

Existing policy, number 3510 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Operation and Maintenance of Plant

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

Each custodian shall have a daily work schedule in order to accomplish their part of the overall task and shall be given directions on how to perform their assigned duties. The Principal shall supervise and ensure that all custodians are completing their responsibilities.

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Policy:

It is the policy of Sharon Center School to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination against qualified individuals with disabilities in programs and activities operated by the school system.

No qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the School.

The school has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the Least Restrictive Environment (LRE) for both academic and nonacademic settings. The school also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who have documented disabilities and are eligible for services and protection from discrimination under the Section 504 definitions and regulations.

(cf. - 5145 - Statement of Non-Discrimination)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

NOTE: Forms relative to this Policy are available upon request in the Principal's Office.

Policy adopted:

cps 4/09

Existing policy, number 3514 adopted 2/3/03, appropriate as written, if still current practice.

Business/Non-Instructional Operations

Equipment

Authorized Use of School-Owned Materials

Sensitive school equipment, such as audio-visual and computer equipment, may not be loaned out to other organizations or to community members.

The Board of Education shall permit school equipment to be loaned to staff members, when such use is directly related to their employment. Such equipment may be loaned out to students when the equipment is to be used in direct connection with their studies.

Other equipment, such as tables and chairs, may be loaned out to other organizations and to members of the community.

Proper controls shall be established by the Principal to assure the lender's responsibility for, and return of, all such equipment.

EQUIPMENT LOAN AGREEMENT

Requested Item: _____

Requested Party: _____

Purpose of Request: _____

Date(s) To Be Used: _____

Date To Be Returned: _____

I agree to abide by Policy # 3514 - Loan of School District Equipment (copy attached).

Signature of Requesting Party

Date

Approved by Principal (designee) _____

Acknowledgement of Equipment Returned

Equipment returned on: _____

Principal (designee): _____

Existing policy adopted 5/14/18, appropriate as written and recodified.

Business/Non-Instructional Operations

Community Use of Sharon Center School Facilities

The school facilities may be used for such educational, recreational, social, civic, philanthropic and similar purposes as the Board may deem in the best interest of the community. USE OF THE SCHOOL FACILITIES IS LIMITED TO SHARON RESIDENTS AND THEIR GUESTS AND TO SHARON-BASED ORGANIZATIONS. THE SUPERVISOR IN CHARGE MUST BE A SHARON RESIDENT OR SCHOOL EMPLOYEE. **The following statement needs to accompany your notices or Invitations to attend events at Sharon Center School:** “Individuals with disabilities needing auxiliary aids or accommodations to participate in this event should notify the Principal (860-364-5153) of the school for the necessary arrangements to be made.”

1. AN APPLICATION FOR USE SHALL BE MADE AT LEAST ONE MONTH IN ADVANCE OF USE OF THE FACILITIES. An application form must be signed by three persons, who, together with the organization presented, will be responsible in case of theft or of damage to property arising from use of the facilities.
2. The Board of Education may require any community group or organization that seeks to use school facilities or grounds to furnish a certificate of insurance acceptable to the Board prior to the commencement of such use. Such certificate shall provide public liability insurance for bodily injury and property damage and shall be filed with the Principal at least one week before the use or event. The Sharon Board of Education, the Town of Sharon, along with their officers, agents, employees and servants shall collectively and individually be named as an additional insured on the certificate of insurance. Said insurance shall be for not less than \$1,000,000 provided a higher limit may be required depending on the type of use for which the application is made.
3. In cases where children are going to use the facilities, there must be one supervisor for every twenty-five (25) children.
4. On a day that school is in session, the facilities may be used by organizations or groups without charge by permission of the Principal only if such activity does not:
 - A. Require an admission fee
 - B. Conflict with a school sponsored activity
5. A custodian, other school personnel, or Board of Education member shall be on duty whenever the facilities are used by any group OTHER THAN THE TOWN RECREATION DEPARTMENT on days that school is not in session.

Business/Non-Instructional Operations

Community Use of Sharon Center School Facilities (continued)

6. A member of the organization using the kitchen will be responsible for the care and clean-up of these facilities. A member of the school staff must be present when power equipment is used with the exception of the stove and refrigerator. Please contact the kitchen manager (860-364-0038 or 860-364-5153 ext. 307) before the event to make arrangements.
7. The school Principal is authorized to act on any matter not covered specifically by these regulations or to make the decision when a second custodian is needed for special occasions.
8. It is the responsibility of the organization requesting the use of the school facilities to contact the school office to make sure custodial/school personnel/Board of Education member will be available BEFORE DATES FOR AN EVENT ARE FINALIZED.
9. The Board of Education reserves the right to refuse the use of the school facilities to any organization.

NO SMOKING ANYWHERE ON SCHOOL GROUNDS WHEN SCHOOL IS IN SESSION OR WHEN STUDENT ACTIVITIES ARE BEING CONDUCTED. NO SMOKING IN THE SCHOOL AT ANY TIME.

ALCOHOLIC BEVERAGES ARE NOT TO BE BROUGHT TO OR SERVED AT FUNCTIONS WHICH INCLUDE CHILDREN.

