

HAMPTON BOARD OF EDUCATION

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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HAMPTON BOARD OF EDUCATION

3000

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CONCEPT AND ROLES IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

The Board of Education recognizes that money and money management comprise the foundation of the school district's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all practical sources of dollar income.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to support environmentally the efforts of the staff to provide a good education.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3110

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BUDGET PLANNING

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of state statutes and town government requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year. As a preliminary part of budget development, the Board of Education shall study the school program in relation to the present and future needs of the students and the community.

Supplemental Appropriations

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the town government. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Tentative Approval: 02/22/2012

Final Approval: 03/28/2012

HAMPTON BOARD OF EDUCATION

3150

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BUDGET ADOPTION

The Board of Education will present an itemized estimate of the cost for the operation of the public schools to the Board of Selectmen not later than two months preceding the annual meeting at which appropriations are to be made.

If reductions are made in the budget by the Board of Selectmen, or if the budget fails at the town meeting or referendum, , the Superintendent of Schools shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval.

The estimated cost of operating the public school for the ensuing year, which is ultimately approved by the legislative authority, shall be the final budget for the school.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3160

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SPENDING FUNDS IN EXCESS OF BUDGETED LINE ITEM AMOUNTS

The Board of Education may spend any unexpended or uncontracted-for portion of any line item in the Board of Education budget for any other line item of such budget, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent will notify the Board of Education of line items expected to run over budget as well as expenditures which require prior approval.

The Superintendent is authorized to overspend funds from any line item for expenditures in another line item in an amount less than \$10,000, under emergency conditions, if the urgent need for the expenditure prevents the Board of Education from meeting in a timely fashion to consider such expenditure. All expenditures made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education.

The definition of line item, as used in this policy, is limited to the categories listed below:

- 100 - Personal Services- Salaries
- 200 - Personal Services- Employee Benefits
- 300 - Purchased Professional and Technical Services
- 400 - Purchased Property Services
- 500 - Other Purchased Services
- 600 - Supplies
- 700 - Property
- 800 - Other Objects

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget (as amended by PA 98-141).

Tentative Approval: 04/15/2010

Final Approval: 05/20/2010

HAMPTON BOARD OF EDUCATION

3240

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

TUITION FEES

The Board of Education will permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Board of Education. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education..

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Pupils to attend regional school.

10-65 Grants for constructing and operating vocational agricultural centers. Tuition charges. (Amended by PA 04-197)

10-220 Duties of boards of education.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

10-266 Reimbursement for education of pupils residing on state property.

Tentative Approval: 02/22/2012

Final Approval: 03/28/2012

HAMPTON BOARD OF EDUCATION

3250

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

MATERIALS/SERVICES FEES, CHARGES

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

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

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

Copies of Records

Any person who applies in writing shall receive a plain or certified copy of any public record. Amounts in excess of 25 pages per request will be charged at the rate of \$0.25 per page.

Legal Reference: Connecticut General Statutes

- 1-15 Application for copies of public records.
- 10-221 Boards of education to prescribe rules.
- 10-228 Free textbooks, supplies, material and equipment.
- 10-228a Free textbooks, supplies, material and equipment.
- 10-229 Change of textbooks.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3260

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SALES AND DISPOSAL OF OBSOLETE BOOKS, EQUIPMENT, AND SUPPLIES

For items, or groups of items, having a current value of \$2,000 or more, obsolete or surplus books, equipment, and supplies shall be removed from the school district's inventory and disposed of only with the approval of the Board of Education; items with values less than \$2,000 may be disposed of upon the authority of the Superintendent of Schools. Upon approval of the Superintendent of Schools, items with no useful life or monetary value may be disposed of without further reference to this policy.

Procedures for disposal of obsolete or surplus equipment/materials shall be as follows:

1. Prior to public sale, the Superintendent shall notify all town agencies of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town agency's interest, or lack thereof, in such equipment or materials. The Superintendent of Schools may waive this procedure for material clearly not useful to other town agencies.
2. In the event that two or more agencies express interest in the equipment or materials, the Superintendent of Schools will determine which agency can make the best use of the equipment or materials and authorize transfer of the item to the appropriate town agency.
3. All transfers to town agencies shall be at no cost to the receiving agency.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale. Community groups or organizations shall receive preference over individuals. Equipment/materials shall not be sold to an employee of the school district unless the equipment is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment/materials.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings. Policy adopted:

10-241 Powers of school districts

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3280

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

GIFTS, GRANTS, AND BEQUESTS

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

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

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

Gifts and Donations Through Crowdfunding

For the purposes of this policy, crowdfunding is the process of requesting a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. Crowdfunding does not include requests for donations the District makes using the District's own website or social media.

