

# NEW MILFORD BOARD OF EDUCATION

New Milford Public Schools  
50 East Street  
New Milford, Connecticut 06776  
(860) 355-8406

## POLICY SUB-COMMITTEE MEETING NOTICE

**DATE:** November 16, 2010  
**TIME:** 6:30 P.M.  
**PLACE:** Lillis Administration Building, Rm. 2

### AGENDA

#### New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

**1. Call to Order**

**2. Public Comment**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

**3. Discussion and Possible Action Items**

**A. Recommended for Revision**

- |                        |  |
|------------------------|--|
| 1. Policy 3514         | Equipment: Authorized Use of School-Owned Materials      |
| 2. Policy 3516.11/3524 | Hazardous Materials Communication/Green Cleaning Program |
| 3. Policy 3516.3       | Accident Prevention and Reporting                        |
| 4. Policy 3516.4       | Safety: Sex Offender Notification                        |
| 5. Policy 3524.1       | Hazardous Material in Schools                            |
| 6. Policy 3541.23      | Bus Contractor   |
| 7. Policy 3541.313     | Routes and Services/Transportation                       |
| 8. Policy 3541.44      | Use of Private Automobiles on School Trips               |
| 9. Policy 3542.42      | Cafeterias – Handling of School Lunch Funds              |
| 10. Policy 5145.45     | Section 504 Procedural Safeguards                        |
| 11. Policy 9121        | Role of the Chairperson                                  |
| 12. Policy 9130        | Board Committees   |

**B. Recommended for Deletion:**

- |                |                                 |
|----------------|---------------------------------|
| 1. Policy 3511 | Compliance with 504 Regulations |
|----------------|---------------------------------|

**4. Items of Information**

- |                    |   |
|--------------------|---|
| A. Regulation 3541 | Administrative Procedures Governing School Transportation |
|--------------------|---|

**5. Adjourn**

**Sub-Committee Members:** Mrs. Nancy Tarascio-Latour, Chair

Mrs. Lynette Celli Rigdon

Mr. David A. Lawson

Mrs. Alexandra Thomas

**Alternates:**

Mr. Daniel W. Nichols

Mr. Bill Wellman

GEORGE C. BUCKBEE  
TOWN CLERK

2010 NOV 12 A 10:59

NEW MILFORD, CT

## **Business/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 directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. The borrower of any and all materials that are lost, damaged, or destroyed will pay for repair(s) and/or replacement. Proper controls shall be established to assure the borrower's responsibility for, and return of, all such equipment (see Form 1).

Please see Policy 1330 – Use of School Facilities for specific charges for use of equipment by outside groups that use the school facilities.

*Notwithstanding the foregoing, school owned equipment and materials may be loaned to students with disabilities in accordance with the provisions of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.*

#### ***Legal Reference:***

***20 U.S.C. 1400 Individuals with Disabilities Education Act***

***29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973***

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <b><i>Bold Italicized</i></b> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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*COMMENT: State law requires that by July 1, 2011 the board of education shall implement a green cleaning program for the cleaning and maintenance of school buildings and facilities in its district. However, by October 1, 2010, you must give notice of the program to staff and parents. The law makes notice to staff mandatory, but only requires that you give parents notice of the program “upon request.” However, the law also requires that you make such notice, as well as the report submitted to the Department of Education available on your web site and the web site of each school. It also requires you to notify parents that they may not bring certain products into the school— effectively mandating that you notify parents annually.*

*The suggested change in policy number is to place this policy directly before the other “hazardous materials” policies.*

**3516.11**  
**3524(a)**

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

### **Hazardous Materials Communication/*Green Cleaning Program***

The Board of Education recognizes the necessity of utilizing hazardous materials in the day-to-day operation of school facilities and in supporting education requirements. The Board realizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during use, storage and transportation. There are many areas of the District, from science laboratories and art departments to custodial services and vehicle maintenance, where such a variety of uses is performed.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard. Examples of materials classed as hazardous are: common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils and gasoline.

The Board, through the Superintendent, shall ~~cause to be created,~~ ***utilize proper*** procedures ~~which address to assure the safe purchase,~~ storage, handling, transportation and disposal of hazardous materials for school facilities and operations including instructional areas.

~~The goal of the procedures shall be to have in place an ongoing process by which each location in the District will have a program of identifying and managing hazardous materials. The Hazard Communication Program materials will be located in the school office.~~ District personnel shall be encouraged to substitute non-hazardous materials for hazardous substances to the ~~extent~~ ***extent*** possible and to minimize the quantities of hazardous substances ***purchased and*** stored on school property.

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

### **Hazardous Materials Communication/Green Cleaning Program**

#### **Green Cleaning Program**

*The Board of Education is committed to procuring and using environmentally preferable cleaning products in school buildings and facilities. Consistent with state law, no person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment.*

#### ***Environmentally preferable cleaning product***

*For the purpose of this policy, the term “environmentally preferable cleaning product” includes, but is not limited to:*

<i>general purpose cleaners</i>	<i>floor finishes</i>
<i>bathroom cleaners</i>	<i>floor strippers</i>
<i>carpet cleaners</i>	<i>hand cleaners</i>
<i>glass cleaners</i>	<i>soaps</i>

*The term “environmentally preferable cleaning product” does not include:*

- (a) any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product regulated by the federal Insecticide, Fungicide and Rodenticide Act, 7 USC 136 et seq.; or*
- (b) any product for which no guideline or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services, or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.*

#### **Notice of Green Cleaning Program**

*Annually, the Board of Education shall provide the staff of each school and the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. The Board of Education shall make such notice, as well as the report submitted to the Department of Education available on its web site and the web site of each school.*