FEE SCHEDULE:

NO FEE FOR USE OF BUILDING: At their meeting on June 11, 1990, Sharon Board of Education members voted not to charge a fee for use of the school, but donations could be made to:

Sharon Center School Cafeteria Fund, SCS Activity Fund, OR SCS Library Account
80 Hilltop Road, Sharon, CT 06069

WHEN A STAFF PERSON IS NECESSARY, HE OR SHE WILL BE PAID AT HIS/HER CURRENT RATE OF PAY UNLESS EXTRA TIME CONSTITUTES OVERTIME. IF THAT IS THE CASE, THEN THE OVERTIME RATE (TIME & A HALF) WILL BE CHARGED. COMPENSATORY TIME MAY BE APPLIED IF APPROVED BY BUILDING PRINCIPAL.

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT.

PLEASE REMEMBER...

1. FOR USING THE SCHOOL GYM

- Help us protect the GYM FLOOR:
 - Wear appropriate athletic footwear.
 - Please do NOT slide heavy pieces of equipment across the floor surface.
- Leave a note about any damage that may have occurred while your group was in the gym.
- GYM OCCUPANCY LIMITS:
(When your group is selling tickets for events to be held in the school gym, please note the occupancy limits.)
 - Tables & Chairs 293
 - Chairs Only 400

2. FOR USING THE KITCHEN

- There will be NO FRYING OF FOODS in the kitchen.
- An organization using the kitchen must designate a member who will be responsible for the care & clean-up of these facilities. A school staff member must be present when power equipment is used with the exception of the stove and refrigerator. Please note this on the Application to Use Sharon Center School Facilities.
- You will need to bring all of your own supplies. (i.e., liquid dish detergent, dish cloths, dish towels, aluminum foil, etc.)
- Please be sure you leave the facilities clean and neat.

3. FOR ALL COACHES/AFTER SCHOOL ACTIVITIES:

- Children must be supervised by an adult at all times. Children are not to roam throughout the school. Only children who are signed up for a program should be in attendance – siblings should not attend activities without specific and appropriate supervision. Insurance coverage mandates that other arrangements for siblings NOT participating be adhered to especially if the adult involved is trying to instruct or supervise the activity.
- Those responsible for the after school activity should have a system in place for notifying students and parents of cancellations (i.e. phone chain).
- Someone must remain at the school until the last child has been picked up. If a parent is late repeatedly, please address the problem with the individual parent.
- Please be sure you leave the facilities clean and neat. You are responsible for providing your own supplies.

4. EMERGENCY: If someone is injured, you may need to call 911 for emergency help. You may dial 911 from any phone in the school.

5. The following statement needs to accompany your notices or invitations to attend events at Sharon Center School: “Individuals with disabilities needing auxiliary aids or accommodations to participate in this even should notify the Principal (860-364-5153) of the school for the necessary arrangements to be made.”

APPLICATION TO USE SHARON CENTER SCHOOL FACILITIES

(Return this application to the Sharon Center School Office ONE MONTH in advance of use of facilities.)

Activity Planned: _____

Day/Date of Activity: _____

Time: _____ **From:** _____ **To:** _____

Public Will Attend: _____ **From:** _____ **To:** _____

PLEASE NOTE: IF THE ACTIVITY PLANNED WILL TAKE PLACE AFTER 8:30 PM MONDAY THROUGH FRIDAY, ON A WEEKEND OR ON A HOLIDAY, A STAFFING FEE (USUALLY CUSTODIAL) WILL BE CHARGED AT THE OVERTIME RATE (TIME & A HALF).

Name of Organization _____

Person Applying for Permit: _____

Address: _____

Town: _____ **State:** _____ **Zip:** _____

Activity is: **Private** **Open to the Public**

Facilities Requested: **Kitchen** **Cafeteria** **Gymnasium** **Classroom**
 Locker Room **Other (specify)** _____

Personnel Required:

The authorized persons whose names appear below agree that the organization will abide by the rules and regulations prescribed by the Sharon Board of Education. It is also agreed that any damage whatsoever to the building, or any part thereof, shall be paid for by the authorized persons. After each use, the facilities will be inspected by the custodian of the building.

Signature of Three (3) Responsible Persons:

1. _____
2. _____
3. _____

Approved by Principal:

_____ **Date:** _____

*Existing policy, number 3516.11 adopted 4/22/03, appropriate as written,
except for update to legal reference.*

Business/Non-Instructional Operations

Safety Compliance Programs

The Board of Education shall promote and comply with all Occupational Safety and Health and environmental regulations to the maximum extent possible in a school setting. The Superintendent shall ensure that the following programs are in place and maintained, and that appropriate training be provided to personnel.

Occupational Safety and Health (OSH)

- Asbestos Hazard Emergency Response Act (AHERA) requires schools to conduct initial and periodic inspections, sample suspect asbestos containing building materials, develop and implement response action plans, and maintain an Asbestos Management Plan (AMP) for each building.
- Occupational Exposure to Bloodborne Pathogens, HIV and Hepatitis B requires schools to develop an exposure control plan that includes tasks, procedures, and job classifications where occupational exposure to blood may occur. The plan should assess and evaluate employee exposure for those employees who, as a required job responsibility, could “reasonably anticipate” exposure to blood or other bodily fluids. The school will reimburse employees for Hepatitis B vaccinations, as well as lab tests for employees exposed to blood. Employees declining vaccination must sign a declination form.
- Respiratory Protection requires an assessment of the facilities to determine if exposures to hazardous airborne contaminants exceed the OSHA permissible exposure limits (PELs). Specialized training and medical qualification is required for the use of respirators, therefore personnel shall not engage in activities which would require such equipment.