Crowdfunding is a unique form of fundraising. Therefore, the following rules will apply whenever the District, a District employee, or other volunteer or agent of the District seeks gifts and donations through a crowdfunding website intended to benefit the District, District employees acting in their capacity as District employees, or the District's students. Before any donation is requested, the building Principal, must be informed of the request to ensure that the request does not conflict with other fund-raising efforts or, if classroom supplies or other property is requested, that the District does not already have the requested supplies or the District can adequately support, store or maintain the gift if received.

All donations or gifts that are requested using the District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of the students specifically or in general are considered District property. The Superintendent or his/her designee will be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the District, and the donation may be deposited in the appropriate District account or a gift may be inventoried.

Legal Reference: Connecticut General Statutes

[7](#) 194 Powers.

[10](#) 9 Bequests for educational purposes.

Presented: 01/23/19

Final Approval: 02/27/19

HAMPTON BOARD OF EDUCATION

3313

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

RELATIONS WITH VENDORS

General

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Members of the Board of Education and employees shall avoid any conflict, or appearance of conflict, between personal interests and the interests of the school system in dealing with suppliers, contractors, and all organizations or individuals doing, or seeking to do, business with the school system.

Although some suppliers offer gifts to employees at different times which are not intended to influence the school system's procurement practices, the Board of Education requests that vendors do not place on their gift lists the names of individuals employed by, or officially connected with, the school system.

Gifts

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the Board member or employee, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3320

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PURCHASING PROCEDURES

The duties of purchasing for the Board of Education shall be directed by the Superintendent of Schools through the School Secretary who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The Superintendent of Schools shall develop regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

The purchase system shall be followed as established with exception to be made only upon the approval of the Superintendent, and purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of Education. The Superintendent and other staff shall:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.

The School Secretary shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Specifications governing materials are a joint responsibility of the educational and business departments.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments.

Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Tentative Approval: 03/28/2012

Final Approval: 04/25/2012

HAMPTON BOARD OF EDUCATION

3323

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SOLICITING PRICES/BIDDING REQUIREMENTS

I. Definitions:

A. Quotation: A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.

B. Bid: A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. Technical assistance will be provided by the requestor, where applicable, to the Superintendent who has the final responsibility for determining the vendor/price.

II. Procedures:

A. Purchases for more than \$5,000 but less than \$10,000

The Office of the Superintendent shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the district. The Superintendent of Schools or designee may award bids and/or quotes up to \$10,000 and s/he may reject any or all such bids.

B. Purchases for \$10,000 and above

Purchases for \$10,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The Board of Education reserves the right to reject any or all bids, and reserves the right to waive the bidding procedure. The Board of Education shall award all other bids upon receiving recommendations and bid results from the Superintendent.

C. Vehicle Purchase/Replacement Policy

(1) New- New vehicles will be purchased within the framework of this policy.

(2) Used - Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than 7 years old may not be considered for purchase unless it is determined to be in the best interest of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

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D. Emergency Situation

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections A and B may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board of Education within a two-week period of time detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board of Education approval.

The authority to sign contracts is delegated to the Superintendent of Schools or designee.

Bids are not required on the following:

1. Purchases where only one supplier exists.
2. Architectural services.
3. Legal services.
4. Services requiring specific expertise. (consultants, specialists)
5. Textbook purchases.

Policy Presented: 01/23/2013

Policy Approved: 02/27/2013

HAMPTON BOARD OF EDUCATION

3326

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PAYING FOR GOODS AND SERVICES

The Superintendent, or his/her designee, shall be authorized to approve for payment the current obligations of the school district.

A report of these expenditures shall be made at the regular meetings of the Board.

Legal Reference: Connecticut General Statutes
10-248 Payment of school expenses.

Tentative Approval: 03/28/2012

Final Approval: 04/25/2012

HAMPTON BOARD OF EDUCATION

3432

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

FINANCIAL RECORDS AND REPORTS

The Superintendent of Schools shall be responsible for receiving and properly accounting for all school district funds and for annual financial reports to the Board of Education, the State Board of Education, the Teachers' Retirement Board, and any other governmental agencies as required by State law.

To assist the Board in carrying out its fiscal and general district responsibilities, the Superintendent of Schools shall prepare monthly financial statements and shall include in a monthly financial package to the Board:

1. Amounts budgeted;
2. Amounts expended and encumbered;
3. Transfers, if any, made to balance accounts and reasons for over-expenditures made;
4. Unencumbered balances.
5. List of bills paid;
6. Bids awarded under the Superintendent's authority in Policy 3323;
7. Other financial reports requested by the Board, or which the Superintendent believes should be provided.

(cf. 3160 Budget Administration)

(cf. 3292 Investment of Funds)

Legal Reference: Connecticut General Statutes

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

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Tentative Approval

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3434

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PERIODIC AUDITS

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the Board of Aldermen/Board of Selectpersons.

The audit shall include all funds of the school system including appropriated budget funds, all student activity funds and cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education.

The audit shall identify all expenditures by source of funds, and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and
2. A summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an "exit interview" with the Superintendent, Business Coordinator, and, if possible, one Board of Education member with a financial background.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education at its discretion and in a manner it so desires. The independent public accountant shall be asked to attend the meeting, but his/her attendance is not mandatory.

The Superintendent shall report on a corrective plan including periodic updates when warranted.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Tentative Approval: 03/28/2012

Final Approval: 04/25/2012

HAMPTON BOARD OF EDUCATION

3440

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

INVENTORIES

The Superintendent of Schools shall develop a system for the inventory of school district equipment with a current value in excess of \$200 except equipment which is permanently affixed in school buildings. To the extent information is reasonably available, the inventory shall include descriptions, names, dates of acquisition, identification numbers, original costs, and locations and uses of all equipment inventoried. A record of the date and mode of disposal of any equipment removed from the inventory shall also be maintained.

For insurance and security purposes, a copy of the inventory shall be filed in the Town Hall.

(cf. 3260 Sales and Disposal of Obsolete Books, Equipment, and Supplies)

Legal Reference: Connecticut General Statutes
10-47 Powers of regional board. Meetings.
10-220 Duties of boards of education.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

3450

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

MONEY IN SCHOOL BUILDINGS

Money collected by school system employees and by student organizations shall be handled both carefully and prudently, both to demonstrate the ability of school system employees with funds and to model such procedures to students.

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

In no case shall cash be left overnight in schools except in safes provided for safekeeping of valuables. To avoid any necessity for leaving money in schools overnight, schools shall understand and use procedures for making bank deposits after regular banking hours.

The Superintendent, or his/her designee, shall develop, maintain, and publish regulations or procedures to support this policy.

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3510

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

OPERATION AND MAINTENANCE OF PLANT

The care, custody, and safekeeping of all school property shall be the general responsibility of the Superintendent who shall establish procedures necessary to:

1. provide information on the condition, location, and value of school property;
2. safeguard school property against loss, damage, or undue depreciation;
3. recover and restore to usefulness any school property which may be lost, stolen, or damaged;

4. insure the proper maintenance and safekeeping of school property.

Within the schools, the Principal shall be responsible to the Superintendent of Schools for the proper care and maintenance of buildings and equipment.

Legal Reference: Connecticut General Statutes
10-47 Powers of regional board. Meetings.
10-203 Sanitation.
10-220 Duties of boards of education.

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3514

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

EQUIPMENT

Authorized Use of School Equipment

The Board of Education shall permit the use of District equipment by school personnel and community groups when such use does not interfere with the District educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, computers, etc.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

Principals, administrators and coordinators shall be authorized to release equipment assigned to their building or department in accordance with this policy and established administrative rules.

Personal Use of School Equipment by Employees

School equipment shall not be used by any employee for his/her personal use at any time. No equipment may be removed from school premises for personal use of the employee.

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3516

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

SAFE AND SECURE SCHOOL FACILITIES, EQUIPMENT, AND GROUNDS

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

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

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

1. Involvement of local officials, including the First Selectman/Mayor/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System (NIMS) and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection (DESPP) regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for Hampton Elementary School every two (2) years and develop a school security and safety plan based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)
9. A requirement that the Safe School Climate Committee of the school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

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

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

Safety and hazard assessments shall be conducted annually for building facilities and grounds and monthly for classrooms, gymnasium, playground, and sports-related equipment. The principal shall report annually on safety and hazard assessments to the Superintendent of Schools. Written inspection reports shall be kept on file for 10 years. The school shall correct identified hazards before it is used by students, staff, or community members.

Maintenance: The school shall develop maintenance plans for all classrooms, the building, school grounds, gymnasium, playground, and sports-related equipment. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for 10 years.

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

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

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;

- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

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

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

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

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

(cf. 3517 - Security of Buildings and Grounds)

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

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

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

Tentative Approval: 3/19/14

Final Approval: 4/23/14

HAMPTON BOARD OF EDUCATION

3516.3

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

ACCIDENT PREVENTION AND REPORTING

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

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

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3516.5

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

SAFETY

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Definitions

For the purpose of this policy, a sexual offender is defined in Connecticut General Statutes §54-250 through §54-261 and/or is required per these statutes to register on the state's sex offender registry. A parent/guardian sexual offender is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A non-parent/non-guardian sexual offender is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

Non-parent/Guardian Sexual Offenders

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Parent/Guardian Sex Offenders

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.
3. With the Superintendent's prior written approval in the following instances:
 - a. To transport his/her own child to and/or from school.
 - b. To attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP).
 - c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

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Student Sex Offenders

The Superintendent or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

A PPT/IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the PPT/IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

General Provisions

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent/guardian sex offender to transport his/her child and when a student sex offender receives permission to attend a District school in which case the guidelines developed for this individual shall apply.

The Superintendent shall use the Connecticut sex offender registry law, in conjunction with policy #3516.4, to establish a system for identifying sexual offenders and will inform known sexual offenders of this policy. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardian who are registered sex offenders shall receive a copy of this policy via registered mail.

(cf. 1110.1-Parent Involvement)

(cf. 1212-School Volunteers)

(cf. 1250-Visits to Schools)

(cf. 1251-Loitering or Causing Disturbance)

(cf. 1411-Relations with Law Enforcement Agencies)

(cf. 3516-Safety)

(cf. 3516.4-Sex Offender Notification)

(cf. 3517-Security of Buildings and Grounds)

(cf. 3517.1-Site and Building Access)

HAMPTON BOARD OF EDUCATION

Legal Reference: Connecticut General Statutes

54-250 through 54-261 Registration of Sexual Offenders.

PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity Between Adolescents Close in Age to Each Other.

PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the Budget Concerning Education.

United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Tentative Approval: 02/22/12

Final Approval: 03/28/12

HAMPTON BOARD OF EDUCATION

3517

BUSINESS AND 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, but is not limited to:

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 outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings

Tentative Approval: 06/04/98

Final Approval: 03/18/99

Reapproved: 02/27/2013

HAMPTON BOARD OF EDUCATION

3524

NON INSTRUCTIONAL OPERATIONS

HAZARDOUS MATERIALS IN SCHOOL

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

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

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

1. identification and labeling of hazardous materials;
2. use of hazardous materials;
3. storage of hazardous materials;
4. transportation of hazardous materials;
5. disposal of hazardous materials;
6. maintenance of material safety data sheets in the building principal's office;
7. a chemical hygiene plan shall be maintained at the school if it has a science laboratory;
8. training of appropriate staff in the 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

Tentative Approval: 06/04/98

Final Approval: 03/18/99

Reapproved: 02/27/2013

HAMPTON BOARD OF EDUCATION

3524.1

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

HAZARDOUS MATERIALS IN SCHOOLS

PESTICIDE APPLICATION

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 only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2009 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

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 Superintendent or designee with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice 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 contact person 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 or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

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The Superintendent or designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

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

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools. Authorized applicators. Exception.

10-231c Pesticide applications at schools without an integrated pest management plan

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

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

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

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

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

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

Tentative Approval: 03/19/2009

Final Approval: 04/30/2009

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3532

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROPERTY 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 Superintendent may, at his/her discretion, create an insurance advisory panel to assist in developing criteria for designing the insurance program for the district, and to develop criteria for selection of an agent (broker of record) or agents.

Insurance on all schools in the district shall be at least 80% of projected replacement costs of buildings and capital equipment.

Legal Reference: Connecticut General Statutes

- 10-47 Powers of regional board. Meetings
- 10-220 Duties of boards of education.
- 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.

Tentative Approval: 05/23/2013

Final Approval: 06/26/2013

HAMPTON BOARD OF EDUCATION

3533

NON-INSTRUCTIONAL OPERATIONS

EMPLOYEE BOND

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

Superintendent or his/her designee shall obtain adequate coverage in accordance with the liability.

Tentative Approval: 06/04/98

Final Approval: 03/18/99

HAMPTON BOARD OF EDUCATION

3541

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION

General

The Board of Education shall provide for the public schools an appropriate transportation system, within guidelines set forth in this policy, which will enable all qualified children of school age to be transported to schools as required. School bus transportation is for students only. The Superintendent of Schools shall be responsible for the school transportation system and shall develop and administer it to:

- A. Provide maximum safety of students.
- B. Supplement and reinforce desirable student behavior patterns.
- C. Assist handicapped students appropriately.
- D. Enrich the instructional program through carefully planned field trips recommended by the staff.

