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Series 3000: Business and Non-Instructional Operations**Business****Concepts and Roles in Business and Non-Instructional Operations**

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

1. encourage advance planning through the best possible budget procedures.
2. explore all practical sources of financial support.
3. guide the expenditure of funds so as to extract the greatest educational returns.
4. establish top-quality accounting and reporting procedures.
5. maintain the unit expenditure needed to provide high quality education.

Non-Instructional Operations

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

Policy adopted: October 1988
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Budget: Planning**

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

Legal Reference:

Connecticut General Statutes

10-51, Fiscal Year. Budget. Payments by member towns. (regional school Districts)

10-222, Appropriations and budget

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Budget: Planning

Procedures to Involve Representatives of the Community, Students, and Certified, Classified, and Administrative Staff in the Budget Process

The following process shall be used to involve school district staff and the general community in the budget development process.

1. Administrative staff, both certified and classified, shall take part in the development of overall budget priorities, in establishing budget requests for their assigned areas and assisting in reallocating their budget areas should that be necessary.
2. All other certified and classified staff shall be asked to provide input in overall budget priorities and have the opportunity to make specific budget requests for their assigned areas including reallocations as may be necessary.
3. The community at large, including parents and students, shall have the opportunity to comment on overall budget priorities and specific budget requests. These opportunities will be provided through Board of Education meetings and budget workshop sessions.

Regulation approved: January 1989
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Setting Budget Priorities**

Before adopting the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community and establish budget priorities for the fiscal year. To make the budget a comprehensive reflection of the financial needs of the school program, steps shall be taken to involve the certified, classified, and administrative staff in its development.

Legal Reference:

Connecticut General Statute

10-222, Appropriations and budget

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Budget/Budget System****Adoption of Budget**

The Board of Education will present an itemized estimated cost for the operation of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the town for the operation of the schools.

Legal Reference:

Connecticut General Statutes

10-222, Appropriations and budget Southington Town Charter, Chapter VII

Policy adopted: October 1988
Policy revised: November 1992
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Budget/Budgeting System****Capital Outlay**

Except for emergencies or reasons of economy, the implementation of maintenance projects or equipment purchases with a value exceeding \$25,000 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.

Policy adopted: October 1988
Policy revised: November 1992
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Budget/Budgeting System

Capital Outlay

Procedures for Capital Outlay Planning

A five (5) year capital expenditure plan will be developed to structure the funding of capital projects, services and equipment with an estimated value greater than \$25,000. The five-year plan shall be updated annually and the current year component shall become part of the school administration's recommended annual operating budget. The Board of Education may adopt all or part of the capital expenditure plan as part of its overall budget deliberations.

The five (5) year capital expenditure plan will consist of the following elements:

1. Preventative Maintenance Schedules: The Operations Administrator and Supervisor of Buildings and Grounds will develop a five-year capital plan based on supporting a comprehensive preventive maintenance program for all school facilities and grounds.
2. Capital Project Requests: The Purchasing Agent will coordinate with all schools and system-wide departments to identify anticipated special projects, cost estimates of the projects, and the sequencing of projects over a five year interval based on established priorities.
3. Capital Equipment Requests: The Purchasing Agent will coordinate with all schools and system-wide departments to identify anticipated equipment requests for the ensuing five years, develop cost estimates for the equipment and sequence requests in order of priority for purchase.

Regulation approved: January 1989
Regulation revised: October 1992
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Transfer of Funds Between Categories; Amendments**

The Board of Education may transfer any unexpended or uncontracted portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. Over-expenditures in any budget series require prior Board approval. Specific sources for funding such over-expenditures must be identified at the time of the request.

Legal Reference:

Connecticut General Statutes
10-222, Appropriations and budget

Policy adopted: October 1988
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Non-Budgetary Revenue Sources**

The Board of Education shall maintain appropriate fiscal records on all non-budgetary revenue generated through school sponsored programs, services and activities. These include, but are not limited to, sources such as:

1. The School Lunch Program
2. Tuition fees
3. Income from sales and services
4. Income from student fund-raising activities
5. Ticket receipts for admission charges to athletic and non-athletic student events
6. Building rental fees
7. Custodial overtime fees related to building use

The Superintendent of Schools shall develop regulations for the proper disposition of all non-budgetary revenue. The regulations shall address:

1. Procedures for establishing fees or charges
2. Procedures for the deposit and accounting of all revenue
3. Procedures for the disbursement of all revenue
4. Procedures for the verification and audit of all accounts

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Income

Non-Budgetary Revenue Sources

Procedures for the Disposition of All Non-Budgetary Revenue

All income or receipts from sales, activities, services and events conducted under the auspices of the school district must be collected and verified by the immediate supervisor or the administrator responsible for the fund. All income or receipts must be deposited within the proper accounts established within the Board of Education or individual school activity accounts.

School activity funds may be expended only to promote the general welfare, education and morale of the students and to finance the normal legitimate extracurricular activities of the student body. All activity accounts will be balanced monthly, under the supervision of the principal and/or business manager.

Any interest generated from monthly balances within accounts will be distributed on a prorated basis among all active accounts.

All activity accounts will close as of June 30th of the fiscal year. A statement of all balances will be forwarded to the Board of Education business office, with an accounting of all activity to date. These reports will be submitted to the Town of Southington auditing firm for review and verification.

Regulation approved: January 1989
Regulation revised: June 1990
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Tuition Fees**

The Board of Education, through the Superintendent of Schools, may allow students from other school districts to attend local schools. In these cases, the students or sending district shall pay tuition. Tuition will be no less than the average per pupil cost for the previous school year, as reported for the Southington Public Schools by the Connecticut State Department of Education.

The Superintendent shall develop regulations for the implementation of this policy which will include procedures for application, for administrative review, for informing applicants as to the status of their requests, and notice regarding discontinuance of approved service.

Legal Reference:

Connecticut General Statutes

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

10-220, Duties of Boards of Education

Policy adopted: October 1988

Policy reviewed: April 2003

Policy revised: May 2010

Series 3000: Business and Non-Instructional Operations**Tuition Fees****Procedures for Considering Students on a Tuition Basis**

Any student from another school district who wishes to attend the Southington Public Schools as a tuition student must apply in writing to the Superintendent of Schools. The Superintendent or designee will review all requests. Acceptance will depend upon space availability and the assessed instructional appropriateness of the student's placement. If accepted, the student or sending district shall pay tuition in accordance with Policy 3240 Tuition Fees. These procedures do not apply to students who may be allowed to complete a grade in which they had been enrolled in the Southington Public Schools prior to moving from Southington or for students enrolling in the Regional Vocational Agriculture Program at Southington High School.

Any out of district student, who is placed in a special education program, shall be charged tuition and any direct costs for ancillary and related special services. When appropriate or required by law the student's legal school district may pay these costs. Tuition fees must be prepaid on a monthly basis.

The Superintendent, or designee, retains the right to determine which school a tuition student is placed in. All tuition placements are on a year-to-year basis. A parent or guardian will be advised by the administrator in charge as to the student's standing in the school district for the next school year prior to April 1. Continuation will depend upon space availability, the assessed instructional appropriateness of the student's placement, and the degree to which the student's continuation may have an adverse effect on the requested program or grade.

Legal Reference:

Connecticut General Statutes

10-65, Regional Vocational-Agriculture Centers

Regulation approved: January 1989

Regulation reviewed: April 2003

Regulation revised: May 2010

Series 3000: Business and Non-Instructional Operations**Business**Materials/Service Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge subject to reasonable rules concerning their care and use.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. (cf. 9330 Board/School District Records) A fee not to exceed \$.25 per page will be established.

Legal Reference:

Connecticut General Statutes

1-15, Application for copies of public records

10-228, Free textbooks, supplies, material and equipment

10-221, Boards of education to prescribe rules

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Materials/Service Fees, Charges

Materials Fees

In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by law shall be charged students for books, supplementary materials, supplies or use of school equipment such as musical instruments, towels, uniforms and the like. Fees, as approved by the Board of Education, may be charged for admission to any recognized school function including athletic contests, plays, musical events, and the like. A student identification card may be required for some events.

Students will be charged for the repair or replacement of damaged or lost textbooks, library materials and other educational materials. Monies resulting from such charges will be deposited in the Board of Education activity fund.

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

Legal Reference:

Connecticut General Statutes

10-228, Free textbooks, supplies, materials and equipment

Regulation approved: January 1989

Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Income****Sales and Disposal of Equipment, Supplies and Books**

When equipment, supplies and books 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.

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 ten years old and/or have been determined to be obsolete by the professional administrative staff.

Any proceeds from the disposition of equipment, supplies and books shall be deposited in the town 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

Southington Town Charter, Chapter VII

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Gifts, Grants and Bequests**

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.

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

The Board recognizes that many gifts will be designated for particular schools or programs and every consideration will be given to assigning gifts as requested by the donor. However, donors should be aware that all gifts shall be accepted for the school district as a whole.

Legal Reference:

Connecticut General Statutes

10-240, Powers of School Districts

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Gifts, Grants and Bequests

Procedures for Accepting Gifts

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

1. Have a purpose consistent with those of the school district.
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 district.
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.
9. Will not be in conflict with any provision of public law.

All gifts, grants and bequests shall become school district property. A record shall be maintained of all gifts.

A letter of appreciation signed by the administrator receiving the gift shall be sent to the donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within sixty (60) days with a statement indicating the reason for rejection of such gift.

Cross Reference: Regulation R-1326

Regulation approved: January 1989
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Local Purchasing**

As a public agency the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. The Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders.

Cross Reference: Policy 3323

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Purchasing Procedures**

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

The duties of purchasing for the Board of Education shall be centralized under a purchasing agent who reports to the business manager.

The purchasing agent shall conduct all purchase transactions for the district.

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

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Requesting Goods and Services (Requisitions)**

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

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

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Soliciting Prices (Bids and Quotations)**

Purchases of supplies, materials, equipment and contractual services shall be based whenever possible on competitive bids.

All expenditures in excess of twenty-five thousand (\$25,000) dollars, except where emergency conditions prevail, shall be brought before the Board and if approved, offered for bid. The Purchasing Department shall obtain firm quotes from all suppliers of record, for all items to be purchased of less than \$5,000 value.

The Board shall award the purchase order to the lowest responsible qualified bidder, taking into consideration the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirement of the educational system and the delivery terms.

The Board at its discretion may vote to waive the requirement to bid if, in its judgment, the best interest of the school district will be served. A move to waive will pass if a two-thirds vote in favor is recorded in a roll call vote of the full membership of the Board.

The Superintendent of Schools shall award bids for the purchase of budgeted goods or services in the amount of \$25,000 or less after receiving bids for such goods or services. A summary of all bids received for purchase of goods or services exceeding \$25,000 will be forwarded to the Board of Education for action with a recommendation from the Superintendent for approval or disapproval.

Cross Reference: Policy 3313

Policy adopted: October 1988

Policy revised: April 2003

Series 3000: Business and Non-Instructional Operations

Soliciting Prices

Procedures Related to Bidding

1. The purchasing agent shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing agent shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not the bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.
6. Purchase orders or contracts for bid items shall be issued within thirty (30) days of the bid award unless an unusual circumstance exists which warrants a delay. Such delays are to be approved by the business manager.

Regulation approved: January 1989
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Paying for Goods and Services**

Payment of bills shall be authorized by the Superintendent of Schools after verification of receipt and acceptability from the school or department that is responsible for the article or purchased services.

Legal Reference:

Connecticut General Statutes

10-248, Payment of school expenses Southington Town Charter, Chapter VII

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Reimbursement of Expenses**

District personnel and officials without designated travel allowances who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the business manager. Such expenses may be incurred in line with budgetary allocations for the specific type of expenses, provided prior approval for such expenses has been granted by the Superintendent.

When official travel by personally owned vehicles has been authorized, mileage shall be paid at a rate approved by the Board and no less than the standard rate set annually by the Internal Revenue Service.

Legal Reference:

Connecticut General Statutes
10-220, Appropriations and Budget

Policy adopted: October 1988
Policy revised: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Budget and Expense Report/Annual Financial Statement**

The business manager shall make available monthly a financial statement of expenditures, encumbrances, unexpended balances and unencumbered balances to the Board.

An annual financial report covering the preceding fiscal year and including recommended transfers shall be submitted at the regular August Board meeting.

Legal Reference:

Connecticut General Statutes
10-220, Appropriations and Budget

Policy adopted: October 1988
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Business

Inventories

The business manager shall be responsible for an inventory taken every two (2) years of all district equipment.

Policy adopted: October 1988
Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Accounts

Inventories

Procedures for Inventorying School-Owned Equipment

The business manager shall be responsible for an inventory every two years of all district equipment with an initial purchase value which exceeds \$100.

Each building level or district administrator shall be responsible for a yearly update of his/her assigned inventory. As new equipment is purchased or obsolete equipment is discarded, the administrator shall report such activity to the business manager.

Any theft or other loss of said equipment must be reported immediately to the business manager by the administrator.

The inventory of said equipment must be recorded on the computer system in the business office with a manual listing to be used as a verification.

Any equipment donated to an individual school or program becomes the property of the school district and must become part of the district-wide inventory.