Environmental Regulations

- Indoor Air Quality - Survey, identify and document situations and work practices that require IAQ remediation.
- Lead Contamination Control in School Drinking Water - Conduct periodic tests of school drinking water fixtures as required.
- Public Water Supply - Conduct all periodic testing required by the Connecticut Department of Environmental Protection, Water Supply Section.
- Pesticides and Herbicides shall only be applied by properly licensed and trained personnel.
- Playground Safety - Periodic inspections shall be made of all equipment and surfaces to ensure adequate protection to reduce the risk of injury and accidents.

Business/Non-Instructional Operations

Safety Compliance Programs

Environmental Regulations (continued)

- Radon - Participate in voluntary testing programs.
- Underground Storage Tanks - Protect against spills and overflows.

Legal Reference: Connecticut General Statutes

Sec. 199-329 through Sec. 195-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

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

Existing policy, number 3516.12 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Asbestos Control

Sharon Center School 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)

Suggested replacement for existing policy, number 3517 adopted 4/22/03, which does not reflect legislative modifications.

Business/Non-Instructional Operations

Security of Buildings and Grounds

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

Security includes:

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

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

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)
(cf. 4148.1/4248.1 – School Security and Safety Committee)

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

Policy adopted:

An optional sample policy to consider.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy

It is the policy of Sharon Center School to respect the privacy, dignity, and confidentiality of all students. This policy covers student records, medical information, and other personally identifiable sources of information. It is the policy of the School that such personally identifiable information should only be viewed or received by School employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled. This policy shall not apply to the School's library records, including Internet logs, the disclosure of which shall be regulated by state and federal law.

Student Records and Personally Identifiable Information

It is the policy of the School that the building Principal of each school, or his/her designee, shall be the custodian of all student records for that school. The School will only release records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as well as other relevant federal and state mandates as they relate to student records, personally identifiable information, and confidentiality. Accordingly, the School will only release personally identifiable information, other than directory information defined herein, to the following individuals or situations:

1. School officials, who have been determined by such agency or institution to have legitimate educational interests in the records.
2. Officials of another public school, including a public charter school, in which the student seeks or intends to enroll. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or state and local educational authorities, under the following conditions; the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of State and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy

Student Records and Personally Identifiable Information (continued)

4. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released. If reporting or disclosure is permitted pursuant to a state statute concerning the juvenile justice system adopted after November 19, 1974, such disclosure may be made without consent only if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law.
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as the study does not permit personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed after it is no longer needed for the purposes for which the study was conducted.
6. Accrediting organizations in order to carry out their accrediting functions.
7. Parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
8. Disclosure is required to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
9. Disclosure is required in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
10. Between two or more public schools in which the student is enrolled or receiving services.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy

Student Records and Personally Identifiable Information (continued)

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
13. To the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.

School Employees who have access to personally identifiable information shall keep such information confidential and shall not share such information with others who do not have a legitimate educational interest in such information. When receiving an inquiry from individuals who are not specifically known to be qualified to receive the information, the employee shall consult the "Student Records" policy, #5125, prior to the disclosure of any personally identifiable information, to determine if the individual seeking such information is listed as a person entitled to receive such information. The employee shall not disclose any information until appropriate written authorization has been received. The Principal, or designee, shall make the final determination about whether an employee of the School has a legitimate educational interest in personally identifiable information.

Employees receiving personally identifiable information shall safeguard the information from dissemination to unauthorized parties. Steps should be taken to insure that personally identifiable information does not accidentally find its way into the public domain. Copies of personally identifiable information that are no longer needed should be destroyed as soon possible, provided that appropriate and adequate back-ups of such information exist in accordance with the School's storage and student record retention policies.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy (continued)

Medical Records and/or Information

Medical records and/or information shall only be shared with school officials and employees who have a legitimate “need to know”. Such medical information shall be safeguarded while in the possession of school officials/employees. Once the circumstances giving rise to the “need to know” no longer exist, the school official or employee shall immediately destroy the information in a manner that will ensure the continued privacy and confidentiality of such information. The only exception to this rule shall be the student’s master health record and/or the student’s 504/special education file, which may contain information about prior medical conditions that may no longer be active but may be relevant to future treatment/programming decisions.

Medical information shall only be shared with non-school officials/employees who are authorized to review such information. Medical information shall not be disclosed to individuals who have not received prior written authorization, except as otherwise permitted by law. Nothing herein shall be construed to prevent School officials from sharing information with emergency medical personnel as necessary to ensure the health, safety, and well-being of any student or employee of the School. Further, medical information may be shared with non-School employees who have responsibility for the protection of students in their custody.

Observations

During the course of carrying out activities as an employee or volunteer of the School, individuals may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. These observations, by their very nature, may result in the employee or the volunteer receiving information in which they neither have any legitimate educational interest nor a “need to know.” To the degree such observations disclose personally identifiable information; the employee or volunteer in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

Violations

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with Sharon Center School without specific written authorizations for the release of such information. If the employee or volunteer has any question as to whether the individual is entitled to receive such information, then the Principal or designee shall be consulted prior to disclosure.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy (continued)

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline and/or exclusion from continuing participation in volunteer activities. Such discipline may include, but not be limited to, termination.