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 and motor vehicles.

Transportation by private carrier or through district owned buses shall be provided at the discretion of the Board of Education. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of 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.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

- A. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes and in compliance with applicable portions of the No Child Left Behind Act pertaining to homeless students and school choice.
- B. Establish school transportation routes and designate locations for pick-up points (bus stops). The Superintendent shall direct the establishment of bus routes to provide the safest, shortest routes

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- as economically as possible. Routes shall equalize, as nearly as possible, the length of routes and bus loads as close to bus capacity as possible and shall provide student transportation to and from schools within prescribed time limits. Generally, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.
- C. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
 - D. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
 - E. Give due consideration to requests for extension of school transportation service.
 - F. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner consistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

(cf. 3541.3 Routes and Services)

(cf. 3541.35 Safety Complaints Records and Reports)

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. Relationship of insurance to special education costs.

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.

10-187 Appeal from finding of hearing board.

10-220 Duties of boards of education.

10-221 Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

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

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

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

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

Chapter 248 Vehicle Highway Use

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

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

Tentative Approval: 03/28/2012

Final Approval: 04/25/2012

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3541.4

NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION EQUIPMENT

All buses or other transportation vehicles must conform to the requirements of law and the regulations of the State Department of Education. Non-conforming vehicles shall not be used for transporting school children to and from school or on school-sponsored activities.

Legal Reference: Connecticut General Statutes

14-262 Width and length of vehicles

14-273 Operation of public service motor vehicles

14-274 Hours of operation of public service and commercial motor vehicle

14-275 Equipment and color of school buses

Tentative Approval: 03/18/99

Final Approval: 04/01/99

HAMPTON BOARD OF EDUCATION

3541.5

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SAFETY COMPLAINTS/RECORDS AND REPORTS

The Superintendent of Schools shall:

1. develop procedures for reporting all complaints relative to school transportation safety, including complaints about bus drivers;
2. maintain a written record of all such complaints;
3. within thirty days of the close of school each year, submit a report containing all complaints received within the previous twelve month period to the Commissioner of Motor Vehicles;
4. within ten days of its occurrence, make a written report to the Commissioner of Motor Vehicles, on the form prescribed by the Commissioner, of the circumstances involving a motor vehicle and any student pedestrian at, or in the immediate vicinity of, a school bus stop;
5. on a regular basis, and upon occurrence as appropriate, review with the Board of Education any complaints received and any accidents reported between motor vehicles and district students.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

Tentative Approval: 03/19/2009

Final Approval: 04/30/2009

Presented: 01/23/2019

Reapproval: 02/27/2019

HAMPTON BOARD OF EDUCATION

3542.1

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

FOOD SERVICE - PURPOSES AND FACILITIES

The school lunch program shall be an integral part of the district's total educational program. Administration of the food services program will be coordinated by the Cafeteria Director under the direction of the Superintendent of Schools or his/her designee. Business functions to be centralized will include central purchasing of food and supplies, planned nutritionally balanced menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of each building Principal, subject to advice, counsel and direction from the Superintendent of Schools and Cafeteria Director.

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.

10-216 Payment of expenses.

10-217 Penalty.

State Board of Education Regulations

Federal Statutes and Regulations

Final Approval: 01/23/2013

HAMPTON BOARD OF EDUCATION

3542.22

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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 the Hampton Elementary School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

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 shall 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.

The Hampton Elementary School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

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

1. The purchase during the school day 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 Food Service Coordinator/Business Manager/Cafeteria Supervisor has been granted.
3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the Hampton School District 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.

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Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall 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 shall be declared by the Superintendent/Assistant Superintendent for Business/purchasing agent and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall 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 district receive a request to release this marked information the supplier shall 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 shall 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)

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(cf. [6142.101](#) - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[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

Presented: 12/21/2016

Final Approval: 01/25/2017

HAMPTON BOARD OF EDUCATION

3542.31

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

FREE OR REDUCED PRICE LUNCHES

Participation in the National School Lunch Program.

Participation in the National School Lunch Program is 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.

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. Special hardship conditions shall also be considered. Such hardship conditions, which could not be reasonably anticipated or controlled by the household include unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to mental or physical condition for a child, and disaster or casualty losses. Children who are placed in foster homes by state welfare and who present eligibility forms shall also be served free meals.

The schools shall not physically segregate or discriminate against any child because of his or her inability to pay for a meal. The names of children eligible to receive free meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

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

Tentative Approval: 02/27/2013

Final Approval: 03/27/2013