

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PUBLIC SCHOOLS**

**BUSINESS & NON-INSTRUCTIONAL OPERATIONS**

**SERIES 3000**

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**SERIES 3000**

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

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

The Board of Education recognizes that sound fiscal management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board of Education intends to:

1. Encourage advance planning through the best possible budget procedures;
2. Explore all practical sources of dollar income;
3. Guide the expenditure of funds so as to extract the greatest educational returns;
4. Establish top-quality accounting and reporting procedures; and
5. Maintain the level of expenditures needed to provide high quality education within the ability of the community to pay.

The Board of Education expects operation and maintenance of the school plant and equipment to set high standards of safety, to promote the health of students and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

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

### **Goals and Objectives**

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the district's educational goals and priorities. The Board shall:

1. Engage in thorough advance planning of budgets;
2. Explore all appropriate sources of revenue;
3. Manage expenditures so as to achieve the greatest educational returns given the district's available resources; and
4. Expect the highest standards in accounting and reporting procedures.

Budget planning is a cooperative process and should involve administrative staff, professional staff, community organizations and the Board.

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

### **Budget: Planning**

As a preliminary part of the development of the budget, the Board of Education shall study the school program in its relation to the present and future needs of the students and the community. In an effort to make a budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the school community in the developmental process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office with input from the Board of Education.

Legal Reference: Connecticut General Statutes

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

10-222 Appropriations and budget.

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

### **Preparation of Budget Document**

The Board of Education asks the Superintendent to direct the preparation of the budget and submit it first to the Amity Finance Committee and then to the full Board for its tentative approval and for a later public hearing.

The Superintendent is asked to confer with the school staff on budgetary needs, as well as consider priorities that have been determined by the Board.

Although there are no statutory requirements for involving the financial authorities of member towns in the preparation of a budget for a regional school district, it is the policy of this Board to discuss the proposed budget in advance with the Boards of Finance of Bethany, Orange and Woodbridge by means of each Town's representation on the Amity Finance Committee.

Legal Reference:        Connecticut General Statutes

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

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

### **Transfer of Funds Between Categories; Amendments**

The Superintendent shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent and the Director of Finance and Administration shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for state and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the annual budget showing revenues and expenditures for each line item the appropriated budget amount, expenditures to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Based upon the above reports, budget transfers shall be made according to the following:

1. Transfers within an object code of a budget line item, for departments or programs in each school, may be made in the amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration;
2. Transfers between object codes within a budget line item, for departments or programs in each school, may be made in an amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration; and
3. Transfers from one budget line item to another may be made by the Director of Finance and Administration with the approval of the Superintendent, the Finance Committee and the Board of Education.

In all cases, the Director of Finance and Administration shall maintain a list of all transfers and submit it to the Finance Committee at its monthly meeting.

Any transfers requiring approval of the Finance Committee and the Board of Education shall be submitted as necessary and in a timely manner.

The Superintendent is authorized to make such transfers for health and safety reasons or as necessary if the urgent need for the transfer prevents the Finance Committee and Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed \$10,000. The limit applies to each emergency transaction and is not cumulative for the year. Transfers made in such instances shall be presented for ratification at the next regularly scheduled meetings of the Finance Committee and the Board of Education.

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

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut





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

### **Tuition Fees**

#### **Temporary Tuition Students**

Temporary tuition students shall be billed on a pro-rated basis prior to the first of each month. If payment is not received by the 1<sup>st</sup>, the School Principal will be notified and will refuse admission to the student. There shall be no refunds for partial months.

#### **Permanent Tuition Students**

Permanent tuition students shall be billed for one-half the annual tuition charge on October 1 and February 1. If payment is not made by the following 15th, action will be taken as described above. If a student is dismissed, withdrawn, or becomes a resident student, there shall be no refunds for partial months.

Legal Reference: Connecticut General Statutes

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

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

10-55 Pupils to attend regional school.

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

10-220 Duties of boards of education.

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

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

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

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

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

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

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

When books are sold either to used book vendors or shredders, this money must be returned to the district's general fund.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

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

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

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

Any such gifts, grants, and bequests may contain identification of the donor. All gifts shall be accepted for the school system as a whole. The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable and to utilize such money or property so designated.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings

10-9 Bequests for educational purposes

Policy adopted: November 14, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

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

Any gift presented to the school system must be accompanied by a letter from the donor for official action and recognition by the Board of Education.

To be acceptable, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school system;
2. Be offered by a donor acceptable to the Board of Education;
3. Will not add to staff load;
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted;
5. Would not bring undesirable or hidden costs to the school system;
6. Will place no restrictions on the school program;
7. Will not be inappropriate or harmful to the best education of students;
8. Will not imply endorsement of any business or product; or
9. Will not be in conflict with any provision of State law or public law.

All gifts, grants, and bequests shall become the property of the school system.

A letter of appreciation signed by the Chairperson of the Board of Education and by the Superintendent of Schools shall be sent to a donor.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings.

10-9 Bequests for educational purposes.

Regulation approved: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Investing**

#### **Short Term**

The Superintendent/designee shall deposit or invest any funds which are not needed immediately for the operation of the school system in any manner permitted school districts in C.G.S. 7-400 et seq - Municipal Finance.

The Amity Regional School District Board of Education authorizes its Treasurer and Superintendent to so invest such funds.

#### **Long Term**

The Board shall approve and maintain an investment policy asset allocation plan for its non-certified pension. The Board shall receive quarterly reports on the performance of its investments.

This policy shall be reviewed periodically by the Amity Finance Committee and the Board.

Legal Reference: Connecticut General Statutes

7-400 Investment of funds.

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

Policy adopted: November 14, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Deposit Policy for Custodial Credit Risk**

#### I. Purpose:

This policy establishes the process of evaluating the custodial credit risk and taking action to make sure the District's cash is maintained in a qualified public depository and/or the State Treasurer's Investment Fund (STIF).

#### II. Definitions:

**Custodial credit risk** is the risk that, in the event of a bank failure, the District will not be able to recover its cash deposits or will not be able to recover collateral securities that are in the possession of an outside party.

**Qualified public depository** means a bank, Connecticut credit union, federal credit union or an out-of-state bank that maintains in this state a branch, as defined in Connecticut General Statute Section 36a-410, which receives or holds public deposits and (A) segregates eligible collateral for public deposits as described in Connecticut General Statute Section 36a-333, or (B) arranges for a letter of credit to be issued in accordance with Connecticut General Statute Section 36a-337.

#### III. Responsibilities:

The Superintendent of Schools shall have the responsibility and authority to select the qualified public depository in which the District's cash deposits shall be maintained.

The Director of Finance and Administration shall have the responsibility to inform the Superintendent of Schools on the soundness and suitability of the qualified public depository used by the District.

The Superintendent of Schools and Board Treasurer shall approve all transfers of funds.

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

### **Deposit Policy for Custodial Credit Risk - Continued**

#### IV. Evaluation of Depository:

- A. The Director of Finance and Administration shall monitor the soundness of the depository used by the District on a quarterly basis.
  
- B. The Director of Finance and Administration shall notify the Superintendent of Schools immediately when there is a known high risk of bank failure of the depository in which the District's cash deposits are maintained. The Superintendent of Schools and Treasurer of the Board will take immediate action to protect assets when there is a suspected or known risk of bank failure.
  
- C. The Superintendent of Schools shall report any changes in the depository in which the District's cash deposits are maintained to the Amity Finance Committee and Amity Board of Education.

Legal Reference: Connecticut General Statutes

36a-333 Collateral requirements

36a-337 Securing of public deposits

361-410 Definitions

Policy adopted: May 9, 2011

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Quantity Purchasing: Standardization of Supplies and Equipment**

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed;
2. Cite several existing, commercially available “standard brand” that meet these qualifications acceptable as examples; and
3. Invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

(cf. 3323 – Soliciting Prices re Bids and Quotations)



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

### **Access of Vendors to Teachers**

Salespersons and representatives of fund-raising organizations shall not be permitted to solicit within the schools except for the following:

Sales representatives of educational products with prior permission from the school administration may see members of the school staff at times that will not interfere with the educational program. School Principals may give such permission.

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

### **Purchasing Policy**

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

The duties of purchasing for the Board of Education shall be the responsibility of the Superintendent and centralized under the Director of Finance and Administration.

The Director of Finance and Administration shall conduct all purchase transactions for the district.

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

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

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

## Business/Non-Instructional Operations

### Purchasing Policy

The Amity Regional School District No. 5 Board of Education recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor.

Definitions:

**Competitive Negotiation** means a procedure for contracting for commodities, contractual services (including construction), in which (A) proposals are solicited from qualified suppliers by a request for proposals, and (B) changes may be negotiated in proposals and prices after being submitted.

**Competitive Sealed Proposal Process** is the purchasing process set forth below. The process shall include the utilization of Competitive Negotiation.

**Equipment** means personal property costing \$1,000 or more of a durable nature that retains its identity throughout its useful life.

**Established Catalog Price** means the price included in a catalog, price list, schedule or other form that:

1. is regularly maintained by a manufacturer or contractor;
2. is either published or otherwise available for inspection by customers; and
3. states prices at which sales are currently or were last made to a significant number of any category of buyer or buyers constituting the general buying public for the commodities or services involved.

**Invitation for Bids** means all documents, whether attached or incorporated by reference, utilized for soliciting bids.

**Multi-Step Competitive Sealed Bidding** means a competitive process calling for separate submissions of proposals or responses following the issuance of a Request for Information, Request for Qualifications or other solicitation prior to the issuance of an Invitation for Bid. The issuance of these solicitations may constitute the first step or steps of a process followed by a call for non-negotiable competitive-price bid. A Request for Qualifications may also be utilized as the first step in the Competitive Sealed Proposal process.

**Procurement** means buying, purchasing, renting, leasing, or otherwise acquiring any commodities, services, property or construction or obtaining a benefit from the District even in the event the District is not responsible for compensation. It also includes all functions that pertain to the obtaining of any commodity, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of a contract or purchase order, and all phases of contract administration.

## Business/Non-Instructional Operations

### Purchasing Policy

**Professional Services** means any type of service to the public that requires that members of a profession rendering such service obtain a license or other legal authorization as a condition precedent to the rendition thereof, limited to the professional services of architects, professional engineers, or jointly by architects and professional engineers, landscape architects, certified public accountants and public accountants, land surveyors, attorneys-at-law, psychologists, licensed marital and family therapists, licensed professional counselors and licensed clinical social workers. A contract for professional services may run to individuals or to business entities.

**Proposal Development Documents** means drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

**Public Notice** means the distribution or dissemination of information to interested parties using methods that are reasonably available and comport with the requirements of the Freedom of Information laws set forth in the Connecticut General Statutes. Such methods will often include publication in newspapers of general circulation, electronic or paper mailing lists, and web site(s) designated by the District.

**Request for Information** means the document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposal, a Request for Qualifications or an Invitation for Bid.

**Request for Proposals** means the solicitation document used in the competitive sealed proposals process. The procedure allows changes to be made to the responses after other proposals are opened and contemplates that the scope of services of the proposals and/or prices offered will be negotiated prior to award.

**Request for Qualification** means the solicitation document generally used to seek information required for the pre-qualification of a bidder or in the solicitation of a lawyer, architect or engineer.

### The General Rule: Competitive Sealed Bidding or Proposals

#### 1. Competitive Sealed Bidding

- a. **Conditions for Use.** Purchase orders or contracts, in an amount in excess of \$10,000.00, shall be awarded by competitive sealed bidding unless the Director of Finance and Administration determines that an alternate method of source selection, as set forth in this policy, is appropriate.
- b. **Invitation for Bids.** An Invitation for Bids shall be issued and shall include specifications and any other descriptions of the commodity, and all proposed

## Business/Non-Instructional Operations

### Purchasing Policy

and/or mandatory contractual terms, special terms and conditions applicable to the Procurement, other legal and regulatory requirements. With respect to any particular Invitation for Bids, the Director of Finance and Administration may vary any clauses if he/she deems it in the best interest of the District.

- c. **Public Notice.** Adequate public notice of the Invitation for Bids shall be given a reasonable time period prior to the date set forth therein for the opening of bids and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Bidding process.
  - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting bids, in a major daily newspaper published in the area and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
    - 1. *Notice following pre-qualification of Bidders.* In the event of a multi-step competitive or sealed bid, said notice may be sent only to the vendors qualified to bid.
  - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Bid Opening.** Bids shall be opened publicly at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection.
  - i. Each bid shall be kept sealed or secured until opened publicly at the time stated in the notice soliciting such bid.
- e. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. The Invitation for Bid may set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that is not set forth in the Invitation for Bids. In the event there is no specific evaluation criterion set forth in the Invitation for Bids, evaluation will be based on a determination of the lowest responsible, qualified and responsive bidder as set forth in this policy.
  - i. **Evaluation Criteria.** Bids shall be evaluated by the Director of Finance and Administration and/or consultants if so designated by the Superintendent of Schools, based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability

## Business/Non-Instructional Operations

### Purchasing Policy

for a particular purpose; and,

- ii. **Objectively Measurable Criteria.** Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
- f. **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards of contracts or purchase orders based on such bid mistakes, shall be permitted with the approval, in writing, of the Director of Finance and Administration. Said actions by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Bidding process under this policy.
- i. **Prohibited Practices Following Bid Opening.** After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted.
  - ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by regulation and/or policy, all decisions to permit the correction or withdrawal of bids, or cancel awards of contracts or purchase orders based on bid mistakes shall be supported by a written determination made by the Director of Finance and Administration.
- g. **Award**
- i. **Lowest Responsible, Qualified and Responsive Bidder.** The contract or purchase order shall be awarded with reasonable promptness by written notice to the lowest responsible, qualified and responsive bidder whose bid meets the requirements and evaluation criteria, if any, set forth in the Invitation for Bids, or criteria established by the Director of Finance and Administration.
    - 1. In considering past performance of a bidder for the purpose of determining the "lowest responsible, qualified and responsive bidder", the Director of Finance and Administration shall evaluate the skill, ability and integrity of the bidder in terms of the bidder's fulfillment of past contractual obligations and the bidder's experience or lack of experience in delivering equipment, materials, supplies or contractual services of the size or amount for which bids have been solicited.

## Business/Non-Instructional Operations

### Purchasing Policy

2. The Director of Finance and Administration may reject any or all bids or parts of bids or bids for any one or more commodities or contractual services, when he/she shall deem that the public interest will be served.
  - ii. **Construction Project Exception: Permissible Adjustment of the Bid Price.** Unless otherwise prohibited by federal or state law, regulation or agency requirement, with respect to construction projects only, the Director of Finance and Administration is authorized to negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsible and responsive bidder, in order to bring the bid within the amount of available funds, in the event,
    1. all bids for a construction project exceed available funds;
    2. the low responsible and responsive bid does not exceed such funds by more than ten (10%) percent; and,
    3. the time or economic considerations preclude re-solicitation of work of a reduced scope.
  - h. **Multi-Step Competitive Sealed Bidding.** When it is considered impractical to initially issue an Invitation for Bid, the Director of Finance and Administration may issue a Request for Information or Request for Proposals (requesting technical information) or Request for Qualifications (requesting the qualifications of bidders) as the first step(s) in the process, to be followed by an Invitation for Bids which may be limited to those bidders who have been qualified under the criteria set forth in the first solicitation.

## 2. Competitive Sealed Proposals

### a. Conditions for Use

- i. **Finding by Superintendent of Schools.** Purchase orders or contracts, in excess of \$10,000.00, may be entered into following the issuance of competitive sealed proposals when the Superintendent of Schools or his/her designee determines that the use of Competitive Sealed Bidding is either not practicable or not advantageous to the District. As a general rule the Competitive Sealed Proposal shall be utilized for services, construction contracts and other commodities or services not susceptible to a competitive sealed bid.
- ii. **Professional Services Other Than Architectural and Engineering** are exempt from the provisions of this policy; however, the Director of

## Business/Non-Instructional Operations

### Purchasing Policy

Finance and Administration may utilize the Competitive Sealed Proposal process set forth in this policy.

- b. **Requests for Proposals.** Proposals shall be solicited through a Request for Proposals. As required by the Director of Finance and Administration, a Request for Information, Request for Qualifications or other forms of solicitation may be utilized to ascertain information, to establish qualifications, or to establish a list of those eligible to submit bids or proposals at subsequent steps in the procurement process in a manner established by the Director of Finance and Administration. The solicitations shall also contain, among other things, a description of the projected scope of services or system requirements, a notice of mandatory district contractual provisions or terms and conditions required by this policy or other state or federal agencies. Services shall be selected on the basis of a Request for Proposals. The Director of Finance and Administration shall establish guidelines identifying the content of Requests for Proposals.
- c. **Public Notice.** Adequate Public Notice of the Request for Proposals shall be given a reasonable time period prior to the date set forth therein for the opening of proposals and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Proposal process.
  - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting proposals in the major daily newspaper published in the district and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
    - 1. *Notice following pre-qualification of Bidders.* In the event of pre-qualification of bidders, said notice may be sent only to the vendors qualified to respond.
  - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Receipt of Proposals: Register of Proposals.** Proposals shall be opened publicly at the time and place designated in the Request for Proposals. Proposals shall be opened and only the names of each bidder recorded so as to avoid disclosure of contents to competing bidders during the process of negotiation. A register of proposals shall be prepared in a format established by the Director of Finance and Administration.
  - i. The register shall be open for public inspection after the award of the contract or purchase order, with the exception of confidential trade and business information withheld in accordance with Connecticut General



## Business/Non-Instructional Operations

### Purchasing Policy

Statutes.

- e. **Evaluation Factors and Criteria.** The Request for Proposals shall state all evaluation criteria including, but not limited to:
- i. demonstrated compliance with the design or other requirements;
  - ii. proposer's qualifications;
  - iii. financial capacity;
  - iv. project schedule;
  - v. price or life cycle price, where appropriate; and,
  - vi. other factors, if any.

Notwithstanding the aforementioned criteria, additional factors may be considered at the discretion of the Director of Finance and Administration prior to the opening of the proposals.

- f. **Correction or Withdrawal of Proposals; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous proposals before or after award, or cancellation of awards of contracts or purchase orders based on such mistakes, may be permitted by the Director of Finance and Administration, provided that such determinations by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Proposal process under this policy.
- i. **Prohibited Practices Following Opening of Proposals.** After opening the proposals, no changes in prices or other provisions of proposals prejudicial to the interest of the district or fair competition shall be permitted.
  - ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by any regulation and/or policy, all decisions to permit the correction or withdrawal of proposals, or cancel awards of contracts or purchase orders based on proposal mistakes shall be supported by a written determination made by the Director of Finance and Administration.
- g. **Selection Process.** The Superintendent of Schools or his/her designee shall review responses to Requests for Proposals. In no case shall an employee with a financial interest in the transaction be designated to review responses to Requests

## Business/Non-Instructional Operations

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for Proposals.

- i. **Review of Responses to Request for Proposals.** The Superintendent of Schools or his/her designee shall evaluate the Responses to Requests for Proposals. Such selection process may include interviews or oral presentations, with the determination of those to be invited to be interviewed or to make an oral presentation to be based on the established evaluation factors. The Superintendent may also establish a selection committee to assist him in the process.
- ii. **Recommendation.** Based on the review, the Superintendent of Schools or his/her designee shall prepare a list, in rank order based on the established evaluation factors, of no fewer than three firms, if possible.
- iii. **Negotiation.** The Director of Finance and Administration shall negotiate a contract, including in regard to cost and scope, with the firm rated highest by the Superintendent of Schools or his/her designee.
- iv. **Failure to Negotiate a Contract.** Should the Director of Finance and Administration be unable to negotiate a satisfactory contract that he/she determines to be fair and reasonable to the District with the firm selected for negotiations in accordance with this section, the Director of Finance and Administration may then continue this process, starting with the next highest rated firm on the list, until such time as a contract determined by the Director of Finance and Administration to be fair and reasonable to the district is negotiated or until the Director of Finance and Administration determines that the existing procurement process should be terminated.

#### h. Award

The Superintendent of Schools or his/her designee has the authority to approve contracts up to the sum total of \$35,000 for the entire term of the contract. The Superintendent of Schools shall bring all contracts exceeding \$35,000 to the Amity Finance Board and Amity Regional Board of Education for approval.

- i. **Offer Most Advantageous to the District.** Award shall be made by the Director of Finance and Administration, subject to the prior approval of the Superintendent of Schools, and Amity Finance Committee and Amity Regional Board of Education for contracts exceeding \$35,000, to the responsible bidder whose proposal conforms to the solicitation and is determined in writing by the Director of Finance and Administration to be the most advantageous to the district, in accordance with the criteria set forth in the Request for Proposals or other solicitation, including price and the evaluation factors.

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- ii. **Contents of Transactional Files.** The contract or purchase order files shall contain the basis on which the award is made.
- iii. **Written Notice of Award.** Notice of the award of a contract or purchase order shall be promptly given to the successful bidder.

### 3. Requests for Qualifications

- a. **Policy.** The Director of Finance and Administration may issue a Request for Qualifications for Services for a means of prequalifying a firm prior to proceeding with a Competitive Sealed Bid or a Request for Proposal as set forth in this policy.
- b. **Solicitation of Professional Service Firms.** The Director of Finance and Administration shall issue a Request for Qualifications in order to encourage firms engaged in the lawful practice of their profession to submit a statement of qualifications and performance data. The Request for Qualifications shall be published in appropriate trade and professional publications in order to attain the objectives of the policies set forth in this section.
- c. **Selection Committee.** The Superintendent of Schools or his/her designee shall establish a selection committee, and include members of the Amity Regional Board of Education or a Board sub-committee, to review Responses to Requests for Qualifications. No member of the selection committee shall have a financial interest in the transaction.
  - i. **Review of Responses to Request for Qualifications.** The selection committee shall evaluate the Responses to Requests for Qualifications.
  - ii. **Recommendation.** Based on its review, the selection committee shall submit to the Superintendent of Schools a list, in rank order based on the evaluation factors and criteria established by the selection committee, of no fewer than three firms, if possible.
  - iii. **Services Other Than Legal, Architectural and Engineering Services.** For services other than legal, architectural and engineering services, invitations to bid or requests for proposals, whichever is applicable given the nature of the procurement involved, shall be sent to those appearing on such list. The successful bidder or respondent shall, thereafter, be chosen in accordance with the provisions of this policy.
  - iv. **Legal, Architectural and Engineering Services Negotiations.** It is the policy of the District to publicly announce all requirements for legal,

## Business/Non-Instructional Operations

### Purchasing Policy

architectural and engineering services and to negotiate contracts for legal, architectural or engineering services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices. Notwithstanding total contract amount, the Amity Regional Board of Education shall approve the selection of all legal, architectural and engineering services.

#### 4. Recurring Procurements

- a. **The Blanket or Consolidated Procurement.** The Director of Finance and Administration shall, wherever appropriate, consolidate the purchase of commodities or services required by the various departments, on a recurring basis, in order to obtain Competitive Sealed Bids or other forms of solicitation to assure the best possible prices. Upon award, the Director of Finance and Administration shall notify all departments of the blanket or consolidated procurement, which shall be valid for the fiscal year in which it was issued. The Director of Finance and Administration shall circulate to all cost center supervisors the pertinent information or catalogs relative to each blanket or consolidated procurement.

#### 5. Exceptions to the General Rule:

- a. **State Bid List, Multi-Town Consortiums**

The Director of Finance and Administration may purchase goods and services through the State Bid List, Multi-Town Consortium (such as BOWA, Region 15 Consortium), or similar municipal entity where items have already been bid by a public, competitive bidding process.

- b. **Small Purchases**

- i. **Small Purchases between \$2,500 and \$9,999.** All procurements where the amount involved is less than \$10,000 but equal to or greater than \$2,500 shall be made without newspaper advertisement and without observing the procedures for the award of contracts and purchase orders.

1. **Price Alternatives.** All small purchases shall, wherever possible, be based on at least three written price alternatives from qualified bidders, as solicited by the Director of Finance and Administration. Said notice pertaining to the solicitation shall set forth the time and place for the submission. The notice may be tendered to qualified bidders, by telephone, facsimile or electronically. A record of all notices and price alternatives shall be kept in the records of the Finance Department.

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### Purchasing Policy

2. **Award.** The Director of Finance and Administration shall award the purchase order to the lowest responsible bidder. If the purchase order is not given to the lowest responsible bidder, a written explanation shall be made by the Director of Finance and Administration and be filed as a public record with the other papers to the transaction.
  - ii. **Small Purchases in an Amount Less than \$2,500.** All procurements where the amount involved is less than \$2,500 may be awarded on a single bid and, at the Director of Finance and Administration's discretion, accepted orally.
- c. **Sole Source Procurement**
- i. **A Single Available Source for a Commodity, Service or Construction Item.** A contract or purchase order may be awarded for a commodity, service, or construction item without competition when, under this section the Director of Finance and Administration determines, in writing, that there is only one source for the required commodity, service, or construction item.
  - ii. **Factors Considered by the Director of Finance and Administration.** Among the factors the Director of Finance and Administration may take into consideration are the following:
    1. Equipment, material, services, or supplies for which there is no comparable competitive product from more than one supplier;
    2. Public utility services from natural or regulated monopolies;
    3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer;
    4. An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system;
    5. Whether there is only one authorized service provider; or,
    6. A used item that becomes immediately available and is subject to prior sale.
- d. **Procurements Pertaining to Public Emergencies**

Notwithstanding any other provisions of this policy, the Superintendent of Schools may authorize the Director of Finance and Administration to make emergency procurements when there exists a threat to the lives, health, property, welfare or safety of the students and/or staff of the District.

## Business/Non-Instructional Operations

### Purchasing Policy

- i. **Determination of Public Emergency.** To so authorize such emergency procurements, the Superintendent of Schools shall act in accordance with a determination of public emergency by: (1) the President of the United States; or, (2) the Governor of the State of Connecticut; or, (3) the Chief Elected Official of Bethany, Orange or Woodbridge; (4) Director of Health; (5) Chief of Police or Fire Chief of Bethany, Orange, or Woodbridge; or (6) consultation with the Chairman of the Amity Regional Board of Education or his/her designee.
  - ii. **Communication.** In the event of a health or safety emergency necessitating a line item transfer of \$3,000 or more, the Superintendent or the Director of Finance and Administration will promptly notify the Chairman of the Board of Education and the Chairman of the Amity Finance Committee in accordance with Amity Bylaw 9132.6.
- e. **Waiver of Bid or Proposal Requirement: Extraordinary Conditions.**
- i. **Extraordinary Conditions or Contingencies.** Whenever a situation (that is not deemed a Public Emergency) exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Superintendent of Schools or his/her designee may, if it is in the best interest of the district, recommend to waive the competitive bid or proposal requirements. This waiver must be approved by the Amity Regional Board of Education.
    - 1. **Basis for the Determination.** The determination shall be based upon need and shall not be utilized in order to satisfy preferences or convenience, for preventing funds from lapsing at the end of a fiscal year or for any reason that would circumvent the procurement methods set forth in this policy.
- f. **Exempt Services**

The following shall be exempt from the Competitive Bid and Proposal process. The Superintendent of Schools or his/her designee or the Amity Board of Education may, nonetheless, elect to undertake a competitive selection process to solicit professional services which are exempt from the Competitive Bid and Proposal process.

- i. Procurement of professional services as defined above;
- ii. Procurement of legal, architectural and engineering services where entered in compliance with this policy;

## Business/Non-Instructional Operations

### Purchasing Policy

- iii. Procurement of services, equipment or leases of equipment that are necessary for instruction and related services to be provided to individual students with disabilities in accordance with the requirements of the Individuals with Disabilities Act (“IDEA”) and their respective regulations; or
- iv. Agreements between (i) the District, local, state and/or federal governments pertaining to grants; or, (ii) the district and other community based organizations, universities and other nonprofit entities participating as potential service providers in the application for a competitive grant offered by the federal or state governments.

#### g. **Exempt Investment and Insurance**

Investment of District funds, including those of the pension plan, are exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of any investment advisors or managers who direct the investment of such funds. The placement of insurance coverage is exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of the broker who places any insurance on behalf of the District.

#### h. **Record of Procurement Actions Taken With Regard to Sole Source, Waiver and Emergency Procurements**

The Director of Finance and Administration shall maintain a record in the Finance Department, listing all contracts or purchase orders made pertaining to sole source, emergency and waiver purchases for a minimum of five (5) fiscal years. The record shall contain:

- i. each contractor’s name;
- ii. the amount and type of each contract or purchase order; and
- iii. a listing of the commodities, services, or construction procured under each contract or purchase order.

#### i. **Federal and State Procurement Standards: Application for Competitive Grants**

Notwithstanding the requirements of this policy, all procurements that include funding by federal or state funds, including the application for competitive grants, shall comply with the procurement and legal requirements of the federal or state laws or regulations.

### 6. **Cancellation of Invitation for Bids or Requests for Proposals. Waiver of Minor Irregularities**

## Business/Non-Instructional Operations

### Purchasing Policy

- a. **Cancellation.** The Director of Finance and Administration may:
  - i. cancel an Invitation for Bids, a Request for Proposals, or other solicitation; or,
  - ii. reject any or all bids or proposals, in whole or in part, as may be specified in the Invitation for Bids, Request for Proposals, or other solicitation, when he deems it in the best interest of the District, in accordance with regulations and/or policies, if any. The Director of Finance and Administration shall set forth his/her reasons, in writing, which shall be part of the contract file. No written determination shall be required for the cancellation of an entire Invitation for Bid or Request for Proposals.
- b. **Waiver of Minor Irregularities.** The Director of Finance and Administration may waive minor irregularities in bids and proposals if he/she determines that such a waiver would be in the best interest of the District. The Director of Finance and Administration shall state the reasons for any such waiver in writing and include such statement in the contract file.

### 7. Responsibility of Bidders

- a. **Determination of Nonresponsibility.** The Director of Finance and Administration shall make a determination of nonresponsibility of a bidder. The unreasonable failure of a bidder to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility with respect to such bidder. If requested by the bidder deemed nonresponsible, the Director of Finance and Administration may provide a written determination.
- b. **Right of Nondisclosure.** To the extent permitted by the Connecticut General Statutes, confidential information furnished by a bidder pursuant to this policy shall not be disclosed outside of the district without prior written consent by the bidder.

### 8. Prequalification of Suppliers

Prospective suppliers may be prequalified for particular types of commodities, services, and construction. The Director of Finance and Administration shall determine the method of submitting prequalification information and the information required in order to be prequalified.

### 9. Substantiation of Offered Prices

The Director of Finance and Administration may request factual information reasonably



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

### **Purchasing Policy**

available to the bidder to substantiate that the price or cost offered, or some portion of it, is reasonable.

#### **10. Reporting of Anticompetitive Practices**

When for any reason collusion or other anticompetitive practices are suspected among any bidders, a notice of the relevant facts shall be transmitted to the Superintendent of Schools, Chairman of the Amity Regional Board of Education, or Corporation Counsel who shall refer the matter to the Attorney General of the State of Connecticut.

#### **11. Retention of Procurement Records**

All Procurement records shall be retained and disposed of in accordance with the records retention guidelines established by the laws of the State of Connecticut.

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

### **Contracts**

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or Director of Finance and Administration, and where appropriate, subject to approval of the legal adviser to the district.

Contracts exceeding \$35,000 shall have prior approval of the Board.

### **Affirmative Action**

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

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

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

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

### **Maintenance and Control of Materials**

The Board of Education shall permit school equipment to be lent to staff members when such use is directly or indirectly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of the school administration.

The Director of Finance and Administration shall establish procedures for inventory control of all materials assigned to each school building and it is the responsibility of the Building Principal to make sure these procedures are followed.

The Business Office must retain a current inventory of school system materials.

Proper maintenance procedures shall be established by the Director of Finance and Administration.

(cf. 1330 - Use of School Facilities)

(cf. 3440 - Inventories)

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

### **Periodic Audit**

An audit of all accounts of the school district shall be provided annually by an independent public accountant selected by the Board of Education on recommendation of the Superintendent. A contract for audit services shall be for an initial term of no more than three years with an option to extend for no more than two 1 year periods.

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

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

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

This audit does not serve the requirements of C.G.S. 10-260a regarding the obligation of the auditors of public accounts in auditing of State grants for public education.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

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

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

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Accounts**

### **Fraud Prevention and Investigation**

The Board expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in duties involving the District's fiscal resources.

The Superintendent or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the District. Each member of the management team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report the suspicions to the Superintendent or Board Chairperson as appropriate. The Board Chairperson shall immediately inform the full Board. If the suspicion of fraud has to do with senior management, the complaint must be made to the Board Chairperson. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 3100 – Budget/Budgetary System)

(cf. 3300 – Expenditures/Expending Authority)

(cf. 3324.1 – Contracts)

(cf. 3430 – Periodic Financial Reports)

(cf. 3434 – Periodic Audit)

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

### **Accounts**

#### **Fraud Prevention and Investigation**

Fraud, financial improprieties or irregularities include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling of money or reporting of financial transactions.
5. Profiteering as a result of insider information of District information or activities.
6. Disclosing confidential and/or proprietary information to outside parties.
7. Accepting or seeking anything of material value from contractors, vendors, or persons providing services to the District.
8. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment.
9. Failing to provide financial records to authorized state or local entities.
10. Any other dishonest or fraudulent act.

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall issue a report to the Board of Education. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with the Board Chairperson and legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know.

**Amity Regional School District No. 5 Public Schools  
Woodbridge, Connecticut**

**Code of Conduct and Ethical Behavior  
District Office Employees  
(for employees with financial and/or accounting responsibilities)**

As an employee of the District and recognizing the trust placed in me by the elected representatives of the community, I agree to adhere to the following:

1. Recognize the Board's intent that the District operate in a culture of honesty and ethical behavior and to do all in my power to further that goal;
2. Comply with all laws, rules, regulations and court orders of the State of Connecticut and of the United States, as well as Board policy addressing conflicts of interest and other fiscal matters;
3. Practice good stewardship of the District's financial property resources, including reporting of fraudulent expenditures;
4. Support and follow sound business practices to the best of my ability and in keeping with job-related training;
5. Maintain and protect all District financial records;
6. Perform my job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
7. Report knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
8. Guard against misappropriation of assets, particularly theft of the District's assets; and
9. Resist incentives, pressures, and negative attitudes that detract from performance of my responsibilities.

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*Signature*

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*Position*

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*Date*

*Upon hiring and annually thereafter, each employee with financial/accounting responsibilities will sign this document. The signed document is to be placed in the employee's personnel file.*

**Amity Regional School District No. 5 Public Schools  
Woodbridge, Connecticut**

**Code of Conduct and Ethical Behavior  
General Staff  
(for employees with financial and/or accounting responsibilities)**

As an employee of the District and recognizing the trust placed in me by the elected representatives of the community, I agree to adhere to the following:

1. Recognize the Board's intent that the District operate in a culture of honesty and ethical behavior and to do all in my power to further that goal;
2. Read and comply with the attached board policy addressing conflicts of interest, fraud prevention, and other fiscal matters;
3. Maintain and protect all District financial records under my control;
4. Perform my job with the highest attention to detail to minimize and prevent financial error, omissions of transactions and guard against the misappropriation or theft of the District's assets;
5. Report knowledge or suspicion of fraud, impropriety, or irregularity, including intentional misstatements and omissions of financial records;
6. Refuse to accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions. (from Code of Ethics of the Teaching Profession)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

*Upon hiring and while employed in the above-noted position, my signature attests that I will abide by the Code of Conduct and Ethical Behavior as listed above. This original signed document will be placed in my personnel folder.*



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

### **Unexpended Class Funds**

All invoices or obligations incurred by the Senior Class must be paid out of the Senior Class Fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.

Remaining funds will be turned over to two class officers for the purpose of supporting the five year or a later reunion, provided this is the wish of the majority of the class. In the alternative, the class may by majority vote designate remaining funds as a gift to the school. Action regarding remaining funds must be taken no later than the date of graduation.

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

### **Inventories**

### **Fixed Assets**

It is the policy of the Board of Education to maintain an inventory of its fixed assets. Individual assets whose value is at least \$1,000 or more are to be inventoried, an identification number is to be assigned, and the item is to be numerically tagged or otherwise identified.

The Director of Finance and Administration is directed to maintain a listing of the Region's fixed assets and to update the listings on a yearly basis to reflect purchases and dispositions.

Fixed assets are to be inventoried on a random sample basis at least once each year. During this inventory, obsolete or surplus fixed assets are to be identified, removed from the list of fixed assets, and disposed of where possible, by sale. The cost of the disposed asset is to be removed from the Region's financial records.

(cf. 3260 - re Disposal of Obsolete or Surplus Fixed Assets)

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

### **Monies in School Buildings**

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

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

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then, no more than a few dollars should be so kept. All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

No accounts shall be created in the name of Amity Regional School District No. 5 without the approval of the Superintendent of Schools.

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

### **Emergency Cash Fund – Superintendent**

In order to facilitate minor purchases, the Superintendent will establish a small, emergency cash fund in each school. Expenditures against the fund must be carefully itemized by the principals.

After a budget item is exhausted, no expenditures against this item may be made even from the emergency cash fund. The school emergency cash fund is the primary responsibility of the Principal, who is personally liable for any shortage of funds.

The Superintendent shall establish a small, emergency cash fund for the central administrative office. The cash fund will be set up and maintained by the Director of Finance and Administration, who is personally liable for any shortage of funds.

Emergency cash funds shall not exceed \$150 for the middle schools, \$150 for the high school, and \$150 for the central administrative office.

The primary purpose of this fund is material purchases that are of a dollar value not warranting a purchase order or purchases from vendors where the company does not have an established account. Normally emergency cash transactions will not exceed \$25.00. Transactions of more than \$25.00 must be approved in advance by the Director of Finance and Administration. Expenditures of \$25.00 or more will require a paid receipt.

It is important that only one individual be allowed access to any funds. Strict accountability must be maintained. Re-assignment of the emergency cash fund for vacations or other absences must be approved in advance by the Director of Finance and Administration. The emergency cash box shall be in the safe and locked at the close of each business day.

The fund may be used for miscellaneous postage, collect deliveries, and small disbursements, such as miscellaneous supplies and refreshments. The fund may **not** be used for salaries or casual labor, travel, telephone, loans to staff, maintenance or service calls.

Emergency cash funds will be replenished only upon presentation by the school Principal, or the Director of Finance and Administration for the central administrative emergency cash fund, a Request for Replenishing of Emergency Cash form. The request shall be forwarded to the Superintendent for his/her review and approval.

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

### **Emergency Cash Fund – Superintendent** (continued)

The emergency cash funds must be reconciled and accounted for when replacement of the fund is requested or whenever the fund is depleted by approximately 90 percent. Reconciliation shall also be required when requested by the Director of Finance and Administration or Superintendent.

The Director of Finance and Administration shall establish a procedure for replenishing the emergency cash fund.

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

### **Energy Conservation**

The Board of Education believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy, while providing a safe and comfortable learning environment for all staff and students. Therefore, the Board hereby directs the administration, supported by the school staff, to continually assess the consumption of energy and implement reasonable operating procedures to reduce energy consumption in the District.

The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

The Superintendent or designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy conservation goals. Further, every effort shall be made to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation goals.

The Superintendent or designee shall periodically report to the Board on the District's progress in meeting its energy conservation goals.

(cf. 7230.1 - New Construction)

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

### **Transfer of Funds Between Categories; Amendments**

#### **Buildings and Grounds Usage**

1. It shall be the policy of the Amity Board of Education to encourage the community use of school buildings when such use is in the public interest, does not unreasonably conflict with school activities, does not incur additional unreasonable net expense and/or liability to the taxpayer, and is not detrimental to the purposes of the schools.
2. The Amity Board of Education believes that access to school facilities should be based upon a system of prioritization wherein school related groups receive top priority.
3. The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent of Schools or his/her designee in conformity with the regulations to be developed by the Superintendent.
  - a. School facilities, when not in regular use, will be available for community use at such rates and under such conditions as may be established by the Amity Board of Education annually.
  - b. The use of school facilities shall be limited to those organizations which are located within the geographic boundaries of Bethany, Woodbridge and Orange or to those organizations which can demonstrate that the use of the facilities is a primary benefit to the residents of the regional district's member towns.
  - c. All school sponsored activities including but not limited to adult education, summer school, athletic events and practices, dramatic events, musical events, class events, graduation ceremony and other school sponsored activities shall have preference over activities sponsored by non-school organizations.
  - d. The use of school buildings, grounds, equipment and facilities will be denied to any person or organization sponsoring causes generally held to be subversive to the public interest and welfare. The Superintendent of Schools shall make this determination.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage

1. The use of school buildings, grounds, equipment and facilities shall be governed by the following specific regulations.
  - a. To ensure the fairest distribution of school facilities among organizations, request for use of facilities should be made as far in advance, with a *three (3) week minimum notice required when possible*. All requests for the use of any facility shall be presented to the Superintendent of Schools or his/her designee on an application form available at the District Offices or individual school building.
  - b. Persons attending any functions must confine themselves to the areas assigned for their use.
  - c. Smoking is prohibited in any area within the school building or outside of the school building on school property.
  - d. No guns or weapons of any kind may be brought onto school grounds.
  - e. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades or skate boards or footwear that might cause damage are permitted in school buildings, in the Field House, or on tracks, fields or lawns.
  - f. No dogs or other pets are permitted in school buildings or on school grounds. Exceptions: Those needed for educational purposes and those needed by handicapped individuals. Adult education dog-training programs will only have use of the outdoor parking lot. The adult education teacher in-charge of the training program is responsible for leaving the outdoor in a clean, sanitary condition.
  - g. No cooking outside the school kitchen, Field House, Family Consumer Science or Culinary classroom, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Amity Regional School District No. 5 program, except with special permission, under controlled conditions.
  - h. School furniture and equipment:
    - (1) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, laptops, smartboards, etc.) may be used by outside users of school facilities without special permission.



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

### **Transfer of Funds Between Categories; Amendments**

#### **Buildings and Grounds Usage (continued)**

- (2) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to Town agencies or committees in Bethany, Orange and Woodbridge, with the approval of the Superintendent of Schools or his/her designee.
  - (3) Kitchen equipment may not be moved.
  - (4) All furniture and equipment must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users will be required to pay for repair or replacement due to damage.
  - (5) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.
  - (6) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the Principal or facilities department, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.
- i. Sale, use and possession of alcoholic beverages, unauthorized controlled substances, or tobacco or tobacco products is prohibited inside the school building or on school property.
  - j. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
  - k. Advertising, decorations or other materials that promote the event or activity must be approved in advance by the Principal.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

- l. The utilizing organization must agree to assume financial responsibility for accidents or injuries to members or guests, whether or not they are invited. The liability insurance carried by the Amity Board of Education protects the interests of the Board and its employees but not those who utilize the school facilities. The utilizing organization is required to pay for and furnish a Certificate of Liability Insurance specifying a *minimum* coverage of \$1,000,000 bodily injury and property damage and naming the Amity Regional School District No. 5 as the insured. The Certificate of Liability Insurance should be attached to the Request for Use of School Facilities form. This requirement may be waived by the Superintendent of Schools for school groups and town agencies and committees of Bethany, Orange and Woodbridge. The Certificate of Liability Insurance must have a cancellation clause in which the insurer will endeavor to mail thirty (30) days written notice to the certificate holder, who shall be Amity Regional School District No. 5. The address shall be District Offices, 25 Newton Road, Woodbridge, CT 06525. ***The utilizing organization may not use the facilities until the Certificate of Liability Insurance has been received by the Finance Office.***
- m. The utilizing organization must also agree to assume financial responsibility for all damage, destruction or loss of school property occurring while the building is being used by them. A deposit may be required prior to the event.
- n. The utilizing organization is responsible for a cleanup after the event or activity or a fee will be assessed for a custodian to cleanup.
- o. The utilizing organization must agree to be responsible for the conduct of all persons in attendance at the activity. The custodian on duty will not serve as a policeman. If, in the judgment of the Principal or Director of Facilities, police supervision is required, the cost of the police supervision shall be paid by the utilizing organization.
- p. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Director of Facilities, Fire Marshall, or Fire Chief.
- q. Refreshments may be served only by prior arrangement with the agreement of school authorities.
- r. No parking is permitted in the fire lanes adjacent to the sidewalks and driveway entrances to the school. Parking lanes are provided and are clearly marked.
- s. Users must comply with all administrative regulations governing the use of school facilities. Non-compliance may result in revocation of privileges.

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

### **Transfer of Funds Between Categories; Amendments**

#### **Buildings and Grounds Usage (continued)**

- t. Requests for use of Amity Regional School District No. 5 facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity or event or failure to pay all fees and charges to the school district in a timely manner.
2. The use of the gymnasium for athletics shall be governed by the following additional rules:
    - a. Rubber soled shoes, of a type that does not mark the floor, will be used by everyone participating in athletics. Shoes worn outside (street shoes) may not be used on the gymnasium floor. The Principal and Athletic Director shall determine what type of shoes may be used on the gymnasium floors.
    - b. Heat, ventilation, lights and adjustment of moveable athletic equipment are to be regulated only by the custodian or school maintenance personnel.
    - c. Locker rooms, shower and dressing rooms must be left in order and to the satisfaction of the Principal, Athletic Director and Director of Facilities. No towels will be furnished.
    - d. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the school authorities.
    - e. No food or beverage is permitted in the gymnasium.
    - f. No smoking is permitted.
  3. The use of the auditorium shall be governed by the following additional rules:
    - a. Stage properties belonging to the school or to school organizations may not be used or moved without special permission.
    - b. Storage of stage properties belonging to others is the responsibility of the renting organization and is to be done only under the direction of the custodian. All such stage properties and other material used, not belonging to the school, must be removed before noon on the next day (Sunday or national or state recognized holiday excepted, if necessary) after their last scheduled use. If the properties are not removed in a timely manner, the school authority may direct the disposal of the stage properties without the consent of the utilizing organization. The utilizing organization must agree that it shall have no legal recourse against Amity Regional School District No. 5 or its employees for the disposal of the stage properties, if the stage properties are not removed by the utilizing organization before noon on the next day (Sunday or national or state recognized holiday excepted, if necessary) after their last scheduled use. Any related removal fees will be the responsibility of the utilizing organization.

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

### **Transfer of Funds Between Categories; Amendments**

#### **Buildings and Grounds Usage** (continued)

- c. Pianos, audio-visual, public address and other special equipment may be used only by special arrangement with the Principal or designee.
  - d. All groups or organizations must retain a lighting and sound consultant from a list designated by the Principal or facilities department.
  - e. No food or beverage is permitted in the auditorium.
  - f. No smoking is permitted.
4. The use of classrooms, library/media center, or cafeteria shall be governed by the following additional rules:
- a. Furniture may be moved only by the custodian or under his/her direction.
  - b. The furniture must be put back in place under the direction of the custodian.
  - c. Kitchen facilities, Family Consumer Science or Culinary classroom, may be used only by special arrangement with the Principal and cafeteria manager for cafeteria and kitchen and then only to the extent agreed upon. The utilizing organization must pay for the cafeteria manager or worker to be present during the entire time in which the kitchen facilities is being used and cleaned for the next school day.
  - d. Use of equipment is subject to special arrangement and any fees established by the Amity Board of Education.
5. The use of fields shall be governed by the following additional rules:
- a. Refreshments may be served only by prior arrangement with, and agreement of, school authorities.
  - b. All practices should be scheduled for the practice areas, not the competition field.
  - c. The Amity Athletic Department reserves the right to postpone any activities in the case of inclement weather or excessive stress to the playing surfaces.
  - d. Only Amity Regional School District No. 5 facilities personnel may perform tasks on the facility and users of school facilities must pay for the additional services required. The Amity Regional School District No. 5 reserves the right to hire an outside contractor to perform such tasks and charge the utilizing organization for the additional services required.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

- e. The Athletic Director or his/her designee will make all field assignments.
  - f. The non-refundable administrative fee of \$25.00, if applicable, may not be waived by the Athletic Director or his/her designee.
6. The following classification of organization and activities will determine facilities preference and rental fee:
- a. **SCHOOL GROUPS** shall have preference in the use of the facilities. There will be no charge to these organizations.
    - (1) Continuing Education including Adult Education and Summer School programs under the direction of the Amity Regional School District No. 5
    - (2) Parent, teacher organizations from Bethany, Orange and Woodbridge
    - (3) Amity Booster Club
    - (4) Other approved groups sponsoring events to raise funds for school activities when such funds are deposited directly to the account of the school activity and administered by proper school authorities.
  - b. **BETHANY, ORANGE AND WOODBRIDGE PARK AND RECREATION DEPARTMENTS:** The Amity Regional School District No. 5 and the Park and Recreation Departments of Bethany, Orange and Woodbridge have had a collaborative arrangement whereby the use of the town and school fields are shared, as reasonably available, without any charges or fees, except for the necessary custodial overtime costs related to the activity or event. This arrangement shall continue with the mutual agreement of the parties. Custodial charges are \$40 per hour.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

- c. **TOWN AGENCIES AND COMMITTEES** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group. There will be no charge to the town agency or committee provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays) and no set-up or take down is required. A \$40 charge will be incurred for set-up and take down during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$40 per hour for set-up and take down and the time of the activity. Events held on Saturdays will be charged \$40 per hour for set-up and take down and the time of the activity. Events held on holidays and Sundays will be charged \$50 per hour for set-up and take down and the time of the activity. Custodial charges shall be waived if and when custodians have already been assigned for other purposes during the event or activity and no additional work (e.g., set-up; take-down; clean-up; etc.) is required as a result of the activity.
- d. **ATHLETIC ASSOCIATIONS:** Athletic associations that are not for profit and benefit the youth of Bethany, Orange and Woodbridge may use Amity athletic facilities at no charge upon application and approval.
- e. **COMMUNITY AND CIVIC NON-PROFIT ORGANIZATIONS** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group; Bethany, Orange and Woodbridge Park and Recreation departments; or town agencies or committee. Other non-profit organizations which can demonstrate that the use of facilities is a primary benefit to the residents of the regional district's member towns may also use the facilities, if available.
  - (1) Community and civic non-profit organizations shall include Rotary, Lions Club, Historical Society, Garden Club, religious groups, and similar types of organizations. Possible determining factors could be a group's non-tax status; use of any funds raised by the group primarily for the benefit of residents in Bethany, Orange or Woodbridge.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

When no admission or fee is charged, community and civic non-profit organizations will be charged a custodial fee of \$40 for set-up and take down provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on Saturdays will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on holidays and Sundays will be charged \$100 per hour for set-up and take down and the time of the activity. In addition, extra charges will apply for the following:

	<u>Extra Charges</u>
Field House	\$250
Athletic Fields (Base Fee)	\$100
Field Layout and Lining:	
Football Field	\$400
Baseball or Softball Field	\$300
Soccer or Lacrosse Field	\$250
Lining only (no layout required):	
Football Field	\$200
Baseball or Softball Field	\$100
Soccer of Lacrosse Field	\$100
High School Auditorium	\$350
Sound & Lighting Consultant	\$400
Middle School Gymnasium	\$100
High School Gymnasium	\$150
Library / Media Center	\$100
High School Cafeteria	\$150
High School Kitchen	\$150
Middle School Cafeteria	\$100
Middle School Kitchen	\$100
Music Room	\$100
Classroom: First	\$25
Classroom: Each Additional	\$15
 Surcharge	 \$100

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

Surcharge is required if event:

- ✓ Creates significant wear and tear
- ✓ Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- ✓ Uses vendors' or exhibitors' booths
- ✓ Uses field house or two *major* facilities (gymnasium, cafeteria, auditorium, 11+ classrooms)
- ✓ Involves more than 350 participants or attendees

Other Fees:

- ✓ Administrative charge: \$25 per contract. This non-refundable fee must be paid at the time of the application.
- ✓ Fees will also be charged for piano tuning, gymnasium and field house floor covering, excess garbage collection and use of lighting/sound equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, updated yearly.

- f. The estimated rental fee for a one-time event or activity is required to be paid a ***minimum of five (5) business days before the event or activity***. The Director of Finance and Administration shall determine the estimated rental fee. The administrative charge of \$25, if applicable, shall be added.
- g. The estimated rental fee for a multiple event or activity (e.g., outside organization sponsored school) shall be billed in the following manner:
  - (1) The full amount of the estimated rental fee for all the events or activities scheduled for the first month must be paid a ***minimum of five (5) business days before the first event or activity***;
  - (2) The full amount of the estimated rental fee for all the events or activities scheduled for the succeeding month(s) must be paid a ***minimum of five (5) business days before the start of the month in which the events or activities will take place***.
  - (3) The Director of Finance and Administration will determine what additional charges, if any, are owed.
- h. The Superintendent of Schools or his/her designee shall determine the classification of each group and related fees. The utilizing organization agrees to the classification and related fees by signing the Request for Use of School Facilities form.



## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

7. The fee schedule will be reviewed on an annual basis by the Director of Finance and Administration, who will provide a list of recommended changes to the Superintendent of Schools. Upon the approval of the Superintendent of Schools, the recommended changes will be brought to the Amity Board of Education for consideration. No fees may be increased without the approval of the Amity Board of Education.
8. Upon the approval of the Superintendent of Schools, the Director of Finance and Administration may modify the PERMIT document from time to time provided no change is made to the fees charged or Board policy.
9. The process of formally requesting the use of school facilities is, as follows:
  - a. A person seeking the use of school facilities may obtain a Request for Use of Facilities form at a school or district offices.
  - b. The completed *original* Request for Use of Facilities form should be submitted to the Principal or his/her designee. It must be accompanied by a check of \$25 payable to "Amity Regional School District No. 5" for the non-refundable administrative fee (except if waived by Board policy, prior Board action, or Superintendent of Schools). In addition, a Certificate of Liability Insurance for a *minimum* of \$1,000,000, naming Amity Regional School District No. 5 as the Certificate Holder, must be attached to the form.
  - c. The Principal or his/her designee shall determine if the school facility is available on the requested date(s) for the particular event or activity. If not, the Principal or his/her designee shall notify the group or organization's contact person that the school facility is not available. The Request for Use of Facilities form should *not* be forwarded to the Athletic Director. The \$25 check will be refunded.
  - d. The Principal and Athletic Director shall have the authority to determine that an athletic field is not in a suitable condition or the event or activity would likely cause damage beyond normal wear and tear. If either the Principal or Athletic Director makes this determination, the Request for Use of Facilities should be denied. The \$25 check will be refunded.
  - e. The Athletic Director or his/her designee should sign-off on any request for the use of the Field House, athletic field(s), gymnasium, and/or locker room *only if* the Field House, athletic field(s), gymnasium, and/or locker room are available on the requested date(s). If not, the Athletic Director or his/her designee shall notify the group or organization's contact person that the school facilities, as requested, are not available. If the request is rejected, the \$25 check will be refunded.

## Business/Non-Instructional Operations

### Transfer of Funds Between Categories; Amendments

#### Buildings and Grounds Usage (continued)

- f. If signed off by the Principal and Athletic Director, if applicable, the completed *original* form, \$25 check, if required, and Certificate of Liability Insurance should be sent to the Director of Facilities or his/her designee.
- g. The Director of Facilities is responsible for the overall use of the facilities while the school is not in session, and in this regard, should determine whether or not the event or activity will interfere with other activities already scheduled (e.g., parking requirements; available custodial staff for set-up, take-down and clean-up activities) or be detrimental to the buildings, grounds, equipment and facilities. The Director of Facilities may reject the request. The \$25 check will be refunded.
- h. If the Director of Facilities is satisfied that the event or activity on the particular date(s) is an acceptable use of the facilities under the conditions set forth in the Board's Policy and meets all applicable administrative regulations, the Director of Facilities or his/her designee may sign the form. If not, the Director of Facilities or his/her designee shall notify the group or organization's contact person that the school facilities, as requested, are not available. If the form is signed by the Director of Facilities or his/her designee, the completed original Request for Use of Facilities form should be sent to the Finance Manager with the non-refundable administrative fee, if applicable, and Certification of Liability Insurance.
- i. The Director of Facilities should notify the police and fire departments of events with 100 or more attendees. The Director of Facilities should then notify the Finance Manager if and when there will be charges for police and/or fire watch. These charges will be paid by the group or organization directly to the Police and Fire Department, or the Finance Manager will include these costs in the calculation of charges and fees for the group or organization.
- j. The Director of Facilities or his/her designee will assign a custodian, as required, based on the standard rotating schedule.
- k. The Finance Department will:
  - ✓ Deposit the \$25 non-refundable administrative fee to the General Fund
  - ✓ Verify or obtain the necessary Certificate of Liability Insurance
  - ✓ Calculate the estimated rental fee and send an invoice to the contact person
  - ✓ Verify the required payment is made at least five (5) business days prior to the event or activity. If not, notify the school that the event or activity is *not* to take place.
  - ✓ Notify the Principal, Athletic Director, and Director of Facilities the event or activity is approved by sending a copy of the completed PERMIT form
  - ✓ Notify the group or organization by sending the contact person a completed PERMIT form with a copy of the Board policy.

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

### **Transfer of Funds Between Categories; Amendments**

#### **Buildings and Grounds Usage (continued)**

- l. The Finance Department will calculate the total rental fee, deduct any deposit payment, and send an invoice for the remaining amount, if any, to the contact person. The Finance Department will reimburse the group or organization by check for any overpayment.
- m. The Finance Department will deposit the payment of the rental fee in the General Fund. If the remaining amount is not received within ten (10) business days from the date of the invoice, a reminder notice will be sent to the contact person. If payment is not received within thirty days (30) business days for the date of the reminder notice, the Director of Finance and Administration will send a letter to the group putting them on notice that they will not be able to use the school facilities for any purpose until full payment is made of all past due claims. An additional administrative charge of \$50 shall be added to the remaining amount for each month in which the payment is overdue.
- n. The custodian on-duty during the event or activity shall obtain the PERMIT from the contact person. If the contact person fails to provide a signed PERMIT, the custodian on-duty will inform the contact person that the event or activity cannot take place. The custodian on-duty shall not have the authority to waive this requirement.
- o. At the end of the event or activity, the custodian on-duty will complete the RELEASE form, sign and date the form, obtain the signature of a representative of the group or organization, and send both the PERMIT and RELEASE forms to the attention of the Director of Facilities.
- p. The Director of Facilities or his/her designee will provide a copy of the PERMIT and RELEASE forms to the Finance Manager.
- q. The custodian on-duty during the event or activity should notify the Head Custodian if and when there are any problems relating to the event or activity (e.g., damaged or stolen school property; failure to comply with Board policy and/or administrative rules). The Head Custodian should notify the Principal, who in turn should contact the Director of Finance and Administration.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REQUEST FOR USE OF SCHOOL FACILITES**

The (name of organization) \_\_\_\_\_ of the town of \_\_\_\_\_ requests permission to use Amity Regional School District No. 5 facilities, as noted below, under the Amity Board of Education's Policies and administrative procedures. A copy of the Board's Policy and Regulations has been provided.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School Location: \_\_\_\_\_ for the purpose of

\_\_\_\_\_ on (date or dates) \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Admission Charge \$ \_\_\_\_\_ Refreshments: YES \_\_\_ NO \_\_\_

If refreshments served, provide brief description: \_\_\_\_\_

Will fees, contributions, donations or other money be collected? YES \_\_\_ NO \_\_\_

It is anticipated that approximately \_\_\_\_\_ adults and \_\_\_\_\_ children will attend.

Will set-up be required? YES \_\_\_ NO \_\_\_ Requirements: \_\_\_\_\_

Please check off below the requirements for the event or activity:

- \_\_\_\_\_ Field House \_\_\_\_\_ Athletic Fields
- \_\_\_\_\_ Auditorium \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Library / Media Center \_\_\_\_\_ Music Room
- \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Classroom(s) How many classrooms? \_\_\_\_\_
- \_\_\_\_\_ Presentation Room Set-up Required? \_\_\_\_\_
- \_\_\_\_\_ Police (when attendance is 100 or more)
- \_\_\_\_\_ Custodian(s) for set-up, take-down Clean-up? YES \_\_\_ NO \_\_\_
- \_\_\_\_\_ Other Requirements (please specify) \_\_\_\_\_
- \_\_\_\_\_ Other Requirements (please specify) \_\_\_\_\_
- \_\_\_\_\_ Other Requirements (please specify) \_\_\_\_\_

In making this application, we hereby agree to comply strictly with the policies, rules and regulations of the Amity Board of Education and to be responsible for any damage to or loss of school property arising from our occupancy of any portion of the buildings or grounds. We understand that the event or activity can only approved by the Director of Finance and Administration or Finance Manager. Also, all charges and fees must be paid as described in the Board's Policy and Regulations, and a Certificate of Liability Insurance must be submitted with this form. A PERMIT will be provided by the Finance Office if and when the event or activity is approved.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
Authorized Agent of Organization

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
Principal or designee

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
Athletic Director or designee

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
Facilities Director or designee

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
USE OF SCHOOL FACILITIES**

[Contact Person]  
[Name of Organization]  
[Address of Contact Person]

Date Issued: \_\_\_\_\_

Re: Use of School Facilities

Dear [Contact Person]:

Enclosed please find a copy of your Request for Use of School Facilities, which has been signed off by the Principal or designee, Athletic Director or designee (if applicable), and Facilities Director or designee. In order for your group or organization to obtain a PERMIT to use the facilities, you will need to send a check payable to "Amity Regional School District No. 5", to Finance Manager, Amity Regional School District No. 5, District Offices, 25 Newton Road, Woodbridge, CT 06525, ***at least five (5) business days prior to the event or activity***. You must also provide a Certificate of Liability Insurance, as prescribe in the Board Policy. Upon receipt of your payment with a Certificate of Liability Insurance, the Director of Finance and Administration or Finance Manager will issue a PERMIT. ***You MUST bring the PERMIT to the event or activity, because the custodian on-duty will need to have it before your event or activity may proceed. (The signed Request for Use of School Facilities form is NOT a PERMIT and cannot be used in the place of a PERMIT.) There will be no exceptions allowed if you do not have a duly authorized PERMIT.***

Please send a check payable to "Amity Regional School District No. 5" for the amount of the Total Payment Due upon receipt of invoice to Finance Manager, Amity Regional School District No. 5, District Offices, 25 Newton Road, Woodbridge, CT 06525. Please be sure to include a Certificate of Liability Insurance, as prescribed in the Board Policy.

If you have any questions regarding the invoice or PERMIT, please call Jack Levine, Director of Finance and Administration, at (203) 397-4813, or Terry Lumas, Finance Manager, at (203) 397-4801.

Sincerely,

Jack B. Levine  
Director of Finance and Administration  
Amity Regional School District No. 5  
District Offices  
25 Newton Road  
Woodbridge, CT 06525  
Phone: (203) 397-4813  
Email: [jack.levine@reg5.k12.ct.us](mailto:jack.levine@reg5.k12.ct.us)

Enclosure

c: Principal  
Athletic Director  
Director of Facilities  
Finance Manager  
File



**SAMPLE**  
AMITY REGIONAL SCHOOL DISTRICT NO.5

District Offices  
25 Newton Road  
Woodbridge, CT 06525

# Invoice

Date	Invoice #
4/17/2007	1

Phone #	203-397-4801
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Fax #	203-397-4864
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Bill To

Sample  
123 Road  
Any Town, USA

Due Date	4/17/2007
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School	
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Rental Date(s)	Quantity	Description	Rate	Amount
6/2/2007	1	Non-refundable administration fee	25.00	25.00
6/2/2007	1	First Classroom Fee	25.00	25.00
6/2/2007	5	Fee for each classroom over initial classroom.	15.00	75.00
Payments/Credits				<b>\$-25.00</b>
<b>Balance Due</b>				<b>\$100.00</b>

**Other fees may be charged and will be due within ten (10) business days at the conclusion of the event or activity, including but not limited to:**  
 Additional Custodial Assistance (Set-up & take-down)  
 Damaged or loss school property  
 Police and/or Fire Watch, if necessary  
 Significant wear and tear on field used

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
USE OF SCHOOL FACILITIES

PERMIT

[Contact Person]

Date Issued: \_\_\_\_\_

[Name of Organization]

[Address of Contact Person]

This is to confirm that (name of organization) \_\_\_\_\_  
has permission to utilize the following facilities on the dates and times indicated below:

School Location: \_\_\_\_\_ for the purpose of

on (date or dates) \_\_\_\_\_  
from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Admission Charge: \$ \_\_\_\_\_ Refreshments: \_\_\_\_\_

Estimated Attendees: \_\_\_\_\_ If police or fire watch is needed, you will be responsible for cost.

You may use the following facilities on the date and time shown above:

- ✓ Football Practice Field at Amity High School (example)
- ✓ Boys' Locker Room (example)
- ✓ One classroom for meeting (example)
- ✓ Set up will be required of classroom (put chairs in a circle) (example)
- ✓ **NO** other facilities may be used

**This PERMIT must be on-hand at the event or activity and must be handed to the custodian on-duty.**

This PERMIT is issued with the understanding that all care of the facility and conduct of persons on the school premises during the aforementioned date(s) and time(s) is the responsibility of the holder of the PERMIT. This PERMIT may **not** be used by any other group or organization or for any other purpose than shown above. Failure to comply with all of the Board Policies and administrative regulations may result in the immediate termination of the event or activity.

The Amity Regional School District No. 5 reserves the right to postpone or cancel activities in the case of inclement weather or excessive stress to the playing fields. Should there be any question as to the field(s) conditions, please contact the Athletic Department Office (203-397-4839) or Field Maintenance Supervisor (203-392-2175 or 203-650-8080)

It is understood that your group or organization has a Certificate of Liability Insurance that hold the Amity Regional School District No. 5, and its member towns, harmless against any claim for liability to any person or persons for personal injury or property damage in connection with your use of this property, that your group or organization will hold the Amity Regional School District No. 5, and its member towns, harmless from any such claim by others, and will release the Amity Regional School District from any such liability to your group or organization or its members or anyone else.

**APPROVED:** \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Finance and Administration or Finance Manager

PERMIT SEAL  
WILL BE  
AFFIXED HERE  
ON ORIGINAL  
PERMIT ISSUED

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
USE OF SCHOOL FACILITIES

RELEASE FORM

**Completed by Finance Department:**

[Contact Person]

Date Issued: \_\_\_\_\_

[Name of Organization]

[Address of Contact Person]

The abovementioned group or organization held an event or activity at:

School Location: \_\_\_\_\_ for the purpose of

On (date) \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**Completed by Custodian on-duty:**

\_\_\_\_\_ Set-up required      \_\_\_\_\_ Number of custodians      \_\_\_\_\_ Estimated Time

\_\_\_\_\_ Take-down required      \_\_\_\_\_ Number of custodians      \_\_\_\_\_ Estimated Time

Start of event: \_\_\_\_\_ a.m./p.m.      End of event: \_\_\_\_\_ a.m./p.m.

Approximate number of attendees: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Additional duties performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Estimated Time: \_\_\_\_\_

Indicate any known damage or loss of school property. If none, write "NONE". *The abovementioned group or organization remains responsible for any damage or loss of school property related to the event or activity.*

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Custodian on-duty

By signing below, I fully agree with the information above:

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Authorized Agent of Organization

**PERMIT and RELEASE forms should be sent to the attention of the Director of Facilities.**





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

### **Safety & Health Committee**

It is the policy of the Amity Regional School District No. 5 to provide a workplace and an environment as free as possible from recognized hazards which could cause injury or death to our employees and/or students. The Amity Safety Committee is responsible for monitoring safety performance, safety inspections, and administering the safety program for the Amity Regional School District No. 5.

### **Membership**

1. The Safety Committee will be composed of representatives from each of the district's employee groups.
2. Whenever deemed necessary, interested employees will be invited to attend a specific meeting.
3. If a hazard is to be corrected through engineering methods, then the Town Engineer or Building Inspector or similarly skilled person should be invited to the meeting to give his/her professional advice.

### **Responsibility**

1. The Safety Committee will be responsible for administering a health safety program. The committee will meet on a regular schedule with additional meetings when needed.
2. The committee will meet to:
  - a. review accident and injury reports and to assure there have been measures taken to correct the conditions that may have caused the accidents;
  - b. review any and all safety inspections and submit to departments for necessary corrections;
  - c. review all maintenance work, orders pertaining to safety and set priorities on these orders; and
  - d. review quality of food issues and nutritional values.

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

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

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

Security means more than having locks and being sure that they are locked at the proper times. Security also means:

1. Minimizing fire hazards;
2. Reducing the probability of faulty equipment;
3. Guarding against the chance of electrical shock;
4. Keeping records and funds in a safe place; and
5. Protecting against vandalism and burglary.

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

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

## **Business/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 of Schools, 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 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.

The 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 school system business office. The Board of Education prohibits the duplication of school keys otherwise.

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

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

### **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.

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

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application**

The Amity Regional 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:

1. Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
2. Prevent loss or damage to school structures or property;
3. Prevent pests from spreading in the community or to plant and animal populations beyond the site; and
4. 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 Director of Finance and Administration 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 Superintendent shall designate an IPM supervisor who shall direct

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

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application**

and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.

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. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Whenever possible, persons who have registered for advance notice will be notified at least 24 hours prior to application of pesticide. Notices shall also be posted in designated areas at school at least 24 hours prior to the non-emergency 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.

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.

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.

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

### **Hazardous Material in Schools**

### **Pest Management /Pesticide Application**

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

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.

23-61b. 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.

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

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application**

#### **Pest Management /Pesticide Application**

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 Director of Finance and Administration 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. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.
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



## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Pest Management /Pesticide Application

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 by any means practicable on or before the day that any application of pesticide is to take place at a school.
14. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) location of the application, (3) date of application, (4) 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 for an emergency application.
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.

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

### **Hazardous Material in Schools**

### **Pest Management /Pesticide Application**

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 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

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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.

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

### **Employee Bonds**

In accordance with State law, the Treasurer of the Board of Education shall give bond in the amount determined by the members of the Board. The cost of the bond shall be borne by the school system.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education (subsection d)

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

### **Transportation**

#### **General**

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

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

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor vehicles regarding the operation of school buses and motor vehicles.

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

#### **Federal Compliance**

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

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

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

#### **Duties of the Superintendent**

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

1. Determine eligibility for school transportation in accordance with these guidelines and

## Business/Non-Instructional Operations

### Transportation

Section 10-186 of the General Statutes and in compliance with applicable portions of the No Child Left Behind Act pertaining to homeless students and school choice.

2. Establish school transportation routes and designate locations for pick-up points (bus stops). The Superintendent shall direct the establishment of bus routes to provide the safest, shortest routes as economically as possible. Routes shall equalize, as nearly as possible, the length of routes and bus loads as close to bus capacity as possible and shall provide student transportation to and from schools within prescribed time limits. Generally, bus routes shall begin no earlier than 60 minutes before school opens and students shall not be in transit from school more than 60 minutes.
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
5. Give due consideration to requests for extension of school transportation service.
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner consistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

#### Legal Reference: Connecticut General Statutes

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

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-187 Appeal from finding of hearing board.

10-220 Duties of boards of education.

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

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

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

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

### **Transportation**

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

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

Chapter 248 Vehicle Highway Use

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

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

## Business/Non-Instructional Operations

### Transportation

The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over age 12, or enrolled in grades 7 through 12, and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

#### 1. Definitions

- a. **"School transportation"** means the procedure, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his/her residence to or from the school in which he/she is enrolled by the Board.
- b. **"Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
- c. **"One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
- d. **"Raised walk area"** means (1) a sidewalk or (2) a portion of the right of way at least three feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, and fencing, apart from and independent of any white line safety markings along the street pavement.
- e. **"Walking route"** means the most direct route which the child would normally be expected to travel between his/her residence and the school to which he/she is assigned by the Board.
- f. **"Hazard"** means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem, the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
  - i. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

- 1. Speed limits for motor vehicles are in excess of forty miles per hour

## Business/Non-Instructional Operations

### Transportation

and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;

2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to normal children;
  3. For students over age 12, or enrolled in grades 7 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- ii. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades 7 and 8, unless all of the following conditions are met:
1. There exists no line-of-site obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snowbank, or other obscuring object or structure which may be safely negotiated by vehicles only at speeds under fifteen miles per hour.
  2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Drivers Manual.
  3. Man-made hazards including attractive nuisances are absent.
  4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- iii. Any walkway or path in an area adjacent to, and paralleled to railroad tracks shall be considered a hazard, unless suitable physical barriers along the walking routes are present and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous.
- iv. A lake, stream, culvert or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.



## Business/Non-Instructional Operations

### Transportation

- v. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

### 2. Duties of the Superintendent

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

- a. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes and in compliance with applicable portions of the No Child Left Behind Act pertaining to homeless students and school choice.
- b. Establish school transportation routes and designate locations for pick-up points (bus stops).
- c. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
- d. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
- e. Give due consideration to requests for extension of school transportation service.
- f. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

### 3. Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria is present:

- a. The walking distance for the student, either to school or to the nearest bus stop, is in excess of the guidelines established by the Board which shall not exceed the following maximum distances:
  - i. For students enrolled in the equivalent of grades 7 and 8 at middle school, up to one-half mile; and
  - ii. For students enrolled in grades 9 through 12, up to one (1) mile.

## Business/Non-Instructional Operations

### Transportation

- b. The walking route does not exceed the limits set forth in paragraph 3.a.i. above, but presents a hazard; and the hazard which the Board cannot reasonably eliminate or adequately abate.
- c. The student is physically handicapped, or mentally challenged.
- d. The student, per the provisions of the No Child Left Behind Act, is classified as a homeless student, attends a school identified as in need of improvement, is a victim of a violent criminal offense, or attends a school identified as persistently dangerous.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

#### 4. Eligibility for Out-of-Town Transportation

- a. Pursuant to C.G.S. § 10-64(d) and C.G.S. § 10-65(b), any resident of the school district under twenty-one years of age who is not a high school or vocational school graduate and who is attending an agricultural science or technology education center approved by the Board shall be eligible for transportation.
- b. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

#### 5. Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner.

- a. Discuss the matter with the Principal of the school to which the student is assigned.
- b. If no resolution is reached under 5.a above, discuss the matter with the Director of Finance and Administration or designee.
- c. If no resolution is reached under 5.b above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has so failed to furnish such accommodations.

## Business/Non-Instructional Operations

### Transportation

The Board (3 member subcommittee or hearing officer) shall hold a hearing within ten (10) days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Legal Reference: Connecticut General Statutes

10-64 re Regional agricultural science and technology education centers

10-65 re Regional agricultural science and technology education centers

10-76d re transportation for special education program services.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

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

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

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

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

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

14-275b Transportation of handicapped students.

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

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

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

Regulation adopted: February 11, 2015

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Business/Non-Instructional Operations**

**Transportation**

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

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

### **Special Transportation for School Related Trips**

Regulations which govern the use of school buses for the support of instructional and co-curricular programs are:

1. Teachers will complete a Request for a School Sponsored Trip form at least two weeks in advance of a proposed trip.
2. The Building Principal or Assistant Principal must approve all trips.
3. The Director of Finance and Administration must certify that the trip meets the liability provisions of the Board's insurance coverage.
4. The Superintendent must approve all school related trips outside the State of Connecticut.
5. Purchase requisitions must be submitted and approved by the Superintendent and Director of Finance and Administration.
6. No direct arrangements with any bus company shall be made by anyone until all approvals are made.

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

### **Procedures for Emergencies; Safety - Transportation**

#### **Procedures to be Followed in the Event of an Accident to a Bus**

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of an accident, central office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route numbers and location. Any bus or van involved in an accident will remain at accident scene until a representative from central office arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse or school physician before returning to class.

If injuries require further examination, the students will be immediately transported to the nearest hospital.

3. If a bus is en route from school and an accident occurs, the students will be returned to school for the examinations by the school nurse, or school physician, or an ambulance service, or a local hospital, if it is the decision of the representative from the central office. In the event of a serious accident requiring immediate medical attention and/or hospitalization, the students will be taken to the nearest hospital.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff and a representation of the school district.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. Transportation contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released. Board of Education carryalls will be used, if need be, to transport students home from hospital.
7. The school Principal will be responsible for having staff available on the scene for the purpose of identification of students.
8. In the event of a serious school bus or school van accident, parents may call 397-4824 for further information.

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

### **Transportation Equipment**

All motor vehicles used in transporting school children shall comply with all current statutes and regulations of the Commissioner of Motor Vehicles.

Legal Reference: Connecticut General Statutes

14-257 Crowded seats; riders on outside of vehicle. Aisle seats.

14-262 Width and length of vehicles.

14-273 Operation of public service motor vehicles.

14-274 Hours of operation of public service and commercial motor vehicles.

14-275 Equipment and color of school buses.

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

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

### **Transportation Equipment**

#### **Privately Owned Vehicles**

The Board of Education recognizes that, in special circumstances, District employees may need to use private vehicles in the performance of professional responsibilities.