Electronic Records/Information

Employees who have access to electronic personally identifiable information shall safeguard the dissemination of such material in accordance with this policy. In particular, information shall not be forwarded to individuals who do not have a legitimate educational interest in the information or a “need to know.” Further, personally identifiable information shall not be stored in a manner in which unauthorized students, employees, or third parties may gain access.

Employees who maintain the School’s computer system, software or electronic databases shall take sufficient steps to secure the databases from unauthorized access to personally identifiable information. Further, such employees shall not access personally identifiable information unless they possess the requisite need to know. Personally identifiable information that is encountered by such employees through ordinary upkeep and maintenance of the School’s computer system, software or databases should not be read for content unless absolutely necessary. To the degree such information is inadvertently obtained, employee shall keep such information confidential and shall not disclose the information to unauthorized individuals.

When using email as a means of communicating personally identifiable information, employees shall take all steps to insure that the email addresses are accurate and that the information is not inadvertently delivered to unauthorized individuals. Further, and to the degree that information is going to be shared amongst a large group, information shall be tailored so that personally identifiable information is not shared with individuals without a legitimate educational interest or a “need to know.” Copies of electronic records containing personally identifiable information should be destroyed and/or deleted as soon as the information is no longer needed, provided that appropriate and adequate backups of such information exist in accordance with the School’s storage and student record retention policies.

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy (continued)

Definitions

A.

Personal Information: *Personally identifiable information includes, but is not limited to, the name and address of the student, student’s parent, or other family member, the student’s personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student’s identity easily traceable.*

B.

Legitimate Educational Interest. A school official with a “legitimate educational interest” shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school medical advisor/physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student.

C.

Need To Know. School officials with a “need to know” shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student, Further, employees with a “need to know” shall be deemed to include such other employees of the School who’s involvement or responsibility for the safety and well-being the student in question, or other students, requires the disclosure of personally identifiable information. Such employees may include, but are not limited to, bus drivers, transportation aides, athletic personnel, school resource officer, and cafeteria monitors etc.

D.

Eligible Student. The term “eligible student” shall be deemed to pertain to a student that has reached the age of majority or a student who has been legally emancipated. Notwithstanding, personally identifiable information, including academic performance, attendance, disciplinary events, medical matters shall continue to be shared with the parent(s) of an “eligible student” until such time as the School is directed by the “eligible student”, in writing, not to disclose such information to the parents.

(cf. 3520 – Data-Based Information Management System)

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3543.31 – Electronic Communications Use and Retention)

(cf. 5125 – Student Records; Confidentiality)

(cf. 5125.11 – Health/Medical Records (HIPAA))

Business and Non-Instructional Operations

Data-Based Information Management System

Confidentiality Policy

Legal Reference: Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records.
- 7-109 Destruction of documents.
- 10-15b Access of parent or guardians to student's records.
- 10-154a Professional communications between teacher or nurse & student.
- 10-209 Records not to be public.
- 10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
- 11-8a Retention, destruction and transfer of documents
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

P.A. 08-160: An Act Concerning the Confidentiality of Social Security Numbers

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and 9528

Policy adopted:

cps 1/09

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity

The Board of Education (Board) considers all data in the computer systems of the School as School assets. Data shall be handled as confidential information. Any use of this information shall relate only to authorized Region 1 use. Data shall not be modified or destroyed without appropriate authorization.

The Principal or designee shall be responsible for ensuring the District has the necessary components in place to meet the District's needs for information technology security.

Alternate/Optional Language to Consider:

This document defines the computer security policy for the School's computer systems. The computing environment is defined as all computer equipment and related applications owned and used by the School and/or Region 1. All data in the computer systems shall be considered School assets. Data will be handled as confidential information. Any use of this information shall relate only to authorized School use. This policy applies to all employees, students, contractors, school Board members, organizations and individuals accessing the School's systems. Violation of this policy may be grounds for suspension and termination of employment or student disciplinary action.

As part of a proactive cyber security plan, school personnel will take the following actions:

1. Students, teachers and staff, prior to accessing School and District networks or systems will inform themselves of the policies regarding their use, as described in applicable student and staff acceptable-use policies.
2. Technology staff shall be aware of local, state, and federal statutes and regulations about information security, privacy and storage of personally identifiable information.
3. All data shall be stored securely to comply with the Family Educational Rights and Privacy Act (FERPA).
4. The School shall regularly back up its data. Backups should be maintained in secure locations.
5. Firewalls shall be created and an approved list of individuals who have access to School and district networks and systems shall be maintained.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity (continued)

6. School networks shall be monitored continually to assess the risk from cyber threats.
7. The School will purchase ~~of~~ cyber security insurance and (cyber systems) contractors shall be required to purchase it as well.
8. In the event of a data breach, Sharon Center School IT personnel will follow the Region 1 Data Breach Checklist, which includes notification to the Principal, the Superintendent, and Law Enforcement.
9. Training and awareness programs pertaining to cyber security policies and best practices will be provided to staff.
10. School vendors are required to maintain adequate security measures to protect student data in compliance with state and federal statutes and district policy.
11. Cybersecurity curriculum, including practical examples of how security incidents could affect the school and impact students directly, shall be implemented.

