

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Ruth I. Levy, Ed.D.
Superintendent of Schools
rlevy@reg4.k12.ct.us

Sarah Smalley
Director of Pupil Services
ssmalley@reg4.k12.ct.us



Kristina Martineau, Ed.D.
Assistant Superintendent of Schools
kmartineau@reg4.k12.ct.us

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

AGENDA & NOTICE FOR

JOINT BOARD OF EDUCATION FINANCE COMMITTEE MEETING

To: Members of the Region 4, Chester, Deep River, and Essex BOE Finance Committee

Subject: May 28, 2019 Joint BOE Curriculum Finance Meeting

Time and Place: 6:00 PM at Central Office Conference Room

If you are unable to attend, please email kallen@reg4.k12.ct.us

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4 engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are empowered to contribute in a globalized society.

AGENDA

- I. Policy 3440 Review – Policy and Regulation (Inventories)
- II. Policy 3560 Review – Capital Plan and Capital Improvement
- III. Policy 3514 Review - Equipment
- IV. Policy 3516 Review - Safety
- V. Policy 3517 Review – Security of Buildings and Grounds
- VI. Policy 3524 Review – Hazardous Material In Schools
- VII. Policy 3532 Review – Insurance
- VIII. Policy 3533 Review – Employee Bonds
- IX. Policy 3541 Review – Transportation Equipment
- X. Policy 3542 Review – Vending Machines/Lunch Program
- XI. Future Agenda Items
 - Student Activity Account Procedures Manual Creation
 - Bi-annual Review Business Office Procedures Manual

cc: BOE Chairs, Leigh Rankin, Town Clerks - Chester, Deep River, and Essex

Business

Capital Plan and Capital Improvement

Capital Fund & Expenditures

The Capital Fund is used to plan for the Capital expenditures as identified by the GROUNDS and BUILDINGS MAINTENANCE & OVERSIGHT Committee and approved by the Board of Education.

A Capital Expenditure is a large expenditure to acquire sites, construct facilities, equip facilities, repair or remodel facilities or purchase equipment. The Capital Plan manages the expenditures over multiple years to meet capital needs arising from long-term work or projects that have been identified as priorities.

Capital Plan

A Capital Plan will be used to identify the capital needs of the District.

The Plan will

- Establish priorities and determine infrastructure needs
- Determine the cost effectiveness of maintaining existing assets versus acquiring new assets
- Develop cost estimates for the preservation, (non-recurring maintenance) enhancement, replacement, acquisition and construction of capital assets
- Evaluate, prioritize and schedule these expenditures
- Identify funding sources to support these expenditures
- Forecast the impact of these expenditures on the budget
- Focus attention on community objectives and fiscal capacity
- Keep the public informed about future needs and projects.
- Encourage careful project planning and design to avoid costly mistakes and to reach desired goals

Capital Plan Policies

The District will develop a multi-year plan for capital improvements and update it annually.

The District will enact an annual capital projects budget and a budget for contribution to the Capital Fund based on the multi-year capital improvement plan.

Future capital expenditures necessitated by changes in enrollment, changes in facilities or changes in resources will be calculated and included in multi-year capital budget projections.

The District will coordinate development of the capital budget with development of the operating budget.

The District will maintain all its assets at a level adequate to protect the capital investment and to minimize future maintenance and replacement costs.

Business

Capital Plan and Capital Improvement

The District, as part of its capital planning process, will project its equipment replacement and maintenance needs on an ongoing basis and will update this projection each year prior to the presentation of the annual operating budget.

The District will identify the estimated costs and potential funding sources for each capital project proposal.

What is a Capital Expenditure?

A capital expenditure is incurred when the District expends money, pledges collateral or issues debt financing on the purchase of a new asset or adding to the value of an existing asset with the expectation of receiving benefits for longer than a single fiscal year. Essentially, a capital expenditure represents an investment in the District. The expenditure is used to purchase, upgrade, improve or extend the life of a long-term asset.

A capital expenditure usually is used to purchase a Capital Asset. A Capital Asset includes land or land improvements, easements, buildings or building improvements, vehicles, machinery and equipment, technological assets such as computers and network equipment, initial library collections, infrastructure and software. A capital asset is defined as an asset with an initial individual cost of more than \$5000 for equipment, \$20,000 for improvements and an estimated useful life in excess of two years.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

Land improvements	40 years
Building and Building Improvements	20-60 years
Equipment and Vehicles	10 years

Not all expenditures are capital in nature. Repair and maintenance expenses are those incurred for the purpose of keeping property in an efficient operating condition over its probable useful life for the uses for which the property was acquired. Capital expenditures, in contrast, are for replacements, alterations, improvements, or additions that significantly prolong the life of the property, materially increase its value, or make it adaptable to a different use.

Business

Capital Plan and Capital Improvement

Capital	Repair
Purchase of a capital asset	Improvements that "keep" property in efficient operating condition
Restores the property to a "like new" condition	Restores the property to its previous condition
Creates an addition, physical enlargement or expansion	Protects the underlying property through routine maintenance
Addition of upgrades or modifications to property	Incidental Repair to property
Enhances the value of the property in the nature of a betterment	
Creates an increase in capacity, productivity or efficiency	
Extends the useful life of the property	
Replaces a major component or structural part of the property	
Fixes a material condition, defect or design flaw	
Adapts the property to a new use	
Plan of Rehabilitation Doctrine	

Repair and Maintenance expenditures are classified as an operational expense. Most of the District's expenditures are defined as an operational expense. An operational expense is incurred during the course of regular business, such as general and administrative expenses, routine repair and maintenance and the purchase of instructional supplies, textbooks and items used in the classroom such as calculators, microscopes and computers.

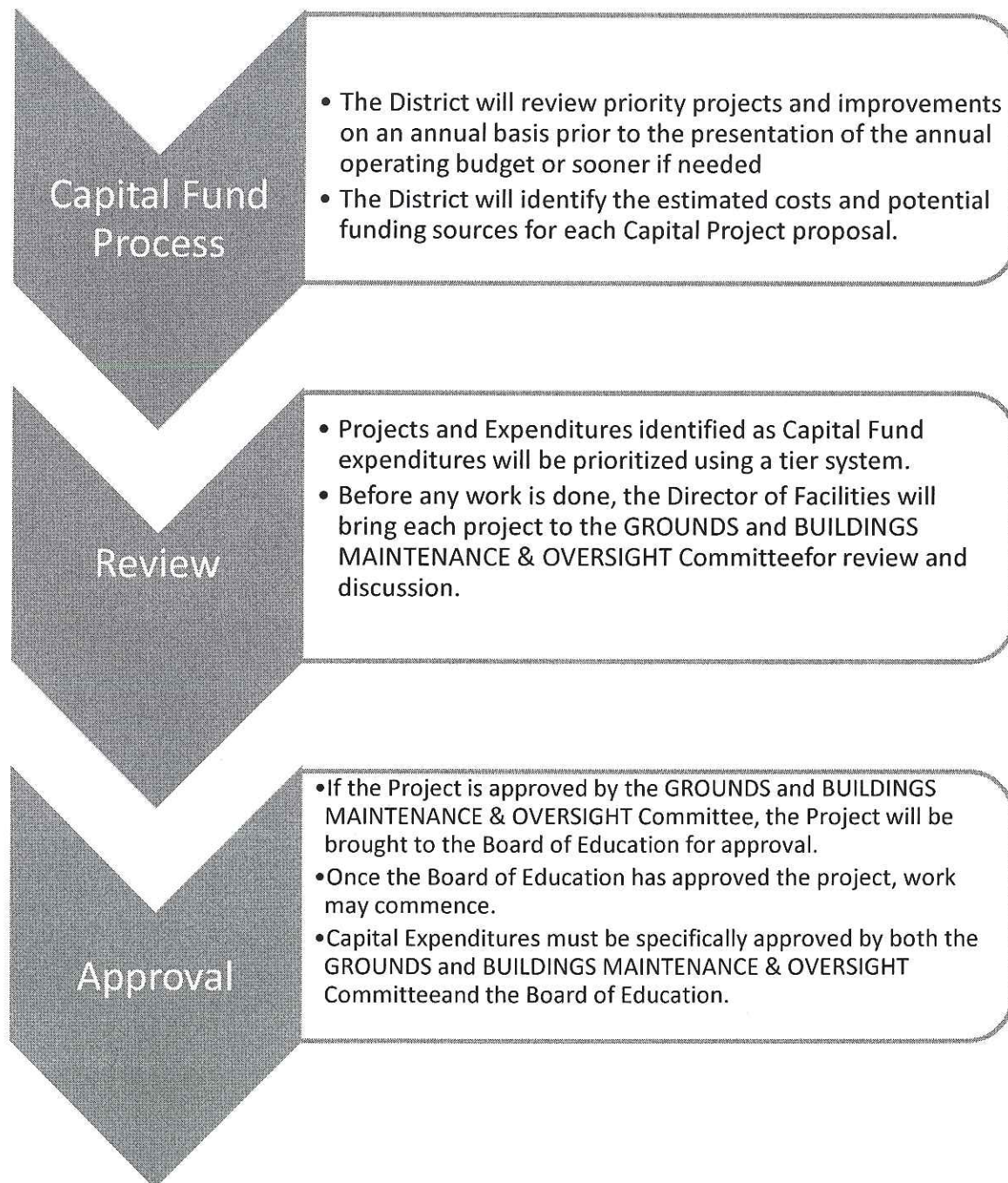
Operating expenses are required for the day to day functioning of the District and cover a wide range of expense types, running the gamut from office supplies to travel and professional development expenses, software licensing fees, utilities, property insurance and workers compensation insurance.

If equipment is leased instead of purchased, it is typically considered an operating expense. General repairs and maintenance of existing fixed assets such as buildings and equipment are also regarded as an operational expense, unless the improvements will increase the useful life of the asset.

Business

Capital Plan and Capital Improvement

The Process for Capital Projects



Legal Reference:

Connecticut General Statutes

10-222 Appropriations and budget (as amended by Public Act No. 98-141)

Financial Accounting for Local and State School Systems 2003

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

10-51(d) Regional school districts may establish reserve funds for capital expenses.

Policy Proposed:

January 29, 2019

REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Equipment

Authorized Use of School-Owned Materials

No school equipment may be used for other than school purposes except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the borrower's responsibility for, and return of, all such equipment.

Policy adopted: April 30, 1997
Policy Reviewed:

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Safety

The Superintendent shall institute procedures for safeguarding pupils, personnel and plant.

All accidents involving the staff occurring on school property shall be reported to the Business Manager on the prescribed form, giving details of the accident.

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Hazard Communication

The Board of Education recognizes the necessity of utilizing hazardous materials in the day-to-day operation of school facilities and in supporting education requirements. The Board realizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during use, storage and transportation. There are many areas of the District, from science laboratories and art departments to custodial services and vehicle maintenance, where such a variety of uses is performed.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard. Examples of materials classed as hazardous are: common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils and gasoline.

The Board, through the Superintendent, shall cause to be created, procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for school facilities and operations including instructional areas.

The goal of the procedures shall be to have in place an ongoing process by which each location in the District will have a program of identifying and managing hazardous materials. The Hazard Communication Program materials will be located in the school office. District personnel shall be encouraged to substitute non-hazardous materials for hazardous substances to the extent possible and to minimize the quantities of hazardous substances stored on school property.

Non-Instructional Operations

Emergency Closings

The Superintendent is empowered to close any or all public schools on any occasion when, in his/her opinion, the best interests of the pupils or the community will be served by this action.

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Emergency Closings

Emergency Procedures Requiring Rapid Communication

After the Superintendent, or his/her designee, confers with one or more of the following individuals; First Selectman, Road Foreman, Bus Company Manager or Director of Civil Preparedness; the Superintendent shall determine whether or not school should be closed. He/she will then notify the Bus Company, radio stations and administrators of that decision.

Regulation approved: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
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REGIONAL SCHOOL DISTRICT NO. 4

Business

Asbestos Control

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

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

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

Legal Reference: Connecticut General Statutes

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

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
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REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Security of Buildings and Grounds

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

Security includes:

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

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

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
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REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Security of Buildings and Grounds

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal or his designee shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Regulation approved: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Chester, Deep River, Essex, and Region 4 Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Chester, Deep River, Essex, and Region 4 Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

Alternate Definitions:

- (a) **Green Cleaning** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program

Definitions (continued)

- (b) **Green Cleaning** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

“Environmentally Preferable Cleaning Products” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Notice Requirements

Annually, starting by October 1, 2010, the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program (continued)

The Board will also make available on its website a copy of this green cleaning policy.

Biennially, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools)

(cf. 3524.1 – Pesticide Application)

(cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-231a through 10-231d. Pesticide applications at schools

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

P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

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

Policy adopted: Dec 03, 2009

CHESTER ELEMENTARY SCHOOL
DEEP RIVER ELEMENTARY SCHOOL
ESSEX ELEMENTARY SCHOOL
REGIONAL SCHOOL DISTRICT NO. 4

Hazardous Materials in Schools**Pesticide Applications**

Structural and landscape pests can pose hazards to people, property, and the environment. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. Pesticides can also pose hazards to people, property, and the environment. The school district shall use pesticides only after consideration of the full range of alternatives based upon an analysis of environmental effects, safety, effectiveness, and costs. Pesticide application procedures shall be used in a manner that protects the health and safety of students, teachers, staff, and all others using district buildings and grounds.

The Maintenance Supervisor/Head Custodian shall be designated as the pest management supervisor and shall direct and supervise all procedures to be carried out by assigned maintenance and/or custodial staff.

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the district will employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

Kindergarten through grade 8: The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be applied to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools or designee.

The district shall:

- Provide notice of planned pesticide application to students, parents/guardians, and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the district's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the district shall provide the school pest management supervisor with notice at least seventy-two (72) hours prior to the date and time the pest application is to occur, including notice of the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school pest management supervisor with a written pre-application notification containing the following information:

- The brand name, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- The area(s) where the pesticide is to be applied.

Pesticide Applications

- Chester Board of Education
Deep River Board of Education
Essex Board of Education
Regional School District 4 Board of Education

Non-Instructional Operations

Insurance

The insurance coverage of the district should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the district consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the district's insurance business must be able to provide prompt and efficient service.

The Regional School District No. 4 Board of Education shall solicit school property, liability and casualty insurance bids at least every three years through a legal bid, shall receive written bid proposals, and shall accept and award the bid for the purchase of school insurance.

Legal Reference: Connecticut General Statutes

10-235 Indemnification

10-236 Liability insurance

10-236a Indemnification of personnel assault in line of duty

14-29 Insurance or bond of public service motor vehicle and service bus owners

52-557 Injury to children being transported to school

Non-Instructional Operations

Employee Bonds

A blanket fidelity bond purchased by the Board of Education shall be provided for all employees handling school funds.

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Business and Non-Instructional Operations

Transportation Equipment

Privately Owned Vehicles

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

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.

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

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent using a private vehicle to transport students on a regular basis must provide evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.

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

(cf. 3541.22 – Drivers)

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

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.

14-212 (8) Definitions - "Student transportation vehicle." (as amended by PA 10-110)

14-212 (2) Definitions - "Carrier." (as amended by PA 10-110)

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

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: December 01, 2010

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Transportation

The Board of Education will provide transportation under provisions of state law and regulation, under contract, for all pupils who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

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

The Superintendent is authorized to negotiate up to a 5-year contract for public school transportation subject to the approval of the Board of Education. The Board appointed attorney shall review the contract for legal sufficiency.

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991.

Transportation by private carrier may be provided whenever such practice is more economical than using school district contracted carriers. Parents may be reimbursed for transportation of eligible students whenever the Superintendent determines that such practice is more economical or convenient.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

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

Non-Instructional Operations

Transportation (continued)

14-275b Transportation of handicapped students.

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

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

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

United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Transportation

Walkers and Riders

General

It is the aim of the Board of Education to establish for the Public Schools the safest possible transportation system -- one which will enable all qualified children of school age to attend public day school by school bus wherever transportation is reasonable and desirable.

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

The Board of Education shall further attempt to maintain transportation schedules which shall provide convenient and equal opportunity for all qualified students consistent with efficient and economical operations.

A school pupil enrolled in Grades 1 through 12 shall be deemed qualified for public school transportation if he is a resident of the District and his permanent place of residence exceeds one road mile from the assigned school. Further a school pupil may be required to walk up to one mile from his residence to a designated bus stop.

A pupil enrolled in the kindergarten will be picked up and discharged at his home except (a) where the child lives at a short dead-end street, (b) where the child lives at a reasonable walking distance from the school, (c) where there is difficulty in turning the bus around, or (d) where road conditions are deemed too dangerous for a bus to travel, or (e) where the bus stop is reasonably close to the student's home.

Each Board of Education shall be billed for all actual bus routes provided.

Non-Instructional Operations

Transportation (continued)

Safety - Routes

A school pupil shall be deemed qualified for public school transportation if the pupil is a resident of the District, and the pupil's permanent place of residence exceeds one road mile, in any direction, from an elementary or a secondary school in the District. The pupil may further be qualified for transportation by virtue of any one of the following exceptional conditions, even though the pupil may reside within one road mile of a school.

1. That the route the pupil is expected to follow from home to school makes the pupil vulnerable to the hazards of road conditions and vehicular traffic.
2. That the route the pupil is expected to follow from home to school is not considered hazardous; however, due to certain weather conditions or other extenuating circumstances, it may be desirable to permit a student to ride to school. This would only be permitted, however, in areas where there is sufficient additional capacity on a bus to extend the same privilege to all children in that particular district.

It should be noted that a pupil who is qualified for transportation to school may be expected to walk one mile to a bus stop.

Under the terms of this policy, no pupil shall be expected to walk to a school or a bus stop by way of a hazardous route. A route shall be considered hazardous if the road conditions and the flow of traffic make a child vulnerable to injury by accident. The elements which may constitute a hazard in one particular situation could vary in another and a hazard would probable not exist. Therefore, each situation shall be judged independently according to the following procedure:

1. Initial Identification of Hazardous Areas:

It shall be the responsibility of the Superintendent of Schools to determine where a hazard exists and where special transportation shall be provided.

Non-Instructional Operations

Transportation (continued)

Safety - Routes (continued)

2. Request for a Hearing to Appeal an Administrative Ruling on Transportation:

Any parent or guardian may petition the appropriate board of education in writing for a hearing to appeal a ruling made by the school administration concerning transportation. The request for a hearing shall be made on a petition form which is available at the Office of the Superintendent of Schools, and it shall specify the conditions which are cited to substantiate a claim of hazardous condition. The Board of Education will grant a hearing on the transportation problem within ten days (10) from receipt of the written petition. The findings from the Board of Education shall be presented in writing to all interested parties within ten days (10) after it holds the hearing. According to State Statute 13, Section 10-184, Transportation Hearings by the Board must be recorded by either a stenographer or tape recorder.

3. Appeal of the board of education decisions to the State Department of Education:

Any parent or guardian who is not satisfied with the findings of the board of education may appeal the local decision to the State Board of Education. This appeal must be made in writing on a petition form which is available at the Office of the Superintendent of Schools. Group appeals are not acceptable by the State Board of Education. Separate appeals must be submitted by each family in a group transportation problem. Upon receipt of an appeal the State Board of Education will hold a hearing in town and render a finding in due course.

Safety - Pupil Behavior

The privilege of school transportation shall be extended to all qualified school children, equally, providing that their behavior is satisfactory.

Failure of any student to maintain satisfactory behavior shall constitute cause for temporary or permanent suspension of the school transportation privilege.

(cf. 5131.1 Bus Conduct)

Non-Instructional Operations

Transportation (continued)

Safety - Routes (continued)

Legal Reference: Connecticut General Statutes

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

10-97 Transportation to vocational schools.

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

10-220 Duties of boards of education.

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

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

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

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

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

14-275b Transportation of handicapped students.

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

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

Policy revised : November 4, 1999

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Bus Drivers Safety

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

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

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

Information concerning this policy shall be given to students and parents early in each school year.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Records and Reports: Transportation Accidents and Safety Complaints

Reporting of Bus Accidents or Incidents

Student welfare on school transportation is a priority of the Boards of Education. The Boards recognize that the school district has a responsibility to ensure the safety and security of the students in its care. The Boards are dedicated to the promotion of student welfare through the development of a specific process for reporting a bus accident or incident.

Reporting of Transportation Safety Complaints

All complaints concerning vehicle safety shall be made to the Superintendent or his/her designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. The Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

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

Policy adopted: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Records and Reports: Transportation Accidents and Safety Complaints

Reporting a Bus Accident or Incident

1. When a bus accident or incident occurs, the dispatcher should obtain the following vital information:
 - A. Seriousness of the **accident** (an accident is defined as an impact of any kind WITH students on the bus).

Seriousness of the **incident** (an incident is defined as an impact of any kind with NO students on the bus).
 - B. Location of Accident/Incident - Obtain the specific location (e.g., 0.2 miles from the intersection of Route 6 and School Street)
 - C. Number of students injured, number of students on the bus, route number of the bus.
 - D. School of students involved.
2. The dispatcher then calls:
 - A. Policy Emergency 911
 - B. Ambulance 911
 - C. Business Manager

If unable to reach the Business Manager, call the:
 - D. Superintendent
 - E. If the Superintendent or the Business Manager are not available, the principal of the school whose children were on the bus must be notified immediately.
3. The Business Manager or the Superintendent then places emergency calls to:
 - A. The principal and nurse of the school nearest the accident.
 - B. The principal and nurse of the students' school.

Non-Instructional Operations

Records and Reports: Transportation Accidents and Safety Complaints

Reporting of Bus Accidents or Incidents (continued)

4. Remarks:
 - A. If the accident is serious, advise the ambulance medics to contact other ambulance corps and the hospitals:

 Middlesex Medical Center - Shoreline

 Middlesex Medical Center - Middletown
 - B. If possible, find help in making calls to reduce response time.
 - C. District doctor and/or school nurse are to check all bus passengers, including the bus or van driver.
 - D. If the accident occurred at the p.m. run time, the bus driver is to inform the departing students that they are to tell their parents that the bus was involved in an accident and released by the police.
 - E. Follow up and call principals and nurses from the other buildings at the end of the emergency.
 - F. The principal or designated staff member will call all parents of those students who were involved in the accident as soon as possible after the children have been examined by the school nurse (if accident occurs on the way to school).
 - G. The next day after the accident (p.m. run) a note is to go home to the parents or a telephone call is to be made to the home.
 - H. The nurse will decide whether to make verbal contact or written contact to parents.
 - I. The nurse will call parents of any child who is absent the day following the accident.
 - J. The Superintendent and/or the principal(s) involved should send a note home with the student(s) to the parents of each of the children on the vehicle(s) involved in the accident explaining the course of action taken and the facts involved.

Non-Instructional Operations

Records and Reports: Transportation Accidents and Safety Complaints

Reporting of Bus Accidents or Incidents

4. Remarks: (continued)

- K. In the event of injury, the parents must be immediately notified by the proper school personnel (Superintendent/Principal(s)).
- L. The Chairperson of the Board of Education, or his/her designee, should be notified as soon as possible. Details of the accident should be made available to him/her at that time.
- M. Only the Board chairperson and the Superintendent or his/her designee may speak or release information to the press.

Business/Non-Instructional Operations

Vending Machines

The Board of Education delegates to the Superintendent the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.

1. The Board of Education has determined that there shall be no installations of vending machines except as approved by the Superintendent of Schools. Vending machines are operated as a revenue producing endeavor and as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in a designated food services fund which is of benefit to students and approved by the Board of Education/Superintendent of Schools.
2. **Vending Machine Use:**
 - a. **Elementary Schools:** Vending machines shall not be operated in elementary schools in locations available to students.
 - b. **Middle Schools:** Vending machines may be operated in middle schools, but shall not offer foods of minimal nutritional value in locations available to students. All vending sales shall comply with policies regarding competitive food sales and foods of minimal value.
 - c. **High School:** Vending machines may be operated in high schools. All vending sales shall comply with policies regarding competitive food sales and foods of nutritional value.
3. **Advertising limitations:** Advertising associated with product vending shall be limited to signage on equipment, paper cups, and other serving containers and a banner at student stores and booster sale locations. Any signage, logo, container, banner or other item that the district may construe as advertising associated with vending must be approved by the Superintendent or his/her designee before distribution or placement on District property.
4. **Required nutritional foods:** In compliance with state law and the Board Wellness Policy, no soda is to be made available from a vending machine. Water, 100% fruit juices and low-fat milk and other nutritional products are acceptable. Further, if a vending machine offers snack foods for purchase by students during the school day, they must be nutritionally appropriate as defined by the Board's Wellness Policy.

Business/Non-Instructional Operations

Vending Machines (continued)

(cf. 3542.34 – Nutrition Program)

Legal Reference: State Board of Education Regulations

10-215b-1 Competitive foods.

P.A. 04-224, An Act Concerning Childhood Nutrition in Schools, Recess and Lunch Breaks.

Policy adopted: June 2006

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4
REGIONAL SUPERVISION DISTRICT

Non-Instructional Operations

School Lunch Service

The Board of Education, in accordance with local, state, and Federal regulations, shall direct the Superintendent to operate and maintain a Cafeteria Lunch Program.

~~S.N. With the exception of Chester.~~

Policy adopted:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Free or Reduced Price Lunches

National School Lunch Program regulations require that lunches be provided for needy students when the family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled. (cf. 3542.42 - Finance: Food Service)

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishings of meals or supplementary milk because of race, religion, source of income, etc.
3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance will be kept in each school.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:
 - A. Emergency Situations

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

Non-Instructional Operations

Free or Reduced Price Lunches (continued)

B. Objective Standards of Need

Eligibility for assistance, other than for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

C. Priority to Neediest Families

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

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

Legal Reference:

Connecticut General Statutes

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

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

10-215b Duties of state board of education re feeding programs.

10-216 Payment of expenses.

State board of education Regulation

10-215b-1 School lunch and nutrition programs

Regulation approved:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Non-Instructional Operations

Food Sales by Students/Others

Food Sales other than National School Lunch Program

No food or drinks which do not meet the minimal nutritional values set by the Food and Nutrition Service of the United States Department of Agriculture (Section 17 of Public Law 95-166 amending Section 10 of the Child Nutrition Act of 1966) may be sold or made available for sale in any school of the district between the beginning of the school day and the close of the last lunch period at that school. No food or drink distributing machine shall be accessible to students during those hours unless the food or drink being sold meets the minimal nutritional values specified.

Promotional candy sales shall be limited to the period before the beginning of the school day and after the close of the school day. Such sales require approval of the school Principal.

Sale of food or drinks during the period from the beginning of the school day until the end of the last lunch period is regarded as being competitive with the National School Lunch Program or the School Breakfast Program. Food or drinks which do meet or exceed the minimal nutritional values of the USDA and which are sold during the period above are, however, not considered as being competitive with those programs. These may be sold during the times cited above, but all profits from such sales must go to the school's nonprofit meal program or to student organizations approved by the school Principal.

The Secretary of the United States Department of Agriculture has approved a list of competitive foods which may be sold, and the State of Connecticut may extend that list, but only foods approved by the State of Connecticut and/or the Secretary may be sold in the schools of the district during the hours cited.

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list follows:

Categories of Foods of Minimal Nutritional Value

1. Soda Water -- As defined by 21 CFR 165.175 FDA regulations except that artificial sweeteners are an ingredient that is included in this definition.
2. Water Ices -- As defined by 21 CFR 135.160 FDA regulations except that water ices which contain fruit or fruit juices are not included in this definition.

Non-Instructional Operations

Food Sales by Students/Others

Categories of Foods of Minimal Nutritional Value (continued)

3. Chewing Gum -- Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
4. Certain Candies -- Processed foods made predominantly from sweeteners with a variety of minor ingredients which characterize the following types:
 - A. Hard candy, such as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - B. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices.
 - C. Marshmallow candies.
 - D. Fondant, such as candy corn, soft mints.
 - E. Licorice -- a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - F. Spun candy.
 - G. Candy coated popcorn, a product made by coating popcorn with a mixture made predominantly from sugar and corn syrup.

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

Regulation approved: April 30, 1997

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