Prior authorization may not be necessary in the event of a medical emergency. The District assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the District potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage.



**Business/Non-Instructional Operations**

**Privately Owned Vehicles**

**Authorization Form - Use of Employee Vehicles**

The Superintendent of Schools or his designee hereby authorizes \_\_\_\_\_  
to use a privately owned vehicle in the performance of his/her professional responsibilities.

It is fully understood that you, \_\_\_\_\_ will carry a minimum automobile liability insurance policy providing at least limits of Bodily Injury \$300,000 per person; \$300,000 per accident, Property Damage \$100,000 per accident; or \$300,000 combined single limit. In the event of a claim, the insurance carried by the Board of Education is excess insurance over and above your limits. The Board of Education will not be responsible for any damage, however caused, to your vehicle.

These condition are understood, accepted, and approved by the signers.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

### **Records and Reports**

#### **Transportation Complaints**

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations. If required, the Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints.

The Superintendent of Schools shall:

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

Legal Reference: Connecticut General Statutes

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

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Records and Reports**

#### **Transportation Complaints**

1. All such complaints will be directed to the District Transportation Coordinator.
2. The Transportation Coordinator will give/send a “Transportation Safety Complaint Form” to the complainant to be completed and returned to the Transportation Coordinator.
3. The owner-driver will be notified of the pending complaint.
4. Upon receipt of the formal complaint form, the Transportation Coordinator will hold a conference with the owner-driver in question to determine the validity of the complaint.
5. The results of this conference will be recorded in the space provided on the Transportation Safety Complaint form.
6. The owner-driver may respond to the complaint, conference, or administrative response in the space provided on the Transportation Safety Complaint Form.
7. Completed copies of the Transportation Safety Complaint Form will be distributed to the complainant, the owner/operator (with a copy placed in his/her personnel file) and the Superintendent.
8. A copy of the complete Transportation Safety Complaint Form will be placed in a separate file in the office of the Transportation Coordinator.
9. At the end of the each school year, the District Transportation Coordinator will send the entire contents of the complaint form to the Superintendent.
10. If required, the Superintendent will provide the Commissioner of Motor Vehicles a written record of all complaints received.

(cf. 3541.56 - re Bus Incidents/Complaints)

Legal Reference: Connecticut General Statutes

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

Regulation approved: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Food Service**

### **Food Vendors on the Amity Regional High School Campus**

It shall be the policy of the Amity Regional Board of Education that up to four food vendors will be allowed to sell food and beverages on the campus of Amity Regional High School under the following conditions:

- Food and beverages will not be sold before 2:45 p.m. on school days.
- Food and beverages will not be sold when food of any kind is being sold by any entity connected to Amity Regional High School, e.g. operators of snack bar at Amity Booster Club, student clubs, etc.
- Receipt of written permission to operate from the District Business Office.
- Payment in full of fee to operate vending services at Amity Regional High School.
- Possession and maintenance of appropriate licenses from the Quinnipiac Valley Health Department, Town of Woodbridge, any and all other licenses as required.
- Maintains worker's compensation, commercial general liability, commercial automobile and umbrella liability insurance as recommended by the District's liability insurance carrier.
- Vendor is responsible for cleaning debris generated by vending operation, e.g. food packaging, cans, bottles, etc.
- Location of vending operation in designated location on the high school campus.
- Compliance with any other requirements imposed by the Board of Education or Administration.
- Submission of fingerprints for a criminal background check at vendor's expense.
  - Positive results of criminal background check as determined by the Superintendent.

AMITY REGIONAL SCHOOL DISTRICT #5  
Woodbridge, Connecticut

Policy adopted: 8-10-2009

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

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

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

The educational aspects of the school lunch will be the responsibility of each school administrator, subject to advice, counsel, and direction from the Superintendent of Schools, who is ultimately responsible for executing this policy.

Legal Reference: Connecticut General Statutes

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

State Board of Education Regulations.

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

Policy adopted: November 14, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Food Service**

#### **Food Service Personnel – Code of Conduct**

In all applicable cases, food, food products, supplies, and equipment purchased with School Food Service Funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. District employee, officer, or agent;
  - b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
  - c. His/her partner;
  - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” shall be anything of more than twenty-five dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor (other than the District’s designated Food Service Provider) for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.
5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

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

### **Food Service**

#### **Food Service Personnel – Code of Conduct**

(cf. 3320 – Purchasing Procedures)

(cf. 3542 – School Lunch Service)

(cf. 3542.31 – Free or Reduced Priced Lunches)

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

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

(cf. 1313 – Gifts to School Personnel)

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751. School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

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

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

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

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

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

Policy adopted: April 11, 2016

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Food Service**

#### **Food Service Personnel – Code of Conduct**

Nondiscrimination on the Basis of Handicap in Programs or Activities.

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

2 CFR 200.318 General Procurement Standards.



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

### **Menus and Services**

The Amity Regional Schools will participate in the National School Lunch Program and provide a “Type A” lunch in each school.

The price charged both students and teachers for lunches must have prior approval by the Board of Education.

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

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

In accordance with Federal legislation, the Board of Education adopts the following policies relative to making free lunches available to students:

#### **1. Eligibility**

Any student enrolled in Amity Regional School District 5 is eligible to be considered for free lunches. Consideration will be given to any student whose parent or guardian completes the “Application for Free School Lunch.” Applications may be obtained from each school office and, upon completion, should be forwarded to the student’s Building Principal.

The Principal of the school in which the student is enrolled shall determine student eligibility based upon parental application. The decision of the Principal may be appealed to the Superintendent of Schools.

The nondiscrimination practices and hearing procedures as set forth in Federal regulations shall be met.

Eligibility for the “Meals for Needy Children” program will be based on the following:

##### **a. Emergency Situations**

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

##### **b. Objective Standards of Need**

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

##### **c. Priority to Neediest Families**

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

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

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

#### **c. Priority to Neediest Families**

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

#### **2. Announcement of Free Lunch Availability**

All students' parents in the Amity Regional Schools shall receive at the beginning of each school year, a copy of this policy and details on where they may obtain and should submit application forms. Other public releases shall be issued as required by Federal/State laws and regulations.

#### **3. Assuring Anonymity of Free Lunch Recipients**

Administrative procedures shall be established to assure that any student who receives a free lunch shall be known only to the Principal of the school and the school lunch program manager.

Tickets issued students for free lunches shall be the same in appearance as those issued for paid lunches, and shall be issued in the same manner.

Legal Reference: Connecticut General Statutes

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

10-216 Payment of expenses.

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

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

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

### **Food Sales Other than National School Lunch Program**

Good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the Principal will address control over the sale of non-cafeteria/competitive food. For purposes of this policy, “competitive food” means any food that is sold in competition with the school lunch or breakfast program.

The district will not permit the use of vending machines and the sale of competitive foods in the middle school and high school one hour prior to the first lunch period to on-half hour after the last lunch period.

The Principal is responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal guidelines and district policy.

The Superintendent of Schools is authorized to remove vending machines or discontinue the sale of competitive foods if not properly operated.

Legal Reference:       National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

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

### **Food Service**

#### **Food Vendors**

It shall be the policy of the Amity Regional Board of Education that up to four food vendors will be allowed to sell food and beverages on an Amity Regional School District campus under the following conditions:

1. Food and beverages will not be sold until at least one-half hour after dismissal on days on which school is in session.
2. Food and beverages will not be sold when food of any kind is being sold by any entity connected to the Amity Regional School District (e.g., operators of Amity Booster Club, snack bars, student clubs).
3. Receipt of written permission to operate from the District Finance Department
4. Payment in full of fee to operate vending services at Amity Regional School District
5. Possession and maintenance of appropriate licenses from the Quinnipiac Valley Health Department, Town of Bethany/Orange/Woodbridge (as applicable), and any other licenses, as required.
6. Maintain worker's compensation, commercial general liability, commercial automobile, and umbrella liability insurance as recommended by the District's Director of Finance and Administration.
7. Vendor is responsible for cleaning and removing debris generated by vending operation (e.g., food packaging, cans, bottles).
8. A location of vending operation in a designated location on a school campus.
9. Compliance with any other requirements imposed by the Amity Board of Education or Administration.
10. Submission of fingerprints for a criminal background check at vendor's expense, and positive results of criminal background check as determined by the Superintendent of Schools.

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

### **Vending Machines**

The Board of Education delegates to the Superintendent the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.

Legal Reference: State Board of Education Regulations

10-215b-1 Competitive foods.

“No school food authority shall permit the sale or dispensing of extra food items anywhere on the school premises from thirty minutes prior to the start of any state or federally subsidized milk or food service program until thirty minutes after any such program.”

“Extra food items” means tea, coffee, soft drinks and candy

P.A. 04-224, An Act Concerning Childhood Nutrition in Schools, Recess and Lunch Breaks.

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

### **Printing and Duplicating Copyrighted Material**

#### **Photocopying, Computer Software Duplication, and Videotaping for Education Purposes**

This policy is intended to mandate restrictions on illegal violations of the fair use doctrine so as to ensure that teacher behavior within these areas of the instructional process is legal and ethical.

The Board of Education recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless copying falls within the bounds of fair use. Any duplication of copyrighted materials by Amity Regional School District No. 5 employees, therefore, must be done with permission of the copyright holder or within the bounds of “fair use” as described below. Appropriate administrative regulations shall provide guidelines for employee compliance with this policy.

#### **1. Copyright Law**

“Congress shall have the power to promote the progress of science and the useful arts by securing to authors and inventors for limited times the exclusive right to their writings and inventions.” (Article I., Section 3, U.S. Constitution)

The following exclusive rights are enumerated by law:

- a. To reproduce the copyrighted work...;
- b. To prepare derivative works based upon the copyrighted work;
- c. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- d. ...Perform the copyrighted work publicly; and
- e. ....To display the copyrighted work publicly (17USC106).

#### **2. Fair Use Doctrine**

In describing the purpose of “fair use,” Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder’s permission provided that four criteria are used to consider when determining if the classroom use is “fair.” These four criteria are:

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion used in relation to the copyrighted works as a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work (17USC107).

**Business/Non-Instructional Operations**

**Printing and Duplicating Copyrighted Material**

**Photocopying, Computer Software Duplication, and Videotaping for Education Purposes**  
(continued)

The exclusive rights and fair use doctrine are the same for computer software, and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)



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

### **Mail and Delivery**

A mail service system shall be maintained within the school system in order that communications from inside and outside sources may be delivered to the intended recipient in the most practicable way.

The use of school system mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the school system. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

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

### **Capital Outlay**

#### **Planning**

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

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

#### **Item Not Specifically Identified in Budget**

Any capital expenditure of a non-emergency nature, which may be over \$10,000, must be approved by the Amity Finance Committee prior to being considered by the Board. This capital expenditure would refer to an item not specifically identified in the budget.

1. An emergency is a situation requiring urgency and prompt attention for the best interest of Amity. (In the event of an emergency, the Superintendent will advise all Board of Education members of the emergency and action taken.) Whenever possible, the Board's bidding regulations will be followed.
2. The two Board of Education meeting period is designed to encourage greater consideration of the benefits of the project.

(cf. 3323 - Soliciting Prices (Bids & Quotations))