

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

P3516(a)

Business and Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

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

Safety and Hazard Assessments: ~~Schools/District~~ The district shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

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

1. Involvement of local officials, including the ~~First Selectman~~/Mayor/~~Town Manager~~, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-22m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills, conducted pursuant to C.G.S. 10-231.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

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Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's security and safety committee.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation, in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members. **If needed repairs or upgrades are identified, there will be a timeline for completing them.**

The plan shall include inventories and locations of equipment and supplies necessary to carry out the plan. These supplies shall include lockdown kits or other equipment for each classroom, if deemed necessary to a school's safety and security plan.

Safety and hazard assessments shall be conducted ~~annually/other~~ **quarterly** for building facilities and grounds and ~~annually/other~~ **quarterly** for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The ~~school/district~~ shall report annually on safety and hazard assessments to **the Board and to** the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for ~~10/other~~ years. ~~School/ District~~ shall correct, **in a timely manner**, identified hazards before used by students, staff, or community members.

Maintenance: ~~Schools/District~~ The **district** shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for ~~10/other~~ years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums,

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science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

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Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in professional development activities pertaining to the prevention and appropriate response to unintentional injuries and acts of violence at school. The professional development program shall provide information and/or training and include, but not limited to, the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation, (at least one person at each school site should hold current first aid and/or CPR certification) **including anaphylaxis**;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

Alternate language:

~~*The District will provide regular training and information to all school employees pertaining to the District's school emergency management systems and protocols, including violence prevention training and emergency response procedures.*~~

School Security and Safety Committee

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

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

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

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Business/Non-Instructional Operations

Safety (continued)

Policy Evaluation: The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

Use of School Security Consultants

When determined necessary, the District will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

- (cf. 3517 – Security of Buildings and Grounds)
- (cf. 4131/4231 – Staff Development)
- (cf. 4148.1/4248.1 – School Security and Safety Committee)
- (cf. 5142 – Student Safety)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.7 – Safe Schools)

- Legal Reference:
- Connecticut General Statutes
 - 10-203 Sanitation
 - 10-207 Duties of medical advisers
 - 10-220f Safety Committee
 - 10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee
 - 10-222m School security and safety plans. School security and safety committees
 - 10-22n School security and safety plan standards
 - 10-231 Fire Drills
 - 29-389 Stairways and fire escapes on certain buildings.
 - 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render
 - P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted:

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Business and Non-Instructional Operations

Accident Prevention and Reporting

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

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

Policy adopted:

Business and Non-Instructional Operations

Safety

Sex Offender Notification

The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events of school district property. Therefore, the Board is desirous of taking appropriate precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District shall give notice in accordance herewith in order to minimize the possibility that the released and registered sex offender will come into contact with students within the district. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well-being of its students.

Whenever information is received from local law enforcement officials pursuant to PA 98-111(CGS 52-102r) that a registered convicted sex offender is residing within the school district, such information may be disseminated after consideration of various factors to the following entities:

- a) Building Principals;
- b) Appropriate administrative and teaching staff;
- c) Security personnel and those monitoring persons visiting on school district property;
- d) Custodians;
- e) Athletic coaches;
- f) Supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- g) Bus drivers;
- h) PTA Presidents (limited information).

The Superintendent may also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.

3516.4(b)

Business and Non-Instructional Operations

Safety

Sex Offender Notification (continued)

- (cf. 1110.1- Parent Involvement)
- (cf. 1212-School Volunteers)
- (cf. 1250-Visits to Schools)
- (cf. 1251-Loitering or Causing Disturbance)
- (cf. 1411-Relations with Law Enforcement Agencies)
- (cf. 3516-Safety)
- (cf. 3517- Security of Buildings and Grounds)

Legal Reference: Connecticut General Statutes

Public Act No. 98-111 An Act Concerning the Registration of Sexual Offenders.

