



NEW HAVEN PUBLIC SCHOOLS

Operations Reference Guide

2022-2023

About us

The intent of this guide is to provide NHPS School leaders and their staff easy access to the information that is essential for the successful operation of their school. We have attempted to capture many of the local and federal regulations that apply to schools in CT while also highlighting operational best practices.

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Message to Principals

Returning to school each fall brings its own mix of challenges and excitement for a principal, and this year that is true more than ever. Every year, you, the principal, are deluged with information about changes in procedures and schedules, new policies, and new expectations. Each year, you absorb the information, sort through it and incorporate it into your planning for your school. This year, the inflow of information takes on a very different character, and you greet it with a heightened sense of concern. There is much to get right for the students, teachers, families and staff within your direct circle of responsibility.

This guide is to help you structure your thinking about the return to school, in whatever form that takes. Realizing that you are receiving an avalanche of information from many directions, we have attempted to keep to the point and direct you to where you can find more help. Be there are four factors that we want principals to be aware of:

- **Change.** Some changes come from the outside - states, federal government, school boards, districts, and community organizations. The trick is to stay current in understanding them, to take them into account in your planning but not be overwhelmed by them. Other changes are ones that you and your school may want to make for the betterment of the school and the benefit of your students.
- **Communication.** Plan how to welcome back your students, families, teachers, and staff, whether in person or by other means. Learn from them how they are doing and what they see ahead, so that you can plan how to meet their needs. Let them know about changes the school is making, reassure them, inform them, and convey excitement about the changes and opportunities.
- **Collaboration.** Consider how decisions are made in your school and how different groups are involved, especially teachers, staff, families, and students, but also vested stakeholders and community groups. Engage them in your preparation for the return to school. Working together is especially important at this time, and you may be establishing new ways to collaborate, which will carry your school through this difficult transition and continue to serve as effective methods for shared leadership and decision making.
- **Care.** Care requires “collaboration” and “communication” as you prepare to meet the needs of your students, families, teachers, and staff under the peculiar circumstances of this year’s return to school. Caring is not an emotion, it is an action, and effective action takes careful planning, communication, and working together. It requires close attention to each group and individual within your care.

The information contained in this guide has been compiled from numerous sources, and the content will be continually reviewed and revised in order to provide the most up-to-date knowledge available. While we have aimed to make this a complete reference guide, you should always check with the New Haven Public Schools operations

website if you are in doubt of a specific requirement or mandate to make sure you are acting on the most current information. This document is not meant to serve as a substitute for seeking legal, accounting, or other professional advice.

In the pages that follow, this guide complements the work of the board and builds upon the insights, experiences, and expertise of a wide range of individuals. Every individual has a role to play in improving the safety of our students and the security of our schools. Only by working together can we help prevent future tragedies, and when those incidents do occur, mitigate their effects and learn from them. Together this administration, state and local communities have made steady progress in strengthening our schools. We must continue to press ahead.

We hope the guidelines and resources provided here are helpful to you.

Wishing your school, the best year!

Table of Contents

Phone List.....	8
Help Desk	10
Help Desk Support.....	11
Phone Support.....	12
Munis Support	15
Munis Employee - Self Service	15
Munis Financial Management.....	15
Facilities Information	0
Grounds Maintenance	1
Work Order Procedures	3
How to Login.....	3
Program Interface	3
Entering a New Work Order (Video Available)	4
Building Use & Permit Procedure	5
Mandates & Programs	6
Asbestos Hazard Emergency Response Act	7
Environmental Health Safety Protocols.....	11
Integrated Pest Management.....	13
Green Cleaning Program.....	15
Sanitization/Disinfection Protocols.....	16
Chemical Hygiene Plan	17
Mold Remediation Protocols	18
Indoor Air Quality Program (IAQ)	20
Automated External Defibrillator Program.....	22
Severe Weather Response.....	24
Energy Management & Sustainability.....	26
Energy Programs.....	27
Water Conservation	30

School Security & Safety	31
Preparedness/Prevention/Recovery.....	32
Employee Assistance Program (EAP)	35
Building Access	36
Fire/Lockdown Drill Procedure	38
Information Technology	40
Acceptable Use of the Internet, Other Computer Networks and Internet Safety	41
Code of Conduct for Internet and Other computer network access	46
Rules and Codes of Ethics for School Computer Users.....	48
Consent for Participation in Distance Learning	49
Transportation	51
Transportation Policy.....	52
Field Trip Transportation Request	56
Food Service	57
Breakfast & Lunch Programs.....	58
Food Allergy Policy.....	59
Meal Request Procedure	62
Income Surveys.....	63
Mailroom/Xerox/ Print Shop	64
Mailroom Policy	65
Mailroom Procedures.....	65
Suspicious Package Handling Procedure.....	68
Xerox Procedures	70
District Print Shop	72
Appendices	73
Appendix List	74
Pandemic Response	75

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Phone List

Dial 911 for all life-threatening emergencies.

Note: The New Haven Public Schools phone will require you to dial a “9” before dialing 9-1-1. Be aware of the procedure to make an outgoing call from your phone system.

Utilities	Phone Number
Southern CT Gas	1-800-513-8898 (Leaks) 1-800-659-8299 (Complaints)
United Illuminating Company	1-800-722-5584 (Outage) 1-800-492-1227
Regional Water Authority	203-562-4020
Greater New Haven Water Pollution Control Authority	203-466-5260

Facilities Staff & Programs	Phone Number
Facilities Help Desk	475-220-1647
Interim Executive Director of Facilities Rebecca Hunt	475-220-1631
Assistant Director for Custodial Operations Lisa Hopkins	475-220-1650
Assistant Director of Maintenance Operations	Facilities Help Desk
Facilities Project Manager	Facilities Help Desk
Night Custodial Supervisor	203-996-6993
Supervisor of Grounds & Roofs Marvin Bivens	475-220-1638
Building Permits & Administrative Services Coordinator Heather Barbarotta	475-220-1647
Manager of HVAC and BMS Operations	Facilities Help Desk
Environmental Health & Safety	Facilities Help Desk

School Safety & Security	Phone Number
Emergency	9 - 911
New Haven Police Department (Non-Emergency)	203-946-6316
Fire Department - Main	203-946-6300 or 203-946-6222
NHPS Security Department Main Office	475-220-1681
Chief of School Security	475-220-1682

School Safety & Security	Phone Number
NHPS Issued Keycards	475-220-1645

Information Technology	Phone Number
IT Help Desk	475-220-1700 Helpdesk@new-haven.k12.ct.us
Executive Director of Information Technology	475-220-1694
Powerschool Support	866-434-6276
Munis Technical Support	800-772-2260 (ext. 3806)

Transportation	Phone Number
Transportation Main Office	475-220-1600
Executive Director of Transportation	475-220-1598

Food Service	Phone Number
Food Service Main Office	475-220-1610
Executive Director of Food Services	475-220-1611
Trip/Meal Requests	475-220-1618
POS & Lunch Applications	475-220-1616

Mailroom/Xerox/Print Shop	Phone Number
Central Office Mailroom	475-220-1597
Xerox Office	475-220-1596
Print Shop	475-220-7457

Help Desk

Help Desk Support

Information Technology	Phone Number
IT Help Desk	475-220-1700 Helpdesk@new-haven.k12.ct.us

In order to streamline support requests and better serve you, it is best to submit a detailed request via email. Every support request is reviewed and assigned to a staff member for support.

You must use a valid New Haven Public Schools email address to submit a request, if you do not have your account yet call the Help Desk.

How to Request Help Desk Support:

A support ticket subject line should enable the helpdesk agent to glance at the subject line and immediately know the issue (without being too wordy). A clear subject line can lead to a quicker resolution—and even help IT solve future tickets featuring similar issues.

Subject Line: Topic of Request – Location

(Example: Old Equipment Removal, Betsy Ross Library)

Usually, the difference between a poor support ticket and a great one is the details. The more detailed the ticket, the more likely it will be solved quickly and without much heavy lifting on your end.

Note: The helpdesk does not need every detail, just the right ones. However, do not be afraid to ask questions in your ticket. Your helpdesk would much rather you ask than guess.

If you put the work upfront to include the right details, the rest of the process will be seamless.

Body of Email: Be as descriptive as possible in this area.

Device Type: Windows Desktop, Windows Laptop, Mac Desktop, Mac Laptop, etc.

Device issue and the location of device for more efficient assistance.

Photos and screenshots of the screen or error message is helpful.

Phone Support


Information Technology	Phone Number
IT Help Desk	475-220-1700 Helpdesk@new-haven.k12.ct.us



















For phone requests, maintenance and support is all provided by the Information Technology Department.

Note: The model and depiction may vary, but the mechanics of the phones are universal in nature. For further assistance or training, submit an inquiry with the help desk.



Physical Description





#	Name	Description
1	Programmable Buttons 	Depending on the configuration, programmable buttons provide access to: Phone lines and intercoms, speed-dial numbers, Web based services and call features such as privacy hold or transfer button.

	Programmable Buttons  <i>continued</i>	<u>Buttons light to indicate status:</u>  <u>Green, steady:</u> Active call or two-way intercom call  <u>Green, flashing:</u> Held call  <u>Amber, steady:</u> Privacy in use, one-way intercom call, Do not Disturb active.  <u>Amber, flashing:</u> Incoming call or reverting call  <u>Red, steady:</u> Remote line in use (shared line)  <u>Red, flashing:</u> Remote call on hold
2	Phone Screen	Displays information such as line/call status, phone number, and soft key tabs.
3	Footstand adjustment	Allows you to adjust the angle of the phone base.
4	Message button 	Provides access to voicemail.
5	Directories Button 	Provides access to the phone directory.
6	Help Button 	Activate Help Menu.
7	Setting Button 	Provides access to phone settings such as display contrast and ring type.
8	Services Button 	Provides access to phone services.
9	Volume Button 	Increases or decreases handset, headset, ringer or speakerphone volume.
10	Speaker Button 	Toggles on and off speaker.
11	Mute Button 	Toggles on and off mute.
12	Headset Button 	Toggles the headset on or off. When the headset is on, the button is lit.
13	Navigation Button 	Allows you to scroll through menus and highlight items. When the phone is on-hook, it displays phone numbers from your placed calls log.
14	Keypad	Allows you to dial phone numbers, enter letters, and choose menu items.
15	Softkey buttons 	Each activates a softkey option (displayed on your phone screen).
16	Handset light strip	Indicates an incoming call or new voice message.

Common Phone Tasks

If you want to...	Then...
Place a call using the handset	Pick up the handset before or after dialing a number.
Redial a number	Press <u>Redial</u> or press the Navigation button while on-hook to see your Placed Calls log.
Switch to headset or speaker during a call	Press speaker  or Headset  button, then hang up the handset.
Hold/resume a call	Press <u>Hold</u> or <u>Resume</u>
Transfer a call to a new number	Press <u>Transfer</u> , enter the number, then press <u>Transfer</u> again.
Place a call when another call is active (using the same line)	Press <u>Hold</u> , Press <u>New Call</u> , then enter a number.

Tips

- You can dial on-hook, without a dial tone (pre-dial). To pre-dial, enter a number, then go off-hook by lifting the handset or pressing Dial, or Press speaker  or Headset  button
- If parties hear a beep tone, the call might be monitored or recorded. Ask your system administrator for more information.

Munis Support

Information Technology	Phone Number
IT Help Desk	475-220-1700 Helpdesk@new-haven.k12.ct.us
Munis Self Service (Employee Info)	ESSPassword@newhavenct.gov
Munis Technical Support	800-772-2260 (ext. 3806)

Tyler Technologies provide the City of New Haven and its employees including New Haven Public School staff, with varied softwares. The system manages several core functions, including financials, procurement, HR, payroll, etc.

Munis Employee - Self Service

Link: <https://newhavenct.munisselfservice.com>

This program can be used by employees to view further employment opportunities, as well as personal information regarding your time spent/remaining, paystubs, w2 information.

Log in IDs will be your first initial followed by your last name ending with the last 4 digits of your Social Security number. (Ex. JSmith1234)

Your temporary password will be the last four digits of your Social Security Number. Each user will be prompted to change their password upon initial login to the website.

If using Forgot your Password, be sure to check Spam/Junk folders for email.

Once you gain access to the website you will be able to view the personal information currently in the program. If the information is incorrect you will be able to make all necessary changes straight into the website.

The top right-hand corner has a graduation cap icon  Tyler U Classes.

The icon provides guidance on how to navigate the webpage and how to perform certain actions. If needed.

Munis Financial Management

Link: <https://cityofnewhavenct.tylerhub.com>

The financial application of Munis handles different aspects of accounting, budgeting and procurement needs. It is a powerful, easy-to-use tool that offers solutions to quickly access information, simplified reporting, and time saving workflow to help the district to ensure accountability, make informed decisions, and increase financial transparency.

For New Employees:

Link: <https://munisrequest.nhboe.net>

It is your department heads/supervisor's responsibility to request access to the program, as well as outline what access and permissions should be made available to the employee. The following information is required to submit the request.

- Requester Information: Name, Email, Phone Number, Date of Request.
- Employee full name
- Email
- Phone Number
- Employee Number
- Supervisor full name
- Department Name
- Department Location
- User Permission Duplication
 - If yes, Enter Employee User ID
 - If no, Set permissions: Finance, Purchasing, Accounts Payable, Department Functions, Human Resources.

User Modification Request:

Link: <https://munisrequest.nhboe.net>

It is your department heads/supervisor's responsibility to request any changes to access to the program. As well as outline what access and permissions should be amended for the employee. The following information is required to submit the request.

- Requester Information: Name, Email, Phone Number, Date of Request.
- Employee Munis User ID
- Employee full Name
- Authorizing Supervisor-Approver
- Supervisor full name
- Email
- Phone Number
- Department Name
- Department Location
- User Permission Duplication
 - If yes, Enter Employee User ID
 - If no, Set permissions: Finance, Purchasing, Accounts Payable, Department Functions, Human Resources.

Facilities Information

Grounds Maintenance

Facilities Staff & Programs	Phone Number
Facilities Department	475-220-1630

The entire school grounds must be properly maintained on a routine and preventative basis. School grounds can be defined as the full extent of all schools properly, including school sites, the central office, and other administrative or support facilities. This includes, but is not limited to:

- Courtyards
- Playgrounds
- Exterior Lights and Signage
- Pools
- Paved surfaces (ex. Sidewalk, Parking lots, and roads)
- Athletic Fields

Other grounds-related factors that demand consideration includes, but is not limited to:

- Drainage
- Outdoor classroom requests

Inspection Schedule

This guide outlines the school's grounds inspection and maintenance of their facilities including the requirement to comply with its obligations. It sets out how schools must respond to facilities-related safety incidents and access to supplementary maintenance assistance if required.

Routine Maintenance helps support the upkeep of school facilities and prevent new maintenance issues from arising. Routine maintenance tasks are simple, small-scale activities undertaken regularly to prevent wear and tear and support the upkeep of buildings and grounds.

The building managers for the school are required to monitor the above referenced areas in their school and to report any issues that require attention in the work order system.

In the event where there is an immediate hazard to students and staff, schools must contact Facilities Related Help Desk.

Key Steps for Compliance

The principal's role in relation to compliance and monitoring methodology is defined by key steps which identify, manage and monitor compliance with obligations relating to school infrastructure.

1. Identify

- a. The first step is for schools to identify the relevant maintenance item requirements for their school.
- b. Schools must review each of the relevant policies annually and assess existing assets in the school to determine which policies apply.
- c. Schools must ensure a record of assets is maintained, for example the number, type and location of gas heaters within the school, etc.

2. Manage

- a. Depending on the compliance obligation, these activities and tasks may vary. It is advised to implement a management plan based on the applicable maintenance requirements, found during Step 1 Identify.
- b. Schools must follow the reporting process outlined following this policy *Work Order Process*.

3. Monitor

- a. The principal is required to monitor the progress of work being requested and performed within the school.
- b. The Chief Operating Officer Office in conjunction with the Facilities dept monitors compliance with obligations (using SchoolDude's Management Software where possible) and responds to non-compliance at a school and system level through direct intervention and review of policies and procedures.
- c. This monitoring contributes to monthly attestation processes whereby the Chief Operating Office in conjunction with the Facilities dept on compliance with key items including those related asset management, with the Citywide School Building and Stewardship Committee.

Work Order Procedures

Facilities Staff & Programs	Phone Number
Facilities Department	475-220-1630
Calls placed in lieu of submitting a formal Work Order will not be processed.	

The Facilities Department staff utilize SchoolDude as the software to track Work Orders for the Buildings around the District.

How to Login

Login Name

Password

Product

Website: <https://login.schooldude.com/>

Login Name: FirstName.LastName

Product: Select-MaintenanceDirect

If this is your first time logging in, reach out to the Facilities for assistance.

Program Interface

The program is set up with a number of tabs on top for easy access. The elements of the MaintenanceDirect Home Page will vary for each user role, although the basic layout will be the same.

Homepage Banner



Home - takes you to the MaintenanceDirect Home Page

Calendar - Takes you to the Calendar Page where you can view outstanding or completed work orders by request date, target completion date, etc

New Work Order - where you can enter a new work order

Reports - takes you to a page with links where you can create paths

Services - this page outlines SchoolDudes services

Account Setup - Only available to *Administrators*

The **Search Bar** box under the Home tab can be used to find a specific work order or group of work orders. Enter a Work Order ID number to bring up that specific form or enter a keyword to bring up a list of work orders associated with that term.

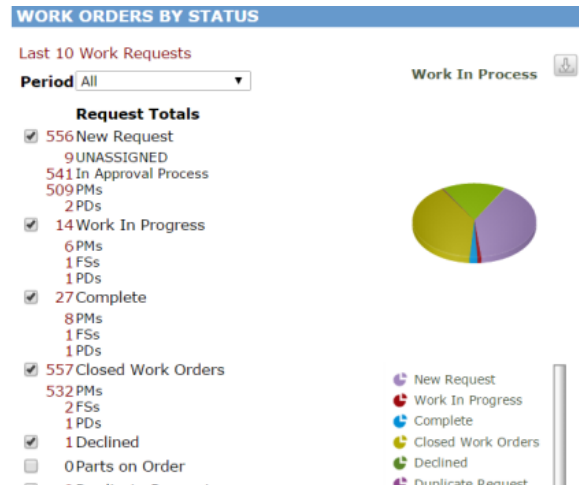
Work Order by Status

The center section shows a breakdown of the statuses of all of the work orders in your account.

Use the **Period** drop down to narrow the time frame of the requests. The counts are based on the last status change date of the work order.

Click on the check boxes next to options under **Request**

Totals to manipulate the data to show what you would like to view.



Entering a New Work Order [\(Video Available\)](#)

[Available](#)

Along the Homepage Banner select “New Work Order” which will bring you to a new page.

*Note: Fields that are marked with a red checkmark (☑) are required fields.

☑ **Status** - New Request

☑ **Priority** - Select the appropriate priority from the drop down box

☑ **Location** - Identify where the work needs to be done, select School Name from the drop down box.

Request Date - Autopopulates to *today's* date.

Area Number - Enter information for a specific location, such as room name or room number.

☑ **Request Description** - Enter the complete description in the open text box, be as specific as possible. Note: Do not combine Craft Types into one order, they should be separated.

(Ex. Cafeteria Door and Windows need replacing, as well as ceiling tiles near entrance - should all be separate *Craft Types*.)

☑ **Craft** - This is where the work order type is being requested. Use this box to determine the # of work orders needed for an area.

Be sure to SAVE the order when complete to ensure its submitted

When completed, a Work Order ID number will be assigned to the request for reference and monitoring, until work is completed.

Building Use & Permit Procedure

Facilities Staff & Programs	Phone Number
Building Permits & Administrative Service	475-220-1647

It is the policy of New Haven Public Schools to welcome the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community.

The District recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. While the New Haven Public Schools were established for the primary purpose of facilitating instructional programs for our students, the building and surrounding outdoor facilities are available for use after regular school hours and weekends for many types of activities.

Under the direction of the Chief Operating Office, his/her designee will determine the eligibility and approval for the use of all school district facilities. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the usage policies of New Haven Public Schools.

The user of the facility will hold New Haven Public Schools and its agents and representatives harmless for any liability of any nature whatsoever resulting from use of the premises. The user must have insurance to cover any personal and/or property claims resulting from the event. The user agrees to indemnify the New Haven Public Schools and the City of New Haven for any damages as a result of use of the facility by signing the facility use agreement. New Haven Public Schools reserves the right to cancel any facility use agreement whenever such cancellation is advisable and in the best interest of the students. Provided the administration will make reasonable efforts to accommodate events which have been booked in advance.

Area organizations and even Principals may need to submit an application for the use of School Facilities after school hours. The primary use of school buildings is for Education programs and activities. Secondly, preference will be given to school related and government sponsored activities.

It is required for event organizers to provide applications for a Building Use Permit, filled out completely, signed and submitted a minimum of three weeks prior to the event. The Rules and regulations with applications are available in the Facilities portion of the district website.

Principals must also ensure any/all activities that are set to be held at the school during break/vacation periods are properly permitted for use of the building.

Mandates & Programs

Asbestos Hazard Emergency Response Act

Facilities Staff & Programs	Phone Number
Environmental Health & Safety Office	475-220-1662

Pursuant to the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos-Containing Materials in Schools rule requires local education agencies to inspect their school buildings for asbestos-containing building material, prepare asbestos management plans and perform asbestos response actions to prevent or reduce asbestos hazards. Public school districts and non-profit private schools, including charter schools and schools affiliated with religious institutions (collectively called local education agencies) are subject to the rule's requirements.

School	Address	Asbestos Yes/No
Adult and Continuing Education	580 Ella Grasso Blvd.	No
Barnard Environmental Magnet School	170 Derby Ave.	No
Beecher School	100 Jewell St.	No
Benjamin Jepson Magnet	15 Lexington Ave.	No
Betsy Ross	150 Kimberly Ave.	No
Bishop Woods School	1481 Quinnipiac Ave.	No
Celentano School	400 Canner St.	No
Central Kitchen	75 Barnes St.	No
Clemente Leadership Academy	360 Columbus Ave.	No
Clinton Avenue School	293 Clinton Ave.	No
Conte/West Hills Magnet School	511 Chapel St.	No
Cooperative High School	177 College St.	No
Davis 21st Century Magnet School	35 Davis St.	No
Dr. Mayo Early Childhood School	185 Goffe St.	No

East Rock Community Magnet school	133 Nash St.	No
Edgewood School	737 Edgewood Ave.	Yes
ESUMS	500 Boston Post Rd.	No
Facilities Offices	375 Quinnipiac Ave.	Yes
Fair Haven School	164 Grand Ave.	No
Family Academy of Multilingual Exploration	255 Blatchley Ave.	No
Gateway Center	54 Meadow St.	Yes
High School in the Community	175 Water St.	Yes
Hill Central Music Academy	140 DeWitt St.	No
Hill Regional	140 Legion Ave.	No
Homebound Program	333 Valley St.	Yes
James Hillhouse High School	480 Sherman Ave.	No
John C. Daniels School	569 Congress Ave.	No
John Martinez School	100 James St.	No
K Brennan School	200 Wilmot Rd.	Yes
K Brennan School	199 Wilmot Rd.	No
King/Robinson Magnet School	150 Fournier St.	No
Lincoln-Bassett School	130 Bassett St.	No
Mauro/Sheridan Magnet School	191 Fountain St.	No
Metropolitan Business High School	115 Water St.	No
Nathan Hale School	480 Townsend Ave.	No
New Haven Academy	444 Orange St.	No
Obama School	130 Orchard St.	Yes

Quinnipiac School	460 Lexington Ave.	Yes
Riverside School	103 Hallock Ave.	Yes
Ross Woodward School	185 Barnes Ave	No
Sound (Anderson bldg)	60 South Water St.	No
Sound (Emerson Bldg)	82 South Water St.	No
Sound (Foote Bldg)	17 Sea St.	No
Sound (McNeil bldg)	60 South Water St.	No
Sound (Thomas bldg)	40 South Water St.	Yes
Storage	21 Wooster St.	Yes
Troup School	259 Edgewood Ave.	No
Truman School	114 Truman St.	No
West Rock Academy	311 Valley St.	Yes
Wexler/Grant Community School	55 Foote St.	No
Wilbur Cross High School	181 Mitchell Dr.	Yes
Worthington Hooker School	180 Canner St.	No
Worthington Hooker School 3-8	691 Whitney Ave.	No

Vendor “Right to Know” Acknowledgement Log

It is required to notify all occupants of a building that contains asbestos-containing materials, about the status of the material annually.

Is it important that all this information guides day-to-day maintenance and operations. For example, if there is asbestos in a building’s floor tiles, staff must know not to use the buffer/sander to clean the area or else hazardous fibers could be released into the air.

In the event an outside contractor/vendor enters the premises, they must sign an acknowledgement log that should be prepared in a 3-ring binder, utilizing the attached document which should be available in the main office or Security Desk of the school.

Vendor "Right to Know" Acknowledgement Sign-In Log

Date	Name	Company	Purpose of Visit	Time In	Time Out	I have reviewed the Asbestos Plan
11/16/18	John Doe	Company X	To Visit	11:00 AM	11:25 AM	JD

It is the individual school's responsibility to ensure that every outside contractor/vendor that enters the school building fills out the sign in sheet upon entering and exiting the building including signature of review of Asbestos Plan.

These forms must be filed in the school's Asbestos Management Plan binder.

Environmental Health Safety Protocols

Facilities Staff & Programs	Phone Number
OSHA & Hazardous Waste Concerns	475-220-1631

The following are the protocols that must be followed to keep our schools in code compliance with the Health & Safety Issues.

1. Each Principal *may* designate a schools Environmental Health & Safety “Officer” or “Contact”. This person is responsible for keeping the required “Environmental Health and Safety Files” up to date. In case of an incident, this person is responsible for coordinating the response plan with the principal and to meet with all the investigating personnel.
2. A complete file, including the current and archived “Safety Data Sheet” (SDS) book and the school’s Emergency Action Plan (EAP), SDS Books must be kept on file in the Science Dept., Art and Career Tech Depts., the Building manager’s office, and the main office of each school. The designated school Environmental Health & Safety “Officer” must be noted in the main office copy of the file. All employees must be aware of the existence of the SDS book and where to find it for reference or in case of an incident. An “Right to know - It’s the Law” poster must be put up in your main office and copies put wherever you deem necessary.
3. The SDS Book must include:
 - a. A list of the chemicals currently being utilized, stored, or present in the school First Page of the binder must be Alpha indexed (reviewed and updated yearly).
 - b. An orderly collection of the Safety Data Sheets for each of the chemicals in the school (alphabetized).
 - c. Archived: An SDS “book” with a list of the chemicals no longer being used and where a worker may view the material safety data sheet for the chemical (sheets must be maintained for 30 years).
4. Each school must have an Emergency Action Plan (EAP). An in-service on the EAP, with an official sign-in sheet, must be held with your entire staff yearly. Retraining is required any time a change is made to the EAP.
5. Violations cited under U.S. Department of Labor, OSHA Standards 101 1910.38, all minimum required elements must be included in the Emergency Action Plan.
6. While the Crisis Plan that each of you has so diligently revised, studied, practiced and provided training on for your individual schools is excellent in almost all aspects, Environmental Health and Safety found that the plans needed to be more explicit about how each staff person would be accounted for during an emergency. Therefore, the section of your crisis plan the deals with Emergency Evacuations must be revised to include the following elements:
 - a. Each staff person must be aware of the various designated safe areas.

- b. After the building has been evacuated, an identified individual, who has a roster of all staff, must visit each designated safe area and account for the whereabouts of each staff person.
 - c. Once this information is collected, it should be provided to the Principal or his or her designee.
 - d. The Principal or his or her designee must then report this status to the Emergency Incident Commander.
 - e. In addition to making these additions to your Crisis Plan, you must provide training to all staff regarding these additions.
7. All accidents/incidents, such as any hazardous or major chemical spills (especially of unknown type/origin) and potential fire/gas/combustion situations, require an immediate 911 call followed by a call to 475-220-1662. Staff has to be instructed that all incidents must also be reported in writing to both the Principal and the designated school Environmental Health and Safety Officer after the initial call.
8. Any questions and/or requests for clarification or documents needed for your Environmental Health and Safety file should be made directly to 475-220-1662.
9. All staff must receive Chemical Hygiene/Hazard and Blood Borne Pathogen and “EAP” training yearly, with written verification of attendance. This is **mandatory** as per Environmental Health and Safety.
10. Environmental Health and Safety randomly contacts schools (starting with High Schools) throughout the year to schedule inspections. Full cooperation with his requests is expected.

Integrated Pest Management

This section introduces you to the Integrated Pest Management (IPM) program. IPM is an approach to pest control that uses regular monitoring and recordkeeping to determine if and when treatments are needed. It employs a combination of strategies and practices to keep pest numbers low enough to prevent unacceptable annoyance or damages.

Principles of IPM

1. Perform thorough in-field or on-site assessments of each pest problem.
2. Establish scouting or inspection procedures to monitor pest population levels and severity of the pest problem.
3. Use appropriate control action thresholds, if available, for each (combination of) pest problem(s) to determine when corrective action(s) must be implemented.
4. Determine corrective action(s) when a control action threshold is reached. Use the following objectives in the selection of specific reduced-risk practices: least disruptive of natural controls, least hazardous to human health, least toxic to non-target organisms, least damaging to the environment, and most cost-effective considering both short- and long-term objectives.
5. Establish and maintain an accurate record keeping system to catalog monitoring information and management procedures.
6. Evaluate the effectiveness of the schools IPM program and adjust, as needed.

Requirements for IPM Policy

At the beginning of each school year, the board has implemented such policies that require the written guidelines on how the IPM plan is to be implemented and provide to parents/guardians of enrolled students with a statement that includes a summary of the IPM plan for the school. Each school is responsible for maintaining a registry of persons who wish to be notified. That statement must:

- Indicate that staff, parents/guardians may register for prior notice of pesticide applications at the school.
- Describe notification procedures for emergency applications.

The school shall provide notice to any that have registered to be notified by any means practicable on or before the date of application at the school. Such notification shall include:

- The name of the active ingredient of the pesticide being applied.
- The location of the application on the school property.
- The date of the application.
- The name of the school administrator or designee who may be contacted for further information.
- Any modifications to the IPM plan.

- The IPM Contractor will ensure each school has a copy of the required plan which will include all the required MSDS Sheets and product labels. The IPM plan must be in the main office. The IPM plan will also include a template of the letter that must be sent yearly as well as a template of the register to be maintained at the school.

Green Cleaning Program

Cleaning - To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water.

As concerns about chemicals in the environment grow, there is an effort to reduce the amount and type of chemicals people are exposed to everyday. In light of this, a law was passed in 2009 by the CT Legislature that requires schools to start a green cleaning program in the schools by July 2011.

This change will mean improved health for school occupants by reducing children's, teacher's, custodian's and other staff's exposure to toxic chemicals and asthma triggers that can be found in cleaning products. These include bleach, phenols, and ammonia often found in many over-the-counter general purpose cleaners.

The facilities and custodial staff must be aware of all chemicals used in the schools. They have been trained to use the best cleaner for the situation/location. For example, they use disinfectants in the bathrooms, sanitizers in the kitchen and general purpose cleaners in the bathroom. Only the trained custodial and nursing staff should be handling disinfectants. It is recommended that the school provide teachers with small pump bottles (labeled with the product name and any health hazard) of the approved green cleaner to use in the classroom.

Green Cleaning Product List

This table lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each product is used.

Product Type	Name	Location	Manufacturer	Frequency
Floor Finishing	EP-22	All Flooring	Hillyard	SA
Hand Soap	Green Select Foaming Hand Soap	Restroom Hand Soap	Hillyard	D
Floor Stripping	Green Select Stripper	Tile/Terazzo	Hillyard	SA/A
Neutral Floor Cleaner	Super Shine-All	Daily Cleaner	Hillyard	D/W
General Purpose	Suprox	Hard Surface Cleaner	Hillyard	D
Glass Cleaning	Suprox Glass & Floor	Glass/Floors	Hillyard	D
General Purpose	Suprox Multi-Purpose Cleaner	Desks/Lockers/Hard Surface	Hillyard	D
Restroom Cleaner	Suprox Restroom Cleaner	Restrooms	Hillyard	D
Neutral Floor Cleaner (VCP Floors)	Top Clean	Hallways and classrooms	Hillyard	D/W
Frequency Legend:	D-Daily W-Weekly M-Monthly SA-Semi Annually A-Annually			

Sanitization/Disinfection Protocols

Facilities Staff & Programs	Phone Number
Health & Safety Coordinator	475-220-1662

Sanitize - To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.

Disinfect - To destroy or inactivate most germs on any inanimate object, or surface. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

In accordance with federal, state and local guidance, NHPS increased its disinfecting mitigation practices to the regular cleaning schedule. Follow your school's standard procedures for routine cleaning and disinfecting.

- **Clean and Disinfect Surfaces and objects that are often touched.**
Surfaces and objects that are touched often, such as keyboards, desks, phones, etc. Some schools may also require disinfecting these items every day. Standard procedure often calls for disinfecting specific areas of the school, like restrooms.
- **Keep routine cleaning and disinfecting practices in place.**
Most viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings.
- **Clean and disinfect correctly.**
Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water and follow with an approved solution. Use disinfecting wipes on electronic items that are touched often, it may be necessary to use more than one wipe to clean the surface. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.
- **Use products safely.**
Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

The Environmental Health & Safety Trainer and Coordinator will distribute Personal Protective Equipment and provide training education for safety procedures.

Chemical Hygiene Plan

Facilities Staff & Programs	Phone Number
OSHA & Hazardous Waste Concerns	475-220-1631

This Chemical Hygiene Plan (CHP) is intended to protect the Health & Safety of all New Haven Public Schools personnel working with/exposed to hazardous materials. Including but not limited to: how it's properly stored, handled and disposed of in a safe and environmentally proper manner.

This policy applies to all Facilities Management and Custodial areas, as well as School laboratories, shops and art rooms. All other OSHA Health & Safety Standards shall be compiled to in addition to the requirements of this policy.

Guidelines for Schools

- A school "Health & Safety" contact person may be appointed yearly by the Principal. However, a report of concern or injury may be made to the Facilities Dept. or specifically the Health & Safety Coordinator.
- Schools must follow the CHP and maintain any relevant "OSHA files"
- Any person may contact the Health & Safety Officer with any issues of non-compliance they deem are present.
- Annual inventory and ensure proper storage and use of hazardous chemicals. Proper disposal measures must be followed.
- Ensure the Safety Data Sheets (SDS) sheets are received & filed for all new chemical purchases.
- All chemicals are properly labeled, utilizing the "Globally Harmonized System" for classification guidelines.
- Ensure that employees use personal protective equipment when required.
- Ensure that all employees have access to required information/files.
- Post "[It's the Law](#)" OSHA Posters in prominent high visibility areas. (Prints in 8.5"x14")

Copies of the full Chemical Hygiene plan are available through the facilities department Health & Safety and must have a copy available at each School.

Mold Remediation Protocols

Facilities Staff & Programs	Phone Number
Environmental Health & Safety Office	475-220-1662
Executive Director of Facilities	475-220-1631

A variety of mold cleanup methods are available for remediating damage to building materials and furnishings caused by moisture control problems and mold growth. The specific method or group of methods used will depend on the type of material affected

Communication with building staff is essential for successful mold remediation. Some staff will naturally be concerned about mold growth in their building and the potential health impacts. Staff's perceptions of the health risk may rise if they perceive that information is being withheld from them.

Small remediation efforts will usually not require a formal communication process, but do be sure to take individual concerns seriously and use common sense when deciding whether formal communications are required. Try to resolve issues and staff concerns as they come up.

For any suspected instance of mold, take the following steps:

1. Discover
 - a. If you see or suspect mold in an area proceed to the next step.
2. Communicate
 - a. Call the Environmental Health & Safety Office or Facilities Department to alert them to the discovery.
 - b. A work order must be submitted describing the problem and identify the exact location.
 - c. If root cause is readily available, it will be noted on the work order (ex. Leaking pipe, etc.)
3. Remediate
 - a. The Facilities Department will assess the extent of the incident and determine corrective action(s).
 - b. Remediation may include anything from localized cleaning by custodial staff to professional remediation by a contractor.
4. Monitor
 - a. The Environmental Health & Safety Department will monitor conditions going forward together with the Building Managers.

If possible, remediation activities should be scheduled during off-hours when building staffs are less likely to be affected. Communication is important if staff are relocated during remediation. The decision to relocate staffs should consider:

- The size of the affected area
- The extent and types of health effects exhibited by staff/students.
- The potential health risks associated with debris and activities during the remediation

When considering the issue of relocation, be sure to inquire about, accommodate and plan for individuals with:

- Asthma
- Allergies
- Compromised immune systems
- Other health-related concerns

Smooth the relocation process and give staff an opportunity to participate in resolution of the problem by clearly explaining the disruption of the workplace and/or work schedules. Notify individuals of relocation efforts in advance, where possible.

Indoor Air Quality Program (IAQ)

Here you will find guidance for the current approach to IAQ preventive maintenance that includes energy efficiency and helps to cut costs. As integrating IAQ management, preventative maintenance and energy efficiency helps ensure healthy, efficient learning environments and smooth building operations.

The objectives of this IAQ Management Plan are:

- To reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.
- Respond to IAQ - related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.

The district understands a good preventative maintenance program includes routine and regular maintenance and repair, which keeps equipment and facilities performing reliably and as intended. It helps your equipment have a longer life span and saves schools from unexpected, costly repairs. Putting off or deferring system maintenance usually increases overall costs, unplanned repairs or more.

Indoor air quality is a critical component of providing a healthy and comfortable learning environment. Indoor air pollution may cause or contribute to short- and long-term health problems including asthma, respiratory tract infection and disease, allergic reactions, headaches, nasal congestion, eye and skin irritations, coughing, sneezing, fatigue, dizziness, and nausea. In addition, indoor air pollutants and extremes in temperature and humidity may cause discomfort, which can affect students' ability to concentrate and learn.

IAQ problems can hasten building deterioration, contribute to the closing of schools, create liability problems, and strain relationships among parents, teachers, school staff, unions, and the school administration.

Staff Responsibilities for Maintaining Good IAQ

All NHPS employees play an important role in maintaining and improving air quality since their behavior can affect the quality of the air present in school buildings. For example, placing objects on unit ventilators, adjusting room thermostats, or turning off unit ventilators can worsen the quality of air in a room. An educated employee is more likely to take steps to maintain good air quality. In addition, an employee with an understanding of IAQ is more likely to report IAQ concerns quickly and accurately.

Teachers should refrain from interfering with airflow from ventilators (e.g. do not stack books or other items on ventilators, cover vents with posters, or turn off the fan due to noise), remove clutter in their classrooms, properly dispose of hazardous waste, and enforce the school's various IAQ policies in their classrooms. Scented candles and air fresheners are not to be used in classrooms.

Administrators should communicate the school's activities to the school board, staff, students, and community. They also need to ensure that the school is implementing IAQ policies appropriately.

Building Managers must ensure that HVAC systems are operating properly and that buildings are maintained adequately and cleaned regularly.

Custodians need to follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, and empty trash cans. They should also look for signs of pest problems and inform the appropriate people of any issues.

Automated External Defibrillator Program

Facilities Staff & Programs	Phone Number
Emergency	9 - 911

ANY TIME THE AED IS USED, 9-1-1 MUST BE CONTACTED IMMEDIATELY.

The automated external defibrillator (AED) and school personnel trained in the operation of an AED and the use of cardiopulmonary resuscitation (CPR) shall be accessible during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds and during school sponsored events not occurring during the normal operational hours of the school.

In an emergency it is important to get the right information to the right people as quickly as possible. This can help to quickly mobilize trained volunteer responders, coordinate an efficient EMS response, and improve the survivability from sudden cardiac arrest.

Some facilities have the capability to activate responders through a facility-wide public address system. PA systems either operate through the facility's phone system or, in some cases, operate through the Fire Alarm system. Consider the availability of a public address system in your facility and how you might use it in the event of an emergency to activate emergency responders. In facilities where security or operations personnel carry two-way radios, these can be used to activate and coordinate responders in the event of an emergency.

Do not use AED if:

- The individual is still responsive and breathing.
- The individual is wet or lying in water.
- The individual is on a conductive surface such as metal bleachers or similar metal surface.
- Do not use it on children under 8 years of age or less.

When a Medical Emergency occurs, the following steps are critical:

1. Recognize the emergency.
2. Active Emergency Medical Services by calling 911 and summoning nearby colleagues for assistance.
 - a. Your building or area may have a different emergency number. Be aware of the appropriate number for your building.
 - b. The New Haven Public Schools phone will require you to dial a "9" before dialing 9-1-1. Be aware of the procedure to make an outgoing call from your phone system.
3. Activate your internal Emergency Response Team
 - a. If you have a medical team onsite, make sure they are activated to respond.
 - b. Page should include a description of the location of the emergency so volunteers can respond without delay.
 - c. Know how to activate your team - know the access number for paging.

4. Volunteer responders should retrieve emergency equipment (ex. AED) on the way to the location.
5. Based on their training, volunteer responders will perform CPR and apply the AED as is appropriate.
6. To facilitate a quick transfer to EMS, the ambulance should be met and directed to the location of the emergency if sufficient personnel are available. Do not forget your access card when you go to do this.
7. Once the care of the individual has been transferred to EMS, the Principal or Building Manager must notify Facilities to get the AED properly serviced and replaced.

Severe Weather Response

The district takes responsibility for deciding whether to close school or if it will remain open in the instances of extremely inclement weather. A number of factors are considered by the district and its leadership team when deciding to close or delay the opening of schools:

- The safety of students and staff
- The ability of buses to access neighborhood streets safely transport students to and from school
- The potential for workday disruptions related to last-minute child care arrangements
- Closure decisions by adjacent school districts.

Note: When school is canceled, all after school activities and evening activities are also canceled unless otherwise noted.

Summer

In the wake of an anticipated heat wave, New Haven Public Schools is urging friends and families to keep an eye on vulnerable people in the middle of heat waves. It's important to remember that elderly relatives and young children can be more vulnerable in the hot weather and they need to drink plenty of fluids to prevent dehydration.

Cooling Centers

When Heat Wave protocols are engaged with the City of New Haven Cooling Centers are activated for the general public to use:

- Hall of Records - 200 Orange St
- Fair Haven Library - 182 Grand Ave
- Mitchell Branch Library - 37 Harrison St
- Stetson Brand Library - 200 Dixwell Ave
- Courtland Seymour Wilson Branch Library - 303 Washington Ave

Splash Pads

Are also available to residents across the city.

- South Genesee Park
- Lincoln Bassett School
- Edgewood Park
- Kensington Playground
- Scantlebury Park
- Ann Street Playground
- Jocelyn Square Park
- Cedar Hill Playground
- Trowbridge Sq Park
- Criscuolo Park
- Lewis St Park
- Dover Beach
- Galvin Playground
- Lighthouse Point Park

Winter

Heavy Snow Storms - We all know that heavy snow can immobilize a region and paralyze a city, stranding commuters, stopping the flow of supplies, and disrupting emergency and medical services. Accumulations of snow can collapse buildings and knock down trees and power lines. When snow is accompanied by wind, travel becomes even more hazardous. School bus routes may be blocked by drifting snow and travel may be hindered by near whiteout conditions. Oftentimes, bus service is delayed or unavailable.

Ice Storms - Heavy accumulations of ice can bring down trees, utility lines, and communication towers, blocking roads and causing power outages. Roadways become a glaze of ice and nearly impassable. Again, school buses may be delayed or unavailable.

Updates on Delay/Closures

A rapid notification phone system to call all student households when a school must be closed for emergency reasons. In cases of inclement weather or emergency situations, parents should receive a phone call around or before 6:00am if their contact information with the school is up to date.

In addition, local broadcasting stations will have information about emergency school closings. School closings are also posted to the NHPS website homepage, for ease of access.

The following is a list of criteria that must be implemented by school personnel and staff in order to maximize the environment for students and staff:

- Close shades and drapes where appropriate.
- Shut down non-essential electronic devices in order to allow appropriate energy flow to potentially overtaxed cooling systems.
- Turn off unused or unnecessary lights.
- Allow breaks for hydration and staff throughout the day.
- Limit physical and outdoor activities for students.

The Facilities Department staff has implemented:

- To streamline instances of equipment or system failure or emergencies, it is advised to submit a work order as soon as possible. To ensure an allocation of resources and services, and track results in the most efficient manner.

Energy Management & Sustainability

Energy Programs

LED Lighting - UI Incentives

Program Overview

The facilities department will oversee the LED lighting upgrade project for several NHPS locations. These projects will be financed interest-free and will be paid through energy savings on the district's United Illuminating bill.

These schools will take advantage of the state funded Energize CT program designed to incentivize energy conservation efforts. The program is administered through the United Illuminating Co. for the New Haven area.

Goals: Financial, Visual and Environmental

- Reduce the carbon footprint of the district
- Drastically lower lighting utility bills
- Reduce lighting maintenance demands by eliminated fluorescent lighting
- Create a more inviting and aesthetically pleasing environment for staff and students
- Take advantage of generous utility incentives to maximize the return on investment

UI conservation and load management experts worked with the facilities department and NHPS to identify the best savings opportunities. Once a project is identified, UI prepares the Energy Opportunities (EO) letters of agreement which specify the entire scope of the project, and each and every fixture being installed to assure the project meets the parameters required for the program.

Once accepted by UI, the EO agreement letter specifies the annual savings and incentive amounts for the project. Upon project completion a final UI inspection of the school is performed to verify all the conservation measures and associated equipment has been installed consistent with the EO application. Then, and only then, UI issues payment to the third party installer.

Current Participating Schools:

Edgewood, Fair Haven, Mauro Sheridan, Wexler Grant, Cooperative Arts and Wilbur Cross.

Solar Panel - Greenskies Clean Energy Program

The Solar Panel program that NHPS participates in through Greenskies, the goal is to positively impact the communities in which we serve and the bottom line by installing solar array panels on the rooftop of select district schools.

The program utilizes a Power Purchasing Agreement (PPA), a solar installation dedicated to your school can save a significant amount of money even in the first year. That's money that can go right back into district budgets, and can be recycled to updates to your schools infrastructure.

Environmental Benefits

- 100% Renewable energy source
- Reduce carbon footprint
- Mitigate climate change

Social Benefits

- Highly visible commitment
- Boost employee morale
- Support of local economy

Governance Benefits

- Reduce compliance costs
- Energy independence
- Responsible energy sourcing

Current Participating Schools:

Benjamin Jepson, Brennan Rogers, Clinton Ave, East Rock, Family Academy of Multilingual Exploration (FAME), Hill Regional Career, James Hillhouse, John Martinez, Mauro Sheridan, Ross Woodward and Wilbur Cross.

Improving Energy Consumption in Schools

Fixing and replacing windows is one of the biggest issues that school buildings face. As the buildings get older, air starts to get through the cracks in the seals. This causes both air generated from air conditioning or heaters to escape. It then requires more energy to heat and cool the building. Keeping doors that lead outside closed is another simple way to ensure that a school building remains more energy efficient.

For schools that have a little bit of budget, replacing equipment is often the best way to improve the energy efficiency of the building. There are many great upgraded products, systems and equipment on the market that are much more energy efficient compared to old HVAC systems, heating pumps, and even office equipment models. Energy Star is a great resource in these circumstances, providing a lot of information on products and associated rebates that can really help to subsidize the cost.

Did you know?

- Buildings contribute to nearly 71% of electricity use in the United States, 12% of water use and 39% of CO2 production.
- K-12 school buildings in the U.S. use an average of 10 kWh of electricity and 50 cubic feet of natural gas per square foot annually.
- In 2008, a typical school district paid \$1.25/square foot annually for energy. A mid-sized school district with 800,000 square feet of space pays more than \$1 million dollars annually.
- Space heating, cooling, and lighting together account for nearly 70% of school total energy use. Plug loads constitute one of the top three electric energy end uses, after lighting and cooling.

Water Conservation

As children spend most of their day at school these programs in this setting can affect a child's water intake positively. In this section we discuss drinking water accessibility in schools and the regulatory framework that guides such access and recommendations to enhance drinking water access and intake in schools.

Healthy, Hunger-Free Act of 2010

Requires schools participating in the National Lunch Program to make free water available to students during meal times (breakfast and lunch) where they are served. In addition to the requirement, schools can use a variety of strategies to:

- Ensure that water fountains are clean and properly maintained.
- Provide access to water fountains, dispensers and hydration stations throughout the schools.
- Allow students to have water bottles in class or to go to the water stations if they need to drink water.

Water Bottle Refill Stations Initiative

It is the goal of the district to provide safe, reliable drinking water to schools within our district and ensure students, faculty and staff have access to safe drinking water to provide the hydration needed for learning activities throughout the day. We encourage the use of tap water to reduce plastic waste in our landfills and eliminate environmental costs of bottling/transporting packaged water.

NHPS has implemented a Water Bottle Filling Station Program that NHPS is participating in. The program has been established to assist and encourage schools that are serviced to adopt a more sustainable approach and provide students and staff access to safe, reliable and convenient drinking water to refill personal, refillable bottles.

Tips on Saving Water

- Bring a water bottle to school to avoid using a drinking fountain that can use more water than a person drinks.
- If using a drinking fountain, let go of the button/handle when pausing for a breath.
- If you see water coming from an unused faucet, turn it off.
- Avoid flushing the toilet unnecessarily.
- Encourage students to bring refillable water bottles to use, and educate them to pour leftover water onto plants.
- Report leaks of faucets and pipes, as soon as possible.

School Security & Safety

Preparedness/Prevention/Recovery

Crisis Management is that part of a school division's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. New Haven Public Schools fosters preparedness at all levels including students, parents, teachers and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. New Haven Public Schools is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our schools. Recent upgrades to security systems offer greater protection of our students. In addition, New Haven Public Schools requires all adults to display identification badges within our buildings.

Crisis Manuals/School Planning

1. Situation Overview/Hazard Analysis Summary

- a. School Total Population Should be broken down into categories:
 - i. Student Population: The student population includes a count of all the students in the building at a given time.
 - ii. Special Needs Population: The special needs population includes students/staff with: Limited English Proficiency, Blindness or visual disabilities, Cognitive or emotional disabilities, deafness or hearing loss, Mobility/physical disabilities (permanent or temporary), and Medically fragile health (including asthma or severe allergies).
 - iii. Staff Population: This includes administrators, office support staff, teachers/specialists, cafeteria staff, maintenance and custodial staff.
 - iv. Visiting Population: This includes # of Parents, visitors, vendors/contractors in the building at any given time.
2. Building Information. A map or floor plan can be inserted *in addition* to the breakdown of information but cannot supplement the information for this section.
 - a. Building Breakdown, the following information should be included but not limited to: Number of floors for the building and the grades in each area of the building, fields/playground areas, with annotated evacuation routes, shelter locations, fire extinguishers, and first aid/AED kits, per floor.
3. Hazard Analysis The table below briefly discusses New Haven Public Schools high-priority hazards.

Table 1. High-Priority Hazards

Flood	Flooding is a natural feature of the climate, topography and hydrology of New Haven and its surrounding areas. Flooding predominates throughout the winter and early spring due to the melting snow, and rainy weather.
Severe Storm	New Haven and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by NHPS, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.
Fire	Fire hazards are the most prevalent types of hazard.
Chemical	Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around New Haven. Currently, ammonia, chlorine, and propane are all used and stored on school grounds.
Intruder	While a hostile intruder incident has not occurred in New Haven, New Haven Public Schools, like any school, is vulnerable to intruders.
Civil Disturbance	An event of a civil disturbance which is classified as an incident that disrupts a community and requires intervention to maintain public safety.
Terrorism	An event of terrorism is classified as the unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims.

4. Leadership We cannot overstate the importance of strong leadership. Leadership ensures that emergency preparedness will be a priority and that adequate resources will be allocated to create and implement district and school-based plans.
 - a. Executive Support Team (EST) Provides intervention strategies and available support personnel to schools. The EST assists in coordinated and allocated additional resources designed to backup a school when its need exceeds its day-to-day resources and implements a plan which provides the sustaining of essential functions and the fulfillment of the Districts mission.
 - Ensure the continuous performance of essential functions and objectives; and
 - Protect facilities, systems, equipment, records and assets.

Recovery is the process of assisting people with the physical, psychological and emotional trauma associated with experiencing tragic events. Schools and the community are confronted with putting the pieces together following sudden, tragic events. The aftermath of tragedies on individual children and adults is not simple to predict.

The goal after an emergency is to return to the business of learning and to restore the infrastructure of the school as quickly as possible. There are four key components of recovery that need to be addressed in order to achieve a relative state of normalcy.

- Physical/Structural Recovery
- Business/Fiscal Recovery
- Academic Recovery
- Emotional Recovery

Employee Assistance Program (EAP)

Office	Phone Number
Behavioral Health Consultants	1-800-864-2742 (EAP Hotline 24/7) 203-288-3554 (Local Office)
Human Resources	475-220-1540

The Employee Assistance Program is a voluntary program which can help employees and their family members obtain professional support in dealing with personal, emotional, family or health problems.

The District utilizes *Behavioral Health Consultants, LLC* (BHC) to provide staff with a number of consultation sessions (different EAP arrangements allow for a different number of sessions per individual so please check with Human Resources for more information) with a licensed EAP expert. These sessions are provided at no cost to you and are entirely confidential in nature.

It is important that staff recognize that the EAP is available for *any* issue or concerns. The following is a partial list of problem areas that BHC can provide counseling services for:

- Depression
- Anxiety
- Sleep Disorders/Difficulties
- Smoking Cessation
- Substance Abuse
- Eating Disorders
- Elderly Issues and Dementia
- Attention Deficit-Hyperactivity Disorder

Behavioral Health Consultants website provides self-assessment questionnaires which allows staff to complete to help determine if there is an underlying problem that might require intervention. These questionnaires are meant as screening devices only and should not be considered diagnostic in nature. (www.bhcservices.com)

Building Access

School Safety & Security	Phone Number
NHPS Issued Keycards	475-220-1645
Calls placed in lieu of submitting a Building Access Request Form & Work Order will not be processed.	

District buildings will customarily be opened, closed and secured only by the designated security officer, assigned building leader, principal or another district employee specifically designated to perform those functions. The Security Department may allow other employees to apply for access privileges and building keys under certain circumstances that are beneficial to the district and or the operation of the building in question.

Building access will be managed to provide protection to the district and its staff, students and property whilst continuing to assist in the provision of an open, safe, comfortable and efficiently run environment that contributes toward meeting the teaching and research objectives of the district. Building access control is accomplished by implementing a combination of open building times coupled with key/key card access for those who require access during times when buildings are not open.

Key or Key Card access should only be granted to individuals who have a legitimate and official need for the access, and have acquired the appropriate approvals for such access. Such access will be granted at the appropriate level in system hierarchy commensurate with providing the access required by the individual's position and assigned responsibilities. Only when no other reasonable means of access is available.

It is a joint responsibility of the Security, Human Resources, Information Technology and Facilities Departments, to implement this policy. Any employee granted access privileges is required to enforce and abide by all district policies and procedures regarding the use of the building and any equipment therein.

All issued Keys or Key Cards issued shall remain the property of New Haven Public Schools, not the individual, and must be returned to the Security Department upon discontinuation or change of employment, office move, etc.

Key or Key Card Holder Staff Responsibilities:

- Take appropriate measures to safeguard the keys or key cards issued.
- Never loan your key(s) or key card out to anyone.
- Never use your key card to grant access to secured areas to non-authorized or unsupervised individuals.
- Never prop open or otherwise disable any normally secured doors.
- When no longer employed by the district, or no longer holding the role, responsibilities and/or position for which the key/access was granted will be removed from the key card.
- Lost, stolen or misplaced key(s) must be reported immediately to the Security Dept.
- Replacement key(s) and/or key card may be issued by the Security Department upon. Individuals will be assessed a fee for replacement.

Start of School Year Audit

Employees will submit a key request form and key(s) will be issued upon approval. The Building Manager, Facilities Service and Security Department will keep a list of the key inventory for each building.

Breaks/Summer Vacation Restricted Access

Access is limited during vacations and extended holiday periods, to 10-month employees. Principals, assistant principals and 12-month employees will retain their access during school vacation periods.

10-month employees, who require continued access to the building during break/vacation periods, their principal must submit a Building Access Request Form, to the Security Department.

After School Activity/Event Access

Principals must also ensure any/all activities that are set to be held at the school during break/vacation periods are properly permitted for use of the building. (See Section - [Building Use & Permit Procedure](#) for additional information)

End of School Year Audit

Once the school year has concluded, the Security Department will coordinate with School Principals to collect all building keys from every employee. A key inventory will be conducted to ensure all keys are received. A receipt will be provided to the employee upon submitting key(s). Employees will be charged a \$35 fee per key that is not returned by June 30th.

Lockdown Keys

Lockdown keys will be issued to the buildings that require a key to lock a classroom door from the inside. Not all buildings require a lockdown key; some schools have rooms that are locked internally without a key.

Failure to comply with the Board of Education Key Policy may result in disciplinary action, including up to termination, as it compromises the security of the schools, impacting the safety of the students, faculty and the community. Every effort shall be made to maintain a safe environment for the New Haven Public Schools.

In order to avoid duplication of effort, the following procedure for all locksmith repairs and/or key requests has been implemented. Each building's Principal is the only individual authorized to make key and lock repair requests on behalf of the school staff:

Key/Keycard Request Procedure

1. Principal must complete and sign the Key Request Form and submit it to the Facilities Department.
 - a. The Building Leader must submit a [new work order](#) through SchoolDude to accompany the request form.
2. Once both the above are completed the request is then forwarded to the Security Department.
 - a. If approved, the key is made and the employee is required to pick up the key *themselves* and sign for the keys.
 - b. If denied, a notification is sent through SchoolDude on the work order, stating the reason for such denial.

Fire/Lockdown Drill Procedure

School Safety & Security	Phone Number
Emergency	9 - 911
New Haven Police Department (Non Emergency)	203-946-6316
Fire Department - Main	203-946-6300 or 203-946-6222
NHPS Security Department Main Office	475-220-1681

A variety of drills to practice safe and orderly procedures in the event of an emergency are held on a monthly basis, as noted below.

In all of these scenarios, the primary concern of any drill is the safety of the students and staff throughout the District. To ensure compliance throughout the school year the following has been implemented:

1. The first Month of the school year, one Fire Drill and one Lockdown Drill must take place. Each month following one Fire Drill must take place. Every three months the Fire Drill will be substituted for one Lockdown Drill.

Drill Schedule	Fire Drill	Lockdown Drill
September	X	X
October	X	
November	X	
December		X
January	X	
February	X	
March		X
April	X	
May	X	
June		X
July	X	
August	X	

2. If for any reason a real emergent situation occurs, it may replace the need for a Drill for the month in which it occurs, but the appropriate drill form must be completed once cleared. In the Additional Comments Section of the form, provide additional details regarding the situation, if available.

3. During drills, staff should note any exceptions to clear egresses, (i.e. escapes, hallways, stairs, etc.). Horns, strobes or any other applicable equipment used during drill is not operating properly and should be noted on the Drill Form as well as providing a work order # (if available).
4. Complete all available fields and sign the updated Fire Drill & Lockdown Drill forms in its entirety, to ensure completion.
5. Completed forms must be submitted via email to: Drills@new-haven.k12.ct.us
Subject line: (School Name) (Month-Drill Type)
Example: Edgewood School – Fire & Lockdown June Drill
6. Schools not conducting their regular fire drills will be visited unannounced by the Fire Marshal for inspection or impromptu drills.

If you have any questions or concerns regarding, please reach out to the Chief Operating Office at 475-220-1590.

Information Technology

Acceptable Use of the Internet, Other Computer Networks and Internet Safety

The School District is pleased to make access to interconnected computer systems within the District and the Internet available to students, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy at any time you are in a school building, on a district-provided device or accessing the district network, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. Educational Purposes Only. The school district is providing access to its computer networks, devices, and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - a. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or devices of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - b. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other devices, networks, or information systems.
 - c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - d. Uses not sanctioned by the district or school that are commercial in nature. You should not give others private information about you or others, including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
 - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and uses which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which are personal in nature or based upon slurs or

stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- c. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- d. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report it immediately to school or district personnel.
2. **Personal Safety.** Be safe and cyber-aware. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network, devices or the Internet to gain unauthorized access to other devices, computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and

activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. Files stored on district-managed networks or cloud-based environments and apps (e.g., Google Classroom) are the property of the school district and, as such, may be inspected at any time and should not be considered private.

Failure To Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user.

Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks, devices, and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks, devices, or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network, devices, and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network, devices, and the Internet, whether that use is on a school computer/device or on another computer/device outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Code of Conduct for Internet and Other computer network access

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download inappropriate or illegal materials or materials that encourage others to violate the law; intrude into the networks or devices computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language and uses which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which are personal in nature or are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

6. Do not disguise the point of origin or transmission of electronic mail.
7. Illegal activities are strictly prohibited Do not use the computer network, devices or the Internet to gain unauthorized access to other devices, computers or computer systems, or to attempt to gain such unauthorized access (i.e. "hacking"). Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or inappropriate materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
8. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
9. No charge for services, products or information are to be incurred without appropriate permission. You should not give others private information about you or others, including credit card numbers and social security numbers.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator.
14. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Rules and Codes of Ethics for School Computer Users

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the Acceptable Use Policy outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. District guidelines are as follows:

- Student users, before accessing the Internet, must always get permission and follow instructions.
- Student users must sign in each time they use the network.
- Student users must be supervised when accessing the Internet.
- Student users will only use computer resources for educational purposes and in compliance with instructional activities.
- Student users will comply with the Code of Conduct for Internet and Other Computer Network Access at all times.

It is required that the Internet Access Conduct Agreement verifies the students/guardians acceptance of these rules and policy.

Consent for Participation in Distance Learning

The following are the terms and conditions for the delivery of instruction and curriculum via a computer network, device and/or the Internet (hereafter referred to as “distance learning”).

I understand that my child may be receiving group lessons through video or teleconferencing as part of the delivery of instruction via distance learning. By continuing to allow my child to participate in distance learning instruction provided by New Haven Public Schools, unless I send you notice of my disagreement as set forth below, I agree as follows:

1. To whatever extent possible, I will make arrangements that my child participate in those lessons in a private space where, other than a parent/guardian, no other individual has access to or is present during the period of instruction. I understand that the purpose of this is to seek to avoid any third parties from obtaining, even incidentally, any personally identifiable information about any other child.
2. I have reviewed the Board Acceptable Use and Internet Safety Policy (ADD INTERNET LINK) and the Code of Conduct for Internet and Other Computer Network Access and agree that I will comply with those documents.
3. I agree to the transmission of my child’s image for the purpose of interaction with their teacher and class through a videoconferencing system or other protected online environment. I understand that my child has the option to prevent their picture from being broadcast to the entire group.
4. I understand that as my child participates in distance learning classes, I may see, hear, or be exposed to confidential and personally identifiable information about students other than my own child. I understand that student confidentiality must be respected at all times when participating in distance learning. I acknowledge that it is my responsibility to respect the privacy and confidentiality of this information about all students other than my own child. I agree to maintain the confidentiality of all information that I may obtain about any students other than my own child. I will not access, use, or disclose any confidential information of any student other than my own child. I agree I will not record in any way any portion of any group lesson
5. I understand that in the event that my presence during any lesson causes any disruption of the educational process, this may impact my child’s ability to participate in distance learning. I understand that staff reserves the right to terminate my child’s participation in distance learning if at any time the staff determines that my presence, that of my child, or any third party or activity, interferes with the delivery of instruction or causes a disruption of the educational process during the distance learning session. If a session must be terminated for this reason, the district can determine alternative means to provide the

learning opportunity.

6. I understand that in the course of the provision of group lessons, personally identifiable information of my child may be disclosed to undetermined and/or unknown third parties. Those individuals include the parents of other children receiving the group lessons as well as other individuals who may be in the space where the child is receiving the distance learning lesson. I understand that the New Haven Board of Education has no control over the potential disclosure or dissemination of this information. I hereby waive any claims and actions of any kind against the New Haven Board of Education, its agents and employees, for any such disclosure of my child's confidential information and/or personally identifiable information, including claims under FERPA, as set forth herein.

By your child's participation in this plan, you are agreeing to the terms and conditions below. If you disagree with these terms and conditions, you must provide us written notice of your disagreement. You can provide us with that written notice by [INSERT[See note]]. If you are in disagreement, distance learning instruction and curriculum will not be provided to your child and we will determine a different means by which to address your child's educational needs.

We look forward to working with you and your child during this difficult time. Please address any questions to [INSERT NAME AND CONTACT INFORMATION]

Transportation

Transportation Policy

Transportation	Phone Number
Transportation Main Office	475-220-1600
Executive Director of Transportation	475-220-1598

Only students eligible for transportation will be permitted to ride buses to and from school each day.

Bus Stops

The New Haven Public Schools has established the following guidelines in reference to the busing of pupils to and from the assigned schools. Transportation will be provided for students in grades:

- K-8 who live more than half (0.5) a mile walking distance from the assigned school;
- 9-12 who live more than one and one-half (1.5) miles walking distance from their assigned school;

Transportation Student Regulations

While waiting at Bus Stop

1. Get to the bus stop ten minutes early. Tardy students will be left behind as the bus driver has a schedule to maintain.
2. Always stay back from the edge of the road; always stay off the traveled roadway.
3. Respect other people's property.
4. Do not throw objects.

Boarding/Leaving Bus

1. Wait until the bus comes to a complete stop before approaching to board.
2. Do not push or shove while other people are waiting to get on the bus.
3. Step on and off quickly, quietly, and safely at only the front door (except in the case of an emergency).
4. Beware of passing cars. Cross properly in view of the driver in front of the bus if crossing the street.
5. Walk, do not run.
6. Wait until the bus has come to a complete stop before leaving your seat.
7. Follow the instructions of the bus driver.

While on Bus

1. Remain seated at all times until the bus stops for departure.
2. Keep arms, feet, and articles out of the aisles.
3. Never bring glass containers or glass articles on the bus.
4. Never throw items out of the windows or the bus.
5. Keep head and arms inside the bus.
6. Talk quietly and never play actively on the bus.

7. Help keep the bus clean.
8. Be silent when the bus is crossing railroad tracks.
9. Do not shout, whistle, or gesture to anyone from the bus windows.
10. Keep your hands to yourself.
11. Do not damage or deface the bus in any way. Those willfully doing so will pay forth damage and will be suspended from riding the bus. Report any damage observed to the driver.
12. Realize that school rules are in effect while students are on the bus.

Responsibilities of Parents

1. Review bus regulations with the children.
2. Ensure that their children arrive at the bus stop each day prior to the arrival of the bus.
3. Provide forth necessary supervision of their children while going to or returning from the bus stop.
4. Work with school officials in seeing that children act responsibly and properly.
5. Parents are expected to receive children or arrange to have a responsible adult at the designated drop off point. If a child is returned to school because no one received him/her, it is the parent's responsibility to arrange transportation home
6. Make certain the parent or a designated adult is at the bus stop to meet handicapped children.
7. Home telephone numbers and at least one emergency number must be made available to your child's school.
8. In the event there is a family crisis, parents must assume the responsibility for notifying school officials and arranging alternative plans for us to return your child from school.
9. Students who persist in violating bus regulations may lose their bus riding privilege for the school year. Serious violations will result in immediate student bus suspension.

Responsibility of Teachers

1. Review rules and regulations with students as appropriate.
2. Assist students, parents, principals, bus drivers with the resolution and prevention of bus problems.

Responsibilities of Drivers

1. Maintain communication with the principal regarding misconduct of students.
2. Speak to the individual(s) involved in misconduct to request cooperation. Assist in the resolution and prevention of problems.
3. If Step 2 fails, take steps to correct the problem by filling out an appropriate disciplinary form.
 - a. Submit completed form to principal as soon as possible, providing as much information as possible regarding violation.
 - b. Call the principal as soon as possible for serious student misconduct to inform them of the incident. (Disciplinary form still required to be completed)
4. Never suspend students from bus transportation at any time. Only principal can suspend.

Responsibilities of Principal

1. Maintain on-going communication with bus drivers, students and parents regarding student behavior. (Principal should greet buses in the A.M. and at dismissal time.)
2. Distribute Transportation rules and regulations to parents. Collect signed acknowledgements from parents indicating they have received and understand the rules and regulations.
3. Review transportation rules and regulations with students as often as possible.
4. Inform and/or conduct conferences with students and parents regarding student misconduct whenever necessary to correct problems.
5. Warn and/or suspend students for misconduct whenever appropriate. Meet with and/or notify parents prior to suspending students.
6. Assign seats to students when appropriate.
7. Maintain records of all warnings, suspensions, parental contacts, conferences. Etc.

However, the right to free transportation is dependent on the student's good behavior while waiting for and riding on school buses. Suspension and/or termination can be a consequence of poor behavior.

Disciplinary Procedures - General Students

The following process is to be followed for all 'routine' student misbehavior except serious violations such as smoking, fighting, etc. The principal may use their discretion at any step of the process when serious incidents occur.

Parent conferences may be conducted at any appropriate time, especially before or after a student is suspended from bus transportation.

1. Verbal Warning: Either by bus driver or principal.
2. Written Warning: Either by bus driver or principal.
 - a. Driver completes Disciplinary Form and submits to principal as soon as possible.
 - b. Principal meets with the student and informs parents.
 - c. Principal mails disciplinary form home to parents and to appropriate personnel.
3. Suspension:
 - a. Principal completes transportation suspension form, informs parents of suspension, and forwards forms to parent and appropriate personnel.
 - b. Students can not be suspended from bus transportation until the parent is informed.
 - c. Length of suspension: (School days)
 - i. 1st Suspension - not to exceed three (3) days.
 - ii. 2nd Suspension - not to exceed ten (10) days.
 - iii. 3rd Suspension - may exceed ten (10) days or loss of transportation privileges for the remainder of the school year.

- d. Area director must approve of any suspension which exceed ten (10) or more school days.

Disciplinary Procedures - Special Education Students

1. First Offense: The parents are notified by a phone call, and a warning letter is sent to the home. The parent is responsible for getting the child to school the next day.
2. Second Offense: Students will be suspended from their ride for three (3) school days and the parent is responsible for getting the child to school those three days.
3. Third Offense: Students will be suspended from their ride for five (5) school days and the parent must supply their own transportation. A conference will be required involving the parent and student before the student can be allowed back on the bus.
4. Continued offenses: Will lead to a complete termination of bus privileges and the parent will have to find their own transportation to and from school for their child.

School Closings/Delays/Dismissals

Note: Families should always use discretion when deciding whether specific conditions allow for safe travel of their children to school. Please be sure to make arrangements for your young children in case of school cancellations, early dismissals or cancellation of after school programs.

Delayed Openings

Note: If there is a difference in the length of a delay between New Haven and a suburban town, transportation will be based on the New Haven delay time.

1. In the event of a delayed opening:
 - a. Free field trips are automatically canceled.
 - b. TAG buses are cancelled.
 - c. No AM Head Start transportation.
 - d. If a town is closed, then No AM transportation will be provided.
 - e. Out-placement - delay time will be according to the delay time of the time where the student is located.
 - i. If this town is closed as normal.
 - f. Work Study - Transportation as normal.
 - g. ECA - Transportation as normal.

Closings

If New Haven Public Schools are open and you live in a suburban town where the school district has closed - No AM Transportation to New Haven from the closed town will be provided.

Dismissals

Dismissal times will always be based upon New Haven's dismissal.

Field Trip Transportation Request

Requests for transportation for Field Trips are to be submitted 3 weeks before the scheduled trip. Free Field trips are from 9:30am to 1:00pm. These forms must have approved signatures by the principal and Transportation department before buses can be ordered.

The following information is required for request:

- Date of Trip
- School
- Grade
- Phone Number
- Number of Students & Adults
- Time of Departure
- Time leaving Destination
- Pick up point
- Destination
- Address

Be sure to keep a copy for your records.

Food Service

Breakfast & Lunch Programs

Food Service	Phone Number
Food Service Main Office	475-220-1610
POS & Lunch Applications	475-220-1616

Breakfast Program

The School Breakfast Program (SBP) is a federally assisted meal program under the U.S. Department of Agriculture (USDA). The SBP provides nutritionally balanced, low-cost or free breakfasts to children each school day. The program was established under the Child Nutrition Act of 1966 to ensure that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behavior.

Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating under the USDA. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. It was established under the National School Lunch Act, in 1964.

Beverage Program

Public Schools are required to comply with the Smart Snacks beverage program standards.

The requirements below include the stricter provisions of the state beverage statute and the Smart Snacks beverage standards:

- 1. Milk, low-fat (1%) unflavored and nonfat flavored or unflavored** with no more than 4 grams of sugar per ounce and no artificial sweeteners.
- 2. Non Dairy milk substitutes such as soy or rice milk (flavored or unflavored)**, that meet the USDA nutritional standards for nutritionally equivalent milk alternatives and contain no artificial sweeteners, no more than 4 grams of sugar per fluid ounce. No more than 35% of calories from fat and no more than 10% calories from saturated fat.
- 3. 100% Fruit Juice (Fruit, Vegetable or combination)**, containing no sugars, sweeteners (including nonnutritive sweeteners) or artificial sweeteners.
- 4. Beverages that contain only water and juice**, with no added sugars, sweeteners or artificial sweeteners.
- 5. Water (plain or carbonated)**, which may be flavored but contain no added sugars, sweeteners, artificial sweeteners or caffeine.

Portion sizes cannot exceed 8 fluid ounces for elementary school and 12 fluid ounces for Middle and High Schools, with the exception of water which is unlimited.

Food Allergy Policy

Food Service	Phone Number
Emergency	9 - 911
Food Service Main Office	475-220-1610

ANY TIME AN EPIPEN IS USED, 9-1-1 MUST BE CONTACTED IMMEDIATELY.

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Families Responsibilities

- Notify the school of the child's allergies prior to the opening of school or as soon as possible after a diagnosis.
- Complete the NHPS Allergy Form/Care Plan and provide the school nurse with a list of foods/ingredients to avoid. (This is to be submitted annually)
- Provide School Nurse with annual updates on your child's allergy status.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, to develop an Individualized Health Care Plan (IHCP).
- Provide School Nurse with health information from the physician. This includes written medical documentation, instructions, and medications as directed by a physician, this may include proper authorizations for medications and emergency response protocols.
- Provide properly labeled medications with medication orders from the physician, and ensure replacement of medications after use or upon expiration.
- Provide the school nurse with written permission to communicate with your healthcare provider (Authorization for release of information form)
- Provide the school with at least one or two up-to-date epinephrine auto-injectors.
- Education the child in self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age appropriate)
- Review policies and procedures with the school staff, and child's physician, and the child (if age appropriate) after a reaction has occurred

- Provide the school two Emergency Contact Information in the event a parent/guardian can not be reached.
- You may provide a non-perishable lunch to be kept at school in case your child forgets to bring lunch one day.
- Particularly, elementary school level students are encouraged to keep a supply of “safe” snacks in the classroom to use during classroom activities.
- Consider providing a medical alert bracelet for your child.

Schools Responsibility

- Be knowledgeable about and follow applicable federal, state and local laws and district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student’s meals, educational tools, arts and crafts projects, or incentives.
- Practice the Individualized Health Care Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician’s standing order for epinephrine.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a “no eating” policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy.
- Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Students Responsibility

- Do not trade food with others.

- Should not eat anything with unknown ingredients or known to contain an allergen.
- Should be proactive in the care and management of their food allergies and reactions based on developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Meal Request Procedure

Food Service	Phone Number
Food Service Main Office	475-220-1610
Trip/Meal Requests	475-220-1618

Note: This section is strictly for meal requests to replace the normal lunch in special instances. Which includes but may not be limited to: Field Trips, Honor Roll and Pizza Party.

Regardless of if lunches are needed, schools must notify Food Services when students go on a field trip. This is to ensure the cafeteria is aware of fewer students on campus, and to decrease the number of meals produced on an event date.

Requirements:

- Understand a Meal Request will replace the school meal for the requested date for students.
- Requests must be pre-approved by the School Principal.
- Submit all requests no later than 2 weeks prior to the date of the event.
- Provide a roster or list of participating students. (Keep a copy to use during field trips) This can be used to check off each student as meals are distributed during the event.
- *Students requiring a special meal due to an allergy, that has already been through the process of the Food Allergy Policy to be provided Meal accommodations can be provided and should be labeled clearly for staff.
- To cancel an order you must notify Central Kitchen at least 72 hours prior to the event.

More information:

- Field Trips requests are subject to availability and required approval from the Food Service Office.
- All Field Trip meals must be stored in coolers with ice packs. Food Service does not provide coolers or ice packs.
- Fruit of Juice and appropriate disposable silverware will be provided.

Income Surveys

Why is it important to distribute?

When free and reduced-price meal applications are not collected, the Family Income Survey is used to collect important income data. This data helps determine and maintain funding levels for significant state funding programs.

The guidelines for determining eligibility for free or reduced-price meals in the child care food program.

It is advised that the surveys are distributed to families to complete and return the form regardless of whether or not they believe they will qualify for the program. Completing the application and returning it helps our school district in two ways.

First, Completing the application ensures that any student that qualifies will get to participate in the free and reduced-meal program. We want to make sure that every student can receive a quality school lunch at the lowest cost possible.

Secondly, every student that qualifies for the program results in additional State funding for our school district.

For simplicity, we've marked the sections of the form you should complete:

1. List all household members who are infants, children, and students up to and including grade 12.
2. List the case number of any household member that participates in any of the following assistance programs (SNAP, TANF etc)
3. List all household members and their income.
4. Complete the contact information and sign form.

**Mailroom/Xerox/
Print Shop**

Mailroom Policy

Central Office Mailroom	Phone Number
Mailroom	475-220-1597 54 Meadow St, 2nd Fl New Haven 06519

The purpose of this policy is to establish the procedures for the operation of the mailroom, consistent with the policies of the District and the United States Postal Service. These rules and procedures apply to all employees who interact with the district mailroom.

The Central Office Mailroom is for business related mail only. The district does not assume responsibility or liability for personal items sent or received by the Mailroom. NHPS business-related correspondence should not contain any cash or any material that is in conflict with the district code of conduct and policies.

The mailroom does:

- Provide supporting documentation forms or mailers for select USPS services.
- Determine weight and shape dimension of mail and calculate postage.
- Sort and route incoming mail to correct mailbox locations.
- Contact personnel of delivery arrivals, coordinate pick up of items.
- Process large volume of business related correspondence.

The mailroom does not:

- Sell postage (stamp or metered) for any kind of personal use.
- Provide large packaging materials.
- Accept or handle personal packages, even with postage already attached, for outgoing shipment.

Mailroom Procedures

1. Only authorized mail room staff and couriers with valid company photo ID may enter the mailroom. If you require assistance, call ahead or knock on the mailroom door for assistance.

2. Parking

Is available in the front of the building, for limited times. For longer stays the parking garage beside the building is available for staff.

Call 475-220-1000 or 475-220-1590 for parking validation, please have your ticket # readily available.

3. In Office Drop off

If letters, put in the mail slot outside of the door.

Large mail/packages that are too large for the mail slot, must be dropped off during office hours. The

mailroom assumes no responsibility Mail/packages that are left outside the mailroom in the hallway or table.

4. In Office Pick Up

Mail room staff will reach out to personnel who have mail/packages that are to be picked up, to retrieve items it is required the individual provide valid NHPS Identification before the mailroom staff may release items to them. Recipients will be required to sign out items.

5. Outgoing mail

- a. Must to be sent by USPS must be completely and accurately addressed.
- b. All envelopes must be sealed.
- c. Separate handwritten envelopes from typed envelopes.
- d. Do Not nest envelopes
- e. Inter office mail must be separated from USPS mail as it does not require postage.
- f. Select appropriate envelopes for materials, the larger the envelope the most money for the postages. Please Mail responsibly.
- g. Mail containing information regarding purchasing or solicitation of goods and services (ex. Uniform costs) cannot not be sent out at the bulk rate as the rate increases. Be mindful of this when preparing mailings.
- h. Charter Schools are not considered inter office and must be processed as regular USPS mail.

6. Bulk mail *must be in the mail room by 10:00am, 3 weeks prior to the event.*

- a. Bulk Mail is referred to as letters regarding orientation, parent conferences, report cards and other scheduled events at schools, and will be sent out in bulk to save postages.
- b. Report cards must be identifiable and must include the Schools Name in the upper left hand corner.
- c. For Schools that have 10-month clerks on staff, be sure to have orientation letters available prior to their departure. Please plan accordingly
- d. Bulk Mail Event Schedule

Note: Processing time will vary depending on the number of schools submitting bulk mailings simultaneously. For additional bulk mailings guidance outside of those listed below, contact the mailroom ahead of time to effectively coordinate submission of outgoing correspondence.

Mailing Event	Forward to Mailroom by
Orientation	1st week of August
Report Card - MP 1	Last week of October

Report Card - MP 2	2nd week of January
Report Card - MP 3	2nd week of March
Report Card - MP 4	Last week of May

7. Packages

- a. All packages must include a name and/or Purchase Order number on the label.
- b. All packages that arrive within the mailroom must be signed for by whomever is delegated to receive them.
- c. Notification regarding these deliveries will be sent via email each week for a maximum of 3 weeks.
 - i. Packages not retrieved seven days after the final notification will be returned immediately. As items are non refundable after 30 days.

Suspicious Package Handling Procedure

Department	Phone Number
Emergency	9 - 911
New Haven Police Department (Non Emergency)	203-946-6316
NHPS Security Department Main Office	475-220-1681
Mailroom	475-220-1597 54 Meadow St, 2nd Fl New Haven 06519

You know your daily routine best, and the overall routine of the school. If you see any abnormal object that raises your suspicion, it is always best to let Security personnel know about it. The following information is presented to assist individuals in knowing what to do when encountering a situation that involves a suspicious package or item.

Characteristics of suspicious packages or envelopes include the following:

- Actual threatening messages or threatening language in or on the package
- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without name
- Not addressed to specific individual
- Marking with restrictions such as “personal” “confidential” or “do not x ray”
- Postmarked from a city of state that does not match the return address

Appearance:

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other suspicious signs:

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If the package or envelope appears as described by any of the above, do not open it!

Handling of Suspicious Package or Envelope:

1. Report incident to the Principal and Security Officer.

- a. Notify the supervisor and describe the incident in detail.
 - b. The supervisor will immediately contact the appropriate security and emergency authorities as called in for your emergency plan.
2. Evacuate and secure the room to prevent others from entering.
 - a. If you have handled the item, put it in a drawer.
 - b. If you have not handled the item, cover it with a cloth, paper or trash can, if it can be done safely.
 - c. The area should be secured to prevent others from entering.
 - d. Cordon off room/cubicle; obtain help from security officer to do this, if necessary.
 - e. If you leave the area and move to an alternate room nearby that is isolated, you should do so.
 - f. Anyone who touched the item or was in the vicinity should move to this room and wait for further instruction.
 - g. If no room is available, remain at the site until you receive instructions from emergency response personnel.
3. Wash hands with soap and water.
 - a. If there is a sink in the room, anyone who touched the item should wash their hands with soap and water.
 - b. If there is no sink, wipe with bacterial wipes if available.
 - c. As soon as practical, shower with soap and water.
4. Obtain the names and phone numbers of all persons in the area.
 - a. List all persons who have touched the item or are in the immediate vicinity.
 - b. Include the contact information, such as phone numbers.
 - c. Have this information available for law enforcement authorities and other emergency responders.
5. Wait for further instructions.
 - a. If a determination is made by law enforcement authorities or emergency responders that anyone was exposed, you will be provided with further directions.
 - b. Once officials arrive, necessary decontamination procedures will be determined.
 - c. Follow-up testing for potential contamination may take between 24-48 hours.

Xerox Procedures

Department	Phone Number
Xerox Office	475-220-1596

Print management comprises several different aspects of printing, including network printer management and output management. Print management provides a central administration point for sharing printers and multifunction printers (MFPs) on a network and managing print tasks. It also addresses various output management options, including print management solutions and software.

From a device management perspective, print management lets network administrators monitor and manage printers and MFPs remotely from a desktop. Print management frees IT resources for more important tasks by improving productivity through device uptime, supplies management, centralized setting and software updates and user-friendly connectivity.

Xerox Print Center

Located in Gateway Center, 54 Meadow Street. 2nd Fl (adjacent to the Mailroom)

Parking Is available in the front of the building, for limited times.

For longer stays the parking garage beside the building is available for staff.

Call 475-220-1000 or 475-220-1590 for parking validation, please have your ticket # readily available.

All print requests must be submitted:

- Copy Center Form

It is not Xerox responsibility to format any documents or pdfs as needed for printing, it is the requestors responsibility to ensure the document forwarded for printing is complete and correct upon its submission.

Provides copy/print services for high-volume printing.

- Color Printing
- Black & White Printing
- Newsletters
- Brochures
- Postcards
- Event Programs
- Annual/Quarterly Reports
- Training Materials & Manuals

Various finishing options available:

- Two-hole
- Three-hole
- Staples
- Double Staple
- Single Fold (8 ½ x11 or 11x17)
- C-Fold (8 ½ x11)
- Z-Fold (8 ½ x11)
- Booklet Creation (8 ½ x11 or 11x17)
- Fold and Staple

School Based Multi-Function Printers

- Secure Document Printing and Follow Me allow teachers to send a job and start printing when they get to the device.
- High quality classroom copies with many finishing options.
- Dedicated onsite Support & Help Desk to troubleshoot all your copier/printer needs through Xerox Help Desk: Supply and Service Request Form

For all copier/printer related issues, please call 475-220-1596 and provide:

- Your name,
- Phone number,
- Brief description of the issue,
- Serial number, (Serial numbers can be located on the copier tags.)
- Location where the printer is located
- If you need additional copiers and/or printers, please contact the Xerox
- Request to move a copier or printer: Copier and printer Move, Add, Change, Disposal (MACD) request form

District Print Shop

Department	Phone Number
Print Shop	475-220-7457 print.shop@nhboe.net

The goal of this policy is to facilitate the appropriate and acceptable use of the district's printing resources by staff and authorized users. The district print objectives are to reduce cost, energy, waste, ink and paper. To simplify the process and standardize the printer fleet, as well as secure and optimize the print environment with a focus on efficiency, Reducing print volume reduces paper consumption and waste as well as the number of printing devices, which leads to decreased energy consumption. Provides Commercial Quality Print Services and copy service for district/school-volume printing. Program is partially staffed by student workers and offered as a technology class at Wilbur Cross High School.

NHPS Print Shop

Located in the Orange Street Parking Lot of Wilbur L. Cross H.S.

Provides print services for high school-volume printing.

- Offset Printing (1,2, and 4 color presses)
- Envelopes and Letterheads
- Business Cards
- Booklet Making
- Pads
- Floor/Wall Graphics
- Laminating
- Large Format Printing
- Non-Carbon Replicating (NCR) Forms.

Other Services:

- Limited Graphic Design service by Student Designers during the school year.

Other services may be available, email print.shop@nhboe.net for more information.

Appendices

Appendix List

The documents shown here are also available on the district website under the Operations Department section. The following are in order as they appear in the guide.

- Appendix A - Building Use Permit Rules & Regulations
- Appendix B - Building Use Permit Application
- Appendix C - AHERA, Vendor “Right to Know” Acknowledgement Log
- Appendix D - Emergency Action Plan Sign in Sheet
- Appendix E - Green Cleaning (Safety Data Sheets)
- Appendix F- Sanitization/Disinfecting (Safety Data Sheets)
- Appendix G - Pandemic Cleaning/Disinfecting
- Appendix H- OSHA “It’s the law” poster (prints legal size 8.5x14)
- Appendix I - Building Access Request Form
- Appendix J- Fire/Lockdown Drill Guide
- Appendix K - Fire Drill Form
- Appendix L - Lockdown Drill Form
- Appendix M - Acceptable Use of the Internet and other computer network and internet safety
- Appendix N - Code of Conduct for Internet and other computer network access
- Appendix O - Rules of Code of Ethics for School Computer Users (Consent Form)
- Appendix P - Participation in Distance Learning (Consent Form)
- Appendix Q - Student Bus Authorization Form
- Appendix R - Transportation Update Form
- Appendix S - Field Trip Transportation Request
- Appendix T - Food Allergy Policy
- Appendix U - Food Allergy Form
- Appendix V - Field Trip Meal Request Form
- Appendix W - Honor Roll Meal Request Form
- Appendix X - Pizza Party Request Form
- Appendix Y - Income survey
- Appendix Z - Xerox Print Center Copy Form
- Appendix AA - Xerox Equipment Move, Add, Change, Disposal Request Form (MACD)
- Appendix BB – Pandemic Response

Pandemic Response

Facilities Staff & Programs	Phone Number
Health & Safety Coordinator	475-220-1662
Assistant Director for Custodial Services	TBD
Night Custodial Supervisor	203-996-6993

Note: The pandemic status is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments become necessary throughout the school year, it will be our priority to keep the district's staff/families informed of those changes and updates.

During a pandemic response the Facilities Department will implement a rigorous checklist system to ensure all buildings in the district are accounted for when cleaning and disinfecting. Such checklists will be utilized as each phase is completed so that we have a paper trail of all work and who performed the work.

When Deep Cleaning Protocols are initiated - Teachers/Staff:

- Teachers and staff are required to remove, bag and label all personal items from classrooms for pickup including but not limited to: teaching aids, books, lesson plans as well as items from desks, cubbies and lockers.
- Teachers are required to remove all items from walls and discard as appropriate (posters, signs, pictures, artwork, etc.)
- Breakfast and lunch in the classrooms, teachers to assist with trash disposal
- Teachers are responsible to place trash outside their classrooms in the hallways for custodial disposal.
- Ensure students leave desktops clear at the end of each day, to promote the cleaning and disinfecting process.
- Staff to utilize disinfectant wipes to periodically wipe surfaces and equipment in the nurses and administrative offices.
- Leave classroom and bathroom doors open to mitigate high touch point exposure.

When Deep Cleaning Protocols are initiated - Custodial Staff:

The CDC recommends using a “Spray or Wipe” disinfectant for regular cleaning of “common touch points” which is the application of disinfectant using spray bottle and microfiber cloths. Large areas of sanitation will take place using “backpack sprayers” to apply products. As well as posting signage throughout the school reminding everyone to physically distance themselves and promote hand washing practices.

Unoccupied Spaces (Hallways/Stairwells, etc)

- Custodial Staff will remove all furniture (desks, chairs, tables, stands, anything not permanently attached) to the hallway where it will be thoroughly cleaned.
- Floors will be stripped and multiple coats of wax will be applied.
- Additional staff will clean the walls and glass.
- The cleaned furniture will be reset once completed allowing for social distancing requirements as provided by the CDC.

Occupied Spaces (Classrooms, restrooms, gym, etc)

- Custodial Staff will remove all furniture (desks, chairs, tables, stands, anything not permanently attached) to the classroom where it will be thoroughly cleaned.
- Pre-k toys and play equipment must be disinfected periodically throughout the day and each night.
- Soap dispensers, paper towel holders, and hand sanitizers will be checked hourly and filled as needed. Hand sanitizers must be placed in all rooms.
- Restrooms cleaned at 9am, 11am, 1pm and after dismissals.
- Custodial Staff will remove all furniture (desks, chairs, tables, stands, anything not permanently attached) to the hallway where it will be thoroughly cleaned.
- Floors will be stripped and multiple coats of wax will be applied.
- Once the classroom is entirely reset a complete and thorough defogging of the entire room from ceiling to floor, with an emphasis on frequent touch points will be completed.
- The cleaned furniture will be reset once completed allowing for social distancing requirements as provided by the CDC.
- If done prior to the start of school, the classroom will be sealed off until the start of the school year.
- All water fountains will be shut off and bagged except for gym fountains where the fountains will be cleaned on schedule with the restrooms.