A complete manual of all inventory procedures is available in each school and from the business manager.

Regulation approved: January 1989
Regulation revised: October 1992
Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Business****Monies in School Buildings**

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

All monies collected shall be receipted and accounted for and deposited without delay. In no case shall monies be left overnight in schools except in safes.

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Operations and Maintenance of Plant**

The care, custody and safekeeping of all school property shall be the responsibility of the Superintendent who shall regularly review and act on school building needs, the maintenance of school property, the operation of school plants, and the employment and training of custodial and maintenance personnel.

Legal Reference:

Connecticut General Statutes

10-203, Sanitation

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Equipment**Authorized Use of School-Owned Materials

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

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Authorized Use of School-Owned Materials

Procedures for the Use of School-Owned Equipment

Authorized Users

1. Members of the school system's certified staff may use school equipment at home to facilitate lesson planning or in conjunction with school-related projects. Generally, these requests will be given priority over other types of equipment usage.
2. Town agencies, boards and departments may use school equipment in conjunction with carrying out their official duties and responsibilities.
3. Recognized non-profit community groups or organizations may use school equipment as part of their officially sponsored activities with prior approval of an authorized administrator.

General Procedures

These pertain to all groups using or anticipating using any school equipment.

1. The use of school equipment will only be permitted at times that do not interfere with the school system's ongoing instructional program.
2. No individual or organization is permitted the loan of any school equipment without first completing the "Application for Use of School Equipment."
3. Applications for the use of equipment shall be submitted to the building principal. Applications about which the principal has any questions are to be referred to the business manager.
4. Applications for use of school equipment must be made at least seven (7) days in advance of the intended use.
5. The person or organization granted the use of school equipment shall assume full liability for any damage or loss of the equipment.

Series 3000: Business and Non-Instructional Operations

Procedures for the Use of School-Owned Equipment (continued)

General Procedures

6. A deposit may be required before releasing equipment if deemed necessary by the authorizing administrator.
7. Upon the request of the business manager, an individual or organization using school equipment may be required to provide adequate public liability and property insurance which shall cover the Board of Education. The Town of Southington, its officers, agents and employees shall be designated as additional named insured. In such cases, a certificate of insurance in proper form shall be filed with the business manager within two (2) working days of the intended use of the equipment.
8. The authorized administrator or business manager shall retain the right to revoke an approved application for use of school equipment at any time he/she deems it right and proper.
9. The Board of Education is not responsible for any damage or injury as a result of the use of school equipment, regardless of the user of such equipment.
10. School equipment will not be made available for profit-making ventures, commercial activities, private business, games of chance or other activities deemed as contrary to the programming goals and objectives of the Southington Public Schools.
11. Time duration for which equipment is to be used shall be clearly specified and limited.
12. No school equipment shall knowingly be made available to individuals, groups or societies designated by the Attorney General of the United States, or of the State of Connecticut, as teaching or preaching any doctrine or theory subversive to the Constitution or the laws of the United States or the State of Connecticut, or advocating social or political change by violence or revolution.

Series 3000: Business and Non-Instructional Operations

Procedures for the Use of School-Owned Equipment (continued)

Furniture and Cafeteria Equipment

1. Requests for the loan of furniture and cafeteria equipment must comply with the general procedures.
2. All furniture used by any organization must be cleaned and washed by the borrower prior to its return in the proper condition ready for school use.
3. All furniture must be picked up and returned by the borrower to its proper location without the use of school personnel.
4. All equipment borrowed must be used for the purpose for which it was designed without modifications of any kind.
5. Cafeteria equipment cannot be borrowed for any use other than the preparation of food.
6. Any cafeteria utensils borrowed must be washed and sterilized on return by school personnel at the expense of the borrower.

Audio Visual Equipment

1. Requests for the use of audio visual equipment will comply with the general procedures.
2. Non-school use of audio visual equipment is to be authorized on a selective basis only. It must be demonstrated to the satisfaction of the authorizing administrator that the equipment cannot be borrowed from other sources or is not available on a rental basis at an affordable fee.
3. No equipment will be loaned to an individual or organization without assurance that it will be operated by a qualified individual as demonstrated by the borrower to the satisfaction of the authorizing administrator.
4. Any expendable material consumed during the use period will be replaced by the owner and charged to the borrower.

Series 3000: Business and Non-Instructional Operations

Procedures for the Use of School-Owned Equipment (continued)

Audio Visual Equipment

5. Determination as to whether a piece of equipment has been returned in its original condition and the assessment of damages rests solely with the school authority loaning the equipment.
6. Equipment shall not be altered or modified by any borrower or made to serve a purpose for which the equipment was not designed.

Television/Computer Equipment

1. No television, television production equipment or computer equipment shall be loaned to any person or organization outside of the Southington Public Schools. Computer equipment may be used by school system staff if the purpose is directly related to instructional planning.
2. The production or reproduction of programs for community use will be under the control and operation of school personnel.
3. All related expenses for equipment, material, supplies and personnel will be borne by the individual or organization requesting such services.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Safety**

It shall be the responsibility of all school personnel to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of students or the authority of principals in implementing policies of the Board of Education.

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drills for students and other school personnel in procedures to be followed in the event of an emergency.

Precautionary measures for safety of students on streets and sidewalks in the vicinity of school buildings shall be established and observed.

Legal Reference:

Connecticut General Statutes

29-389, Stairways and fire escapes on certain buildings

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Accident Prevention and Reporting**

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

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

Policy adopted: October 1988
Policy revised: April 2003

Series 3000: Business and Non-Instructional Operations**Fire and Safety Procedures**

Fire and safety procedures will be conducted in compliance with all federal, state and local laws as well as the policies of the Board of Education.

1. Fire Drills: All schools must conduct a monthly fire drill. Each school shall develop exit procedures to be utilized during a fire or hazardous situation. The drill should be scheduled early enough in the month to allow for rescheduling should weather conditions or other considerations require a delay in conducting the drill.

The school principal is to maintain a record of all fire drill exercises.

2. Eye Protection: Any student or staff member who is working, teaching, observing, supervising, assisting in, or engaging in any work or activity in a school laboratory or workshop where the process used may cause damage to the eyes and where protective devices can reduce the risk of injury to the eyes shall wear an eye protective device of industrial quality in the manner in which the device was intended to be worn. A “workshop” and “laboratory” shall include any room or area used to teach or practice industrial arts, vocational and technical education, science, arts and crafts, or any similar skill, activity or subject.

The following is a list of possible sources of danger to the eyes and the type of protection required to be worn. This list is meant to be exemplary and not all inclusive.

SOURCE OF DANGER TO THE EYES

- a. Caustic or explosive chemicals
- b. Explosives, solids or gases
- c. Dust producing operations
- d. Electric arc welding
- e. Oxy-acetylene welding

TYPE OF PROTECTION REQUIRED

- Clear goggles, splash proof
 Clear goggles
 Clear goggles, splash proof
 Welding helmet
 Colored goggles or welding helmet

Series 3000: Business and Non-Instructional Operations**Fire and Safety Procedures (continued)**

SOURCE OF DANGER TO THE EYES	TYPE OF PROTECTION REQUIRED
f. Hot liquids and gases	Clear goggles, splash proof
g. Hot liquids	Clear or colored goggles, or spectacles
h. Molten metals	Clear or colored goggles
i. Heat treatment or tempering of metals	Clear or colored goggles
j. Glare operations	Colored spectacles or goggles, or welding helmet
k. Shaping of solid materials; chipping, cutting, grinding, milling, sawing, stamping	Clear goggles or spectacles
l. Repairing or servicing of vehicles when hazard is foreseeable	Clear goggles or spectacles
m. Spraying and dusting	Clear goggles, splash proof
n. Other similar activity being conducted in the instructional program which risks damage to the eyes	Proper eye protective device

All eye protective devices shall be maintained in a clean and safe condition.

3. Safety: The Superintendent shall establish a system-wide safety committee. The Operations Administrator shall chair the committee along with the supervisor of buildings and grounds. Each bargaining unit shall appoint a representative to this committee whose term shall be two years. The committee will meet quarterly and will address issues such as:
 - a. Safety consciousness
 - b. Safety programs
 - c. Employee suggestions
 - d. Safety training
 - e. Accident review and corrective follow-up
 - f. Safety procedures

Series 3000: Business and Non-Instructional Operations

Fire and Safety Procedures (continued)

The Southington Public Schools Emergency Operations Plan should be consulted for all emergency procedures.

4. Asbestos Management: Asbestos management plans will be followed as required by the Federal Asbestos Hazard Emergency Response Act (AHERA) and the Southington Asbestos Management Plan as approved by the Connecticut State Department of Education.
5. Hazardous Chemicals: A materials safety data sheet will be posted and/or filed in the appropriate areas as designated by the Connecticut State Department of Labor.

Legal Reference:

Connecticut General Statutes

10-231, Fire Drills

PA 10-214a, Eye Protective Devices

Regulation approved: January 1989

Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Non-Instructional Operations

Safety

Procedures for the Handling of Body Fluids

In general, all blood and body fluids should be considered to be potentially infectious. This means that all blood and body fluids harbor a variety of germs and as a result present a risk for infection.

However, the risk of transmission in everyday living is low. The term “body fluids” includes: blood, semen, drainage from wounds such as scrapes and cuts, feces, urine, vomitus, respiratory secretions such as nasal discharge and saliva.

The Bloodborne Pathogens Exposure Control Plan should be consulted for a full description of guidelines and procedures.

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Security of Buildings and Grounds**

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

Security includes

1. minimizing fire hazards
2. reducing the probability of faulty equipment
3. guarding against the chance of electrical shock
4. keeping records and funds in a safe place
5. protecting against vandalism and burglary

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

Legal Reference:

Connecticut General Statutes

29-389, Stairways and fire escapes on certain buildings

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Security of Buildings and Grounds****Procedures for Ensuring the Security of Buildings and Grounds**

Incidents of illegal entry, theft of school property and vandalism will be reported to the police within twenty-four (24) hours. Such incidents as well as damage to school property from other causes will be reported by phone to the office of the Superintendent as soon after discovery as possible. A written report of the incident will be made to the Superintendent and copied to the business manager within twenty-four (24) hours of discovery.

Keys

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

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

Each principal shall set up a key control system for his/her school in coordination with the Supervisor of Buildings and Grounds 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 Supervisor of Buildings and Grounds. The Board of Education prohibits the duplication of school keys by other methods.

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

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

Regulation approved: January 1989

Regulation reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Insurance**

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

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

Legal Reference:

Connecticut General Statutes

10-235, Indemnification

10-236, Liability insurance

14-29, Insurance or bond of public service motor vehicle and service bus owners

52-557, Injury to children being transported to school

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Non-Instructional Operations

Employee Bonds

Designated employees of the Board of Education shall be bonded through the Board of Education's insurance program.

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Transportation**

The Board of Education will provide transportation for students under provisions of state law and regulations. The Superintendent of Schools shall administer the operation so as to:

1. provide for maximum safety of students
2. supplement and reinforce desirable student behavior patterns
3. assist handicapped students appropriately
4. enrich the instructional program through carefully planned field trips as recommended by the staff

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Legal Reference:

Connecticut General Statutes

10-220, Duties of boards of education

10-186, Duties of local and regional boards of education

14-275a, Use of standard school bus required

14-275b, Transportation of handicapped students

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

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation

Routes and Services

School transportation routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.

Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

Two (2) copies of each official route shall be made available to the school district prior to the opening of school. One copy shall be sent to the building administrator of the school. The second copy shall be kept on file in the transportation office. The official bus route shall not be extended or changed until such proposed change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency and economy.

Students shall not be allowed off the bus until they reach their approved destination.

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 five (5) and under twenty-one (21) years of age who resides within the jurisdiction of the Board 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.

A. Definitions

1. "School transportation" means the procedures, 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

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for School Transportation

Routes and Services (continued)

contract to or from his residence to or from the school in which he is enrolled by the board.

2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his 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.
3. "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.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning student under age six (6).
5. "Raised walk area" means (1) a sidewalk or (2) a portion of the right of way at least three (3) 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, fencing, apart from and independent of any white line safety markings along the street pavement.
6. "Walking route" means the most direct route which the child would normally be expected to travel between his residence and the school to which he is assigned by the Board.
7. "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:

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Transportation

Procedures for School Transportation

Routes and Services (continued)

- a. 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 (40) miles per hour 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 under age ten (10), or enrolled in grades K through 3, absence of pedestrian crossing light, or crossing guard where three (3) or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,
 - (4) For students over age ten (10), or enrolled in grades 4 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three (3) 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.

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School Transportation (continued)

- b. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:
 - (1) There exists no line-of-sight obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snow bank, or other obscuring object or structure which may be safely negotiated by vehicles only at speeds under fifteen (15) miles per hour.
 - (2) The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's 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.

- c. Any walkway or path in an area adjacent to, and parallel 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 unless the following conditions exist:
 - (1) A crossing guard is present; or,
 - (2) An automatic control bar is present at crossings used by children under age ten (10), or a bar, or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.

Series 3000: Business and Non-Instructional Operations

School Transportation (continued)

- d. 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.
- e. 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.
- f. A situation shall be considered hazardous wherein students under the age of twelve (12) or enrolled in a grade kindergarten through six, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or one-half hour after sunset.

B. 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 Section 10-186 of the General Statutes;
2. Establish school transportation routes and designate locations for pickup points (bus stops);
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 not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

Series 3000: Business and Non-Instructional Operations

School Transportation (continued)

C. Eligibility for School Transportation

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

1. The walking distance for the student is in excess of the guidelines established by the Board which shall exceed the following maximum distances:
 - a. For students enrolled in grades K through 3, up to one (1) mile with the exception that **all** kindergartners will be provided transportation to or from school at mid-day.
 - b. For students enrolled in the equivalent of grades 4 through 8, at middle schools, up to one and one-half (1 ½) miles; and,
 - c. For students enrolled in grades 9 through 12, up to two (2) miles.
2. The walking route does not exceed the limits set forth in paragraph (1), but presents a hazard; and the hazard is not eliminated by and abated by the Board.
3. The student is physically handicapped, or mentally disabled, or a preschool student.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one (1) hour each way from home to school or returning.

D. Eligibility of Out-of-Town Transportation

1. Any resident of the school district under twenty-one (21) years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.
2. 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.

Series 3000: Business and Non-Instructional Operations

School Transportation (continued)

E. 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:

1. Discuss the matter with the principal of the school to which the student is assigned.
2. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee,
3. If no resolution is reached under (2) 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 failed to furnish such accommodations.

The Board 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.

F. Routes and Services

Regard for the safety of students is a basic element of these regulations.

Students shall walk to the nearest bus stop up to the following maximum distances:

1. Kindergarten through grade 3 – 1 mile;
2. Grades 4 through 8 – 1.5 miles;
3. Grades 9 through 12 – 2 miles.

Series 3000: Business and Non-Instructional Operations

School Transportation (continued)

Bus stops may be located at more frequent intervals to reduce student congestion at the stops or for other reasons of safety as determined by the Board.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the school Board.

Children may ride buses other than their assigned buses only at the convenience of the school district in accordance with bus safety regulations. A written request must be submitted by the parent to the principal of the school for his/her official approval each time a child is to take a bus other than his/her regular one. Such requests will only be considered for long-term arrangements such as those involving babysitters or day care providers. Requests for bus changes for one-time events or short-term activities will not be considered.

Legal Reference:

Connecticut General Statutes

10-76d, 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 board of education

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

10-273c, Reimbursement for transportation to and from elementary and secondary schools

10-280a, Transportation for pupils in non-profit private schools outside school district

10-281, Transportation for pupils in non-profit schools within school district

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

14-275b, Transportation of handicapped students

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

Regulation approved: January 1989

Regulation revised: April 1998

Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Responding to Bus Accidents

1. The systemwide transportation administrator will inspect all accident sites, advise the school principal, and request that they report to the accident site.
2. Should the bus accident occur during an elementary, middle or high school inbound run, the school principal will have the nurse check each child upon arrival at school for any possible injuries. (The police will also check for any possible injuries at the scene of the accident).
3. Should the bus accident occur during the return trip home for elementary or middle school students, the transportation administrator and the school principal will inspect the accident site. The principal (or transportation administrator in the absence of the principal) will accompany all remaining children home on the bus (elementary level).
4. In all instances parent/guardian of elementary and middle school students will be notified by phone of the accident.
5. In the event of a serious bus accident involving high school students, the students will be checked for injuries at the scene and parents/guardians notified by phone.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Transportation to Day Care/Babysitters

Procedures for Special Needs Transportation

Transportation to Day Care/Babysitters

In the event that a parent/guardian requests transportation privileges to a day care center or a babysitter's home, the following guidelines must be met:

1. The parent/guardian must submit a completed Request For Transportation Change Form to the school administrator.
2. In order for the request to be approved, the following criteria must be met:
 - a. The babysitter's address must be located in the school district.
 - b. There must be available seating on the school bus.
 - c. The bus stop must be consistent (the same every day, either a.m. or p.m. or both).
 - d. There cannot be any re-routing of the school bus.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

1. Parent/guardian must submit a completed Request for Special Needs Transportation Form to the school administrator for processing.
2. The Request for Special Needs Transportation Form will be forwarded to the transportation office for implementation.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Developing Bus Routes

General

The following information is due on or before July 15th of each school year and is to be submitted to the office of Operations Administrator:

1. Updated bus routes for the following school year
2. Student lists
3. Written kindergarten routes and student names and addresses
4. Names and addresses of special education students attending each school

Transitional Students

Prior to June 30th of each school year, the names and addresses of transitional students are to be sent to the office of the Operations Administrator.

Bus Route Design

A.M. Route

1. Include time the bus run will begin
2. List the exact starting place
3. List the bus stops
4. Include specific details if appropriate in the route
5. List the time of arrival at the school (i.e. arrive at _____ A.M. Plantsville School - No earlier than 8:30 A. M.)

P.M. Route

Indicate if the bus route is the same or a reverse A.M. route

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Non-Public School Transportation Guidelines

All transportation guidelines and state regulations apply for transporting students to non-public schools.

Specific Guidelines:

1. Prior to June 30th of each year, the administrators of the non-public schools must submit the names, grades and addresses of each student attending their respective schools to the Operations Administrator's office.
2. Prior to August 1st, the bus contractor, in consultation with the Southington Public Schools designee, will have developed bus routes based on:
 - a. Information provided by the non-public school administration
 - b. Guidelines used by the Southington Board of Education
3. All routes will be comparable to the Southington Public Schools' routes.
4. The administrators of the non-public schools will inform all parents of the guidelines and policies of the Southington Public Schools. Parental concerns will be processed by the non-public school administrators as a first step to the resolution of the problems.
5. The Operations Administrator's office will be contacted as a second step to the resolution of the problem.
6. All established transportation forms will be used by the non-public schools.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Transportation

Procedures for Reporting Complaints Concerning Transportation Safety

All clerical staff in the pupil personnel services office, as well as administrative staff involved in the provision of transportation to students in the Southington Public Schools, shall be provided with forms designed to record any complaint concerning transportation safety.

The form is structured to record the date, time, caller, complaint and action taken to resolve the complaint. As soon as clerical staff receive a complaint, they will record the required information and immediately forward the completed form to the administrator in charge of transportation. If the administrator receives a complaint directly, he/she will also record the required information on the form.

All records of complaints concerning transportation safety will be housed in the office of the administrator in charge of transportation. They will be filed in order of the date received. A summary record of all complaints shall be filed by the Superintendent of Schools with the Commissioner of Motor Vehicles within thirty (30) days of the end of the school year.

Legal Reference:

Connecticut General Statutes

PA 89-320, Ensuring the safe transportation of school children

Regulation revised: December 1989

Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations**Non-Instructional Operations****Purposes and Facilities: Food Service**

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

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

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

Legal Reference:

State Board of Education Regulations

Connecticut General Statutes

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

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

Policy adopted: October 1988

Policy reviewed: April 2003

Series 3000: Business and Non-Instructional Operations

Food Service

Procedures for Providing Meals to Students Without Payment

No students should be left without food. The following procedures will be implemented when a student forgets his/her lunch money or comes to school without having had breakfast.

1. The student will be allowed to borrow money from the school office.
2. The school office must follow up in collecting the borrowed money from the student. Should he/she make no effort to repay the debt, then the school will:
 - a. Call the parent to request payment.
 - b. Notify the parent that refusal to pay will result in withholding of the report card.
 - c. Not allow a student to borrow money more than three (3) times in the course of a school year. After the third instance, a sandwich with milk will be provided at the current fixed cost.
3. All losses will be charged to the school lunch program on a monthly basis.

Any student identified by the principal, nurse or teacher as not receiving breakfast at home should be provided cereal and milk. These provisions will be on hand in the kitchen. Should this be a recurring situation, the principal will follow up with the parents to be sure that the matter is corrected.

Regulation approved: January 1989
Regulation revised: April 2003

Series 3000: Business and Non-Instructional Operations

Preferential Bidding Procedures

The following ordinance was passed at a meeting at the Town Council of the Town of Southington on October 27, 2008:

- A. For the purpose of this section, “town-based business” means a business with a principle place of business located within the town. A business shall not be considered a town-based business unless satisfactory evidence has been produced to the Town Manager whereby the business establishes that it owns real property which has its principle place of business and pays taxes on real and personal property to the Town of Southington.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid tax bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

- B. On any project, which shall be defined as all contracts to be made or let for work to be done or for supplies to be purchased for the Town which is \$10,000 or more, the lowest bidder shall be determined in the following manner:
1. Any town-based bidder which has submitted a bid of no more than 5 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.
 2. Any town-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,001 and \$1,000,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 3.5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.

Series 3000: Business and Non-Instructional Operations

Preferential Bidding Procedures

3. Any town-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,001, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which as submitted the lowest bid.
4. The low bidder.

Policy Adopted: