

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, May 23, 2016

4:30 p.m.

501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Approval of May 9, 2015 Meeting Minutes
- III. Policy
 - Policy #3120 Business – Education Budget Implementation and Policy #3120.1 Business - Board of Education Control of Budget, Combined by CABE and added new required language pertaining to transfer of funds (Recodified to CABE #3170)
 - Policy #3712 Business – Food Sales Other than National School Lunch Program, Modified by CABE to include new statutes and legal references (Recodified to CABE #3542.33)
 - Policy #3560 Business – Safety and Security, Modified/replaced with new policy compliant with PA 13-3 (Recodified and renamed to CABE Policy # 3516, Safe and Secure School Facilities, equipment, and Grounds)
 - Policy #3563 Business – Pest Management/Pesticide Application, Modified/replaced by CABE to reflect recent legislation (Recodified to CABE #3524.1)
 - Policy #4111 Personnel, Certified – Non-Discrimination/Affirmative Action: Equal Opportunity, Modified by CABE to include new statute language and legal references (Recodified to CABE #4111.1)
 - Policy #4124 Personnel, Certified/Non-Certified – Security Check/Fingerprinting, Modified by CABE to include new statute language and legal references (Recodified to CABE 4112.5/4212.5)
- IV. Open Discussion/Public Comment
- V. Adjournment

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted: **June 13**, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT
Policy Committee Meeting
Monday, May 9, 2016

Minutes

- I. Call to Order – The meeting was called to order by Jennifer Kennelly, Chairperson, at 4:35 p.m. Donna Karnal and Anthony Calabrese were in attendance. Karen Parks, Sal Morabito, and Tom Cullen attended on behalf of the administration.
- II. Approval of May 2, 2016 Meeting Minutes – Minutes approved, 3:0:0
- III. Policy
 - Policy #0521 Mission – Goals - Objectives – Nondiscrimination, Modified by CABE to include new protected classes
Approved for first read at May 17 BOE meeting, 3:0:0
 - Policy #3120 Business – Education Budget Implementation and Policy #3120.1 Business - Board of Education Control of Budget, Combined by CABE and added new required language pertaining to transfer of funds (Recodified to CABE #3170)
No discussion, will add to next agenda when Ms. Munsell will be present
 - Policy 3551 Business – Community Use of Facilities, Modified by CABE to comply with NCLB required language on youth groups (Recodified to CABE #3515)
Approved for first read at May 17 BOE meeting, 3:0:0
 - Policy #3560 Business – Safety and Security, Modified/replaced with new policy compliant with PA 13-3 (Recodified and renamed to CABE Policy # 3516, Safe and Secure School Facilities, equipment, and Grounds)
Mr. Morabito had concerns about some of the language in the CABE policy and the committee members were concerned about the statute. It was decided that CABE would be contacted to identify the statute language in the policy versus optional language in the policy. This policy will remain in committee until feedback from CABE is received and can be discussed.
 - Policy #3563 Business – Pest Management/Pesticide Application, Modified/replaced by CABE to reflect recent legislation (Recodified to CABE #3524.1)
Mr. Cullen had concerns about some of the language in the CABE policy and the committee members were concerned about the statute. It was decided that CABE would be contacted to identify the statute language in the policy versus optional language in the policy. This policy will remain in committee until feedback from CABE is received and can be discussed.

DRAFT

- Policy #3712 Business – Food Sales Other than National School Lunch Program, Modified by CAFE to include new statutes and legal references (Recodified to CAFE #3542.33)

No discussion, will add to next agenda when Ms. Munsell will be present

IV. Open Discussion/Public Comment - None

V. Adjournment – Meeting adjourned at 6:15 p.m.

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted:*
May 23, June 13, August 29, September 12, September 26, October 10, November 7, December 5, 2016.

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Business and Non-Instructional Operations

Business

Budget

EDUCATION BUDGET IMPLEMENTATION

3120

“No officer, board, commission, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved by the Board of Finance and appropriate transfers in such budget shall have been made by the Board” (Charter of the Town of Fairfield).

The total amount which, may be expended during the fiscal year for the operation of the school system shall be set forth in the budget approved annually by the Representative Town Meeting.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL

3120.2

The education budget shall serve as the control on expenditures. The Board of Education shall have overall responsibility for the education budget. The Superintendent shall be directly responsible to the Board for the administration of the education budget. The Superintendent maintains ultimate authority over all subordinates in matters of budget. The Director of Finance shall be directly responsible to the Superintendent for the day-to-day administration of the education budget. All subordinates of the Superintendent are directly accountable to the Director of Finance in procedural matters relating to finance. All Board of Education employees shall comply with the fiscal policies established by the Board.

In keeping with the need for periodic reconciliation of the operating budget of the Fairfield Public Schools, the Superintendent may authorize the Director of Finance to transfer funds within major categories. Only the Board, upon recommendation of the Superintendent, may authorize individual transfers of more than \$10,000 between major classifications of accounts. All transfers made in such instances shall be announced at the regularly scheduled meeting of the Board. Only the Board, upon recommendation of the Superintendent, may authorize a series of transfers to or from a single account totaling more than \$10,000 between major classifications of accounts.

Major classifications shall be defined as:

- Personnel Services
- Fixed Charges
- Pupil Personnel Expenses
- School Expenses
- Support Expenses
- Maintenance / Operation / Transportation
- Capital

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL (continued) 3120.2

Examples of policy use:

The Superintendent could authorize a transfer of funds from school supplies to textbooks.

Only the Board could authorize the transfer of \$10,000 or more (or a series of transfers totaling \$10,000 or more) from teachers' salaries to textbooks.

Legal Reference: Connecticut General Statutes 10-222 Appropriations and budget (as amended by PA98-141)

Approved 8/27/04

Previously 3120 and 3120.2
(combined)

3170(a)

Existing policies #'s 3120 & 3120.2 combined into a single policy with new required language pertaining to transferring funds and recodified as #3170.

Business/Non-Instructional Operations

Budget

Education Budget Implementation

“No officer, board, commission, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved by the Board of Finance and appropriate transfers in such budget shall have been made by the Board” (Charter of the Town of Fairfield).

The total amount which, may be expended during the fiscal year for the operation of the school system shall be set forth in the budget approved annually by the Representative Town Meeting.

Day to Day Budget Control

The education budget shall serve as the control on expenditures. The Board of Education shall have overall responsibility for the education budget. The Superintendent shall be directly responsible to the Board for the administration of the education budget. The Superintendent maintains ultimate authority over all subordinates in matters of budget. The Director of Finance shall be directly responsible to the Superintendent for the day-to-day administration of the education budget. All subordinates of the Superintendent are directly accountable to the Director of Finance in procedural matters relating to finance. All Board of Education employees shall comply with the fiscal policies established by the Board.

In keeping with the need for periodic reconciliation of the operating budget of the Fairfield Public Schools, the Superintendent may authorize the Director of Finance to transfer funds within major categories. Only the Board, upon recommendation of the Superintendent, may authorize individual transfers of more than \$10,000 between major classifications of accounts. All transfers made in such instances shall be announced at the regularly scheduled meeting of the Board. Only the Board, upon recommendation of the Superintendent, may authorize a series of transfers to or from a single account totaling more than \$10,000 between major classifications of accounts.

Major classifications shall be defined as:

- Personnel Services
- Fixed Charges
- Pupil Personnel Expenses
- School Expenses
- Support Expenses
- Maintenance/Operation/Transportation
- Capital

Business/Non-Instructional Operations

Budget

Day to Day Budget Control (continued)

Examples of policy use:

The Superintendent could authorize a transfer of funds from school supplies to textbooks.

Only the Board could authorize the transfer of \$10,000 or more (or a series of transfers totaling \$10,000 or more) from teachers' salaries to textbooks.

The Board shall provide a written explanation of a transfer made under emergency circumstances to the town's legislative body or, if the legislative body is a town meeting, to the Board of Selectman.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget (as amended by PA 13-60)

Policy adopted: August 27, 2004
Policy revised:

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

previously 3712

3542.33(a)

Existing policy, #3712, adopted 8/27/04, recodified and updated to reflect most recent guidelines and legislation and with updated legal references.

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

The Board recognizes that good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education. The District's lunch (and breakfast) program will operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

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

The district will permit vending machines and the sale of competitive foods in the middle and high schools in accordance with this policy and Policy 3720 3542.45 Vending Machines.

Schools will not offer to sell other non-cafeteria / competitive foods to students on campus from one-half (1/2) hour before the first lunch period to one-half (1/2) hour after the last lunch period.

The Board shall make available in District schools for purchase by students nutritious and low-fat foods which shall include, but shall not be limited to, low-fat dairy products and fresh or dried fruit at all times when food is available for purchase during the regular school day in schools.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute and federal regulations regarding artificial sweeteners, flavoring, caffeine and portion size.

The principal, School Cafeteria Supervisor, and Supervisor of Food Services are responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal guidelines, state statute, guidelines and district policy.

Legal Reference: Connecticut General Statutes

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

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

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Legal Reference: (continued)

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

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Connecticut General Statutes

10-215e Nutrition standards for food that is not part of lunch and breakfast program

10-215f Certification that food meets nutrition standards

10-221p Boards to make available for purchase nutritious low-fat foods and drinks

10-221q Sale of beverages

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

Regulations of Connecticut State Agencies – 10-215b-1 Competitive foods
Regulations of Connecticut State Agencies – 10-215b-23 Income from the sale of food items.

Policy adopted: August 27, 2004
Policy revised:

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

SAFETY AND SECURITY

3560

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors, and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, and school sports.

The Director of Operations shall be responsible for originating and enforcing safety regulations and procedures in school facilities and on school grounds.

The Deputy Superintendent shall be responsible for the supervision of an Emergency Protocol Manual and shall direct all personnel to cooperate with state, local, and insurance officials in the completion of fire safety inspections.

District safety rules and regulations are developed for students, employees, visitors, and others present on district property or at school-sponsored events for their protection. These rules and regulations are to be considered directive in nature and applicable to all. The district will maintain an Emergency Protocol Manual consisting of administrative guidelines that have been developed to describe actions to be taken if an emergency presents itself in the community or in a particular school.

All accidents involving the staff and students occurring on school property shall be reported to the Director of Operations on the prescribed form, giving details of the accident. Reports of serious accidents shall be communicated to the Superintendent and the Board.

Legal Reference: Connecticut General Statutes
 10-203 Sanitation
 10-207 Duties of medical advisors
 10-231 Fire drills
 29-389 Stairways and fire escapes on certain buildings

Approved 8/27/04

A new and recommended policy to consider as the recommended replacement for existing policy #3560, adopted 8/27/04 which is not compliant with PA 13-3.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Hold for next meeting for feedback from CABE
Check references to 3560

EMD/VC

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

Do not change

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

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

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

Business/Non-Instructional Operations

Safety

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

- 9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying;
- 10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

district
 The Board will annually submit ~~each school's~~ *the district's* security and safety plan to the Department of Emergency Services and Public Protection. *DO NOT change*

Remove { **Note: The development implementation of a school security and safety plan for each school, based upon the DESSP standards is required for the school year commencing July 1, 2014, and each school year thereafter.**

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

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

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

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

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Business/Non-Instructional Operations

Safety

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

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

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

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

District

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

included in 3534 - why report here
Policy Evaluation: The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children’s Safety)

Business/Non-Instructional Operations

Safety

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings. *Repealed in 2002*

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

Policy adopted:

cps 2/13

cps 7/13

*Ask you to highlight
changes + also send
copy of statute
Add to meeting
minutes for
second review after
changes made
by CAPP*

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION

3563

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 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:

- enhance the quality of life, and to provide a safe and healthy learning environment for students, staff, and others;
- 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.

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. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, or biological means. Chemical controls shall be used as a last resort. This policy 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 the environmental effects, safety, effectiveness, and costs. The Manager of Facilities shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with hired contractors utilized by the district to control a pest problem.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION (continued)

3563

Whenever it is deemed necessary to use a chemical substance, the school district will provide notification to all parents or guardians and staff from the target site(s) who have registered for advance notification. Parents or guardians and staff requesting advance notification will be notified as soon as possible of such intended use by any method practicable. Notices shall also be posted in designated target areas within the school or on school grounds at least twenty-four (24) hours prior to the application except in emergency situations.

At the beginning of each school year and at the time a student is registered, parents or guardians shall be informed of the district's pest management policy.

Information regarding pesticides used and areas treated shall be maintained for a period of five (5) years at the school site and made available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their storage locations.

Pesticide applications shall be limited to non-school hours and when activities are not taking place in the area requiring treatment.

Legal Reference: Connecticut General Statutes
22a-46 Short title: Connecticut Pesticide Control Act
22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators
22a-58 Records to be kept by distributors and applicators
23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides
PA 99-165 An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 US Code 136 et seq.

Approved 8/27/04
Approved 11/27/07

The recommended replacement for existing policy #3563 adopted 11/27/07 which is no longer compliant with recent legislation. This policy is the updated version of the District's existing #3563.

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:

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

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

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

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

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

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

The notice shall include:

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

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

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

*to email boards
parents on the
district website.*

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Legal Reference: Connecticut General Statutes (continued)

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

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

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

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

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

Policy adopted:

7/05

7/07

7/09

7/15

Existing policy, #4111 adopted 8/27/04 recodified and with required modifications.

Personnel – Certified

Permanent Personnel

Non-Discrimination/Affirmative Action: Equal Opportunity

The Board of Education will not make employment decisions Including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, and termination) on the basis of race, color, religion, age, veteran status, sex, familial status, sexual orientation, gender identity or expression, national origin, ancestry, disability, genetic information, or any other protected group, except in the case of a bona fide occupational qualification or need.

Legal Reference: Connecticut General Statutes
 4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities
 4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation
 10-153 Discrimination on account of marital status.
 46a-60 Discriminatory employment practices prohibited.
 46a-81a Discrimination on the basis of sexual orientation
 Title VII, Civil Rights Act U.S.C. 2000e, et. seq.
 The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. §4212
 Title II of the Genetic Information Nondiscrimination Act of 2008

Policy adopted: August 27, 2004
 Policy revised:

FAIRFIELD PUBLIC SCHOOLS
 Fairfield, Connecticut

Existing policy #4124 adopted 8/27/04, recodified and with required modifications.

Personnel -- Certified/Non-Certified

Appointment and Conditions of Employment

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check including fingerprinting. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Note: Applicants for positions requiring a state certificate, authorization or permit must submit to a check of DCF's abuse and neglect registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF abuse and neglect registry beginning July 1, 2012.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement. **[Optional: After 40 days of continuous employment in the District, the employee will be reimbursed for the cost of the State and National criminal check.]**

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also be required to undergo the same criminal background checks already required for school employees.

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, Public Act No. 09-1 and PA 11-93)

29-17a Criminal history checks. Procedure. Fees.

Policy adopted: August 27, 2004
Policy revised:

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut