

# NEW HAVEN PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

## SERIES 3000

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# NEW HAVEN PUBLIC SCHOOLS

## BUSINESS & NON-INSTRUCTIONAL OPERATIONS

## SERIES 3000

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## **Business and Non-Instructional Operations**

### **Concepts and Roles in Business and Non-Instructional Operations**

The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures;
2. Explore all practical sources of financial support;
3. Guide the expenditure of funds so as to extract the greatest educational returns;
4. Establish top quality accounting and reporting procedures; and
5. Maintain the level of unit expenditure needed to provide high quality education in accordance with applicable law.

School plants and equipment shall be properly maintained in accordance with applicable state and federal regulations, in an effort to promote the health of students and staff, to reflect prudent management of available resources, and to support the efforts of the staff to provide quality educational opportunities.

*Legal References:*      *Conn. Gen. Stat. § 10-222*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Budget**

One of the primary responsibilities of the Board of Education is to secure adequate funds to operate the public schools and meet the educational needs of its students.

The purpose of the annual budget is to identify adequate financial resources for the education program and to provide a basis for accountability in fiscal management. The school budget is also the legal basis for the establishment of tax rates.

State law and the City Charter establish the procedures, deadlines and schedules for preparation and submission of the budget to the mayor and Board of Aldermen for approval. The Board of Education receives a budget calendar each year.

All monies appropriated by the City for school purposes shall be expended at the discretion of the Board of Education, subject to applicable law and regulations.

The Superintendent and his/her staff shall be responsible for the preparation of the annual school budget and presentation of the budget to the Board of Education for adoption.

*Legal References:*      *Conn. Gen. Stat. §§ 10-4a; 10-220; 10-222*  
*Charter of the City of New Haven, Art. XXIX, §§ 150, 153*

## **Business and Non-Instructional Operations**

### **Budget Planning**

The first priority in the development of an annual budget shall always be the educational welfare of the students of the New Haven Public Schools. The Board of Education recognizes that the revenue to support educational programs is derived from taxes and, with that in mind, the Board will attempt to protect the valid interest of the taxpayers of the City of New Haven. Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects the Board's goals and objectives.

In the school budget process, the Board will strive to:

1. Engage in thorough advance planning, with broad-based staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended;
2. Establish levels of funding which will provide high quality education for all students; and
3. Use the best available techniques for budget development and management.

The Superintendent, in cooperation with the Chief Operating Officer shall have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Upon receipt of the Superintendent's recommendations, the Board shall schedule special public presentations related to the budget to provide in-depth information with regard to certain budget items prior to specific action by the Board.

(cf. 3140 – Public Review of Budget)

*Legal References:*     *Conn. Gen. Stat. § 10-220; 10-222*  
                              *Charter of the City of New Haven, Art. XXIX, §§ 150, 153*

## **Business and Non-Instructional Operations**

### **Public Review of Budget**

#### **Budget Hearings and Reviews**

The Board shall hold, and the public shall be invited to attend, one or more public meetings at which the Board and the Superintendent shall explain the proposed budget and consider questions, comments and suggestions from the audience.

At such meeting, the Board may vote to adopt the budget.

*Legal References: Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Tuition Fees**

The Board of Education shall 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 Director of Pupil Personnel Services. The tuition fee may be adjusted as changes in costs indicate, unless a multiple-year agreement to provide educational services is entered into with another board of education. Notice shall be given at least one year prior to the discontinuance of service for non-resident, high school students.

*Legal References:*      *Conn. Gen. Stat. §§ 10-33; 10-35; 10-220; 10-253*  
*Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Materials Fees**

In accordance with Board of Education policy, no fees, deposits or other charges not specifically authorized by law shall be charged to students for books, supplementary materials, supplies or use of school equipment such as musical instruments, towels, uniforms and the like, or for admission to any recognized school function, including but not limited to athletic contests, plays and musical events. Student identification cards may be required for some events. However, students will be charged for damaged or lost textbooks, library materials, and other educational materials.

Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provisions for all materials and activities recognized as part of the total school program.

(cf. 6161.2 – Care of Instructional Materials)

*Legal References:*      *Conn. Gen. Stat. §§ 10-221; 10-228*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*



## **Business and Non-Instructional Operations**

### **Sales & Disposal of Books, Equipment & Supplies**

#### **Disposal of Outdated Books**

When equipment, books and materials become worn out, obsolete, surplus or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the district's best advantage.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the City's general fund.

The Board of Education, upon recommendation of the Superintendent of Schools, may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the City's general fund. If and when such books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received therefrom may be retained in the PTA/PTO account.

*Legal References:*      *Conn. Gen. Stat. §§10-221; 10-240; 10-241*  
*Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Gifts, Grants and Bequests**

All gifts made to the district as a whole or to one or several district schools by any individual or organization, including but not limited to Parent-Teacher organizations and Kiwanis, Rotary, Lions or Elks Clubs, shall not be accepted for the Board of Education by any employee other than the Superintendent. Subsequent to the acceptance of any such gift by the Superintendent, such gift shall become the sole and exclusive property of the Board of Education and shall not be subject to withdrawal by the donating individual or group.

Further, no gift shall be accepted by the Superintendent without verification that there are no encumbrances against said gift.

At the discretion of the Superintendent, the gift may be used in a particular school.

In the event that any gift so offered shall, as a condition thereof, require the assumption by the Board of Education of an ongoing annual service or maintenance fee, such gift may not be accepted except by the Board itself.

Finally, when a gift is offered and accepted for a specific school, it shall be the intent of this policy that said gift will physically remain at that school for as long as the school continues as an integral part of the New Haven Public Schools.

*Legal References:*      *Conn. Gen. Stat. §§ 7-194; 10-76c; 10-241*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Relations with Vendors**

Purchasing personnel shall promptly acknowledge inquiries from supplier's representatives. The school district shall not extend favoritism to vendors. Each order shall be placed on the based on quality, price and delivery, with past service being a factor if all other considerations are equal.

No member of the Board of Education shall secure or attempt to secure personal profit or gain by virtue of his/her position as a member of the Board of Education.

No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the district.

*Legal References: Charter of the City of New Haven, Art. XXIX, §§ 150, 154*

## **Business and Non-Instructional Operations**

### **Local Purchasing**

As a public agency, the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest educational value for every dollar spent. Therefore, even though the Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest bid and the lowest price for goods and services will be accepted.

The City of New Haven's Policy on City-based Business, as set forth in Board policy 3313.1(a) shall be followed.

(c.f. 3313.1(a) - City of New Haven's Policy on City-based Business)

*Legal References: Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **The City of New Haven's Policy on City-based Business**

The purpose of this section, "City-based business; shall mean a business with a principal place of business located within the City of New Haven. A business shall not be considered a "city-based business" unless evidence satisfactory to the purchasing agent has been submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in New Haven. Such evidence may include evidence of ownership of, or a long term lease of, the real estate from which from which a principal place of business is operated, or payment of property taxes on the personal property of the business. A "city-based business" shall maintain such status throughout the term of any contract with the City of New Haven. Failure to maintain such status shall be grounds for the City to terminate said contract.

On any contracts or purchases, the lowest responsible bidder shall be determined in the following order:

- (1) On contracts or purchases, the costs of which are one million dollars total contract price or less, any city-based bidder, which has submitted a bid not more than ten (10) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than five (5) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (2) On contracts or purchases, the cost of which are over one million dollars, but less than five million dollars total contract price, any city-based bidder, which has submitted a bid not more than five (5) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than five (5) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (3) On contracts or purchases, the cost of which are over five million dollars total contract price, any city-based bidder, which has submitted a bid not more than three (3) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than three (3) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (4) The responsible low bidder.

The City of New Haven's policy on city-based businesses shall be stated in the invitation to bid.

In any contracts or purchases that are put out to competitive bid, and where the city and the contractor are to share in the revenue generated by the contractor's services, the provisions of paragraphs (1), (2) and (3) shall apply.

#### **TO QUALIFY**

Bidders must indicate they are a New Haven-based Business on the calculation sheet prior to the opening of the bid.

## **Business and Non-Instructional Operations**

### **Purchasing Procedures**

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be centralized under the Chief Operating Officer.

The Chief Operating Officer shall conduct all purchase transactions for the district.

The Chief Operating Officer shall be familiar with and perform all purchasing activities within the limitations prescribed by applicable law and in accordance with Board of Education and the City of New Haven's purchasing policies.

Four fundamental functions for the purchasing personnel are as follows:

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

Every transaction involving the transfer of property shall be by purchase order or formal contract.

All purchase orders and other purchase obligations shall be signed by the Superintendent or his/her designee.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of materials, the purchasing clerk shall ensure that all materials procured will meet the needs of the educational program.

*Legal References:*     *Conn. Gen. Stat. §§ 10-4a; 10-220; 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, §§ 150, 154*

## **Business and Non-Instructional Operations**

### **Requesting Goods and Services (Requisitions)**

Requisitions for budgeted items shall originate from the personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Superintendent or his/her designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

*Legal References:*      *Conn. Gen. Stat. § 10-221*  
                                 *Charter of the City of New Haven, Art. XXIX, §§ 150, 154*

## **Business and Non-Instructional Operations**

### **Contracts**

All contracts between the district and outside agencies shall conform to the prescribed standards as may be required by City charter.

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or his/her designee and, where appropriate, subject to the approval of the legal adviser to the district and those committees designated by the Board of Education, such as the Curriculum Committee and the Administration and Finance Committee. All contracts will go the Board of Education for approval.

The school district shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

*Legal References:*      *Conn. Gen. Stat. § 7-148*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*



## **Business and Non-Instructional Operations**

### **Payment for Goods and Services**

The Board of Education shall not enter into a contract until it has been authorized at a regularly called meeting, or pay a purchase order invoice without prior approval.

The Board of Education will authorize payment for goods and services only if such goods and services are:

1. Contracted for within budgetary limits;
2. Purchased according to relevant purchasing policies and regulations; and
3. Certified by the Superintendent or his/her designee as having been received in acceptable condition.

*Legal References:*     *Conn. Gen. Stat. § 10-248*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Payroll Procedures and Authorized Signatures**

The Superintendent of Schools or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, and federal law and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for payment of expenses by the City Treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

*Legal References:*      *Conn. Gen. Stat. § 10-248*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Funding of Special Projects/Programs**

#### **Special Projects**

The Board of Education recognizes the special contribution that outside resources can make to our school community. It is necessary to assure that they be sought energetically and then used in ways which further the Board of Education's goals and objectives.

All proposals developed by school system staff are to be submitted to the Board of Education for approval prior to submission to funding agencies. When time factors militate against following this process, the Superintendent may permit submission of proposals while informing the funding agencies that acceptance of grants is contingent upon Board of Education approval.

Similar procedures are to be followed in regard to proposals developed by outside organizations, groups, or individuals.

To facilitate this process, the Board of Education authorizes the Superintendent to approve projects that do not exceed \$10,000. Prior to taking such action, the appropriate Board of Education Committee(s) will be provided with the regular abstracts for these projects.

Expenditures must follow the purchasing procedures outlined in 3313.1.

*Legal References:*     *Conn. Gen. Stat. § 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Budget and Expense Report/Annual Financial Statement**

The Superintendent of Schools shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year.

(c.f. Charter of the City of New Haven, Art. XI, § 62)

*Legal References:*     *Conn. Gen. Stat. § 10-222*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Periodic Audit**

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

The audit shall include all funds of the district, including the student body and cafeteria funds ad accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain: (1) a statement that the audit was conducted pursuant to standard and procedures approved by the State of Connecticut; and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on file in the Business Office with the Director of Finance and may be reviewed upon request.

*Legal References:* Conn. Gen. Stat. §§ 7-391 through 7-394a; 10-260a

## **Business and Non-Instructional Operations**

### **Inventories**

#### **Equipment**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$1,000 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location and use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

#### **Supplies – Warehouse**

An inventory of supplies which are warehoused shall be maintained by the instructional, cafeteria, maintenance, and operations personnel on stock record cards. A physical inventory shall be taken annually.

#### **Instructional Equipment**

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

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

*Legal References:*   *Conn. Gen. Stat. § 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Monies in School Buildings**

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

A monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in safes, and even then no more than \$100 should be so kept. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

*Legal References:* Conn. Gen. Stat. §§ 10-221; 10-237

## **Business and Non-Instructional Operations**

### **Operation and Maintenance of Plant**

An effective educational program requires clean, healthy, safe and attractive physical facilities.

The supervisor of buildings and grounds shall supervise the efficient maintenance of the physical plant and facilities in accordance with applicable public health statutes and regulations.

*Legal References: Conn. Gen. Stat. § 10-203*



## **Business and Non-Instructional Operations**

### **Equipment**

#### **Authorized Use of School-Owned Equipment**

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

*Legal References: Conn. Gen. Stat. § 10-220*

## **Business and Non-Instructional Operations**

### **Community Use of School Facilities**

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meetings of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the buildings principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee, custodial fee, or security fee during the hours of 3:00 p.m. to 10 p.m. on regularly scheduled school days:
  - a. School affairs sanctioned by the Board of Education
  - b. PTA/PTO and other school related meetings.

Where additional staffing or significant, extra cleaning is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to all users at a rate established by the Board of Education.

All users shall pay both the rental fee and custodial fee for use of school facilities on Saturdays, Sundays and holidays. The rates are determined by the Superintendent of his/her designee.

4. All activities must be under competent adult supervision approved by the Superintendent and the principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

## **Business and Non-Instructional Operations**

### **Community Use of School Facilities (continued)**

7. The following activities are prohibited:
  - a. Use of school property by individuals or organizations whose activities are of a subversive nature;
  - b. Use of school premises for non-school activities during school hours;
  - c. Smoking anywhere in the school buildings except in designated locations, unless approved by the Superintendent;
  - d. Use of school buildings for games of chance;
  - e. Use of school buildings for holiday card parties and public dances, except when plans have been approved by the Superintendent;
  - f. The granting of further use of premises to any person or organization that fails or refuses to pay for any damage sustained by its use;
  - g. The opening of the school building when the building is normally closed, unless a responsible custodian is provided;
  - h. Use for activities which engender racial, religious or other unlawful prejudices or which are inimical to democracy;
  - i. The use of alcoholic beverages.
8. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
9. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board.
10. The Board will approve and periodically review a fee schedule for use of facilities.

## **Business and Non-Instructional Operations**

### **Community Use of School Facilities (continued)**

11. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

The Board reserves the right to revoke permission for use previously granted.

*Legal References:*     *Conn. Gen. Stat. § 10-239*  
                              *Equal Access Act, 20 U.S.C. §§ 4071-4074*

## **Business and Non-Instructional Operations**

### **Safety**

Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials, especially in industrial arts shop areas, which are flammable. Noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep auditorium stage areas free of debris. Stage managers shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of the performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.

*Legal References:* Conn. Gen. Stat. § 29-389

## **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.

Each building administrator shall be responsible for the supervision of a safety program for his/her school and the Chief Operating Officer shall have overall responsibility for the safety program of the district. 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.

*Legal References:*     *Conn. Gen. Stat. §§ 10-221; 10-231*

## **Business and Non-Instructional Operations**

### **Security of Buildings and Grounds**

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

### **Keys**

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

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

Each principal shall establish a key control system with a record of the number of each key filed.

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

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

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

*Legal References:*     *Conn. Gen. Stat. § 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business/Non-Instructional Operations**

### **Acquisition and Updating of Technology**

#### **Technology Purchases**

The Board encourages the application of technology to any District function where efficiency, reliability or student learning will be improved.

#### **New Programs**

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the administrative staff. Pilot projects shall be established and evaluated for effectiveness whenever possible prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantially improve efficiency, reliability or learning beyond current or "traditional" practice.

Whenever funds are allocated for the purchase of new technological hardware or software, funds shall also be allocated for staff training and the necessary supplementary materials and documentation.

#### **Upgrades**

The Board recognizes the need for continuous upgrading of District technological resources and directs the Superintendent or his/her designee to implement a plan and a budgeting process that ensures the regular replacement of equipment and software.

The Superintendent shall submit a plan annually to the Board for upgrading the District's technology resources based on a replacement cycle of not longer than five (5) years. The plan shall include recommendations for expansion of resources where appropriate, based on the evaluation of pilot programs, and shall include provisions for staff training and curriculum/materials development. The plan shall be considered by the Board as a part of the annual budgeting process.

#### **Guidelines for Technology Purchases**

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
  - a. A broad-based selection committee shall be established which will help identify objectives, site needs and priorities.



## **Business/Non-Instructional Operations**

### **Acquisition and Updating of Technology**

#### **Guidelines for Technology Purchases (continued)**

- b. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware.
  - c. Hardware purchases shall be the result of consultations with other users, demonstration programs, compatibility with district needs and evaluation of its worth from the standpoint of usability and "instructional merit."
  - d. Available training from vendors shall be reviewed.
  - e. Consolidation of purchases shall be planned to insure a more favorable price or bid.
2. Equipment and software decisions shall be the result of comparisons and study of the products from a variety of the vendors.
3. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goal of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, workshops and courses.
4. A technical resource, hardware or software, shall not be taken out of service until all possible use of the resource within the District/school is exhausted.

(cf. 3523.11 - Technology Hardware Replacement)

(cf. 6162.7 - Educational Software)

## **Business/Non-Instructional Operations**

### **Computer Security**

The Board of Education desires/believes that direction, procedures, requirements and responsibilities be established, delineated and maintained to ensure the appropriate protection and security of the District's computers, networked or stand-alone.

The Superintendent of Schools is directed to establish guidelines and procedures to protect and ensure the security of all District computers, telecommunication equipment and information handled by such equipment.

(cf. 3523.1 - Acquisition and Updating of Technology)

(cf. 4118.4/4218.4 - Electronic Mail)

(cf. 6141.32 - Technology and Instruction)

(cf. 6141.321 - Acceptable Use of the Internet)

(cf. 6141.322 - WebSites/Pages)

(cf. 6156 - Use of Computers in Instruction)

(cf. 6161.7 - Use of Proprietary Software Products)

(cf. 6162.6 - Copyright)

(cf. 6162.7 - Educational Software)

(cf. 9327 - Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers

Public Law 94-553, The Copyright Act of 1976, U.S.C. 101 et. seq.

Policy adopted: August 25, 2003

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Business/Non-Instructional Operations**

### **Computer Security**

#### **Purpose**

The purpose of this regulation is to establish direction, procedures, requirements, and responsibilities to ensure the appropriate protection of the New Haven Public Schools computer and telecommunication equipment and information handled by computers, networked or standalone.

#### **Scope**

This regulation applies to all full-time, part-time, and intermittent District employees to include grant-funded position employees. This regulation also applies to contractors, consultants, temporaries, interns, elected officials and others at the New Haven\_ Public Schools, including those Users affiliated with third parties who access the New Haven\_ Public Schools computer systems. Throughout this regulation, the word "User" will be used to collectively refer to all such individuals. The regulation also applies to all computer and data communication systems (telecommunication systems) used at, owned by and/or administered by the New Haven\_ Public Schools, whether the systems are standalone or connected to a network such as LAN or WAN, the Internet or the Intranet.

#### **Responsibilities**

The Technology Coordinator of the New Haven Public Schools is responsible for establishing, maintaining, implementing, administering, and interpreting organization-wide information systems security policies, standards, guidelines, and procedures. While responsibility for information system's security on a day-to-day basis is every user's duty, specific guidance, direction, and authority for information systems security is centralized for all of the District Public Schools. He/she may perform information system risk assessments, prepare information systems security action plans, evaluate information security products, and perform other activities necessary to assure a secure information systems environment.

The Technology Coordinator and the Business Manager share responsibility for conducting or coordinating investigations into any alleged computer or network security compromises, incidents, or problems. All security compromises or potential security compromises must be reported to the Technology Coordinator.

## **Business/Non-Instructional Operations**

### **Computer Security**

#### **Responsibilities (continued)**

Administrators are responsible for ensuring that appropriate computer and telecommunication system security measures are observed in their buildings and departments. Administrators are responsible for making sure that all Users in their department are aware of the New Haven Public Schools' policies and regulations related to computer and telecommunications systems security and use. They are also responsible for reporting all suspicious computer and network security-related activities and/or any known violations of this regulation to the Technology Coordinator. They are responsible for administering appropriate disciplinary actions. They also serve as local information security liaisons, implementing and keeping informed of the requirements of this and other information systems security policies, standards, guidelines, and procedures.

#### **User Responsibilities**

Users are responsible for complying with all New Haven Public Schools policies and regulations defining computer and network security measures and use.

#### **Audit Compliance**

From time to time, the Technology Coordinator may designate individuals to audit compliance with computer and network security policies. At the same time, every User must promptly report any suspected network security problem, including intrusions and out-of-compliance situations, to the Technology Coordinator.

#### **Tools to Compromise Systems Security**

Unless specifically authorized by the Technology Coordinator, New Haven Public Schools Users must not acquire, possess, trade, or use hardware or software tools that could be employed to evaluate or compromise information systems security. Examples of such tools include those that defeat software copy-protection, discover secret passwords, identify security vulnerabilities, or decrypt encrypted files. Unless specific permission has been obtained from the Technology Coordinator, Users are prohibited from using such tools.

Requests from outside entities that the New Haven Public Schools security mechanisms be compromised must NOT be satisfied unless approved in advance by the Technology Coordinator or the Business Manager or the New Haven Public Schools is compelled to comply by law. Likewise, short cuts bypassing systems security measures, as well as pranks and practical jokes involving the compromise of systems security measures are absolutely prohibited.

## **Business/Non-Instructional Operations**

### **Computer Security (continued)**

#### **Reporting Problems**

**All network or systems software malfunctions, including information security alerts, warnings, suspected vulnerabilities and the like, must be immediately reported to the Technology Coordinator.** Ignoring these malfunctions could lead to serious problems such as lost or damaged information as well as unavailable network services.

Users are prohibited from using New Haven Public Schools systems to forward such malfunction or security information to another User, whether the other User is internal or external to the New Haven Public Schools.

#### **Screen Savers**

Windows systems provide an approved screen saver. All other screen savers must be pre-approved by the Technology Coordinator. It is recommended that a screen saver be used if sensitive information resides on a microcomputer. In that way, whenever a worker leaves their desk, the screen should be immediately obscured by setting the screen saver to be activated after a period of no activity or shutting down the computer.

#### **Individual Departmental Regulations**

Department specific rules regarding microcomputers must comply with this and all other New Haven Public Schools security policies and regulations. Individual department rules could exceed, but not be less than the guidelines covered in all security regulations.

#### **Exceptions**

The Technology Coordinator acknowledges that under rare circumstances, certain Users will need to employ systems that are not compliant with these regulations. ALL such instances must be approved in writing and in advance by the Coordinator of Technology.

#### **Violations**

The New Haven Public Schools User who willingly and deliberately violates this regulation will be subject to disciplinary action up to and including termination, as defined by the appropriate contract. Further, those whose conduct not only violates this regulation but also violate other District work rules may also receive such additional disciplinary action as would otherwise be undertaken (which may include suspension from duty without pay or discharge). Should a violation of this regulation also constitute an act prohibited by law, appropriate law enforcement officials may be contacted.

## **Business/Non-Instructional Operations**

### **Computer Security (continued)**

#### **Remote Printing**

Printers must not be left unattended if “restricted” or “confidential” (closed records) information is being printed or will soon be printed. The persons attending the printer must be authorized to examine the information being printed. Unattended printing is permitted if the area surrounding the printer is physically protected such that persons who are not authorized to see the material being printed may not enter.

#### **Access Paths and Configuration Control**

##### **Network Changes**

Changes to the New Haven\_ Public Schools internal networks include loading new software, changing network addresses, reconfiguring routers, adding dial-up lines, etc. With the exception of emergency situations, all changes to the New Haven\_ Public Schools computer networks must be: (a) documented in a service request, and (b) approved in advance by the Technology Coordinator except as explicitly delegated by him/her. Emergency changes to the New Haven\_ Public Schools networks must only be made by persons who are authorized by the Technology Coordinator or the Business Manager. This process prevents unexpected changes from inadvertently leading to denial of service, unauthorized disclosure of information, waste of resources, and other problems.

##### **New Data Lines**

Users must not arrange for, or actually complete the installation of data lines with any carrier, without first discussing in detail the plans with the Business Manager.

##### **Miscellaneous Connections**

Users must NOT establish electronic bulletin boards, local area networks, modem connections to existing local area networks, or other multi-user systems for communicating information without the specific approval of the Technology Coordinator.

New types of real-time connections between two or more in-house computer systems or connecting computers to existing networks must not be established unless such approval has first been obtained. This regulation helps to ensure that all the New Haven\_ Public Schools systems have the controls needed to protect other network-connected systems. Security requirements for a network-connected system are not just a function of the connected system; they are also a function of all other New Haven\_ Public Schools connected systems.

## **Business/Non-Instructional Operations**

### **Computer Security (continued)**

#### **Providing Network Services To Third Parties**

Participation in external networks as a provider of services that external parties rely on is expressly prohibited unless the following conditions are fulfilled. (1) the New Haven\_ Public Schools legal counsel must identify the legal risks involved, (2) the Technology Coordinator recommends these and other risks associated with the proposal, (3) Business Manager approval.

#### **Changes to Application Software**

The New Haven\_ Public Schools has a standard list of permissible software packages that users can run on their microcomputers. Users must not install other software packages on their computers without obtaining advance permission from the Technology Coordinator. Users must not permit automatic software installation routines to be run without prior approval. Autodiscovery license management software could be used by the Technology Coordinator to remotely determine which software packages are resident on User hard disks; unapproved software may be removed without User advance notice.

#### **Changes To Operating System Configurations**

On District owned computers, Users must not change operating system configurations, upgrade existing operating systems, or install new operating systems. If such changes are required, they will be performed by recommendation from the Technology Coordinator.

#### **Changes To Hardware**

Computer equipment supplied by the New Haven\_ Public Schools must not be altered or added to in any way (e.g. upgraded processor, expanded memory, or extra circuit boards) without recommendation from the Technology Coordinator and approval by the Business Manager.

#### **Remote Maintenance and Outbound Dial-Up Connections**

Remote maintenance ports for the New Haven\_ Public Schools computer and telecommunication systems might be disabled until the specific time as they are needed by the vendor. These ports must then be again disabled immediately after use. Alternatively, dial-up connections can be established with vendors via outbound calls initiated by New Haven\_ Public Schools' User.

## **Business/Non-Instructional Operations**

### **Computer Security (continued)**

#### **Passwords**

##### **Passwords Are Required**

The purpose of passwords is to protect the \_\_ New Haven Public Schools and direct access to the various programs utilized by Users in the District.

All Users using computers that are permanently or intermittently connected to the New Haven Public Schools networks must have password access controls. Computer and telecommunication system access control must be achieved via passwords which are unique to each individual User. Multi-user systems must employ User-Ids and passwords unique to each User, as well as User privilege restriction mechanisms.

##### **Password Assignment**

All Users will be issued a password by the school department in order to start up all of their computers and to access the network. Passwords will be changed periodically as part of normal security maintenance. Using passwords that have not been assigned by the school department is prohibited without prior notification and identification to the Technology Coordinator.

##### **Shared Passwords Prohibited**

Access controls to files, applications, databases, computers, networks, and other system resources via shared passwords (also called "group passwords") is prohibited.

##### **Storing And Disclosure Of Passwords**

Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, in computers without access control, posted to walls, or in other locations where unauthorized persons might discover them.

Regardless of the circumstances, passwords must never be shared or revealed to anyone else besides the authorized User. To do so exposes the authorized User to responsibility for actions that the other party takes with the disclosed password. If Users need to share computer resident data, they should use electronic mail, public directories on local area network servers, or other mechanisms. This regulation does not prevent use of default passwords, typically used for new User-ID assignment, password reset situations, or are vendor-supplied, which must immediately be changed when the User next logs onto the involved system.

Passwords must be immediately changed if they are suspected of being disclosed, or known to have been disclosed to anyone besides the authorized User.



## **Business/Non-Instructional Operations**

### **Computer Security (continued)**

#### **Compromised System Security**

Whenever system security has been compromised, or even if there is a convincing reason to believe that it has been compromised, the school department will reassign all relevant passwords and force every password on the involved system to be changed at the time of the next log-in. If systems software does not provide the latter capability, all Users will be informed that they must change their passwords immediately.

#### **Computer and Network Use**

Recognizing that the New Haven Public Schools computer and network and telecommunications systems are owned by same, Users must use this property for business purposes only.

#### **Town Access**

The New Haven Public Schools reserves the right to access stored records. Users should not expect that files stored on District servers are private. Network supervision and maintenance may require review and inspection of directories, files, and/or e-mail messages to maintain system integrity and security and assure proper use.

#### **Communications Over Network**

Because communications over the network are often public in nature, it is important the User realize that privacy in communications may not be guaranteed. Messages may accidentally be diverted to a destination other than the one intended. Therefore, caution should be exercised when sharing/transmitting any information because messages may not be entirely secure. Further, the dissemination of information/records should be consistent with municipal, state and federal laws, as well as, general rules and standards regulating privacy and fair information practices.

#### **Personal Use**

The \_ New Haven Public Schools allows for incidental personal use of its computer and network and telecommunication systems if the use:

- a. does not consume more than a trivial amount of resources that could otherwise be used for business purposes,
- b. does not interfere with User productivity,
- c. does not preempt any District-business activity,
- d. is not for communicating financial information without the proper authorization,

## Business/Non-Instructional Operations

### Computer Security

#### Personal Use (continued)

- e. is not for any purposes that will produce personal financial gains,
- f. is not for distribution or printing of copyrighted materials (including articles and software) violating copyright laws,
- g. is not for violating any regulations, etc., prescribed by a software and/or network provider,
- h. is not for sending, receiving, printing, or otherwise distributing proprietary data or other confidential information of the New Haven\_ Public Schools violating District regulation,
- i. is not for creating, downloading, copying, storing, sending, voluntarily receiving or soliciting offensive, improper, defaming or harassing statements or language; including those that may create an intimidating or hostile work environment, including disparagement of others based on their race, marital status, national origin, sex, sexual orientation, age, disability, religious or political beliefs,
- j. is not for accessing, sending, voluntarily receiving or soliciting sexually oriented messages or images, whose contents infer, contain, or are explicit, etc., including but not limited to, Web sites or materials,
- k. is not for displaying offensive, sexually explicit, etc., messages, pictures or material,
- l. is not used for sending chain letters, gambling, or engaging in any other activity which violates the law,
- m. is not for assisting or running a campaign for election of any person to any office,
- n. is not for promoting or opposing any ballot proposition or political issue without authorization,
- o. is not for promoting supporting or celebrating religion or religious institutions,
- p. is not for using and/or accessing a computer, including but not limited to, files, documents or messages, without authorization,
- q. is not for intentionally damaging, erasing, or corrupting any software, folders, documents, files, etc., including but not limited to, engaging in practices that threaten the computer/network, etc., (e.g. loading files that may introduce a virus).

The above are guidelines and are not intended to be exclusive. In general, all acts that violate the spirit and intent of general rules and standards for professional conduct of behavior and of communications and dispensing of information may be considered to violate this regulation and may subject the User to disciplinary action up to and including termination. This regulation will be enforced and interpreted consistent with other employment policies like, but not limited to, anti-discrimination and sexual harassment.

Notwithstanding such disciplinary as may be contemplated, initiated or effectuated the Director of Technology reserves the right to deny a User who violates this regulation all or a portion of network and/or computer access.

## **Business/Non-Instructional Operations**

### **Computer Security**

- (cf. 3523.1 - Acquisition and Updating of Technology)
- (cf. 4118.4/4218.4 - Electronic Mail)
- (cf. 6141.32 - Technology and Instruction)
- (cf. 6141.321 - Acceptable Use of the Internet)
- (cf. 6141.322 - WebSites/Pages)
- (cf. 6156 - Use of Computers in Instruction)
- (cf. 6161.7 - Use of Proprietary Software Products)
- (cf. 6162.6 - Copyright)
- (cf. 6162.7 - Educational Software)
- (cf. 9327 - Electronic Mail Communications)

Legal Reference:        Connecticut General Statutes

                              The Freedom of Information Act

                              PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring  
                              by Employers

                              Public Law 94-553, The Copyright Act of 1976, U.S.C. 101 et. seq.

## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Pesticide Application

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

However when pesticides are utilized the Board wants to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. The intent is to prevent unnecessary exposure of staff, students or the public to potentially harmful substances.

The Board has promulgated an integrated pest management plan for rodents. The Board does not use ANY pesticides on the playing fields, lawns or playgrounds of its schools. If the Board decides to start using such pesticides, it will promulgate an integrated pest management plan for the application of lawn care pesticide on the playing fields and playgrounds at schools with students in grade eight or lower.

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

*Legal Reference:*

- Connecticut General Statutes*
- 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.*
- 10-231a, c, and d. Pesticide applications at schools.*
- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.*
- PA 07-168 An Act Banning Pesticide Use on School Grounds.*

Policy adopted: August 27, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, CT

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Pesticide Application**

The District shall:

1. Utilize only certified pesticide applicators (vocational agricultural schools exempted) for any non-emergency pesticide use in school buildings or on school grounds.
2. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
3. At the beginning of each school year, the Board of Education shall provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications. Such statement shall also be provided to the parents/guardians of any child who transfers to a school during the school year.
4. The aforementioned required statement shall indicate to staff, parents and guardians that they may register for prior notice of school pesticide applications.
5. Parents/guardians and staff may register for prior notice of pesticide applications. Each school shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents/guardians who have registered for prior notice shall receive an automated telephone call using the district's Parentlink system and a notice sent home with his or her child no later than 24 hours prior to the application. Staff who have registered for such notice shall be notified by any means practicable.
6. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) the target pest, (3) location of the application, (4) date of application, (5) the name of the school administrator or his/her designee who may be contacted for further information.
7. No application of pesticide may be made in any building or on school grounds during regular school hours or during planned activities at the school except for an emergency application.

## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Pesticide Application (continued)

8. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
9. In cases of an emergency application the above prior notice laid out in section 6 is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice by any means practicable.
10. A copy of the records of each pesticide application at a school shall be maintained for five years.
11. Potentially harmful substances such as insecticides, fungicides, herbicides, rodenticides or other pesticides shall be chosen for the low levels of toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Whenever practical, non-chemical controls shall be used.
12. Storage of harmful products will be kept to a minimum. Only enough of the product for a given application shall be purchased. All storage instructions will be followed explicitly. All such products and the application equipment will be stored away from other activities and especially separated from food products or occupied rooms. All storage facilities will be maintained as a locked area and clearly marked as containing pesticides.
13. All pesticide products will have complete label instructions, will remain in the original container and the Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
14. All applications of harmful products will be made in strict compliance with label instructions.
15. Prior to application of any harmful substance, a written plan for that application will be filed in the district's business office and approved by the *Director of Buildings and Grounds*.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Pesticide Application** (continued)

16. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of the area to be treated, type of equipment to be used, date and time of application, and amount of the product to be used. Any warnings that would restrict use of the area following such application also will be part of the plan and will be appropriately posted to notify the public.
17. Treated school grounds will be posted as required by Statute.
18. District employees responsible for handling and applying pesticides shall have specific pesticide training and shall possess the proper certification required by State Statute.
19. When the district contracts with a private, state-licensed pest control company, such contractors will be subject to regulations as defined in state statutes.
20. The *Director of Facilities* shall be the contact person for providing information regarding pesticide application activities at the schools and maintaining records of pesticide-application notifications.
21. The building principals shall be responsible for giving oral and written notification of pesticide applications as required.

#### **Oral and Written Notice**

All oral and written notification shall contain the information indicated in item # 6 above. During the regular school session, prior to pesticide application, notification shall be provided as indicated below.

- Oral notification to all students and school employees shall be provided by means of the school public address system or assembly communications or staff meeting announcements or any similar means reasonably calculated to provide sufficient notice in advance of pesticide application. (suggest minimum 48 hours advance notice)
- Parents and guardians and staff who have registered for advance notification of pesticide use shall be informed as listed in item # 5 above.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools**

#### **Posting of Notice**

Not less than forty-eight (48) hours prior to pesticide application, signs shall be posted to identify pesticide application areas. The signs shall display:

- The words "Warning Pesticides."
- The date and time of the planned application.
- Pesticide product to be used.
- Instructions on when areas may be used for recreational purposes.
- A telephone number for the school contact person and one for the licensed pesticide applicator.

The signs shall be placed at:

- The main entrance to all buildings where pesticide is to be applied.
- The playing fields where pesticide is to be applied.

The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.



## **Business and Non-Instructional Operations**

### **Insurance**

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

The Superintendent, at his/her discretion, may 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.

*Legal References: Conn. Gen. Stat. §§ 10-221; 10-235; 10-236; 10-236a; 52-557  
Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Transportation**

The Board of Education shall provide transportation for students in accordance with applicable law. The Superintendent of Schools shall administer the operation so as to:

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

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient. All drivers will be subject to the drug and alcohol policy for employees of the New Haven Public Schools.

*Legal References:*     *Conn. Gen. Stat. §§ 10-186; 10-220; 10-221; 14-275; 14-275a; 14-275b; 14-275c; 14-276a; 14-280*  
*Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Transportation**

#### **Routes and Service**

The New Haven Board of Education establishes the following guidelines concerning reasonable and desirable transportation for students with reference to walking distances in accordance with the provisions of Conn. Gen. Stat. § 10-186:

- Transportation will be provided for students in grades K through 4 who live more than one mile walking distance from the school
- Transportation will be provided for students in grades 5 through 8 who live more than one and one-half miles walking distance from the school
- Transportation will be provided for students in grades 9 through 12 who live more than two miles walking distance from the school

Also, transportation will be provided for distances shorter than the above when walking is considered to be hazardous due to conditions such as a lack of sidewalks on highways or main streets, or the lack of sidewalks on street where there are hills, which may block a motor vehicle operator's view of pedestrians.

In addition to the above transportation required for distance, the New Haven Public Schools will provide reasonable and desirable transportation for students enrolled in special mandated programs including the use of medicars when necessary.

Transportation will be provided where it is considered reasonable and desirable for students who attend school out of their school district and are enrolled in a special program which is authorized by the Board of Education. However, transportation will not be provided for students who attend a school other than the one in their own district under some special, separate agreement.

The Board of Education reserves the right to determine and change the type of transportation offered when it is considered feasible to do so, such as issuing passes or reimbursing students who ride regular Connecticut Transit buses, using contractual school buses or providing taxi service.

## **Business and Non-Instructional Operations**

### **Transportation**

#### **Routes and Service (continued)**

Decisions regarding whether or not transportation will be provided by the Department of Education will be made by the support services' officer in consultation with the Assistant Superintendent-Business, the school principal, and the appropriate Director of the school involved. Parents may appeal to the Board of Education if they do not agree with the decision by submitting a written request to the Superintendent. Upon such a request, the President of the Board of Education shall order a hearing within 10 days after receipt of the request. The hearing shall be held before one or more members of the Board of Education to be designated by the President, in accordance with the provisions of Conn. Gen. Stat. § 10-186. The Board of Education shall make a finding within ten days after such hearing.

In accordance with the provisions of Conn. Gen. Stat. § 10-186, an aggrieved person may appeal the Board of Education's decision to the State Board of Education.

*Legal References:* Conn. Gen. Stat. §§ 10-97; 19-186; 10-187; 10-220; 10-273A; 10-277; 10-281; 14-275, et seq.; 16-309B; 53-198; P.A. 75-639; P.A. 78-201s; P.A. 78-278s

*Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Special Transportation for Exceptional Children**

The Board of Education, in accordance with applicable state and federal law, shall provide, as a related service, safe and appropriate transportation as required to implement the Individualized Education Program ("IEP") for each child requiring special education and related services.

1. Total travel time shall not exceed one hour each way to and from a special education facility unless an appropriate placement cannot be made without exceeding the one hour travel limit. In this case, written parental consent is required and exceptions must be approved by the State Department of Education.
2. Operators of vehicles shall be in-serviced regarding the specific needs of children being transported, and shall be properly equipped to meet those needs.
3. In addition, the New Haven Board of Education shall provide transportation aides where such aides are ascertained to be necessary to ensure safe and appropriate transportation.
4. If the New Haven Board of Education requests that the parent transport the child, it shall reimburse the parents for the cost of such transportation.
5. No parent shall be required to provide transportation, nor shall the Board of Education be relieved of the obligation to provide transportation for a child because of the inability or unwillingness of the parent to provide transportation.
6. The type of transportation and need of safety devices should be discussed at a Planning and Placement Team ("PPT") meeting and indicated on the child's IEP.

*Legal References:* Conn. Gen. Stat. §§ 10-76a, 10-76d; 10-253; 14-212; 14-275b

New Haven Public Schools  
Department of Transportation  
54 Meadow Street  
New Haven, CT 06519

**TRANSPORTATION REQUEST / UPDATE FORM**

DATE \_\_\_\_\_

TRANSFER \_\_\_\_\_ CHANGE \_\_\_\_\_ NEW \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ MSHEET \_\_\_\_\_

HOME PHONE \_\_\_\_\_ EMG #1 \_\_\_\_\_ EMG #2 \_\_\_\_\_ EMG #3 \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_

TRANSPORTATION ADDRESS \_\_\_\_\_  
(IF DIFFERENT)

TRANSFER/ENTRY TO \_\_\_\_\_ DATE OF TRANSFER/ENTRY \_\_\_\_\_  
(SCHOOL)

TRANSPORTATION NEEDED (Y/N) \_\_\_\_\_ LIFT VAN NEEDED (Y/N) \_\_\_\_\_

MODE OF TRANSPORTATION (YELLOW BUS-VAN—STOP-HOME) \_\_\_\_\_

START TIME \_\_\_\_\_ DISMISSAL TIME \_\_\_\_\_

COMMENTS \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
(SUPERVISOR)

-----  
**TRANSPORTATION OFFICE ONLY**

TRANSPORTATION BEGINS ON\* \_\_\_\_\_

BUS/VAN # \_\_\_\_\_ MASTER SHEET# \_\_\_\_\_

PICKUP / STOP AT \_\_\_\_\_

PICKUP TIME \_\_\_\_\_ DISMISSAL TIME \_\_\_\_\_

COMMENTS \_\_\_\_\_

\*CHANGES ARE SENT TO THE COMPANY ON TUESDAY AND GO INTO  
EFFECT ON THURSDAYS.

DATE RECEIVED \_\_\_\_\_

## **Business and Non-Instructional Operations**

### **Transportation Equipment**

Buses or other transportation vehicles that do not conform to the requirements of applicable laws and regulations shall not be used for transporting school children to and from school or on school-sponsored activities. Any field trips booked through the Transportation Office must use vehicles that meet the requirements of the law.

*Legal References:* Conn. Gen. Stat. §§ 14-257; 14-262; 14-273; 14-274; 14-275; 14-275a; 14-275c

## **Business and Non-Instructional Operations**

### **Transportation**

#### **Reporting of School Transportation Complaints**

The New Haven Board of Education authorizes the Superintendent of Schools to implement and maintain a reporting procedure for all complaints relative to school transportation safety.

*Legal References:*     *Conn. Gen. Stat. §§ 10-221; 10-221c*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*



## **Business and Non-Instructional Operations**

### **Transportation**

#### **Reporting of School Transportation Complaints**

The Board establishes the following procedures to monitor transportation complaints:

1. The Principal and/or designee will:
  - A. Complete Part I of the Transportation Complaint form
  - B. Sign the form
  - C. Retain Page 1 of the Transportation Complaint form
  - D. Send the rest of the Transportation Complaint form to the Transportation Department within one school day.
  
2. The Transportation Department:
  - A. Reviews and logs complaints
  - B. Keeps Page 2 of the Transportation Complaint form
  - C. Sends the complaint to the appropriate vendor in the order received
  
3. The Vendor will:
  - A. Investigate the complaint
  - B. Complete Part II of the Transportation Complaint form
  - C. Take appropriate action to rectify problem
  - D. Sign the Transportation Complaint form and retain Page 3
  - E. Send Page 4 back to the Transportation Department within two school days

**Business and Non-Instructional Operations**

**Transportation**

**Reporting of School Transportation Complaints (continued)**

4. The Transportation Department will:
  - A. Review the vendor's response to the complaint
  - B. Decide whether the complaint has been resolved, or
  - C. Decide whether to fine the vendor
  - D. Fill in decision and sign Part III of form.

The Superintendent or designee will hold bi-monthly meetings to review complaints and levy fines, if warranted.

*Legal References:*      *Conn. Gen. Stat. §§ 10-221; 10-221c*  
                                 *Charter of the City of New Haven, Art. XXIX, § 150*

## **Business and Non-Instructional Operations**

### **Purpose and Facilities: Food Service**

The school lunch program shall be an integral part of the total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the students.

To accomplish this objective with appropriate economy, all administration of the food services program will be coordinated in the office of the Superintendent or his/her designee. Business functions to be centralized will include central purchasing of food and supplies, a district-wide salary schedule for all food service employees, centrally planned menus, and regular audit of all accounts.

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

*Legal References: Conn. Gen. Stat. §§ 10-215; 10-221*

## **Business and Non-Instructional Operations**

### **Free or Reduced Price Lunches**

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

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

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

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishing of meals or supplementary milk because of race, religion, source of income or any other unlawful basis.
3. The anonymity of students receiving assistance under this policy shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance shall be kept at each school. A monthly report shall be submitted to the district office where records for audit purposes will be maintained.

## **Business and Non-Instructional Operations**

### **Free or Reduced Price Lunches (continued)**

6. Eligibility for the "Meals for Needy Children" program will be based on the following:

A. Emergency Situations

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

B. Objective Standards of Need

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

C. Priority to Neediest Families

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

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

*Legal References: Conn. Gen. Stat. §§ 10-215; 10-215a; 10-215b; 10-216*

## **Business and Non-Instructional Operations**

### **Food Sales by Students/Others**

#### **Food Sales other than the National School Lunch Program**

No food or drinks which do not meet the minimal nutritional values set by the Food and Nutrition Service of the U.S. Department of Agriculture (the "USDA") may be sold or made available for sale in any school in the district one-half (1/2) hour before and after the end of the designated lunch period. No food or drink distributing machine shall be accessible to students during those hours unless the food or drink being sold meets the minimal nutritional values specified.

Promotional candy sales shall be limited to the period before the designated lunch period. Such sales require approval of the school principal.

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

The Secretary of the USDA has approved a list of competitive foods which may be sold, and the State of Connecticut may extend that list, but only foods approved by the USDA and/or the State of Connecticut may be sold in district schools during the above-referenced hours.

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list is set forth in Board policy 3542.33(b), infra.

*Legal References:* 7 CFR parts 210 and 220  
Regs. Conn. State Agencies § 10-215b-1

## **Business and Non-Instructional Operations**

### **Food Sales by Students/Others**

#### **Categories of Foods of Minimal Nutritional Value**

1. Soda Water – As defined by 21 CFR part 165.175, except that artificial sweeteners are an ingredient that is included in this definition
2. Water Ices – As defined by 12 CFR part 135.160, except that water ices which contain fruit or fruit juices are not included in this definition
3. Chewing Gum – Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing
4. Certain Candies – Processed foods made predominately from sweeteners with a variety of minor ingredients which characterize the following types:
  - A. Hard Candy, such as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
  - B. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices.
  - C. Marshmallow candies.
  - D. Fondant, such as candy corn, soft mints.
  - E. Licorice – a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
  - F. Spun candy.
  - G. Candy coated popcorn, a product made by coating popcorn with a mixture made predominately from sugar and corn syrup.

*Legal References: National School Lunch Program and School Breakfast Program*

## **Business and Non-Instructional Operations**

### **Finance: Food Service**

Food in the school cafeteria shall be sold to patrons of the food service program at such price as will pay the cost of maintaining the program, exclusive of the costs which are made a charge against the funds of the school district according to applicable laws.

### **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.

### **Food Storage Provisions**

Storage of food and supplies shall be done so as to prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to the purposes of the school food service only.

### **Approval of Menu Prices**

Prices of all items on the menu shall be submitted to the Board annually for its approval, and otherwise as changes are needed. Revenues from lunchroom sales should offset the costs which are borne by the food service program.

*Legal References:*     *Conn. Gen. Stat. §§ 10-215; 10-216; 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, § 150*



## **Business and Non-Instructional Operations**

### **Capital Outlay**

Except for emergencies or reasons of economy, the purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent in order to prevent severe fluctuations in the annual capital outlay fund, and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

*Legal References:*     *Conn. Gen. Stat. § 10-221*  
                              *Charter of the City of New Haven, Art. XXIX, §§ 150, 153*

## FIVE YEAR CAPITAL PLAN FOR CITY DEPARTMENTS FOR FISCAL YEARS 1997-2001

| #                             | Coordinators/Departments        | CODE   | 1997              | 1998             | 1999             | 2000             | 2001             | TOTAL             |
|-------------------------------|---------------------------------|--------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Education:</b>             |                                 |        |                   |                  |                  |                  |                  |                   |
| <u>Reimbursable Projects</u>  |                                 |        |                   |                  |                  |                  |                  |                   |
| <u>Roofing:</u>               |                                 |        |                   |                  |                  |                  |                  |                   |
|                               | Brennan                         | CITY   | 40,000            |                  |                  |                  |                  | 40.0              |
|                               |                                 | ST/GRT | 160,000           |                  |                  |                  |                  | 160.0             |
|                               | Hillhouse                       | CITY   | 24,000            |                  |                  |                  |                  | 24.0              |
|                               |                                 | ST/GRT | 96,000            |                  |                  |                  |                  | 96.0              |
|                               | Wilbur Cross                    | CITY   | 28,000            |                  |                  |                  |                  | 28.0              |
|                               |                                 | ST/GRT | 112,000           |                  |                  |                  |                  | 112.0             |
| 2                             | Code Update:                    |        |                   |                  |                  |                  |                  |                   |
|                               | Wilbur Cross                    | CITY   | 840,000           |                  |                  |                  |                  | 840.00            |
|                               |                                 | ST/GRT | 3,360,000         |                  |                  |                  |                  | 3,360.00          |
|                               | Hillhouse                       | CITY   | 840,000           |                  |                  |                  |                  | 840.00            |
|                               |                                 | ST/GRT | 3,360,000         |                  |                  |                  |                  | 3,360.00          |
| 3                             | Asbestos                        | CITY   | 30,000            | 30,000           |                  |                  |                  | 60.00             |
|                               |                                 | ST/GRT | 120,000           | 120,000          |                  |                  |                  | 240.00            |
| 4                             | Elevator:                       |        |                   |                  |                  |                  |                  |                   |
|                               | Lincoln Bassett                 | CITY   |                   | 48,000           |                  |                  |                  | 48.00             |
|                               |                                 | ST/GRT |                   | 192,000          |                  |                  |                  | 192.00            |
|                               | Fair Haven                      | CITY   |                   | 64,000           |                  |                  |                  | 64.00             |
|                               |                                 | ST/GRT |                   | 256,000          |                  |                  |                  | 256.00            |
| 5                             | Modular Units:                  |        |                   |                  |                  |                  |                  |                   |
|                               | Strong                          | CITY   |                   | 72,000           |                  |                  |                  | 72.00             |
|                               |                                 | ST/GRT |                   | 288,000          |                  |                  |                  | 288.00            |
|                               | Truman                          | CITY   |                   | 46,000           |                  |                  |                  | 46.00             |
|                               |                                 | ST/GRT |                   | 184,000          |                  |                  |                  | 184.00            |
| 6                             | Energy Conservation:            |        |                   |                  |                  |                  |                  |                   |
|                               | Katherine Brennan               | CITY   |                   | 74,000           |                  |                  |                  | 74.00             |
|                               |                                 | ST/GRT |                   | 296,000          |                  |                  |                  | 296.00            |
|                               | Lincoln Bassett                 | CITY   |                   | 85,000           |                  |                  |                  | 85.00             |
|                               |                                 | ST/GRT |                   | 340,000          |                  |                  |                  | 340.00            |
| <u>Reimbursement Projects</u> |                                 |        |                   |                  |                  |                  |                  |                   |
|                               | Audio Equipment                 | CITY   | 55,000            | 55,000           | 100,000          | 100,000          | 100,000          | 410,000           |
|                               | Computers-Instructional         | CITY   | 1,200,000         | 1,250,000        | 2,000,000        | 2,000,000        | 2,000,000        | 8,450,000         |
| 9                             | Computers-Student MIS           | CITY   | 150,000           | 250,000          | 500,000          | 500,000          | 500,000          | 1,900,000         |
| 10                            | General Repair                  | CITY   | 465,000           | 500,000          | 675,000          | 675,000          | 675,000          | 2,990,000         |
| 11                            | Tile/Carpet/Flooring            | CITY   | 145,000           | 300,000          | 450,000          | 450,000          | 450,000          | 1,795,000         |
| 12                            | Professional Services           | CITY   | 120,000           | 250,000          | 200,000          | 200,000          | 200,000          | 970,000           |
| 13                            | Rolling Stock                   | CITY   | 50,000            | 100,000          | 75,000           | 75,000           | 75,000           | 375,000           |
| 14                            | Interior Painting/Plaster       | CITY   | 100,000           | 300,000          | 425,000          | 425,000          | 425,000          | 1,675,000         |
| 15                            | Masonry Repairs                 | CITY   | 25,000            | 75,000           | 100,000          | 100,000          | 100,000          | 400,000           |
| 16                            | HVAC                            | CITY   | 60,000            | 100,000          | 175,000          | 175,000          | 175,000          | 685,000           |
| 17                            | Plumbing Repairs                | CITY   | 70,000            | 200,000          | 150,000          | 150,000          | 150,000          | 720,000           |
| 18                            | Paving/Fencing                  | CITY   | 40,000            | 150,000          | 150,000          | 150,000          | 150,000          | 640,000           |
|                               | <b>Total:</b>                   |        | <b>11,490,000</b> | <b>5,625,000</b> | <b>5,000,000</b> | <b>5,000,000</b> | <b>5,000,000</b> | <b>32,115,000</b> |
| <u>Funding Sources:</u>       |                                 |        |                   |                  |                  |                  |                  |                   |
|                               | CITY(City Bonds):               |        | 4,282,000         | 3,949,000        | 5,000,000        | 5,000,000        | 5,000,000        | 23,231,000        |
|                               | State:                          |        | 7,208,000         | 1,676,000        | 0                | 0                | 0                | 8,884,000         |
|                               | Federal:                        |        | 0                 | 0                | 0                | 0                | 0                | 0                 |
|                               | Other:                          |        | 0                 | 0                | 0                | 0                | 0                | 0                 |
|                               | Redesignation:                  |        | 0                 | 0                | 0                | 0                | 0                | 0                 |
|                               | <b>Total Education Request:</b> |        | <b>11,490,000</b> | <b>5,625,000</b> | <b>5,000,000</b> | <b>5,000,000</b> | <b>5,000,000</b> | <b>32,115,000</b> |