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

Policy adopted:

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Business and Non-Instructional Operations

Safety

Sexual Offenders on School Property

Definitions

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

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

Non-parent/Guardian Sexual Offenders

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

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

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

Parent/Guardian Sex Offenders

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

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

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Safety

Sexual Offenders on School Property

Parent /Guardian Sex Offenders (continued)

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

Student Sex Offenders

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

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

General Provisions

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

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

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Safety

Sexual Offenders on School Property

General Provisions (continued)

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

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

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

(cf. 1110.1-Parent Involvement)
(cf. 1212-School Volunteers)
(cf. 1250-Visits to Schools)
(cf. 1251-Loitering or Causing Disturbance)
(cf. 1411-Relations with Law Enforcement Agencies)
(cf. 3516-Safety)
(cf. 3516.4-Sex Offender Notification)
(cf. 3517-Security of Buildings and Grounds)
(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes
54-250 through 54-261 Registration of Sexual Offenders.
PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity
Between Adolescents Close in Age to Each Other.
PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the
Budget Concerning Education.
United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children
and Sexually Violent Offender Registration Program Act.

Policy adopted:

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Security of Buildings and Grounds

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

1. Developing at each school, in compliance with the requirements of C.G.S. 10-22m, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. 10-222n.
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills pursuant to C.G.S. 10-231.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by C.G.S. 10-22k)
7. Developing procedures for managing various types of emergencies.
8. Minimizing fire hazards.
9. Reducing the probability of faulty equipment.
10. Guarding against the chance of electrical shock.
11. Keeping records and funds in a safe place.
12. Protecting against vandalism and burglary.

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

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

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Security of Buildings and Grounds

Legal Reference:

Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

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

10-220f Safety Committees

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

10-222m School security and safety plans. School security and safety committees.

10-222n School security and safety plan standards

10-231 Fire drills

Policy adopted:

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R3517

Business and Non-Instructional Operations

Security of Buildings and Grounds

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

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

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

Each Principal shall set up a key control system with a record of the number of each key filed.

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

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

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

Building Checks

Building checks are to be made on Saturdays, Sundays, and at such other times as is necessary by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas – audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved:

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Business and Non-Instructional Operations

Hazardous Materials in Schools

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

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

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

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

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

(cf. 5142 Student Safety)

(cf. 4147/4247 Employee Safety)

Legal Reference: Connecticut General Statutes
19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

Policy adopted:

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3524.1(a)

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pesticide Application (Version #1)

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

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

~~The District shall:~~

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

~~Pest control applicators employed by the District shall provide the school contact person (*Supervisor of Maintenance, Head Custodian*) with notice at least seventy two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre application notification containing the following information:~~

- ~~• The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide (name of the active ingredient of the pesticide being applied).~~
- ~~• The target pest.~~
- ~~• The area or areas where the pesticide is to be applied.~~
- ~~• The date and time the application is to occur.~~
- ~~• The pesticide label and the material safety data sheet.~~

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3524.1(b)

Business and Non-Instructional Operations

Hazardous Materials in Schools (continued)

Pesticide Application (Version #1) (continued)

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

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

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

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

Definitions

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

~~**Microbial pesticide** means a pesticide that consists of a micro-organism as the active ingredient.~~

~~**Biochemical pesticide** means a naturally occurring substance that controls pests by non-toxic mechanisms.~~

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

~~**Lawn care pesticides** are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use. Lawn care pesticide does not include a microbial pesticide or biochemical pesticide registered with the EPA, horticultural soap or oil registered with the EPA and does not contain any synthetic or synergist or a pesticide classified by EPA as an exempt material.~~

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

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3524.1(e)

Business and Non-Instructional Operations

Hazardous Materials in Schools (continued)

Legal Reference: ~~Connecticut General Statutes~~

~~10-231b Pesticide applications at schools. Authorized applicators. Exception, as amended by P.A. 09-56~~

~~10-231e Pesticide applications at schools without an integrated pest management plan. (as amended by June 2015 Special Session PA 15-5)~~

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

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

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

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

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

~~P.A. 09-56 An Act Concerning Pesticide Applications at Child Day Care Centers and Schools~~

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

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3524.1(a)

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pesticide Management/Pesticide Application (Version 2)

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. *The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.*

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Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

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

Whenever it is deemed necessary to use a chemical substance that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. The District, prior to any application of pesticide within any building or on school grounds shall provide such notice by electronic mail no later than twenty-four hours prior to the pesticide application. Notices shall also be posted in designated areas at school at least (*suggested*) forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application. Parents/guardians who have registered for prior notice shall receive a transmittal of notice by electronic mail no later than twenty-four hours prior to such application. Notice shall be given by any means practicable to school staff who have registered for such notice.

The notice shall include:

- The name of the active ingredient of the pesticide being applied.
- The target pest.
- The location of the application on school property.
- The date of the application.
- The name of the school administrator or designee who may be contacted for further information.

On or after October 1, 2015, the Board of Education is required to post notice of pesticide application not less than twenty-four hours prior to the application on or through the (1) home page of the school's website where the application will occur, or in the absence of a school's website, on the District's website; and (2) the primary social media account of the school or Board of Education.

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The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3524.1(c)

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

The District's website must indicate how parents/guardians may register for prior notice of pesticide application.

Not later than March 15 of each year, a notice of applications made since January first of such year, and a listing of such notices for applications made during the period March 15th through December 31st time frame from the preceding calendar year shall be sent through the District's electronic mail notification or alert system. This notification is for those parents/guardians who previously registered for prior notification of pesticide applications.

The District is also required to print the above required electronic mail notification in the applicable parent handbook. (The law, C.G.S. 10-231c, as amended does not require the reprinting of the handbook to provide the notification or the development or use of a website, social media account or electronic mail notification or alert system not already in use or existence prior to October 1, 2015.

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

Beginning January 1, 2006 the application of lawn care pesticides on the grounds of any schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators. Exception. (as amended by P.A. 09-56)

10-231c Pesticide applications at schools without an integrated pest management plan. (as amended by June 2015 Special Session PA 15-5)

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

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Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Legal Reference: Connecticut General Statutes (continued)

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

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

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

P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools.

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

Policy adopted:

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Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3524.1(a)

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pesticide Application (Version 1)

~~In an attempt to assure proper control of any pesticides or other harmful chemicals which might be used or stored on district premises, these procedures are established. To fulfill statutory requirements, "pesticide" is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.~~

~~The intent is to prevent unnecessary exposure of staff, students or the public to potentially harmful substances.~~

- ~~1. Only certified pesticide applicators shall be used in schools (vocational agricultural schools exempted) for any non-emergency pesticide use in school buildings or on school grounds.~~
- ~~2. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision. (Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.)~~
- ~~3. At the beginning of each school year, the Board of Education shall provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications and a description of any pesticide applications made at the school during the previous school year. Such statements and descriptions shall also be provided to the parents/guardians of any child who transfers to a school during the school year.~~
- ~~4. The aforementioned required statement shall indicate to staff, parents and guardians that they may register for prior notice of school pesticide applications. Further, the emergency notification procedures to be used will be described.~~
- ~~5. Parents/guardians and staff may register for prior notice of pesticide applications. Each school shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents/guardians who have registered for prior notice shall receive a mailing to be received no later than 24 hours prior to the application. Staff who have registered for such notice shall be notified by any means practicable. The notice of pending pesticide application must take place not later than twenty four hours prior to such application by posting the notice either on or through the website of the school where such application will occur or on the District website in the absence of a school website and the primary social media account of the school or District. Also to be posted on the District's website is how parents/guardians may register for prior notice of pesticide applications. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee~~

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3524.1(b)

~~Business/Non-Instructional Operations~~

~~Hazardous Material in Schools~~

~~Pesticide Application (continued)~~

- ~~6. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) the target pest, (3) location of the application, (4) date of application, (5) the name of the school administrator or his/her designee who may be contacted for further information.~~
- ~~7. No application of pesticide may be made in any building or on school grounds during regular school hours or during planned activities at the school except for an emergency application.~~
- ~~8. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.~~
- ~~9. In cases of an emergency application prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice.~~
- ~~10. A copy of the records of each pesticide application at a school shall be maintained for five years.~~
- ~~11. Potentially harmful substances such as insecticides, fungicides, herbicides, rodenticides or other pesticides shall be chosen for the low levels of toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Whenever practical, non-chemical controls shall be used.~~
- ~~12. Storage of harmful products will be kept to a minimum. Only enough of the product for a given application shall be purchased. All storage instructions will be followed explicitly. All such products and the application equipment will be stored away from other activities and especially separated from food products or occupied rooms. All storage facilities will be maintained as a locked area and clearly marked as containing pesticides.~~
- ~~13. All pesticide products will have complete label instructions, will remain in the original container and the Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.~~
- ~~14. All applications of harmful products will be made in strict compliance with label instructions and under no circumstances will the product concentrations exceed those specified in the application instructions.~~
- ~~15. Prior to application of any harmful substance, a written plan for that application will be filed in the district's business office and approved by the *Director of Buildings and Grounds/Business Manager/Supervisor of Maintenance*.~~

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~~Business/Non-Instructional Operations~~