*The notice shall include:*

- (1) the types and names of environmentally preferable cleaning products being applied in schools;*
- (2) the location of the application of such cleaning products in the school buildings and facilities;*
- (3) the schedule of when such cleaning products are applied in the school buildings and facilities;*
- (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."; and*

**Business/Non-Instructional Operations**

**Hazardous Materials Communication/*Green Cleaning Program***

*(5) the name of the school administrator, or a designee, who may be contacted for further information.*

*Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.*

***Legal Reference: Connecticut General Statutes:***

***10-220 Duties of Boards of Education***

***10-231g. Green cleaning program at schools: Definitions. Implementation. Notice***

Policy adopted: June 11, 2002  
Policy reviewed: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3516.3**

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

### **Accident Prevention and Reporting**

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

Each building administrator shall be responsible for the ***reasonable*** supervision of ~~a ***general*** safety program~~ for his/her school and the Superintendent and his/her designee shall have overall responsibility for the safety ***considerations*** ~~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, including building lock-down, visitor control, violence prevention, and traffic safety problems relevant to students, employees and the community.

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3516.4(a)**

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

### **Safety**

#### **Sex Offender Notification**

The Board is desirous of taking certain precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District may give notice to certain staff members in accordance herewith in an effort to minimize the possibility that the released and registered sex offender will come into contact with students within the district while students are on school grounds under the supervision of school district personnel. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well being of its students.

~~Whenever information is received from local law enforcement officials pursuant to PA 98-111 (CGS 52-102r)~~ ***Whenever the Superintendent of Schools receives notice from the Department of Public Safety or other law enforcement official*** that a registered convicted sex offender is residing ***or planning to reside*** within the school district, such information may be disseminated ***at the discretion of the Superintendent*** ~~after consideration of various factors~~ to the following entities:

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

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

### **Safety**

#### **Sex Offender Notification** (continued)

The Board of Education recognizes that contact with sexual offenders is primarily a law-enforcement issue. However, the Superintendent may, at his or her discretion and depending on the circumstances, also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a specific and legitimate need to be notified of such information.

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

Legal Reference: Connecticut General Statutes

#### ***54-258 Availability of registration information. Immunity***

~~Public Act No. 98-111—An Act Concerning the Registration of Sexual  
United States Code, Title 42 14071 Jacob Wetterling Crimes Against  
Children and Sexually Violent Offender Registration Program Act.~~

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

### **Hazardous Material in Schools**

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

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

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

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

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff and parents or guardians of students shall be given notice, at least annually, of the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides. It is a plan consistent with an applicable model plan provided by the Commissioner of Environmental Protection pursuant to Connecticut state law.

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

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application (cont'd.)**

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

Consistent with state law, no person, other than a pesticide applicator with supervisory certification under Connecticut General Statutes § 22a-54 or a pesticide applicator with operational certification under § 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school. This section shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health where it is impractical to obtain the services of any such applicator provided such emergency application does not involve a restricted use pesticide.

No person shall apply a lawn care pesticide on the grounds of any preschool or school with students in grade eight or lower, except that an emergency application of a lawn care pesticide may be made to eliminate a threat to human health, as determined by the local health director, the Commissioner of Public Health, the Commissioner of Environmental Protection or the Superintendent of Schools. ~~[NOTE: Until July 1, 2010, an application of a lawn care pesticide may be made at a school with students in grade eight or lower on playing fields or playgrounds if the IPM is consistent with the model pest control management plan developed by the Commissioner of Environmental Protection pursuant to section 22a-66l and is a plan developed for all schools in the district. If these conditions exist, you may want to start this paragraph with the phrase, "Beginning July 1, 2010,".]~~

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

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

### **Hazardous Material in Schools**

#### **Pest Management /Pesticide Application** (continued)

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.

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. Except for emergency applications, notices shall also be posted in designated areas at school at least forty-eight (48) hours prior to the application. The notice shall include 1) the name of the active ingredient of the pesticide being applied to the target/pest; 2) the target pest; 3) the location of the application on the school property; 4) the date of the application; and 5) the name of the school administrator or designee who may be contacted for further information.

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. Notice of any modification of the pesticide application policy shall also be sent to any person who registers for this notice.

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, except that an emergency application of a lawn care pesticide may be made to eliminate a threat to human health, as determined by the Superintendent.

## Business/Non-Instructional Operations

### Hazardous Material in Schools

Legal Reference: Connecticut General Statutes

§10-231a Pesticide *applications at schools: Definitions*

§10-231b Pesticide applications at schools: *Authorized applications. Ban. Exceptions.* ~~authorized applicators exception~~

§10-231d *Pesticide applications at schools with an integrated pest management plan*

~~e ————— Pesticide applications at schools without an integrated pest management plan~~

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

**22a-47(cc) Definitions**

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.

**22a-66a(a)(2) Notification of the application of pesticides**

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

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised: October 13, 2009  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3541.23(a)**

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

### **Bus Contractor**

Transportation shall be provided by private contractors consistent with contractual arrangements as offered by the Board of Education from time to time.

School bus contractors shall garage their vehicles within the geographic limits of the New Milford school district.

1. The school bus contractor shall be determined by public competitive bid and shall be qualified in all ways as required by Connecticut General Statutes.
2. The school bus contractor shall submit, at the time of bid, a list and description of vehicles to be used, and shall bring this list up to date by August 1 of each school year.
3. The Board reserves the right to disapprove of any drivers who may operate school buses for the New Milford school district.
4. Each school bus driver shall have an annual physical examination, including a TB test, shall hold appropriate licenses, and shall have State Police clearance before he/she is eligible to transport children for the Board of Education.
5. Contracts for transportation approved by the district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal ~~regulations~~ *and state law*.

The Board of Education may waive provisions of this policy when it finds that any such waiver is in the best interests of the school district.

(cf. 4212.42 - Drug & Alcohol Testing for School Bus Drivers)

Legal Reference: ~~United States Code, Title 49~~

~~2717 Alcohol and controlled substance testing (Omnibus)~~

~~Transportation Employee Testing Act of 1991~~

**Business/Non-Instructional Operations**

**Bus Contractor**

*Connecticut General Statutes*

*14-212 Definitions*

*14-276a School bus operators and operators of student transportation vehicles:  
Regulations; qualifications; training; drug testing*

*31-51u Drug testing; requirements*

*31-51v Drug testing; prospective employees*

*31-51x Drug testing: Reasonable suspicion required. Random tests.*

*United States Code*

*49 U.S.C. 2717 (Omnibus Transportation Employee Testing Act of 1991)*

*49 C.F.R. Parts 40, 382 & 391(Regulations of the Federal Motor Carrier Safety Admin.)*

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised:

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New Milford, Connecticut

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**3541.313(a)**

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

### **Routes and Services/Transportation**

#### **Video Cameras on School Transportation**

**1. Policy:**

Video cameras may be installed on school buses operated by the New Milford Board of Education or its transportation contractor. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

**2. Procedures:**

**A. Camera installation/distribution:** Video system hardware and black boxes should be installed on all buses operated by the transportation provider. The actual number of cameras employed will be at the joint discretion of the Board and the transportation provider. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators or the students should have knowledge of which vehicles have cameras installed.

**B. Video tape Viewing:** A school administrator is the only party that may request tapes from the transportation provider for viewing purposes.

**C. Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.

**D. Confidentiality:** ~~Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.~~ *Students and Board personnel should have no expectation of privacy in the use of school transportation vehicles. The use of recordings from surveillance equipment shall be subject to other policies of the district including the policies concerning confidentiality of student and personnel records.*

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

### **Routes and Services/Transportation** (continued)

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted: June 11, 2002  
Policy reviewed: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**RECOMMENDED FOR REVISION**

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*Commentary:*

*Previously, in the review of Board Policy 6153 (Field Trips), the following commentary was made:*

*State law requires that anyone who drives an activity vehicle or student transportation vehicle have the proper endorsement on his/her driver's license. By definition, an activity vehicle/student transportation vehicle is a vehicle other than a bus used by a carrier to transport students. All school districts are "carriers" even if you contract out your bus transportation services. A few years ago, the DMV made a ruling saying that an incidental, unplanned or emergency use of a private vehicle by a staff member, including a coach, does not require special licensing, but the DMV left open the question of whether a Board of Education staff member could legally provide transportation to students in his/her private car as part of his/her job without proper endorsements to his/her driver's license. The concern is that if the staff member is seen as being "under contract" with the district (much as your bus company is) and such staff member transports students as part of his/her job, then the staff member's vehicle is a student activity vehicle and the staff member must have the proper endorsement on his/her license. Should such a person transport a student and have an accident, it is possible that the Board of Education may have some liability. You may want to check with the Board's insurance carrier to determine whether such a situation would be covered (the situation where an employee transports students to an activity in a personal vehicle but the employee does not have the proper license endorsement if deemed to be a "carrier" for the purposes of the law). The most prudent policy, but possibly more expensive and/or inconvenient-- would be to make sure that your staff members are properly licensed and amend 3541.44 to require proper endorsements as well as attestation that the vehicle to be used is in proper working condition.*

*Since that advice was given, the state legislature enacted P.A. 10-110, which, in relevant part, redefined the term "carrier" and "school transportation vehicle" and deleted the use of the term "school activity vehicle." The new law takes effect July 1, 2011. With the changes in the law, it is clear that no school employee can operate a student transportation vehicle used by a local school district for the transportation of students to or from school programs or school sponsored events unless such person has obtained an operator's license bearing an endorsement of the appropriate type from the Department of Motor Vehicles. Therefore, it is necessary to make the suggested addition below.*

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

### **Transportation**

#### **Use of Private Automobiles on School Trips**

The *New* Milford Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. *The driver's license of the school employee bears the appropriate endorsement by the Connecticut Department of Motor Vehicles enabling such employee to operate a school transportation vehicle or school bus.*
- ~~1~~ 2. Trip is approved by Principal in advance.
- ~~2~~ 3. If a field trip, proper field trip form is submitted and approved by Principal and central administration.
- ~~3~~ 4. Use of private automobile is approved by Principal.
- 4 5. A limited number of students are involved.
- ~~5~~ 6. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
- ~~6~~ 7. The Principal will maintain a file of the above noted forms.
- ~~7~~ 8. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
- ~~8~~ 9. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
- ~~9~~ 10. In an emergency, the Principal can authorize the transportation of student(s) without parental permission.

It is expressly forbidden for any student to drive a vehicle with any other passengers on a school sponsored trip.

**Business/Non-Instructional Operations**

**Transportation**

**Use of Private Automobiles on School Trips**

*Legal Reference: Connecticut General Statutes*

*14-36a Classification of operators' licenses. Violation. Penalty*

*14-44 License endorsement for operators of commercial motor vehicles used for passenger transportation, school buses, taxicabs, motor vehicles in livery service, motor or service buses, student transportation vehicles and activity vehicles*

*14-212 Definitions*

Policy adopted: June 11, 2002  
Policy reviewed: June 10, 2008  
Policy revised:

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**3542.42**

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

### **Cafeterias – Handling of School Lunch Funds**

The financial operation of the school lunch program is a direct responsibility of the Board of Education of the Town of New Milford. This responsibility must be exercised through an account under the immediate jurisdiction of the Board. This means that the deposit of receipts and payment of bills must be made through the “special school lunch clearing account” which shall function under the immediate supervision of the *Director of Fiscal Services* ~~School Business Manager~~ and *Director of Food and Nutrition Services* ~~Supervisor of the School Lunch Program~~.

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:        June 11, 2002  
Policy reviewed:       June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<b><i>NEW POLICY FOR CONSIDERATION</i></b>
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***NEW POLICY TO REPLACE 3511***

*Comment: This is a new policy with a new number, inserted after a non-discrimination policy regarding the ADA and 504. It replaces, in part, Board Policy 3511. The appendix entitled "Section 504 Parental Rights" is a modified version of a sample provided by the State Department of Education last year (2009) that the Office for Civil Rights of the U.S. Department of Education had deemed acceptable.*

**5145.45****Students****Section 504 Procedural Safeguards**

In compliance with Section 504 of the Rehabilitation Act of 1973, it is the policy of the New Milford Board of Education to establish and implement a system of procedural safeguards with respect to the identification, evaluation and placement of students with disabilities. This includes notice, an opportunity for the parents or guardian of a student with a disability to examine relevant records, an impartial hearing with opportunity for participation by the student's parents or guardians and representation by counsel, and a review procedure.

The Assistant Superintendent shall serve as the district's 504 Coordinator and will be responsible for coordinating compliance with Section 504.

In order to provide students with disabilities with equal access to programs and services the following procedures shall apply:

**Identification:** The Office of Special Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. This is accomplished by communication through the media, direct mailing to social service agencies and dissemination to staff.

**Notification:** Parents and guardians will be provided with notice regarding referral, evaluation, identification, and placement in a manner comparable to the notice requirements of IDEA. The Office of the Assistant Superintendent shall take appropriate steps to notify students with disabilities and their parents or guardians of the school system's legal obligations under Section 504. (Appendix A, "Section 504 Parental Rights")

**Evaluation:** Referrals for evaluation are made by the Section 504 Team. Such evaluations will be conducted promptly, with every effort for the evaluation period to be the same as for referrals under IDEA.

**Periodic Reevaluation:** All students receiving services under Section 504 are generally reevaluated at least every three years following procedures of IDEA.

**Placement/Program Development:** Placement decisions will be made by a “504 Team,” a group of persons knowledgeable about the child, the meaning of the evaluation data and program options. Each Section 504 Team will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written 504 Service Plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations.

**Least Restrictive Environment:** The school system shall make reasonable accommodations to allow a student with disabilities to be placed in the regular education environment unless it is demonstrated that the education of the student in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.

**Access to Records:** The parents or guardian of a student with a disability shall have an opportunity to examine relevant records in a manner consistent with the rights afforded to students who receive special education pursuant to IDEA.

**Non-Discrimination:** The 504 Team is responsible for ensuring that, to the extent required by law, students with disabilities are afforded an opportunity to participate in non-academic and extracurricular services and activities. The 504 Team shall consider the impact of any modifications on other non-disabled classmates.

**Grievance Procedures for Complaints of Discrimination:** Any student who feels he or she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district on the basis of his/her disability should immediately bring his or her complaint to the attention the district's 504 Coordinator pursuant to Board Policy 5000. Complaints will be investigated promptly and corrective action will be taken when warranted. Such grievance procedures shall not apply to complaints regarding the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special instruction or related services.

**Complaints Re: Identification, Evaluation or Placement:** Disputes regarding the identification, evaluation or placement of a student with a disability may be resolved informally, by requesting a meeting with a school administrator, or formally, by requesting an impartial hearing in writing to the Superintendent of Schools. The written request must state the child's name, school, the nature of the problem, the relevant facts related to the problem, and a proposed solution. The student's parents or guardian and/or legal counsel

shall have an opportunity to participate in the hearing. The school district will select an impartial hearing officer who is knowledgeable about Section 504 claims. The parents or guardian will be provided with adequate notice of the hearing. There is no requirement that cross examination of witnesses be allowed or that the hearing be recorded. The hearing officer may only review issues related to the identification, evaluation or placement of a student with a disability.

Legal References:

Connecticut General Statutes

10-15c Discrimination in public schools prohibited

United States Code

20 U.S.C. 1400 Individuals with Disabilities Education Act

29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973

42 U.S.C. 12101 Americans with Disabilities Act

**New Milford Public Schools**

**Section 504 Parental Rights**

Section 504 of the Rehabilitation Act of 1973 directs that no otherwise qualified individual with a disability as defined by the Act shall be, solely by reason of his or her disability, excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The New Milford Public School System provides a free and appropriate public education to students with disabilities. Parents and guardians of students with disabilities have the following rights:

1. To be informed of your rights under Section 504 of the Rehabilitation Act;
2. For your child to have equal opportunities to participate in academic; nonacademic and extracurricular activities in school;
3. To be notified about referral, evaluation, placement and programs for your child;
4. For your child to be evaluated fairly;
5. To participate meaningfully in decisions regarding evaluation and placement of your child;
6. For your child to receive accommodations, modifications and related services if eligible under Section 504;
7. For your child to be educated with non-disabled peers as much as possible;
8. To request changes in the educational program of your child;
9. To review and obtain copies of your child's records;
10. To request an impartial hearing if you disagree with the school regarding your child's educational program.

## **Bylaws of the Board**

### **Role of the Chairperson**

The Board of Education shall prescribe certain duties to the Chairperson in addition to those responsibilities imposed by state statute.

The New Milford Board of Education shall elect a Chairperson from its members at the Annual Organizational Meeting to preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. The Chairperson shall perform all duties imposed by state statute, and those prescribed by Board policies and procedures.

The duties prescribed to the Chairperson shall be:

1. To confer with the Superintendent in the planning of Board agendas and on crucial matters which may occur between Board meetings.
2. To sign, on behalf of the Board, the instruments, acts and orders necessary to carry out state requirements and the will of the Board.
3. To appoint Board committees and their respective Chairpersons. Appoint Board representatives to Town Committees as required.
4. ~~To serve as an ex-officio member of committees.~~
5. To serve as the official public spokesperson for the Board.
6. To be responsible for the orderly conduct at all Board meetings.
7. Call special meetings of the Board as necessary.
8. Assume such other duties as may be authorized by the Board.

<b>Please Note</b>
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As presiding officer at all Board meetings, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board as per the agenda.
3. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
4. Clarify motions when necessary.
5. Restrict discussion to the question when a motion is before the Board.

## **Bylaws of the Board**

### **Role of the Chairperson** (continued)

6. Answer parliamentary inquiries in accordance with Robert's Rules of Order; referring questions of legality to the Board attorney.
7. Put motions to a vote, stating clearly the vote and result thereof.

The Chairperson shall keep the Vice-Chairperson duly informed on all pertinent matters, in case of absence of the Chairperson.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

Bylaw adopted by the Board: January 9, 2001

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <i><b>Bold italicized</b></i> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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**9130(a)**

## **Bylaws of the Board**

### **Board Committees**

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees, namely: Operations, Learning, Facilities and Policy; and to establish certain Ad-Hoc Committees, as needed. The committees shall operate within the standards set forth by this policy.

### **Standing Committees**

Not later than the January regular meeting of the Board, the Standing Committees shall be appointed by the Board Chairperson to serve until the next annual meeting. Each committee shall consist of three Board members and two alternates. The alternates will only participate in committee meetings when one or more of the assigned board members ***and/or the Board Chair*** are not present at the committee meeting. The Board Chairperson appoints the Chairperson for each committee from the members of the committee. ~~The Board Chairperson shall serve as an ex-officio member of all standing committees.~~

<p><b>Please Note</b></p>
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Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest.

- A. Each Board member must serve on at least one standing committee.
- B. No Board member may serve on more than three standing committees.
- C. No Board member may chair more than one standing committee.

Any member of the Board may attend standing committee meetings (excluding Executive Session, unless otherwise permitted under the Freedom of Information Act); however, they are not able to participate in any discussion or vote. At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.

Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

(cf. 9132 – Standing Committees)

## Bylaws of the Board

### Board Committees (continued)

#### Ad-Hoc (Special/Temporary) Committees

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two and a maximum of three Board members and may include members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

Ad Hoc committee members shall be appointed by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. ~~The Board Chairperson shall be an ex-officio member of each committee.~~ Any Board member who is interested in attending Ad Hoc committee meetings may do so. Board members who are not members of the Ad Hoc Committee may not 1) attend any executive session of the Ad Hoc Committee, unless otherwise permitted under the Freedom of Information Act, or 2) participate in any discussion or vote.

**Please  
Note**

In the event of vacancies on Ad Hoc committees, the Chairperson shall appoint new committee members. All appointments expire when the committee as a whole expires.

The duties of each Ad Hoc committee shall be outlined at the time the committee is appointed.

#### Conduct of Committee Business

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
  - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.

## Bylaws of the Board

### Board Committees

#### Conduct of Committee Business (continued)

- The individual background, talents and experiences of Board members.
  - The synergetic quality of the committee as a whole.
2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
  3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
  4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.
  5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
  6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.
  7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
  8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference:        Connecticut General Statutes  
                              1-200 through 1-241 of the Freedom of Information Act.  
                              1-200 Definitions.  
                              1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:	January 9, 2001	NEW MILFORD PUBLIC SCHOOLS
Bylaw revised by the Board:	November 7, 2005	New Milford, Connecticut
Bylaw revised by the Board:	November 14, 2006	
Bylaw revised by the Board:	June 9, 2009	
Bylaw revised by the Board:		

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <b><i>Bold Italicized</i></b> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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*Commentary: This policy should be removed from the 3000 series and significantly amended to address only half of the content in a new policy to be located in the 5000 series.*

*Section 504 of the Rehabilitation Act mandates two types of policies:*

- (1) A policy to acknowledge the “procedural safeguards” with respect to the identification, evaluation and placement of students with disabilities (34 CFR 104.36) and*
- (2) A policy establishing “grievance procedures” for the prompt and equitable resolution of complaints of discrimination on the basis of disability by both students and employees (34 CFR 104.7)*

*The second mandate of Section 504, the “grievance procedures,” is already effectively covered by the following existing policies:*

*4111.1/4211.1 Equal Employment Opportunity  
4118.112/4218.112 Unlawful Harassment- Employees  
5000 Equal Educational Opportunity  
5145.4 Non-discrimination/ ADA  
5145.5 Unlawful Harassment- Students*

*The first mandate requires that the school district establish and implement a system of procedural safeguards with respect to actions regarding the identification, evaluation and educational placement of students who need special instruction or related services due to a disability. (Section 504 safeguards are not exactly the same as the rights afforded to students under IDEA/special education, though there can be some overlap. It is possible for a student with a disability to be protected by 504 and the ADA, but not eligible for services under IDEA.) The system of procedural safeguards under 504 includes “notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person’s parents or guardian and representation by counsel, and a review procedure.” Therefore, delete Board Policy 3511 in favor of the draft of the new policy tentatively numbered 5145.45.*

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

### **Compliance with 504 Regulations**

It is the policy of the New Milford School System to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination on the basis of disability in programs and activities operated by the school system.

No otherwise qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by New Milford School System.

The district has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The district also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who are still defined as disabled and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that the New Milford School System does not discriminate in providing equal access to programs and services on the basis of disability, the following definitions, requirements and procedures are provided.

### **Definitions:**

**Person with a disability** means any person who has (i) a physical or mental impairment which substantially limits one or more major life activity, (ii) has a record of such an impairment, (iii) is regarded as having such an impairment.

**Physical or Mental Impairment** means (i) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body system; (ii) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

**Major Life Activity** means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**Appropriate Education** means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of persons with disabilities as adequately as the needs of non-disabled persons and is based upon adherence to the procedures set forth herein. Implementation of an individualized education plan developed in accordance with the Individuals With Disabilities education Act (IDEA) is one means of meeting this standard.

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

### **Compliance with 504 Regulations** (continued)

**Committee of Knowledgeable People** means persons knowledgeable about the child, the meaning of evaluation data, and programming options. (A properly constituted Section 504 Team or would meet this definition.)

#### **Requirements:**

1. ~~That New Milford Public Schools annually locate and identify qualified persons with disabilities residing in the district who are not receiving a public education.~~
2. ~~Notification of the school system's legal requirements is provided to persons with disabilities and their parents or guardians.~~
3. ~~Provision of educational services in a setting with persons who are not disabled, to the maximum extent appropriate to the needs of the person with disabilities. The school system shall make reasonable accommodations to allow a person with disabilities be placed in the regular education environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.~~
4. ~~Provide appropriate pre-placement evaluation consistent with that required under IDEA.~~
5. ~~Ensure that placement decisions are carefully considered by a group of persons knowledgeable about the child, the meaning of the evaluation data and program options.~~
6. ~~Provide periodic reevaluation of students found eligible for services.~~
7. ~~Establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and review procedure.~~
8. ~~Ensure access to non-academic and extracurricular services and activities in such a manner as to afford students with disabilities an opportunity for participation in such services and activities. The "Committee of Knowledgeable People", e.g. Section 504 Team shall consider the impact of any modifications on other non-handicapped classmates.~~

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

### **Compliance with 504 Regulations** (continued)

9. — Ensure the availability of procedures for filing a grievance with the school district over an alleged violation of Section 504 regulations, with the exception of complaints with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services, which shall be addressed by the procedures set forth in paragraph #7, above.
10. — Identify at least one person to coordinate compliance and identification procedures.

### **Procedures:**

1. — **Identification and Notification:** The Office of Special Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. Notification is accomplished by communication through the media, direct mailing to social service agencies and dissemination to staff. (See Appendix #1 for Notification form)
2. — **Least Restrictive Environment:** Each committee of knowledgeable people (Student Assistance Team, Planning and Placement Team or other appropriate group) is aware of the district practice to ensure students are educated with their non-disabled peers as often as possible and in the most appropriate way. All programs are developed with this requirement in mind.
3. — **Evaluation:** Referrals for evaluation are made by the Section 504 Team. All statutory requirements for evaluation under section 504 are adhered to closely. such evaluations will be conducted promptly, with every effort be made that the evaluation period will be the same as for referrals under IDEA (45 days).
4. — **Placement/Program Development:** Each Section 504 Team will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written service plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations. (See Appendix #2 for Section 504 Service Plan.)

## Business/Non-Instructional Operations

### Compliance with 504 Regulations (continued)

5. ~~**Periodic Reevaluation:** All students receiving services under Section 504 are generally reevaluated at least every three years following procedures promulgated under IDEA.~~
6. ~~The Assistant Superintendent will be identified as the 504 Coordinator for the New Milford School System. This individual will convene a Committee of Knowledgeable People (PPT) to address 504 referrals.~~
7. ~~**Grievance Procedures:** Students, parents or other individuals in the school district may register complaints regarding accessibility and other 504 regulations through the grievance procedures noted in Appendix #3. these grievance procedures shall not apply to complaints with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services, which shall instead be addressed by the separate procedures set forth in this policy under "requirements," paragraph #7, above.~~

(cf. ~~5145~~ Statement of Non-Discrimination)

Legal Reference: ~~Connecticut General Statutes~~

~~10-15c Discrimination in public schools prohibited~~

~~Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.~~

~~Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791~~

NOTE: ~~Forms relative to this Policy are available at:~~

- ~~1. Superintendent's Office~~
- ~~2. Principal's Office~~
- ~~3. Special Services Office~~

Policy adopted: ~~June 11, 2002~~ ~~NEW MILFORD PUBLIC SCHOOLS~~

Policy revised: ~~June 10, 2008~~ ~~New Milford, Connecticut~~

**FOR YOUR INFORMATION**

***Bold Italicized*** language constitutes an addition

~~Stricken~~ language constitutes a deletion

**3541(a)**

**Business/Non-Instructional Operations**

**Administrative Procedures Governing School Transportation**

It is the policy of the Board of Education to provide a reasonably safe, consistent and efficient system of transportation for the students of New Milford. To that end, the following procedures have been developed.

**Requests for Alternate Bus Service**

The school principals shall be responsible for receiving temporary or emergency requests for alternate bus service to and from a location other than the student's home. It shall be up to the discretion of the school principal to honor such requests, but only if space is available on the requested bus, and if the request will not alter or extend existing transportation service. It shall be the standard that requests for alternate service shall be in writing by the parent or guardian. However, an exception can be made at the discretion and accountability of the school principal.

A written log shall be maintained at the school of all parent requests, which shall include: name of student, date/dates the alternate service is needed, reason for request, alternate bus number, as well as any pertinent information given in the parent/guardian's request. All such information shall be given to the appropriate bus driver.

Any request for a permanent change to bus service shall be directed to the Transportation Coordinator and shall be submitted to him/her for renewal on an annual basis.

**Complaints Concerning Transportation Service/Bus Safety**

Complaints or concerns regarding transportation service or bus safety that does not relate to misconduct by a student or students shall be directed to the Transportation Coordinator or the Superintendent of Schools.

A written record of all complaints relative to school transportation safety, including complaints about bus drivers, shall be maintained by the Superintendent or designee, who will conduct an investigation of any allegations. Within thirty days of the close of school each year, a report shall be submitted to the Commissioner of Motor Vehicles containing all complaints received within the previous twelve month period.

Any incident involving a motor vehicle and a student pedestrian, at or in the immediate vicinity of a school bus stop, shall be reported to the Commissioner of Motor Vehicles, on the prescribed form, by the Superintendent of Schools, within ten days of its occurrence.

***The Superintendent shall periodically review the complaints received or accidents reported between motor vehicles and district students with the Board of Education.***

## Business/Non-Instructional Operations

### Transportation

#### Student Behavior

Whenever a student's behavior does not comply with the "Rules for Student Behavior on School Transportation", a "Report of Bus Misconduct" shall be submitted by the bus driver to the school principal, or designee, with the names, dates and facts of the violation. This will become the basis for the principal's meeting with the student, and a copy of the report shall be sent to the student's parent/guardian. The outcome of the meeting with the principal shall result in either a verbal warning, or the designated penalty outlined in the "Rules for Student Behavior on School Transportation." (Board Policy #5131.1)

In the event that the principal or his/her designee determines that a suspension of bus privileges is warranted, the administrator shall inform the parent/guardian. ~~The~~ ~~the~~ parent/guardian should ***be asked to*** sign the "Report of Bus Misconduct" and return it to the administrator. The bus suspension shall begin the morning following notification of the parent/guardian.

Students who indicate an unwillingness to cooperate in improving their behavior will have the privilege of bus transportation denied them; however, no student shall be suspended from riding the bus for more than ten consecutive school days unless an expulsion hearing is conducted pursuant to section 10-233d of the ~~general statutes~~ ***Connecticut General Statutes***.

Legal Reference: Connecticut General Statutes

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.

## Business/Non-Instructional Operations

### Transportation

Legal Reference: (continued)

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

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

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.

Regulation approved: June 11, 2002  
Regulation revised: June 10, 2008  
Regulation revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

New Milford Board of Education  
Policy Sub-Committee  
November 16, 2010  
Lillis Administration Building, Room 2

GEORGE O. BUCKBEE  
JOHN CLERK

*[Signature]*

2010 NOV 19 A 9:18

NEW MILFORD, CT

<b>Present:</b>	Mrs. Nancy Tarascio-Latour, Chairman
	Mr. David Lawson
	Mrs. Alexandra Thomas
	Mrs. Lynette Celli Rigdon

<b>Also Present:</b>	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Dr. Maureen McLaughlin, Assistant Superintendent

<b>1.</b>	<b>Call to Order</b> The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:32 p.m. by Mrs. Tarascio-Latour.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>No Public Comment</li> </ul>	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
<b>3.A.</b>	<b>Recommended for Revision</b>	<b>Recommended for Revision</b>
<b>3.A.1.</b>	<b>Policy 3514 Equipment Authorized Use of School-Owned Materials</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote explained the policy now includes new statutory language; special education students and students with 504 plans are allowed to borrow equipment from the district.</li> </ul>	<b>Policy 3514 Equipment Authorized Use of School-Owned Materials</b>
<b>3.A.2.</b>	<b>Policy 3516.11/3524 Hazardous Materials Communication/Green Cleaning Program</b> <ul style="list-style-type: none"> <li>This policy is being updated to comply with the new law as of October 1, 2010. A Green Cleaning Program is in place; materials on hand will continue to be used. This Policy applies to school time when students are on site.</li> </ul>	<b>Policy 3516.11/3524 Hazardous Materials Communication/Green Cleaning Program</b>
<b>3.A.3.</b>	<b>Policy 3516.3 Accident Prevention and Reporting</b> <ul style="list-style-type: none"> <li>Some wording was changed; the changes are primarily for reasonable supervision; general safety.</li> </ul>	<b>Policy 3516.3 Accident Prevention and Reporting</b>
<b>3.A.4.</b>	<b>Policy 3516.4 Safety: Sex Offender Notification</b> <ul style="list-style-type: none"> <li>This policy includes a new statutory reference; the Superintendent is responsible to receive notification from the Department of Public Safety.</li> </ul>	<b>Policy 3516.4 Safety: Sex Offender Notification</b>

3.A.5.	<b>Policy 3524.1 Hazardous Material in Schools</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote commented that a pesticide policy has been in place since 2002; an integrated pest management plan is included in the policy; item on page 10 is being removed.</li> </ul>	<b>Policy 3524.1 Hazardous Material in Schools</b>
3.A.6.	<b>Policy 3541.23 Bus Contractor</b> <ul style="list-style-type: none"> <li>This policy contains new statutory language</li> </ul>	<b>Policy 3541.23 Bus Contractor</b>
3.A.7.	<b>Policy 3541.313 Routes and Services/Transportation</b> <ul style="list-style-type: none"> <li>The policy change is clarification of the language pertaining to confidentiality.</li> </ul>	<b>Policy 3541.313 Routes and Services/Transportation</b>
3.A.8.	<b>Policy 3541.44 Use of Private Automobiles on School Trips</b> <ul style="list-style-type: none"> <li>This policy includes compliance with the Department of Motor Vehicle rules that require students to be transported in vehicles that are driven by properly licensed drivers.</li> </ul>	<b>Policy 3541.44 Use of Private Automobiles on School Trips</b>
3.A.9.	<b>Policy 3542.42 Cafeterias – Handling of School Lunch Funds</b> <ul style="list-style-type: none"> <li>The staff titles are in agreement with actual titles of school personnel.</li> </ul>	<b>Policy 3542.42 Cafeterias – Handling of School Lunch Funds</b>
3.A.10.	<b>Policy 5145.45 Section 504 Procedural Safeguards</b> <ul style="list-style-type: none"> <li>This is a new policy. It will replace Policy 3511; this is in the student series rather than business operations.</li> </ul> <p>Mrs. Thomas moved to bring Policies 3514; 3516.11; 3516.3; 3516.4; 3524.1; 3541.23; 3541.313; 3541.44; 3542.42; and 5145.45 to the full Board in December for first review. The motion was seconded by Mrs. Rigdon and passed unanimously.</p> <p>Aye: Mrs. Tarascio-Latour; Mrs. Rigdon; Mr. Lawson; Mrs. Thomas.</p>	<b>Policy 5145.45 Section 504 Procedural Safeguards</b> <p><b>Motion passed unanimously to bring Policies 3514; 3516.11; 3516.3; 3516.4; 3524.1; 3541.23; 3541.313; 3541.44; 3542.42; 5145.45 to the full Board in December for first review.</b></p>
3.A.11.	<b>Policy 9121 Role of Chairperson</b> <ul style="list-style-type: none"> <li>There was a discussion regarding the removal of Board Chairman serving as an ex-officio member of sub-committees.</li> </ul>	<b>Policy 9121 Role of Chairperson</b>

	<ul style="list-style-type: none"> <li>Mrs. Tarascio-Latour commented this should encourage dialog between the Board Chair and sub-committee chairs.</li> </ul>	
3.A.12.	<b>Policy 9130 Board Committees</b> <ul style="list-style-type: none"> <li>This policy is to be in agreement with 9121.</li> <li>Mrs. Thomas noted that having four members on a sub-committee enables the sub-committee to have diverse membership. She also stated that the Board Chair can serve as alternate member on a sub-committee provided the Chair is listed as an alternate.</li> </ul>	<b>Policy 9130</b>
3.A.11.,12.	<p>Mrs. Thomas moved to bring Policies 9121 and 9130 to the full Board in December for approval including the following: 9121 eliminate item #4 <b>‘to serve as an ex-officio member of committees’</b> and Policy 9130 eliminate (a) <b>‘and/or Board Chair’</b> and <b>‘The Board Chairperson shall serve as an ex officio member of all standing committees.’</b> Policy 9130 (b) eliminate <b>‘The Board Chairperson shall be an ex officio member of each committee.’</b> The motion was seconded by David Lawson and passed unanimously.</p> <p>Aye: Mrs. Tarascio-Latour; Mrs. Rigdon; Mr. Lawson; Mrs. Thomas.</p>	<b>Motion made and passed unanimously to bring Policies 9121 and 9130 to the full Board in December for approval including the following: 9121 eliminate item #4 ‘to serve as an ex-officio member of committees’ and Policy 9130 eliminate (a) ‘and/or Board Chair’ and ‘The Board Chairperson shall serve as an ex officio member of all standing committees.’ Policy 9130 (b) eliminate ‘The Board Chairperson shall be an ex officio member of each committee.’</b>
3.B.	<b>Recommended for Deletion</b>	<b>Recommended for Deletion</b>
3.B.1.	<b>Policy 3511 Compliance with 504 Regulations</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote stated that Policy 5145.45 replaces this policy.</li> </ul> <p>Mrs. Thomas moved to bring Policy 3511 to the full Board in December for deletion. Mr. Lawson seconded the motion which passed unanimously.</p> <p>Aye: Mrs. Tarascio-Latour; Mrs. Rigdon; Mr. Lawson; Mrs. Thomas.</p>	<b>Policy 3511 Compliance with 504 Regulations</b> <p><b>Motion made and passed unanimously to bring Policy 3511 to the full Board in December for deletion.</b></p>
4. 4.A.	<b>Items for Information</b> <b>Regulation 3541 Administrative Procedures Governing School Transportation</b> <ul style="list-style-type: none"> <li>There were no comments.</li> </ul>	<b>Items for Information</b> <b>Regulation 3541 Administrative Procedures Governing School Transportation</b>

5.	<b>Adjourn</b> Mrs. Rigdon moved to adjourn the meeting at 7:04 p.m., seconded by Mrs. Thomas, motion passed unanimously. Aye: Mrs. Tarascio-Latour; Mrs. Rigdon; Mr. Lawson; Mrs. Thomas	<b>Adjourn</b> Motion made and passed unanimously to adjourn at 7:04 p.m.
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Respectfully submitted,



Nancy Tarascio-Latour, Chairman  
Policy Sub-Committee