

GOALS 3000

The Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for the achievement of the purposes to which they are allocated. In the district's fiscal management, the Board seeks to achieve the following goals: to engage in thorough advanced planning in order to develop budgets and to guide expenditures so as to achieve the greatest educational benefits in relation to dollars expended; to use the best available techniques for budget development and management; to provide timely and appropriate information to all staff with the responsibility for fiscal management; to establish procedures of maximum efficiency for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management. Approved 4/28/1981 Amended 6/7/2016 Previous Policy Number: DA

Approved 6/7/2016
Previous Policy Number: DA

Support Services Goals 3000.1

Support services are essential to the successful function of a school system. Management of auxiliary operations is, therefore, an important responsibility of the school administration. It should be remembered that education is the system's central function, and all support services shall be provided, guided and evaluated by this requirement. In order to provide services that are supportive of the educational program, the Board establishes these broad goals: to provide a physical environment for teaching and learning that is safe and pleasant for students, staff and the public; to provide for students' safe transportation to and from school; to provide students with nutritious meals in the school lunch program; and to provide resources and assistance when appropriate to meet the needs of the educational program. Approved 4/28/1981 Reviewed and no changes made: 6/7/2016 Previous Policy Number: EA

Approved 6/7/2016
Previous Policy Number: EA

ANNUAL OPERATING BUDGET 3010

The school budget is the yearly operational plan, stated in financial terms, for the conduct of all programs in the school system. Budgeting for the Meriden Public Schools is regulated and controlled by legislation, State Board of Education regulations, and local school board requirements. Pursuant to state law, the fiscal year for the Meriden Public Schools is July 1 to June 30. Legal Reference: Connecticut General Statutes, Section 10-222 Approved 4/28/1981 Amended 6/7/2016 Previous Policy Numbers: DB, 3100

Approved 6/7/2016
Previous Policy Number: DB

Dissemination of the Board Budget 3010.01

Copies of the Board budget will be available in the Board of Education office and on the district's website within two weeks following adoption by the Board.

Approved 4/28/1981

Amended 6/7/2016 Previous Policy Number: DB2

Approved 6/7/2016
Previous Policy Number: DB2

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS 3100

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

The Board of Education shall review the recommendations and suggestions made by the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the fiscal authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimates, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

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

Such budget report shall be presented to the Board of Education's Finance Committee Meeting at regularly scheduled meeting. Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a non-lapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two percent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Legal Reference:Conn. Gen. Stat. § 10-221§ 10-222§ 10-248aPublic Act 24-45, “An Act Concerning EducationMandate Relief, School Discipline and DisconnectedYouth.”Adopted: June 7, 2016

Amended: January 7, 2025Approved: 1/7/2025Previous Policy Number:

Approved 6/7/2016
Previous Policy Number:

Budget Review and Hearing 3100.3

The agenda of one regular Board meeting between presentation of the preliminary budget and adoption of the final budget will include time for public discussion of budget items. Questions and information related to budget items may also be addressed to the Board in writing.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DB3

Approved 6/7/2016
Previous Policy Number: DB3

Implementation of the Budget 3100.4

The budget shall be considered as a controlled spending plan for the ensuing year. The Superintendent is authorized to make expenditures and commitments in accordance with the specific regulations of the Board and the administrative plans approved by the Board.

Specific sources of funding for all non-budgeted expenditures must be identified prior to Board action.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DB4

Approved 6/7/2016
Previous Policy Number: DB4

BUDGET DEADLINES AND SCHEDULES 3110

A budget calendar will be prepared by the Director of Business Services prior to the start of the fiscal year for which it is intended. It shall present a plan of action for estimating and completing preparation of the annual budget in a fixed period of time. The calendar shall be used as a tool for identifying required budgetary activities and for identifying when and by whom these activities are performed. The calendar shall also be used as a guide for (1) coordinating the budgetary activities of individuals and groups; (2) collecting budget data; (3) reviewing budget problems; and (4) making budget decisions.

Construction of a calendar for annual budget preparation shall be based on Board direction and the Meriden City Charter.

Legal Reference:

Connecticut General Statutes, Section 10-222

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DB1

Approved 6/7/2016
Previous Policy Number: DB1

AUTHORITY FOR TRANSFER OF LINE ITEMS 3160

At any time during the fiscal year, the Board may transfer any unexpended or unencumbered portion of any appropriation for school purposes from one line item of its budget to another. Individual and master account totals shall reflect actual expenditures with deficits supported by the bottom line balance.

Over-expenditures in any line item account require prior Board approval. Specific sources for funding of such over-expenditures must be identified at the time of the request.

The Superintendent or his/her designee is authorized to transfer funds from any line item in an amount less than \$50,000 under emergency conditions if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board.

Legal Reference:

Approved 4/28/1981Amended 2/2/1982Amended 10/20/1998

OK TO DELETE - INFO CONTAINED IN POLICY #3100 6/7/2016

Approved 10/20/1998
Previous Policy Number: DB5

STATE AND FEDERAL AID 3210

The Board may utilize, when appropriate, all possible sources of state, federal and other funds for the support of the schools and/or for the enhancement of educational opportunities.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DC

Approved 6/7/2016
Previous Policy Number: DC

CODEOF CONDUCT GOVERING PROCUREMENTS UNDER A FEDERAL AWARD 3220

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

[Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federally funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards, including Connecticut School Nutrition Program funds, must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for procuring property and services under a Federal award with fairness and integrity.]

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program ("School Nutrition Program") funds by any Meriden Board of Education ("Board") employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a.The employee, officer, or agent of the Board;
 - b.Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c.The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part. In determining whether an item is a permissible gratuity or of monetary value, the definition of "gratuity" shall be anything in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

- 2 C.F.R. § 200.112 Conflict of Interest.
- 2 C.F.R. § 200.318 General Procurement Standards.
- 2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015,

https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

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

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10- 16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf> (August 2016).

Adopted: April 20, 2021

Approved 4/20/2021

Previous Policy Number:

TUITION FEES 3240

The Board of Education may allow non-residents of Meriden to attend Meriden Public Schools on a tuition fee basis. Such tuition fee shall be no less than the average per pupil cost for the previous school year prorated for the number of days of registration for students who attend the Meriden Public Schools but live outside its attendance area. Such fees shall be paid directly to the Board and shall be deposited in a proper account.

Cross Reference:

Policy 5050.1-R (Non-Resident Students)

Approved 8/7/1990

Amended 6/7/2016Previous Policy Number: DD4

Approved 6/7/2016
Previous Policy Number: DD4

DISCARDED EQUIPMENT AND MATERIALS 3260

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the City Purchasing Department of the Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items. Any sale or donation of obsolete or surplus equipment shall be reported to the Board.

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: CB13

Approved 6/7/2016
Previous Policy Number: CB13

INCOME FROM SALES AND SERVICES 3270

Products offered for sale through school programs shall not be considered income-producing for the district.

Customers shall be charged on the basis of materials used, any parts used, and the incidental costs of providing the product or service. The instructor in charge of the particular program shall be responsible for setting prices or charges.

All monies received from customers for all sales and services shall be turned in each day to the school office. This money shall be deposited in a properly audited account.

Approved 4/28/1981

Reviewed and no changes made 6/7/16Previous Policy Number: DD5

*Approved 6/7/2016
Previous Policy Number: DD5*

GIFTS, GRANTS AND BEQUESTS 3280

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

Cross Reference:

Policy 3280.1 (Public Gifts to the Schools)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: DD1

*Approved 6/7/2016
Previous Policy Number: DD1*

Public Gifts to the Schools 3280.1

Gifts which may serve to enhance and extend the work of the schools may be received by the district provided they do not cause unequal educational opportunities within the system. It shall be the general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired through the expenditure of public funds.

Gifts of equipment or services will be governed by the following considerations:

Equipment contributed to the schools becomes the property of the school system and is subject to the same controls and regulations that govern the use of other school-owned property.

Contributions of equipment or services, including those by local PTA groups, that may involve major costs for installation or maintenance or initial or continuing financial commitments from school funds or may impinge on land usage, shall be presented to the Superintendent for approval. Items which do not fall under the above categories may be accepted by the principal.

The purchase of equipment on a matching fund basis shall not be allowed.

A list of supplies and equipment contributed for school use shall be incorporated into the school's inventory and the donor identified.

Gifts of money to the school system may be accepted only by the Board.

Legal Reference:

Connecticut General Statutes, Section 10-237

Cross Reference:

Policy 3280 (Gifts, Grants and Bequests)

*Approved 4/28/1981
Previous Policy Number: JG*

ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS AND BEQUESTS 3280.1R

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- ▶ Have a purpose consistent with the purposes of the school district
- ▶ Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- ▶ Would not bring unanticipated costs to the school district
- ▶ Will place no restrictions on the school program
- ▶ Will be suitable for use in meeting the instructional needs of the school
- ▶ Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- ▶ Will not imply endorsement of any business or product
- ▶ Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

Legal Reference:

Connecticut General Statutes, Section 10-237

Cross Reference:

Policy 3280 (Gifts, Grants and Bequests)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: JG

Approved 6/7/2016
Previous Policy Number:

LOCAL PURCHASING 3321

It shall be the policy of this school district to purchase goods of equal quality at competitive prices from local suppliers.

The Board of Education or its staff should not feel bound to purchase any item locally that can be secured at a savings to the school district from outside sources or to purchase locally unless adequate service and delivery can be given by a local supplier.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DG1

Approved 6/7/2016
Previous Policy Number: DG1

AWARD OF BIDS 3323

The Board of Education, acting through the Superintendent of Schools, shall award contracts for the purchase of goods or services in the amount of \$3,000 or more after receiving bids for such goods or services.

A summary of all bids received for purchase of goods or services exceeding \$15,000 will be forwarded to the Board of Education with a recommendation for approval or disapproval.

A summary of all bids exceeding \$3,000 shall be forwarded to the Superintendent with a recommendation for approval or disapproval.

Cross Reference:

Policy 3321 (Local Purchasing)

Approved 4/28/1981

Amended 6/7/2016

Previous Policy Number: DG2

Approved 6/7/2016
Previous Policy Number: DG2

FISCAL MANAGEMENT AND REPORTING 3400

The Superintendent shall be ultimately responsible for properly managing and accounting for all funds of the district.

The accounting system used shall conform to the standard procedure recommended by the United States Department of Education and accepted by the State Department of Education. The system shall be designed to give assurance to the Board and the citizenry that school funds are being administered and accounted for in a proper manner.

Cross Reference:

Policy 3400.1 (Internal Accounting System)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: DF

Approved 6/7/2016
Previous Policy Number: DF

Internal Accounting System 3400.1

The Meriden Public Schools will maintain an internal accounting system compatible with that recommended by the State Department of Education.

Cross Reference:

Policy 3400 (Fiscal Management and Reporting)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DF1

Approved 6/7/2016
Previous Policy Number: DF1

Financial Statements 3400.2

Current records of all orders and invoices shall be kept. Once each month or at any time at the request of the Board, a financial statement which shall show the total expenditures to date, orders placed, and unencumbered balance in each division of the budget, shall be submitted.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DF2

Approved 6/7/2016
Previous Policy Number: DF2

Classification of Expenditures 3400.3

Expenditures shall be budgeted and charged against those accounts which most accurately describe the purpose for which monies are to be or have been spent. Wherever appropriate and practical, salaries of individual employees and expenditures for materials or services shall be prorated under the accounts which most accurately describe the purpose for which the monies are to be or have been spent.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DF3

Approved 6/7/2016
Previous Policy Number: DF3

Board of Education Special Accounts 3400.4

The Board will maintain accounts to accept and control funds which are in addition to the Board's annual budget appropriation and which are not mandated by law to be made a part of the city's General Fund. These accounts will provide the Board with a means to receive, deposit and disburse monies realized from the Board's operation of the school system, such as adult education fees, building rental fees, data processing fees, special education tuition, insurance reimbursements, state and federal project funds, and a variety of other sources.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DF4.3

Approved 6/7/2016
Previous Policy Number: DF4.3

AUDITS 3430

An audit of the accounts of the Meriden Public Schools shall be made annually by an independent certified public accountant as part of the regular city audit. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DF6

Approved 6/7/2016
Previous Policy Number: DF6

INVENTORIES 3440

The Director of Business Services shall be responsible for maintaining an inventory of materials and equipment in the school system.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DF5

Approved 6/7/2016
Previous Policy Number: DF5

CASH IN SCHOOL BUILDINGS 3450

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and shall be deposited in the proper account without delay.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DJ

Approved 6/7/2016
Previous Policy Number: DJ

Gate Receipts and Admissions 3450.1

The principal of each school is responsible for the administration and supervision of all phases of school events for which an admission is charged. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis. Such receipts shall be deposited to the school's Student Activities Fund. The Board through the Superintendent shall establish the rate for admission fees to athletic contests.

Cross Reference:

Policy 3453 (Student Activities Fund)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: DD3

Approved 6/7/2016
Previous Policy Number: DD3

Income from Student Fund-Raising Activities 3450.2

Any school may on certain occasions choose to participate in a student fund-raising activity. The principal shall be responsible for the administration and supervision of all such activities in accordance with administrative procedures developed by the Superintendent.

All monies received shall be deposited in the school's Student Activities Fund.

Cross Reference:

Policy 3453 (Student Activities Fund)Policy 4035 (Solicitations)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: DD6

STUDENT ACTIVITIES FUND 3453

A Student Activities Fund may be established in each school as is deemed desirable by the principal and in accordance with state statutes. The principal or designee shall be the treasurer accounting for these funds. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently.

All schools shall submit annual receipts and disbursements in the Student Activities Fund to the Director of Business Services and the Superintendent.

All such funds shall be audited annually in accordance with Connecticut State Law.

Legal Reference:

Connecticut General Statutes, Section 10-237

Cross Reference:

Policy 3450.1 (Gate Receipts and Admissions)Policy 3450.2 (Income from Student Fund Raising Activities)Policy 4040 (Solicitations)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: DF4.2

PRINTING AND DUPLICATING 3455

Unauthorized reproduction and/or use of certain copyrighted materials are illegal and unethical, and all certified and classified personnel are cautioned that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the district.

For the protection of staff members and the Meriden Public Schools against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, the Supervisor of Library/Media Services should be contacted to ascertain whether such copying is "permitted" use.

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: EG1

BUILDINGS AND GROUNDS MANAGEMENT 3500

The care, custody and safekeeping of all school property shall be the responsibility of the Superintendent who shall be responsible for the constant review of school building needs, for the maintenance of school property, for the operation of school plants, and for the employment and training of maintenance personnel.

Cross Reference:

Policy 3500.1 (Supervisor of Buildings and Grounds)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: EC

Supervisor of Buildings and Grounds 3500.1

Upon the recommendation of the Superintendent, the Board shall appoint a Director of Facilities, who shall be directly responsible to the Assistant Superintendent for Finance and Administration and shall devote full time to supervision of the maintenance and operation of the school plant.

Cross Reference:

Policy 3500 (Buildings and Grounds Management)Policy 1330 (Use of School Facilities)Policy 1330.2 (Rentals and Service Charges)Policy 1330.1 (Community Use of School Facilities)

Approved 6/6/1987

Amended 6/7/2016Previous Policy Number: EC1

Security 3500.2

It is the best interest of the school district to provide adequate security for all school buildings.

Security means not only maintenance of secure (locked) buildings, but also protection from fire hazards and faulty electrical, plumbing and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. A well-controlled key management system shall be maintained by the Supervisor of Buildings and Grounds which will limit access to buildings to authorized personnel only and will safeguard against the potential of entrance to buildings by unauthorized persons.

Records and funds shall be kept in safe places and under locks when required.

Protective devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate. The Board reserves the right to hire appropriate security.

Cross Reference:

Policy 3450 (Cash in School Buildings)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: EC2

Vandalism 3500.3

Every citizen of the city, students, and members of the Police Department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report any such incidents to the appropriate school principal.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: EC2.1

FIRE DRILLS & CRISIS RESPONSE DRILLS 3500.4

All Meriden Public schools shall provide for a fire drill to be held not later than thirty (30) days after the first day of each school year and at least once each month thereafter.

A crisis response drill shall be substituted for a fire drill once every three (3) months. The format for the crisis response drill shall be developed in consultation with the Meriden Police Department.

Legal Reference:

Connecticut General Statutes, Section 10-231

Approved 6/7/2016

Insurance 3500.5

The Board of Education has the responsibility to maintain an adequate insurance program to protect the property of the Board against fire and criminal acts, to protect the Board members and employees against any liability resulting from the discharge of their duties, and to offer protection against injury for all employees while acting in behalf of the school district.

The responsibility for administering the total insurance program shall be delegated to the Superintendent and the Director of Business Services of the Meriden Public Schools.

Cross Reference:

Policy 5181.3 (Authorized Transportation)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: EJ

SAFETY 3515

It shall be the policy of the Board to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property for school-sponsored events.

The practice of safety shall be considered a facet of the instructional program of the schools, appropriately geared to students at different grade levels.

Each principal shall be responsible for the supervision of a safety program for his/her school. The Superintendent shall appoint personnel with responsibility for the safety program of the district.

The Board shall see to it that all public school buildings in the city meet standards of current fire, health and safety codes and that, whenever deficiencies are noted following an inspection, correction will be made promptly.

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: EB

SEX OFFENDER NOTIFICATION 3516.4

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

Where school officials are advised by the Meriden Police Department that an individual convicted of a sexual offense resides within the school district, the district shall give notice 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. 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 P.A. 98-111 (CGS 52-102r) that a registered sex offender is residing within the school district, such information will be disseminated to building principals for the purpose of confidentially informing school staff.

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

Any notification made pursuant to this policy listing the name(s) of registered sex offenders residing in the Meriden school district shall be in writing and shall include a statement that the school district does not warrant that the list or any other information contained therein is current or accurate and that the Meriden Police Department should be consulted for the most recent available information regarding registered sex offenders. Any information received from the Meriden Police Department shall be dated and kept on file in the Office of the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

Public Act No. 98-111 - An Act Concerning the Registration of Sexual OffendersUnited States Code, Title 4214071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act

INTEGRATED PEST MANAGEMENT 3524.1

The Meriden Board of Education will maintain an Integrated Pest Management (IPM) system to reduce the amounts of pesticides applied in any building, or the grounds of any Meriden Public School. The Board 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 Meriden Board of Education 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 cost. 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 Manager of Buildings and Grounds 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.

All Meriden Board of Education employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The Meriden Board of Education employs only 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.

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 of the date of such use by any method practicable, except in cases of emergency. Notices shall also be posted in designated areas at school at least twenty-four (24) hours prior to the application, except in case of emergency. The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

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. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Treated copy of the record of each pesticide application at a school shall be maintained for a period of five years at the school site and available to the public and staff upon request. The records shall include information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time. 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. No application of pesticide shall be made in any building, or the grounds of any Meriden public school during regular school hours or during planned activities at any school except in cases of threat to human health subject to applicable Connecticut statute or regulatory provisions. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label. .

Legal Reference:

Connecticut General Statutes, P.A. 99-165. An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers.

Approved 9/19/2000

Amended 6/7/2016Previous Policy Number: EK

*Approved 6/7/2016
Previous Policy Number: EK*

Planned Application Notification Letter 3524.1 (E)1

[View/Download Planned Application Notification Letter \(printable PDF\).](#)

*Approved 6/7/2016
Previous Policy Number: EK-E(1)*

Pesticide Application 3524.1 (E)2

[View / download PESTICIDE APPLICATION \(printable pdf\)](#)

*Approved 6/7/2016
Previous Policy Number: EK-E(2)*

Emergency Notification Letter 3524.1 (E)3

[View / download Emergency Notification Letter \(printable PDF\).](#)

*Approved 6/7/2016
Previous Policy Number: EK-E(3)*

Pesticide Notification Registration Form 3524.1 (E)4

[View / download PESTICIDE NOTIFICATION REGISTRATION FORM \(printable PDF\)](#)

*Approved 6/7/2016
Previous Policy Number: EK-E(4)*

Pest Sighting Reporting Form 3524.1 (E)5

Approved 6/7/2016
Previous Policy Number: EK-E(5)

GREEN CLEANING PROGRAM 3524.2

It is the policy of the Meriden Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Meriden Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such 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 (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.

The Meriden Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes §10-220(a)Public Act 09-81 An Act Concerning Green Cleaning Products in Schools

Approved 11/3/2010

Amended 6/7/2016Previous Policy Number: EL

Approved 6/7/2016
Previous Policy Number: EL

Green Cleaning Program in Schools (CT Public Act 09-81) 3524.2 (R)

The State of Connecticut requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

The Meriden Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: **Green Seal or Eco Logo**.
2. No person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose cleaner, carpet cleaners, bathroom and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on the district website.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of the Meriden Public Schools' program as stated in the law:

“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”

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.

Any questions concerning the program should be directed to either the Facilities Director or the Assistant Superintendent of Schools for Finance and Administration.

Approved 11/3/2010

Amended 6/7/2016Previous Policy Number: EL-R

Approved 6/7/2016
Previous Policy Number: EL-R

BONDED EMPLOYEES AND OFFICERS 3533

Designated employees of the Board shall be bonded in accordance with the city's insurance program and Connecticut State Statutes.

Approved 4/28/1981
Previous Policy Number: DE

SCHOOL BUS SAFETY PROGRAM 3541

The safety and welfare of all students shall be the first consideration in all matters pertaining to transportation. Emergency evacuation drills shall be conducted to ensure thorough acquaintance by all students with procedures in emergency situations in accordance with state law.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Reviewed and no changes made 9/1/2020Previous Policy Number: EE1.3

Approved 9/1/2020
Previous Policy Number: EE1.3

Operation of Vehicles on Private Roads 3541.3

Operation of transportation vehicles on private roads shall be in accordance with Connecticut General Statutes, Section 10-220c, which permits each town or local or regional board of education to transport children over private roads. Such town or local or regional board of education shall not be liable to any person for personal injuries received while being transported over private roads when the cause of such injuries resulted from the negligent construction or maintenance of such private roads.

In order to limit liability, the following duties shall be performed:

1. The operator of any vehicle (owned, leased or hired by or operated under contract with such town, local or regional board of education) shall be authorized to travel on certain private roads.
2. Written consent to travel on such road shall be obtained from the owner or owners of the private road.
3. A written statement must be obtained from the chief executive officer of the municipality that the road(s) have been constructed and are maintained in accordance with the standards of construction or maintenance of similar roads of the municipality.

Legal Reference:

Connecticut State Statutes, Section 10-220c

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: EE1.2

Approved 6/7/2016
Previous Policy Number: EE1.2

Transportation Safety Complaint Form 3541.5(E)

[View/Download Transportation Safety Complaint Form \(printable PDF\)](#)

Approved 6/7/2016
Previous Policy Number: EE1.4-E

FOOD SERVICES 3542

Food services may be operated in each school location as authorized by the Superintendent. Students may provide their own lunch and shall be permitted to purchase beverages and incidental items at school.

The provision of food service shall adhere to the rules, regulations and mandates of the state. There shall be an annual review of the food service policies and procedures by the Board to determine whether the district is in compliance with the regulations and guidelines of the National School Lunch Program.

The Director of Food Services shall oversee the food service operations and shall maintain all records pertaining thereto.

Cross Reference:

Policy 3542.1 (School Lunch Program)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: EF

Approved 6/7/2016
Previous Policy Number: EF

School Lunch Program 3542.1

The School Lunch Program shall be maintained in accordance with federal and state statutes.

Purchases and disbursements shall be authorized by the Director of Food Services upon receipt of properly approved invoices.

A monthly financial statement showing inventory values, receipts, and disbursements shall be submitted to the Director of Business Services.

The School Lunch Program Fund shall be audited annually.

Legal Reference:

Connecticut General Statutes, Section 10-237

Cross Reference:

Policy 3542 (Food Services)

Approved 4/28/1981

Amended 6/7/2016Previous Policy Number: DF4.1

Approved 6/7/2016
Previous Policy Number: DF4.1

Vending Machines 3542.3

Vending machines are authorized only in staff lounges subject to the approval and management direction of the principal.

Approved 4/28/1981
Previous Policy Number: EF1

RETIREMENT OF FACILITIES 3600

As population matures or shifts within the school district, certain school buildings or classrooms may be removed from the education mainstream and directed to other uses. Efficiency in educational process may also require the altering of grade alignment.

Factors to be considered in determining which facility/facilities to be retired without adversely affecting educational quality shall include, but not be limited to, educational flexibility, geography, general condition of the building, size and adaptability of remaining facilities, operating costs and pupil capacity.

Specific criteria shall be established to support any particular school closing and will be published sufficiently in advance of action to allow for public comment.

Final decision concerning the utilization of all school buildings and facilities is the responsibility of the Board.

Approved 4/28/1981

Reviewed and no changes 6/7/2016Previous Policy Number: FA

Approved 6/7/2016
Previous Policy Number: FA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE 3700

The Meriden Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 42 U.S.C. § 1400 *et seq.* ("IDEA"), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

Individuals with Disabilities Education Act, 42 U.S.C. § 1400, *et seq.* (IDEA)

34 C.F.R. § 300.144

34 C.F.R. § 300.202(a)(3)

34 C.F.R. § 300.133(d)

34 C.F.R. § 300.172

34 C.F.R. § 300.205(d)

34 C.F.R. § 300.226(a)

34 C.F.R. § 300.209(b)

34 C.F.R. § 300.818, Appendix A

Adopted 6/7/2016

Approved 6/7/2016
Previous Policy Number:

REGULATIONS INDIVIDUALS WITH DISABILITIES EDUCATION FISCAL COMPLIANCE 3700.R

The Meriden Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 42 U.S.C. § 1400 *et. seq.* ("IDEA"), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- 1. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- 1. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- 1. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- 1. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases;
- 1. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

2. Supplanting

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

3. Parentally Placed Private School Special Education Students - Expenditures

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The proportional share is determined by dividing the number of eligible students with disabilities that have been placed by their parents in private schools located within the district's geographical boundaries by the total number of students with disabilities identified on the October 1st census, as provided to the Connecticut State Department of Education, for all students attending the Meriden Public Schools and private schools, including religious schools, that fall within the district's geographical boundaries. Thus, the proportional share is determined by the following formula:

Total Number of Eligible Students with Disabilities Attending Private Schools

Total Number of All Eligible Students with Disabilities (Public and Private)

The percentage, as calculated above, is the percentage of funding for special education services that the district must provide to eligible private school students that have been privately placed by their parents.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

4. National Instructional Materials Accessibility Standard

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard ("NIMAS"). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center ("NIMAC"). Such procedures shall include, but not be limited to, the following:

- 1. Initial referral to a planning and placement team ("PPT"), or if such child is already identified as having a disability under the IDEA, direct referral to the child's PPT;
- 1. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- 1. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC, electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

5. Coordinated Early Intervening Services

Coordinated Early Intervening Services ("CEIS") may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- 1. The funds used for CEIS are used only for the K-12 levels;
- 1. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and

1. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

6. Charter Schools

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. Excess Costs Calculation - Federal Requirement

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

Individuals with Disabilities Education Act, 42 U.S.C. § 1400, *et seq.* (IDEA)

34 C.F.R. § 300.144

34 C.F.R. § 300.202(a)(3)

34 C.F.R. § 300.133(d)

34 C.F.R. § 300.172

34 C.F.R. § 300.205(d)

34 C.F.R. § 300.226(a)

34 C.F.R. § 300.209(b)

34 C.F.R. § 300.818, Appendix A

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