate developmental use

Other Policy Impacted by Chance - 6141.328

Implementation of a new policy **5131.81 - Use of Private Technology Devices by Students** will result in necessary changes to policy **6141.328 Bring Your Own Device (BYOD) and Protocol for the Use of Technology in Schools**

- ❖ This policy was rewritten to be exclusively for the BOYD program at the high school.
- ❖ Devices covered in this policy must meet the technical specifications of the BYOD High School program which includes:
 - at least a 9" screen
 - full keyboard

**Board Discussion
and
Questions**