~~Hazardous Material in Schools~~

~~Pesticide Application (continued)~~

- ~~16. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of the area to be treated, type of equipment to be used, date and time of application, and amount of the product to be used. Any warnings that would restrict use of the area following such application also will be part of the plan and will be appropriately posted to notify the public.~~
- ~~17. Treated school grounds will be posted as indicated in the following section.~~
- ~~18. District employees responsible for handling and applying pesticides shall have specific pesticide training. Only certified pesticide applicators may be used. Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.~~
- ~~19. When the district contracts with a private, state licensed pest control company, such contractors will be subject to regulations as defined in state statutes.~~
- ~~20. Annually, not later than March 15, the District is required to send through its electronic mail notification or alert system a listing of notices for application of pesticides made during March 15th through December 31st from the preceding calendar year and those made from January 1st. This electronic mail notification is also to be printed in any applicable parent handbooks or manuals.~~

~~The Superintendent (*Director of Maintenance, Head Custodian, Principal*) shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the posting of notifications as required and maintaining records of pesticide application notifications.~~

~~Oral and Written Notice~~

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

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

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The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3524.1(d)

~~Business/Non-Instructional Operations~~

~~Hazardous Material in Schools~~

~~Pesticide Application (continued)~~

~~Posting of Notice~~

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

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

~~The signs shall be placed at:~~

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

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

~~Regulation approved:~~

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Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3524.1(a)

Business and Non-Instructional Operations

Hazardous Materials in Schools

Pest Management/Pesticide Application (Version 2)

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the District shall follow the principles of Integrated Pest Management (IPM). The Superintendent or his/her designee shall ensure that the District follows Integrated Pest Management procedures so as to use the most appropriate and least toxic method of control.

Procedures shall include the following:

1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be taken.
2. Selected non-chemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
3. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
4. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with EPA registered label directions.
5. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. Such storage and any disposal of the pesticide shall be in accordance with EPA - registered label directions.
6. Staff, students and parents/guardians shall receive information about the District's Integrated Pest Management policy and procedures and notification of any upcoming pesticide treatments. The notice of pending pesticide application must take place not later than twenty-four hours prior to such application by posting the notice either on or through the website of the school where such application will occur or on the District website in the absence of a school website and the primary social media account of the school or District. Also to be posted on the District's website is how parents/guardians may register for prior notice of pesticide applications. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.

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Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3524.1(b)

Business and Non-Instructional Operations

Hazardous Materials in Schools (continued)

Pest Management/Pesticide Application (continued)

7. The following records shall be maintained at each school site:
 - a. Records of pesticide use at the site for a period of five years.
 - b. Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments.
8. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of Integrated Pest Management (IPM). Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying.
9. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and to eliminate routine spraying.
10. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision. *(Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.)*
11. At the beginning of each school year, the Board of Education shall provide the staff of each school and the parents/guardians of each child enrolled in each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statements and descriptions shall also be provided to the parents/guardians of any child who transfers to a school during the school year.
12. The aforementioned required statement shall indicate to staff, parents and guardians that they may register for prior notice of school pesticide applications. Further, the emergency notification procedures to be used will be described.
13. Parents/guardians and staff may register for prior notice of pesticide applications. Each school shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, persons who have registered for prior notice shall be notified not less than twenty-four hours prior to any pesticide application by posting the notice either on or through the school's website where the application will occur, or on the District's website if the school does not have one, and the primary social media account of the school or District. The District's website must indicate how parents may register for prior notice of pesticide applications by any means practicable on or before the day that any application of pesticide is to take place at a school.

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3524.1(c)

Business and Non-Instructional Operations

Hazardous Materials in Schools (continued)

Pest Management/Pesticide Application (continued)

14. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) the target pest, (3) location of the application on school property, (4) date of application, (5) the name of the school administrator or his/her designee who may be contacted for further information.
15. No application of pesticide may be made in any building or on school grounds during regular school hours or during planned activities at the school except an emergency application, subject to applicable Connecticut statutory and regulatory provisions.
16. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
17. In cases of an emergency application, prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice.
18. The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.
19. Annually, not later than March 15, the District is required to send through its electronic mail notification or alert system a listing of notices for application of pesticides made during March 15th through December 31st from the preceding calendar year and those made from January 1st. This electronic mail notification is also to be printed in any applicable parent handbooks or manuals.

Regulation approved:

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