The School may retain expert outside consultants, including legal counsel, to conduct annual/periodic evaluations of the School's security risk management program, with findings shared with the Board.

The School's computer security systems will not be circumvented or subverted in any manner, and any unauthorized duplication of copyrighted or computer software, hardware, procedure manuals or other materials is prohibited.

Violation of this policy will be grounds for suspension and/or termination of employment or student disciplinary action in accordance with applicable policies.

(cf. 3520 – Data Processing Services)

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

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

(cf. 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues)

(cf. 5125 – Student Records)

(cf. 5145.15 – Directory Information)

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

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity

Legal Reference: Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records.
- 7-109 Destruction of documents.
- 10-15b Access of parent or guardians to student's records.
- 10-209 Records not to be public.
- 10-234aa Definitions.
- 10-234bb Contracts between boards of education and contractors re student data. Requirements. (as amended by PA 18-125)
- 10-234cc Requirements for operators re student data.
- 10-234dd Duties re unauthorized release, disclosure or acquisition of student data. (as amended by PA 18-125)
- 11-8a Retention, destruction and transfer of documents.
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 36a-701b Breach of Security re computerized data containing personal information. Notice of breach. Provision of identity theft prevention services and identity theft mitigation services. Delay for criminal investigation. Means of notice. Unfair trade practice.
- 46b-56(e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records. (Revised 1983).

P.A. 16-189 An Act Concerning Student Privacy.

PA 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016.

PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity

Legal Reference: Connecticut General Statutes (continued)

Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)
Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

Policy adopted:

cps 1/19

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity

General Guidelines

1. Systems access will only be given to verified School employees, students, contractors, parents/guardians, business partners, and other authorized users who have signed the acceptable use policy. Students under the age of 18 must have the approval of a parent/guardian. This provision applies to access or use by either a District or personally owned computer.
2. The use of School owned Information Technology (IT) equipment and resources subjects the user to applicable School policies.
3. System users may be required to change passwords the first time the account is accessed and every 90 days thereafter.
4. The Principal will approve the appropriate level of system access for employees. School system accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are school property and are subject to review and monitoring to ensure the responsible use of electronic files consistent with the terms of this policy.
5. Employee school system access shall be electronically removed upon the employee's employment separation from the School..
6. Users may be responsible for any losses sustained by the School or its affiliates, resulting from the account users' intentional misuse of the accounts.
7. Each computer connected to the internet through the School's network will include technology protection measures that filter or block access to material that is obscene, pornographic or harmful to minors as those terms are defined by law.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity

Prohibited activity includes but is not limited to:

1. Attempting to modify, install, remove or destroy computer equipment, software, or peripherals without proper authorization. This includes installing any non-work related software on District-owned equipment.
2. Use of computers and user IDs for which there is no authorization, or use of user IDs for purpose(s) outside of those for which they have been issued.
3. Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the School.
4. Computer security systems shall not be circumvented or subverted in any manner. Any unauthorized duplication/redistribution of copyrighted or district computer software, hardware, reports, procedure manuals or other materials is prohibited without proper recorded authorization.
5. Use of the network system shall not serve to disrupt the operation of the system by others; system components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Examples include: tampering or altering security codes or passwords, hacking, introduction of viruses, altering, dismantling or disfiguring any file data, including without limitation student data, district, school or staff files, and downloading information or messages without authority.
6. Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system, and/or to damage the components of a computer or computing system is prohibited.
7. Users shall not gain or seek information, obtain copies of or modify files or passwords or any other means, to gain unauthorized access to School systems and information.
8. Using any School computer to pursue hacking, internal or external to the School, or attempting to access information that is protected by privacy laws.
9. Intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance.
10. Uses that intentionally jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable.
11. Intentionally altering, damaging, destroying, or modifying any computer network, computer property, computer system, program, or software.
12. Activity prohibited under other policies concerning staff and student use of computers and electronic communications.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Cybersecurity (continued)

School Rights

The School reserves the right to:

1. Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of School policy and administrative regulations.
2. Remove a user's access to the network, with or without notice, at any time the School determines that the user is engaged in unauthorized activity or violating School policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of this and other applicable School policies up to and including termination of employment for staff or appropriate disciplinary sanctions for students.
3. Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the School's policies and procedures. Violations of School policies may be cause for revocation of access privileges, suspension of access to School electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution.

The School is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts.

The Principal will provide regular guidance with respect to best practices for cybersecurity.

Regulation approved:

cps 1/19

Existing policy, number 3524 adopted 4/17/17, appropriate as written. A sample regulation follows for consideration.

Business/Non-Instructional Operations

Hazardous Materials in Schools

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

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

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

1. identification and labeling of hazardous materials;
2. use of hazardous materials;
3. storage of hazardous materials;
4. transportation of hazardous materials;
5. disposal of hazardous materials;
6. maintenance of material safety data sheets in the building custodian's office;
7. maintenance of chemical hygiene plans at all schools that have a science laboratory;
8. training of appropriate staff in procedures and practices enumerated in 1-7 above.

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

Legal Reference: Connecticut General Statutes

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

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3531 adopted 4/17/17, appropriate as written.

Business/Non-Instructional Operations

Pension Plan

The Board will provide a pension plan for full and designated part-time non-instructional employees when they have met the requirements of the town pension plan.

Existing policy, number 3532 adopted 4/22/03, appropriate as written.

Business/Non-Instructional Operations

Insurance

Insurance will be purchased in such a manner as to provide adequate coverage with satisfactory and convenient service at the lowest cost.

Liability

The School Board will purchase the type and amount of insurance necessary to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment, by reason or alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school building while the above named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

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.

Existing policy, number 3532.1 adopted 5/15/17, appropriate as written.

Business/Non-Instructional Operations

Liability Insurance

Student Insurance

The Board's liability insurance covers it against claims, suits, and judgments but does not provide automatic compensation for students' injuries. Annually, parents will be offered insurance coverage for intramural and interscholastic athletics, in which they may participate at their own expense, if they have no other insurance.

In addition, the Board purchases catastrophic accident insurance for interscholastic sports in conjunction with the Region One Business Office. Sharon is billed its proportionate share for interscholastic athletic insurance that is paid to the Regional School District.

Legal Reference: Connecticut General Statutes

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

10-236 Liability insurance.

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

52-557 Injury to children being transported to school.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Sample policy to consider.

Business/Non-Instructional Operations

Responsibility for Loss or Damage of Personal Property on School Premises

The Board of Education will assume no responsibility for loss or damage to personal property on school premises.

Policy adopted:

cps 2/14

Recommended “good practice” policy.

Business/Non-Instructional Operations

Employee Bonds

All school district employees who handle funds shall be covered for \$100,000 under a blanket fidelity bond purchased by the Board of Education.

Policy adopted:

rev 11/12

Business/Non-Instructional Operations

Transportation

The Board of Education will provide transportation, under provisions of state law and regulation, under contract, for all students 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 students with disabilities appropriately.

School officials may agree to alternate transportation arrangements.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the Every Student Succeeds Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

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

Legal Reference: Connecticut General Statutes
 10-186 Duties of local and regional boards of education
 10-220 Duties of boards of education
 14-275 Equipment and color of school buses
 14-275a Use of standard school bus required, when.
 14-275b Transportation of handicapped students.
 14-275c Regulations re school buses and motor vehicles used to transport
 special education students.
 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.

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

Policy adopted:
cps rev 11/17

Existing policy, number 3541 adopted 4/22/03, more appropriately written as a regulation as modified.

Business/Non-Instructional Operations

Transportation

It is the intent of the Board of Education to comply with the letter and spirit of the Connecticut State statutes and with the regulations of the State Board of Education and of the State Department of Motor Vehicles. These will govern any questions not covered by specific declarations of policy herein. Any and all additional transportation requests will be approved by the Principal, the transportation representative, if needed, and in consideration of the bus company.

I. Policy and Guidelines

1. Definitions

- (a) **“School transportation”** means the procedure or program by which a student is conveyed to or from his/her designated pick up point to or from the school in which he/ she is enrolled by the Board of Education at public expense for the academic day, whether by use of publicly owned equipment or by contract.
- (b) **“Walking distance”** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to a point at the entrance of the school grounds located within one hundred feet of the school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus, or vehicle, embarkation point established by the Board of Education.
- (c) **“One mile walking distance”** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
- (d) **“Grade K”** means kindergarten or a school program appropriate to a beginning student under age six.
- (e) **“Hazard”** means a condition affecting the safety of students walking to and from school or a designated bus pick-up area; a possible source of peril, danger, duress or difficulty (cf. Webster).

Business/Non-Instructional Operations

Transportation (continued)

Policy and Guidelines (continued)

2. In cases of appeals, the Principal or designee, shall furnish to the Board of Education satisfactory evidence that reasonable and desirable transportation has been furnished to every eligible student according to its policy and that the maximum walking distance does not exceed the following schedule:
 - (a) Students in grades 1 through 8, up to one mile;
 - (b) Students enrolled in grades 9 through 12, up to 1 1/2 miles, from home to school or to a prescribed point of embarkation.
3. Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.
4. In cases of appeals, the Principal shall furnish evidence satisfactory to the Board of Education that no student has been denied transportation when such Board has been aware of the existence of a hazard in his/her walking route to and from school of such severity as to be judged dangerous according to the following standards:
 - (a) A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
 - (1) For students enrolled in grades K through 8, absence of a pedestrian crossing light or crossing guard where three or more streets intersects and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that children are walking to or from school exceeds 25 vehicles per hour;
 - (2) Any street, road or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross in going to or from school;
 - (3) The usual or frequent presence of any nuisance or obstruction making walkways unsafe.
 - (b) Any street, road, or highway which has no sidewalks or raised walk areas may be deemed hazardous.

Business/Non-Instructional Operations

Transportation (continued)

Policy and Guidelines (continued)

5. Appeals

- (a) Any parent who wishes to appeal a decision of the Board of Education regarding the transportation of their child shall have the right to as provided in the statutes. Forms for appeal will be provided by the Principal.

II. Students Entitled to and Privileged to Transportation Service

1. All resident students living more than one mile from the school attended are entitled to transportation service.
2. Bus routes will be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation service, that distance not to exceed one mile for elementary, or one and one-half miles for secondary students.
3. The Principal may grant an accommodation to any student unable to walk to the bus stop due to physical injury or disability.

III. Responsibilities

1. The Board of Education is responsible for the efficiency and economy of the school bus system, as determined by the selection of bus routes, the scheduling of bus trips and the authorization of bus stops.
2. On behalf of the Board of Education, the Region 1 Business Manager will negotiate contracts that will ensure Federal and State-mandated safety standards in the operation of buses and will ensure their enforcement by the operator. Disputes relative to the maintenance of proper safety standards will be referred to the Principal and/or the Region 1 Business Manager for arbitration.
3. The Principal will be responsible for execution of the transportation policy and regulations adopted pursuant thereto and may delegate this duty to a staff member

IV. Operation of the School Bus System

1. Bus routes will be established under the direction of the Principal over the most direct roads practicable for bus travel. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Transportation (continued)**Operation of the School Bus System** (continued)

2. Insofar as educational requirements permit, school schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and high school trips with the same fleet of buses.
3. Bus schedules will be established under the direction of the Principal in cooperation with the bus operator. The purpose of bus scheduling will be to achieve maximum service with a minimum fleet of buses, consistent with rendering reasonably equal service to all patrons. The measure of service rendered will be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip.
4. Bus stops will be established under the direction of the Principal in cooperation with the operator of the bus system. The operator may not permit his drivers to load or unload patrons at other than authorized bus stops. Authorized bus stops will be located at convenient intervals in places where students may be loaded and unloaded, may cross highways and may await arrivals of buses with the utmost safety permitted by highway conditions.

The number of bus stops on each trip will be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed.

Business/Non-Instructional Operations

Transportation (continued)

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

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

14-275b Transportation of handicapped students.

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

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.

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

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Existing policy, number 3541.1 adopted 4/22/03, more appropriately written as a regulation.

Business/Non-Instructional Operations

Transportation

Guidelines for the School Transportation of Kindergarten and Preschool Children

Sharon Center School is committed to the safety and comfort of children being transported to and from school. Due to their age and size, the transportation of preschool and kindergarten children requires special precautions and practices. To ensure both the safety and comfort of these children, the following guidelines have been developed for implementation throughout the region.

1. A parent or responsible parent designee must accompany kindergarten and preschool children to the pick-up point and assist the child in boarding the bus or vehicle. A parent or their responsible parent designee must be at the drop-off point to assist the child in disembarking the bus if necessary and to ensure that the child is under parent authorized care after school. If a parent wishes to designate another individual to meet the school bus, this must be done in writing through the school principal's office. Emergency (last minute) arrangements or change in the person meeting the school bus must be communicated to the school by telephone.
2. The school bus drivers are instructed not to release kindergarten or preschool children from the school bus unless a parent or designated responsible person is there to receive the child. Children who are retained on the school bus will be returned to school to wait for their parent arranged pick-up.
3. Transportation for non-special education eligible preschool children is provided as a courtesy on the school bus serving school aged children in the area of town in which the child/family resides. Transportation will be provided on a space available basis. Should the bus be full or should the number of school aged children increase to the extent that all seats are needed, the region reserves the right to deny or discontinue transportation of preschool non-special education eligible children.
4. Consistent with the regions efforts to maintain reasonable time limits for student transportation, transportation of non-special education eligible preschool children will be provided only when the location of that child's residence or other condition does not add excessive length to the bus route.
5. Parents of children in preschool and kindergarten programs may transport their child to and from school personally or may arrange for other transportation at their own choice and expense. Since the transportation of non-special education eligible preschool children is not required, as a service to parents the school district will make every effort to accommodate these children on those vehicles transporting other students.

Business/Non-Instructional Operations

Transportation (continued)

Guidelines for the School Transportation of Kindergarten and Preschool Children (continued)

6. Parent request for student transportation aboard a school bus may be made in writing at the time of enrollment in the preschool program. Requests for transportation of non-special education eligible preschool children will be approved if this service creates no additional cost to the school district. Requests should be made on the attached form and submitted to:

Director of Pupil Services
Regional School District One
236 Warren Turnpike Road
Falls Village, Connecticut 06031
Phone: 824-5639

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

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

14-275b Transportation of handicapped students.

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

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.

Regulation approved:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Sample mandated policy to consider.

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety will be made to the Principal who will maintain a written record of all such complaints; and will conduct appropriate investigations of the allegations.

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

Legal Reference: Connecticut General Statutes

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

Policy adopted:

rev 8/98

**TRANSPORTATION SAFETY COMPLAINT FORM
SCHOOL BUSES**

_____ **PUBLIC SCHOOLS**

Date of Incident: _____ Time: _____

Location of Incident _____

Bus or License Plate Number: _____

Driver's Name _____

Weather Condition: _____

Nature of Complaint:

Reported by (Please print): _____

Signature: _____

Address: _____

Names of Additional Witnesses	Address

Following is for office use only:

Action taken: _____

Suggested replacement for existing policy, number 3542 adopted 4/17/17, which does not reflect legislative modifications.

Business/Non-Instructional Operations

Food Service

School Lunch Service

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The District shall offer meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression ancestry, national origin, marital status, pregnancy or disability.

The Board will participate in the School Breakfast Program, (SBP) and National School Lunch Program (NSLP). The School's NSLP and SBP will operate to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

This service shall be under the supervision of the Cafeteria Manager who shall be responsible to the Principal. The Cafeteria Manager shall be hired under specific job specifications and approved by the Board of Education.

Aims

Policies governing the operation of the school lunch program shall be:

1. To provide nutritionally balanced and attractive breakfasts and lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be sold or served consistent with applicable federal government Dietary Guidelines for Americans.
2. To provide breakfasts and lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on recommendation of the Principal and school nurse.

Facilities

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.

Business/Non-Instructional Operations

Food Service

Facilities (continued)

2. A carefully planned, well-equipped kitchen adjacent to each dining area.
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

Maintenance of Sanitary Conditions

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The School will maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Cafeteria Manager will be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

Financing

The school lunch program will be financed as follows:

1. Prices of school lunches will be determined by the Principal in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program will be paid out of a separate fund, which will be maintained under the control of the Board Clerk or designee and into which all receipts from sales and federal cash grants will be paid. This fund will be subject to annual audit by the School auditor. In compliance with federal law, the School's NSLP and SBP will be non-profit.
3. Office facilities, equipment, heat, light and power will be paid out of funds appropriated by the Board of Education.
4. Although the Board believes that the School's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students.

Business/Non-Instructional Operations

Food Service (continued)

School Food Safety Inspections/School Food Safety Program

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

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

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

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

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

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

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

Legal Reference: Connecticut General Statutes

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

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

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

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

Business/Non-Instructional Operations

Food Service

Legal Reference: Connecticut General Statutes (continued)

22-38d Farm to school program. (as amended by PA 16-37 and PA 18-73)

10-216 Payment of expenses.

State Board of Education Regulations

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

10-215b-11 Requirement for meals.

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

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

22-38d Farm to school program. (as amended by PA 16-37)

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

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

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

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

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

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

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

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

Policy adopted:

rev 1/11

rev 11/12

rev 6/16

rev 6/18

A sample policy to consider. (Federal regulations require a written code of conduct for employees engaged in the procurement process for the National School Lunch Program, School Breakfast Program and the Summer Food Services Program)

Business/Non-Instructional Operations

Food Service

Food Service Personnel - Code of Conduct

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of Sharon Center School will participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement will be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

Sharon Center School employees, officers or agents will neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

Business/Non-Instructional Operations

Food Service

Food Service Personnel - Code of Conduct (continued)

Sharon Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase of any food or service from a contractor for individual use is prohibited.
2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Cafeteria Manager/Principal has been granted.
3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between Sharon Center School and the outside agency.
4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Principal or designee.

1. The protest will be in writing.
2. The protest will be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency will be declared by the Principal and emergency purchase procedures will be followed until protest resolution.
5. The decision of the Principal will be in writing and will be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier will be notified that an appeal of the Principal's decision is possible. The appeal request should be written and addressed to the Board of Education.

Business/Non-Instructional Operations

Food Service

Public Access to Procurement Information

1. Procurement information will be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers will be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
 - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
 - b. Should the school receive a request to release this marked information the supplier will be notified within 24 hours and given 10 working days to obtain a court order to stop release.
 - c. In 10 working days the party requesting the information will be provided a copy of the court order or instructions on when the information may be reviewed.
3. After acceptance, procurement information is available to the general public except as noted above.

(cf. 3320 – Purchasing Procedures)

(cf. 3323 – Soliciting Prices, Bids)

(cf. 3326 – Ordering Goods and Services, Paying for Goods and Services)

(cf. 3542 – School Lunch Service)

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

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

(cf. 3542.34 – Nutrition Program)

(cf. 4118.13/4218.13 – Conflict of Interest)

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

Legal Reference: Connecticut General Statutes

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

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

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

Business/Non-Instructional Operations

Food Service

Legal Reference: Connecticut General Statutes (continued)

10-216 Payment of expenses.

State Board of Education Regulations

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

10-215b-11 Requirement for meals.

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

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

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

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

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

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

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

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

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards

Policy adopted:

cps 6/15

rev 1/16

*Suggested replacement for existing policy, number 3542.31 adopted 4/22/03,
which does not reflect legislative modifications.*

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Participation in the National School Lunch Program (NSLP) (and School Breakfast Programs) (SBP) is/are herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program (and School Breakfast Program).

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

The School will establish an appeals process under which a parent/guardian may appeal a decision regarding the initial application for benefits, or any subsequent reduction or termination of benefits.

The school will not physically segregate or discriminate against any child because of the inability to pay for a meal. The names of children eligible to receive free meals will not be shared in any manner; and there will be no overt identification of any such children.

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

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

(cf. 3542 – School Lunch Program)

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

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

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

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Legal Reference: Connecticut General Statutes

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

10-216 Payment of expenses.

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

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

42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9, 210.20

U.S.D.A., Eligibility Guidance for School Meals Manual

U.S.D.A., FNS Instruction 765-7 Rev. 2: Handling Lost, Stolen and Misused Meal Tickets

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§203, 205

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

Policy adopted:

rev. 1/11
rev. 3/11
rev. 9/11
rev 11/12
rev 1/15