Woodbridge Board of Education WBOE
Policy Committee
Tuesday, October 6, 2026 4:30 PM

Superintendent's Conference Room

Agenda

I. **Call to Order**

II. **Public Comment -** ***The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***

III. **Review Policies**
- A. 3524.1 Pesticide Application and Form
- B. 3541 Transportation
- C. 3541.5 Transportation Safety Complaints
- D. 3542.1 Purpose and Facilities
- E. 3542.22 Food Service Personnel - Code of Conduct
- F. 3542.31 Free or Reduced Price Lunches
- G. 3542.41 Food Service
- H. 3542.42 Finance (Food Service)
- I. 3542.43 Charging (Food Service)
- J. 3543.13 Mail and Delivery

IV. **Public Comment -** ***The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***

V. **Adjourn**

Existing policy, number 3524.1 adopted 10/21/19, appropriate as written.

Business/Non-Instructional Operations

Hazardous Material in Schools – Pesticide Management Plan

Pesticide Application

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPMP). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school per statute, with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, Board of Education, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the Facilities Manager with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label.

Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, concentration, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator, if required for restricted use application, shall give the school site office oral and, if possible written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

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, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Integrated pest management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under Section 221-661.

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators. Exception, as amended by PA 09-56

10-231c Pesticide applications at schools without an integrated pest management plan.

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

221-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

221-58 Records to be kept by distributors and applicators.

23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

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

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

Policy adopted: October 21, 2019

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3524.1 adopted 10/21/19, appropriate as written.

Business/Non-Instructional Operations

Hazardous Material in Schools/Pesticide Application

Pesticide Management Plan

Purpose
This pesticide management plan is designed to assure proper control of any pesticides or other harmful chemicals which might be used or stored at Woodbridge Public Schools facilities. The intent is to prevent unnecessary exposure of staff, students, and the public to potentially harmful substances.

Definitions

Emergency Use an application of pesticides necessary to eliminate an immediate threat to human health where it is impractical to obtain the services of a licensed pesticide applicator.

Pesticide a fungicide used on plants, an insecticide, a herbicide, or a rodenticide excluding sanitizers, disinfectants, antimicrobial agents, and pesticide baits.

Restricted Use pesticides classified by the Federal Environmental Protection Agency or the State of Connecticut Department of Environmental Protection under Connecticut General Statute 22a-47 which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.

General Procedures

1. The Facilities Manager will be the contact person for providing information regarding pesticide applications, including oral and written notifications, and for maintaining records.
2. Restricted use pesticides will only be applied by a State of Connecticut licensed pesticide applicator.
3. At the beginning of each school year, the Board of Education will provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications and a description of any pesticide applications made at the school during the previous school year. Such statements and descriptions will also be provided to the parents/guardians of any child who transfers to a school during the school year. The statement will indicate to staff, parents, and guardians that they may register for prior notice of school pesticide applications and notice of emergency pesticide applications.
4. Each school will maintain a registry of persons requesting notification of pesticide applications.
5. The records of each pesticide application at a school will be maintained for five (5) years.
6. All pesticides will be chosen for low levels of human toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Non-chemical controls will be used wherever practical.
7. Storage of pesticides on school property will be kept to a minimum. Only enough product for a given application will be purchased. Storage instructions on labels will be followed. All such products and the application equipment will be stored away from other activities and from food products or occupied rooms. All storage facilities will be maintained as a locked area and will be clearly marked as containing pesticides.
8. All pesticide products will have complete label instructions, will remain in the original container, and will have a material safety data sheet on file in a readily available location to any employee who

must handle the product or who may have been exposed to the product. The information will be made available to the public upon request.

9. All pesticide applications will be made in strict conformance with the label instructions.
10. A written plan for the application of a pesticide will be filed in the Business Office and be approved by the Facilities Manager before any pesticide application. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of area to be treated, date and time of application, and amount of the product to be applied. Warnings that would restrict use of the area following such application will be included and will be appropriately posted to notify the public.

Non-Emergency Procedures

1. Only State of Connecticut licensed and certified pesticide applicators will be used for any non-emergency pesticide use in school buildings or on school grounds.
2. The pesticide application plan for non-emergency applications will be approved at least seventy-two (72) hours before the planned application.
3. Before any non-emergency application of pesticides within any school building or on school grounds, the parents/guardians who have registered for notification will receive a written notice by mail no later than twenty-four (24) hours prior to the application. Staff who have registered for such notice will be notified by any means practicable. The notice will include the (1) name of the active ingredient of the pesticide to be applied, (2) target pest, (3) location of the application, (4) date of application, (5) name of the school administrator who may be contacted for further information.
4. Oral notification to all students and school employees will be provided by means of the school public address system or assembly communications or staff meeting announcements or any similar means reasonably expected to give at least twenty-four (24) notice in advance of any non-emergency pesticide application.
5. Not less than forty-eight (48) hours prior to application, signs will be posted to identify pesticide application areas. The signs will display the words “Warning Pesticides”, the date and time of the planned application, the pesticide to be used, instructions on when areas may be used for recreational purposes, and a telephone number for the school contact person and for the licensed pesticide applicator. The signs will be placed at the main entrance to the school and at playing fields where pesticide is to be applied. The signs will remain in place for at least forty-eight (48) hours after the pesticide is applied.
6. Non-emergency applications will not be carried out during regular school hours or during planned activities at the school.

Emergency Procedures

1. Emergency use of pesticides by school or town employees will not involve a restricted use pesticide.
2. On or before the day of emergency use of a pesticide, registered parents/guardians will be notified by the method indicated on their registration. Registered staff will be notified by any means practicable.
3. Students will not be allowed to enter the area of emergency application until it is safe to do so according to the provisions on the pesticide label.

Regulation approved: October 21, 2019

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

PESTICIDE APPLICATION PLAN

Date of planned application: _____ Day of week: _____

(It is recommended for application to occur on a weekend or during a vacation period.)

Which pesticide (s) will be used? (Attach MSDSA if available)_____

(Choose for safety and effectiveness.)

Location/size of area(s) to be treated:

_____

Who will do the pest control? (check one) [ ] Staff [ ] Contractor

Name (s) _____

License number(s) _____

Firm (if applicable) _____

For interior treatment:

Does the building have active ventilation that can be left on after the application?_____

If not, who is responsible for opening windows at least six (6) hours before staff and students reenter?

_____

For all applications:

Who will post the building or treated grounds with (1) date of application; (2) pesticide used; and (3) when the area can be used again?

_____

Will pesticides be stored on school grounds? _____YES _____ NO

If "YES" where : _____

(Read label carefully!)

Keep all pesticides locked up and away from occupied areas.

Approved by school/district administrator: _____
Date:_____

School nurse _____informed _____

Other (s) _____informed _____

Existing policy, number 3541 adopted 2/24/14, appropriate as written. A sample regulation follows for consideration.

Business/Non Instructional Operations

Transportation
The Board of Education shall provide transportation for students under provisions of state law and regulations. The Superintendent of Schools is directed to administer the transportation system so as to:
1. Provide for the safety of the students.
2. Insure desirable student behavior while students are being transported.
3. Arrange appropriate modified transportation for handicapped students based on need.
4. Employ bus contractors.

Transportation by private carrier may be provided whenever such practice is preferable to using school district-owned vehicles. A parent may be reimbursed for the transportation of an eligible student(s) whenever such a practice is justified by economics, district inconvenience, hazards, location, or any other reason deemed justifiable by the Superintendent.

Personal Qualifications
1. Bus contracts shall be awarded to individuals who are at least 21 years of age. A bus contract holder shall become ineligible to drive upon reaching his/her 70th birthday.

2. Prior to the granting of a contract, the Superintendent shall insure that each applicant is interviewed to help to determine the applicant's suitability as a bus contract holder. The Superintendent shall, as part of the selection procedures, secure a police background check on all candidates and a detailed history of any driving accidents or infractions.

3. Prospective bus contract holders shall furnish a list with the names of five (5) people each of whom is willing to submit a written character reference for the applicant.

License
Each bus contract recipient and bus operator shall hold a public service license which covers the type of vehicle driven.

Medical Examination
Prior to the opening of school each fall, each bus contract holder shall submit to the Superintendent, a copy of his/her most recent, legally required, medical examination.

Drivers
Prior to the opening of school in the fall, each bus contract holder shall submit, the name or names of duly licensed bus drivers who may operate the school bus(es).

Insurance
Each bus contract holder shall be insured for coverage with limitations and in a form acceptable with carriers and to district administration with combined single limits required by the district administration or by law (whichever is greater) as follows: $1,000,000 personal property; $1,000,000 for each person; and $1,000,000 for each accident.

Maintenance
1. Each bus contract holder is required to maintain his/her bus(es) in excellent operable condition. Any bus contract holder whose bus fails to pass state inspection, because of improper maintenance or other causes considered to be hazardous to the safe transportation of students, shall be subject to disciplinary action by the Superintendent and the Board of Education.

2. Any bus contract holder found guilty of operating a bus declared operationally unsafe shall be subject to disciplinary action by the Superintendent and the Board of Education.

3. The Superintendent is empowered to take whatever steps he/she deems necessary in cases where bus contract holders have violated the policy in proper maintenance of a bus. The Superintendent's action will be reviewed by the Board of Education at its first regular meeting or a special meeting subsequent to the action of the Superintendent.

Bus Routes/Bus Stops
The Board of Education desires to provide an effective, efficient, and safe transportation system.
Bus routes shall be established under the direction of the Superintendent. The establishment of bus routes shall take into consideration time on the road, hazardous conditions, crossing highways, distribution of students, and other safety factors. Safety of students shall be a primary consideration.

The designation of bus stops shall be the responsibility of the Superintendent. Safety shall be determined by road visibility, waiting areas for students, distance from the bus stop to the home, walking terrain to the stop, and other such pertinent factors.

Dead-end or Cul-de-sac Roads
1. These roads will be traversed if the distance to the furthest house in which a Beecher Road School student resides is greater than .5 mile (grades K-2) or .8 mile (grades 3-6).

2. These roads may be traversed if the road is to be used for bus turn-around purposes.

3. Students who reside on such roads will be picked up at the juncture of the road and the nearest thoroughfare.

4. When necessary, students will wait for the bus at the designated spots located at least 50 feet from the thoroughfare (bus stop) with such pick up locations designated by the school district.

Thoroughfares
1. Thoroughfares which are state highways with posted speeds at or above 40 mph: whenever possible (safety, bus turnarounds, etc.), students will be picked up and discharged at or near the driveway of their residency in such a way as to preclude a student from having to cross the state highway.

2. Thoroughfares which are relatively major traffic arteries, but not state highways, specifically Newton Road, Peck Hill Road, and Northrop Road: when sight lines for a child are inadequate and unsafe for the bus, children will be picked up and discharged at or near the driveway of their residency. Students will be asked to cross these highways to board or disembark from the bus when sight lines are adequate.

3. Cul-de-sac provisions for non-traversed thoroughfares: some thoroughfares may not need to be traversed. In such cases these guidelines apply:

   a. These roads will be traversed if the distance to the furthest house in which a Beecher Road School student resides is greater than .5 mile (grades K-2) or .8 mile (grades 3-6).

   b. These roads may be traversed if the road is to be used for bus turn-around purposes.

   c. Students who reside on such roads will be picked up at the juncture of the road and the nearest traversed thoroughfare.

   d. When necessary, students will wait for the bus at designated spots located at least 50 feet from the traversed thoroughfare (bus stop) with such pick up locations designated by the school district.

Kindergarten
Kindergarten students, when asked to wait or disembark at a bus stop in the absence of older students, will be picked up and disembarked at a point as near as possible to the driveway to their home.

Walking Distance
The maximum walking distance from home to a designated bus stop shall be no more than one-half mile for kindergarten, transition, and first grade students and no more than one mile for second through sixth grade students.

Hazardous Conditions
Students shall not be required to walk to a bus stop if a hazardous condition exists en route, provided that an alternative stop is available.

1. Any street, road, or highway with speed limits in excess of thirty-nine miles per hour, which does not have pedestrian crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop, shall be deemed hazardous.

2. The frequent presence of any tempting, but dangerous nuisance such as open manholes, a narrow bridge or a bridge without sufficient side barriers, bridge, road or guard rail construction, and the like, shall be deemed a hazard.

3. Any street, road, or highway which has no sidewalk or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design guidelines.

4. A lake, pond, or stream within 50 feet of the walkway, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the designated route of the student and the hazard.

5. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established walkway with the absence of a fence, guardrails or other suitable barrier shall be deemed a hazard.

6. Any street, road, walkway, sidewalk, or path designated as a walking route for students which passes through an area which has a recent history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from shall be deemed hazardous.

7. Walking to or from the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed a hazard.

Extensions
The Superintendent may approve extensions and modifications of a bus route for medical (student) and other reasons provided that road conditions are such that the bus can operate safely and efficiently. The Superintendent may grant exceptions for health or medical reasons only upon the submission of an application which includes a physician's certificate that the student merits special consideration.

Handicapped Students
Transportation arrangements for handicapped students shall be determined by the Superintendent on an individual case basis.

Non-Public School
Transportation shall be provided by the school district to Woodbridge students attending private, non-profit elementary schools within Woodbridge.
Transportation will not be provided by the school district to Woodbridge students attending private elementary schools located outside of Woodbridge.

Transportation Equipment
No buses or other transportation vehicles shall be used for transporting school children to and from school or on school-sponsored activities which minimally do not conform to the requirements of law and the regulations of the Commissioner of Education.

Student Conduct on Buses
The Board of Education considers the transportation of students a privilege to be enjoyed by eligible students and believes the safety of students while on school buses to be of paramount importance. The

Superintendent shall develop regulations governing student conduct while on school buses and in loading and unloading areas, with these regulations written to stress student safety.

Disciplinary Action

The driver is responsible to monitor the conduct of students on the bus. The driver has no authority to take disciplinary action against a student other than to reprimand, change a student's seat on the bus, explain a rule, ask a student to refrain from breaking rules, or ask a parent to help improve student's conduct. The driver shall report all major violations of bus regulations to the Principal of the school. The Principal has the responsibility for disciplinary action in such cases.

Suspension of Bus Privileges

Consistent or flagrant violations of regulations of the Superintendent pertaining to student conduct on buses may result in the temporary or permanent suspension of bus privileges for a student. The Principal may suspend bus privileges temporarily for infractions of those regulations; and the Board of Education can revoke bus privileges permanently.

Parents may appeal any suspension of bus privileges to the Superintendent and, if dissatisfied with his/her decision, to the Board of Education.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

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

14-275b Transportation of handicapped students.

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

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

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

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

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

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3541.5 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety will be made to the BRS Transportation Committee. The Committee will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3541.5 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Records and Reports

Transportation Safety Complaints

The BRS Transportation Committee will review all school transportation safety complaints and conduct appropriate investigations of the allegation(s). The BRS Transportation Committee will consist of the following members:

BOWA Transportation Coordinator
Owner/Operator Representative(s)
Director of Business Services/Operations
Building Principal and/or Designee
School Resource Officer

The Committee will maintain a written record of all such complaints.

The Committee will report the disposition of all complaints and/or findings to the Superintendent within five (5) days.

If the Committee is unable to resolve the complaint, the complaint may be submitted to the Superintendent for resolution.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety

Regulation approved: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.1 adopted 2/24/14, appropriate as written.

Business/Non Instructional Operations

Food Service

Purposes and Facilities

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

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

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

Legal Reference: Connecticut General Statutes

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

State Board of Education Regulations.

10 215b 1 School lunch and nutrition programs.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.22 adopted 3/18/19, appropriate as written.

3542.22

Business/Non-Instructional Operations

Food Service

Food Service Personnel - Code of Conduct

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

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

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

   a. District employee, officer, or agent;
   b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
   c. His/her partner;
   d. An organization that employs or is about to employ one of the above.

2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply.

3. The purchase of any food or service from a contractor for individual use is prohibited.

4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.

5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

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

(cf. 3320 - Purchasing Procedures)

(cf. 3323 - Soliciting Prices, Bids)

(cf. 3326 - Ordering Goods and Services, Paying for Goods and Services)

(cf. 3542 - School Lunch Service)

(cf. 3542.31 - Participation in the National School Lunch Program)

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

(cf. 3542.34 - Nutrition Program)

(cf. 4118.13/4218.13 - Conflict of Interest)

(cf. 6142.101 - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

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

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

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

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

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

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

Nondiscrimination on the Basis of Handicap in Programs or Activities.

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

2 CFR 200.318 General Procurement Standards.

Policy adopted: ~~**March 18, 2019**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.31 adopted 12/20/21, appropriate as written, except for update to legal reference.

3542.31

Business/Non Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

National School Lunch Program regulations require that lunches be provided for ~~needy~~ students in need when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. Free meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches.

Parents / guardians shall be informed of the district policy concerning "Free or Reduced-Price Lunches." A letter and application form will be distributed to all parents / guardians during the opening weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free or reduced-price lunches, and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will be provided whenever a new student is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the eligibility standards during the school year, will also be publicly announced.

Free or reduced-price lunches will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.

The District shall ensure that, in its operation and implementation of the free and reduced-price lunch program, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law.

No child shall be physically segregated or discriminated against because of his/her inability to pay for a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

Requests for free lunches, reduced-price lunches, which have been denied may be appealed to the Superintendent.

Eligibility for the free or reduced-price lunches program will be based on the following:

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

b) **Objective Standards of Need**
Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the District based on the National School Lunch Program regulations.

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

On a case-by-case basis, when a student is known to be eligible for free or reduced-price meals benefits and the household fails to submit a confidential application, the Superintendent or his/her designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents/guardians of a student approved for free or reduced-price meals benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

Legal References: Connecticut General Statutes

10-215 Lunches, Breakfasts and the Feeding Programs for Public School Children and Employees.

10-215a Non-Public School Participation in Feeding Program.

10-215b Duties of State Board of Education Re: Feeding Programs.

10-216 Payment of Expenses.

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

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

42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6 245.7 210.9, 210.20.

USDA Eligibility Guidance for School Meals Manual.

USDA, FNS Instruction 765-7 rev. 2: Handling Lost, Stolen and Misused Meal Tickets.

Healthy, Hunger-Free Kids Act of 2010.42 U.S.C. 1751 §203, 205.

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

Policy adopted: ~~**December 20, 2021**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3542.41 adopted 11/20/23, appropriate as written.

3542.41

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for ~~{ } school breakfasts; { }~~ school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the ~~{ } Superintendent { }~~ Business Manager/Director of Finance ~~{ } Assistant Superintendent~~. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. 3542.31 - Participation in the Nutritional School Lunch Program)
(cf. 3542.33 - Food Sales Other Than National School Lunch Program)
(cf. 3542.34 - Nutrition Program)
(cf. 3542.43 - Charging Policy)
(cf. 6142.101 - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

10-217 State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

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

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

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

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.

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

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

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

U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted: ~~**November 20, 2023**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 3542.41 adopted 11/20/23, appropriate as written.

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296 requires significant changes in the Child Nutrition Programs to prevent and reduce childhood obesity, give eligible children access to nutrition benefits, and enhance the ability of nutrition professionals to operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) efficiently. Section 306 of the HHFKA amended section 7 of the Child Nutrition Act of 1966 (CNA) (42 U.S.C. 1776) by adding "Professional Standards for School Food Service." This provision is intended to ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet Program requirements. Requiring proper qualifications to serve in the Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Definitions:

School food authority (SFA) is the local governing body that has the legal authority to operate the school meal programs.

School nutrition program directors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority.

School nutrition program managers are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

School nutrition program staffs are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

School Nutrition Program Professional Standards
School food authorities that operate the National School Lunch Program or the School Breakfast Program must establish and implement professional standards for school nutrition program directors, managers, and staff.

Minimum Standards for All School Nutrition Program Directors
Each school food authority must ensure that all newly hired school nutrition program directors meet minimum hiring standards and ensure that all new and existing directors have completed the minimum annual training/education requirements for school nutrition program directors, as set forth below:

Hiring standards: All school nutrition program directors hired on or after July 1, 2015, must meet the following minimum educational requirements, as applicable:

1. *School nutrition program directors with local educational agency enrollment of 2,499 students or fewer.* Directors must meet the following requirements:

a. A Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
b. A Bachelor's degree or equivalent educational experience with any academic major or area of concentration, *and* either a State-recognized certificate for school nutrition directors or at least one year of relevant food service experience; **or**
c. An Associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least one year of relevant school nutrition program experience; **or**
d. A high school diploma or equivalency (such as the general educational development diploma), *and* at least three years of relevant food service experience.
e. Subject to the prior approval of the CSDE, the district may accept relevant food service experience as a substitute for school nutrition program experience when hiring new school nutrition program directors. (The CSDE may consider volunteer or unpaid work as relevant food service experience.)
f. A local educational agency with less than 500 students may accept less that the required years of food service experience when an applicant for a new school nutrition program director position has the minimum required educational requirement.

2. ***School nutrition program directors with local educational agency enrollment of 2,500 to 9,999 students.*** **Directors must meet the following requirements:**

a. A Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
c. A Bachelor's degree in any academic major and at least two years of relevant experience in school nutrition programs; **or**
d. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least two years of relevant school nutrition program experience.

3. School nutrition program directors with local educational agency enrollment of 10,000 or more students. **Directors must meet the following requirements:**

a. A Bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**
b. A Bachelor's degree or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; **or**
c. A Bachelor's degree in any major *and* at least five years' experience in management of school nutrition programs.
d. School food authorities are strongly encouraged to seek out individuals who possess a master's degree or are willing to work toward a master's degree in the fields listed in this section. [At least one year of management experience, preferably in school nutrition, is strongly recommended. It is also strongly recommended that directors have at least three credit hours at the university level in food service management and at least three credit hours in nutritional sciences at the time of hire.]

Food safety training for school nutrition program directors for districts of all sizes: All school nutrition program directors must have completed at least eight hours of food safety training within five years prior to their starting date or completed eight hours of food safety training within 30 calendar days of their starting date. [At the discretion of the State agency, all school nutrition program directors, regardless of their starting date, may be required to complete eight hours of food safety training every five years.]

Continuing Education/Training Standards for All School Nutrition Program Directors
Each school year, the school food authority must ensure that all school nutrition program directors, (including acting directors, at the discretion of the State agency) complete annual continuing education/training. Twelve hours of annual training are required for Program Directors. The annual training must cover administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), as applicable, and any other specific topics identified by FNS, as needed, to address Program integrity or other critical issues. Continuing education/training required is in addition to the food safety training required in the first year of employment.

Continuing Education/Training Standards for All School Nutrition Program Managers
Each school year, the school food authority must ensure that all school nutrition program managers have completed annual continuing education/training. Program managers must complete ten hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures);
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

Continuing Education/Training Standards for All Staff with Responsibility for School Nutrition Programs

Each school year, the school food authority must ensure that all staff with responsibility for school nutrition programs that work an average of at least 20 hours per week, other than school nutrition program directors and managers, completes annual training in areas applicable to their job. Staff must complete six hours of annual training. Part-time staff working an average of less than 20 hours per week must complete four hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable to their position and responsibilities:

- Free and reduced price eligibility;
- Application, certification, and verification procedures;
- The identification of reimbursable meals at the point of service;
- Nutrition;
- Health and safety standards; and
- Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

The annual training requirements for school nutrition program managers, directors, and staff became effective July 1, 2015. Program managers, directors, and staff hired on or after January 1 of each school year must complete half of their required annual training hours before the end of the school year. At the discretion of the State agency:

- Acting and temporary staff, substitutes, and volunteers must complete training in one or more of the topics listed in this section, as applicable, within 30 calendar days of their start date; and
- School nutrition program personnel may carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years, provided that some training hours are completed each school year.

Use of Food Service Funds for Training Costs

Costs associated with the required annual continuing education/training are allowed provided they are reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87). However, food service funds must not be used to pay for the cost of college credits incurred by an individual to meet hiring requirements.

School Food Authority Oversight

Each school year, the school food authority director must document compliance with the training requirements for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards. The school food authority must certify that:

- The school nutrition program director meets the hiring standards and training requirements; and
- Each employee has completed the applicable training requirements no later than the end of each school year.

(cf. 3542.31 - Participation in the Nutritional School Lunch Program)
(cf. 3542.33 - Food Sales Other Than National School Lunch Program)
(cf. 3542.34 - Nutrition Program)
(cf. 3542.43 - Charging Policy)
(cf. 6142.101 - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

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

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

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

10-216 Payment of expenses.

10-217 State Board of Education Regulations.

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

10-215b-11 Requirement for meals.

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

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

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

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

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

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010

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

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

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

Regulation approved: November 20, 2023

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing Policy 3542.42 adopted 2/24/14, appropriate as written.

Business/Non Instructional Operations

Food Service

Finance

Food in the school cafeteria shall be sold to patrons of the food service program at such price as will pay the cost of maintaining the program, exclusive of certain overhead costs such as utilities which are consistent with the regulations of the State Board of Education.

Participation in the National School Lunch Program

Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board of Education for purposes of participating in the National School Lunch Program.

Food Storage Provisions

Storage of food and supplies shall be done so as to prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to purposes of school food service only.

Approval of Menu Prices

Prices of all items on the menu shall be submitted to the Board of Education annually for its approval and otherwise as changes are needed. Revenues from lunchroom sales should offset the costs which are to be borne by the food service program.

Monthly Financial Report

A financial report, current and accumulative, of the operation of the Food Services Program shall be presented monthly to the Board of Education. Yearly, a complete audit of the operation of the Food Service Program shall be performed in accordance with legal requirements and Policy 3434.

Legal Reference: Connecticut General Statutes

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

10-216 Payment of expenses.

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

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

Regulation approved: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

It is recommended that Policy 3542.43 be replaced in its entirety. Also provided is a sample regulation

3542.43

Business and Non-Instructional Operations

Food Service

Charging Policy

I. Purpose and Scope

The goal of the District's food service program is to provide all students with access to nutritious and healthy foods that enhance learning and promote lifelong wellness. The Board of Education (Board) participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) administered by the United States Department of Agriculture (USDA) and the Connecticut State Department of Education (CSDE).

While the Board strongly encourages prepayment, it recognizes that an occasional emergency or financial hardship may result in a student's account falling into a negative balance. This policy ensures a consistent, respectful, and legally compliant procedure for handling unpaid meal charges. The Board authorizes the Superintendent to establish administrative regulations for meal charges, ensuring equal access to reimbursable meals across all grade levels while establishing grade-appropriate boundaries for non-reimbursable à la carte purchases.

II. Provision of Meals

In accordance with Connecticut General Statutes §10-215 (as amended by Public Act 21-46) and federal law, the District strictly enforces the following protections across all schools, regardless of grade level:

- In accordance with C.G.S §10-215(b), any student has the right to purchase a standard reimbursable meal (excluding à la carte items), and no cap shall be placed on the total number of reimbursable meals a student may charge. No student shall be deprived of a standard reimbursable school meal (breakfast or lunch) due to a forgotten meal payment, an insufficient account balance, or accrued meal debt.
- Board employees are strictly prohibited from publicly identifying, stigmatizing, or shaming a student with unpaid meal debt. Prohibited actions include, but are not limited to:
  - Delaying, omitting, or refusing to serve a reimbursable meal to a student.
  - Forcing a student to accept a non-standard meal or a meal different from what is offered to all other students because of debt. Students with a negative balance shall receive the same reimbursable meal choices available to all other children.
  - Applying hand stamps, stickers, tokens, or sending home marked/unsealed communications via the student.
  - Requiring a student to perform chores, work off debt, or clean the cafeteria.
  - Federal funds may not be used to subsidize adult meals. Adults (teachers, staff, and visitors) are not permitted to charge meals and must pay at the time of service or maintain a prepaid account.

III. Preventing Meal Charges and Certifying Eligibility

The School Food Authority (Director of Food Services) shall actively assist families in securing free or reduced-price meal benefits to prevent the accumulation of negative balances:

- The SFA shall distribute application materials prior to the start of the school year in households' primary languages. All application data remains strictly confidential.

- The District shall systematically cross-reference state data to automatically certify students participating in SNAP, TANF, or who are otherwise categorically eligible (foster, homeless, or migrant status).
- If school officials are aware of a household's financial eligibility but cannot secure a completed application, the appropriate school official may complete an application on behalf of the child, as permitted by USDA guidance.
- The SFA shall utilize automated electronic notifications to alert parents/guardians before an account balance reaches zero.
- The SFA shall notify and alert parents/guardians with an established cash account.

IV. Delinquent Debt vs. Bad Debt

The Board recognizes its fiduciary duty to protect the financial integrity of the non-profit school food service account:

- Unpaid meal charges are considered "delinquent debt" if they are deemed collectible and active, and respectful efforts are being made to recover them from the adults in the household.
- Direct communications with parents/guardians regarding unpaid meal charges shall include applications for free and reduced-price meals. SNAP enrollment information, contact details for local food pantries, and a link to municipal services.
- When a parent or guardian's unpaid meal debt reaches or exceeds the cost of thirty (30) meals, the district shall automatically refer the household to the district's designated McKinney-Vento Homeless Education Liaison.
- If collection efforts fail and debt is determined uncollectable by the end of the fiscal year (June 30), it must be classified as "bad debt." Per federal regulations, bad debt cannot be absorbed or written off by the non-profit school food service account. It must be restored using non-federal funds (e.g., the District's General Fund, municipal appropriations, or approved private donations/grants).
- The Board authorizes the acceptance of private gifts, grants, or donations earmarked specifically for liquidating outstanding student meal debt.

V. Implementation

The Superintendent or his/her designee shall establish administrative regulations to implement this policy, outlining grade-appropriate communications, and collection practices focused solely on parents or guardians.

(cf. 3542 – Food Service)

Legal Reference: Connecticut General Statutes

C.G.S. § 10-215(a) Nonpublic school and nonprofit agency participation in feeding programs.

C.G.S. § 10-215(b) Duties of State Board of Education regarding feeding programs.
McKinney-Vento Homeless Liaison Referral Threshold

C.G.S. § 10-215 (b)(3) Mandatory Parent Communication Inclusions

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

CSDE Operational Memorandum No. 11-22 (Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools), which establishes the CSDE review checklist for school nutrition program audits.

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

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:

WOODBRIDGE SCHOOL DISTRICT
Woodbridge, Connecticut

Sample regulation to consider

R3542.43

Business/Non-Instructional Operations

Food Service

Charging Policy Regulations

1. Prepayment and Account Management

- Online Payment Portal: Parents/guardians are encouraged to manage meal accounts through the District's secure automated payment system, My Payments Plus. This platform enables families to monitor purchases, set up low-balance electronic notifications, and submit payments via credit card, ACH, or debit card.
- Direct Payments: Cash or checks made payable to Woodbridge School Lunch Fund may also be submitted directly to the main office of any school or to the cafeteria point-of-sale terminal.

2. Meal Charging and A La Carte Restrictions (Grades K–12)

In accordance with Connecticut General Statutes § 10-215, no student shall be denied a reimbursable meal (one breakfast and one lunch per school day) due to a lack of funds or an unpaid meal balance. The District strictly prohibits setting any cumulative dollar or numerical limit on a student's ability to charge reimbursable meals.

- All K–12 students may charge standard reimbursable meals (one breakfast and one lunch per school day). Cafeteria staff will never withhold, remove, or discard a meal tray or item at the point of sale, nor substitute a non-standard meal option due to an unpaid balance. Students with a negative account balance shall receive the same reimbursable meal choices available to all other students.
- Students are strictly prohibited from charging non-reimbursable a la carte items (extra entrees, snacks, cookies, juice, or non-reimbursable beverages) if their account balance is negative ($0.00 or less).
- Any cash presented by a student at the point of sale must first be applied toward purchasing food for that day. Staff will never confiscate cash to pay down past debt if doing so leaves the student without a meal. Change may be applied toward past debt only upon explicit instruction from a parent/guardian.

3. Parent/Guardian Communications

All communication regarding unpaid meal debt must be directed exclusively to parents, guardians, or adult household members. School staff and food service personnel are strictly prohibited from discussing account balances or charges directly with students, or taking any action that publicly identifies or stigmatizes a student.

- Physical notices sent home with elementary students must be delivered using the "Backpack Mail Protocol" (a sealed, unmarked envelope placed directly inside the student's take-home folder).
- In accordance with C.G.S. § 10-215(b)(3), every written or electronic notice sent to a household regarding a negative balance must include:
  - Information on local food pantries.
  - Direct application instructions for the Free or Reduced-Price Meal Program.
  - Direct contact details for the Connecticut Department of Social Services' Supplemental Nutrition Assistance Program (SNAP).
  - A link to the Town's Human Services webpage.

4. Tiered Collection Timeline and Intervention Protocols

The District executes grade-appropriate intervention schedules to address meal debt with empathy, sensitivity, and strict privacy controls:

- **Confidential Electronic Outreach**: Low and negative balance notices are sent directly to parents/guardians electronically. Notices will never be delivered verbally to students at the point of sale.
- **Low Balance Alert ($5.00)**: Parents with an established My Payments Plus account will receive an automated email/text notification routed to the parent/guardian.
- **First Negative Balance**: Food Service sends an automated electronic notice to the parent/guardian attached with a digital Free/Reduced-Price Meal Application.
- **Accumulation of 5 Meal Charges**: Food Service staff generates a written statement sent directly to the household via postal mail, email or a sealed envelope in the student's folder. Staff will never hand a paper slip directly to a child in line.
- **Accumulation of 20 Meal Charges**: The Principal or designee conducts a supportive outreach call or wellness check with the family to assist with meal applications and identify financial hardships.

Universal Statutory Escalation

- **Accumulation of 30 Meal Charges**: Once a student's account reaches an accumulation of thirty (30) charged meals, the District formally refers the family to the McKinney-Vento Homeless Education Liaison to evaluate for housing displacement, foster placement, or categorical instability.

5. Year-End Settlements and Legal Safeguards

- **General Fund Restitution**: Unpaid meal charges constitute delinquent debt while active collection efforts continue. On June 30 of each fiscal year, any remaining uncollectible meal debt must be reclassified as "bad debt" and restored to the School Food Authority account using non-federal District general funds.
- **Formal Collection Remedies**: For excessive, non-responsive negative balances exceeding 120.00, the Superintendent or designee reserves the right to pursue formal collection remedies directed exclusively toward parents/guardians, provided collection costs do not exceed the debt owed.
- **Abuse/Neglect Escalation**: If a student repeatedly lacks meal funds and the household consistently ignores outreach, the Principal will evaluate whether the pattern indicates suspected educational or physical neglect requiring a mandatory report to the Department of Children and Families (DCF).

Regulation approved:

Business/Non-Instructional Operations

Food Service

Food Charging Policy

In accordance with federal law and USDA guidelines, the Woodbridge School District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the District's nonprofit school nutrition program.

Payment of Meals

Meals can be paid for by cash, by check, or by establishing an account through Meal Payments Plus online at https://www.mypaymentsplus.com/welcome. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Negative Account Balances

The Woodbridge Board of Education prohibits the public identification or shaming of a student for any unpaid meal charges, including, but not limited to, delaying or refusing to serve a meal to such student, designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

The District will make reasonable efforts to notify families when meal account balances are low. Additionally, the District will make reasonable efforts to collect annual unpaid meal charges classified as delinquent debt. The District will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches $20.00. Families will be notified by written notice sent home with the student. Such written notice shall include, but not be limited, to: (a) information regarding local food pantries; (b) applications for the District's program for free or reduced-price meals and for the supplemental nutrition assistance program administered by the Department of Social Services; and (c) a link to the District's website that lists any community services available to residents of the Town of Woodbridge.

In the event that unpaid meal charges reach the cost of thirty (30) meals, the parents/guardians of such child shall be referred to the district's homeless education liaison. Negative balances of more than $15.00 not paid prior to end of the school year may be turned over to the Superintendent or his/her designee for collection. Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined by federal and State statutes, as long as it is considered collectable and reasonable efforts are made to collect it. Such debt must be paid by June 30 of each school year. After the debt is reclassified as "bad debt," such debt shall be written off as an operating loss not to be absorbed by the non-profit school food service account, but that must be restored using non-federal funds.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the District, at time of transfer; and

- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent may develop an administrative process to implement this policy.

(cf. 3542 - Food Services)
(cf. 3542.31 - Free or Reduced-Price Lunch Program)

Legal Reference: Connecticut General Statutes

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

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

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

P.A. 21-46, "An Act Concerning Social Equity and the Health, Safety and Education of Children"

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced-Price Students"

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

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted: December 20, 2021 WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 3543.13 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Mail and Delivery

A mail service system shall be maintained within the school system in order that communications from inside and outside sources may be delivered to the intended recipient in the most practicable way.
The use of district mail facilities and personnel shall be restricted mainly to the distribution of materials and communications that further the educational purposes of the district. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

The Board of Education directs the Superintendent to establish procedures for the safe handling of all mail received by the district.

Political, non-educational or commercial materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

Policy adopted: ~~**February 24, 2014**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

POLICY SERVICES

R3543.13

A sample regulation to consider

Business/Non-Instructional Operations

Mail and Delivery

Mail Handling Safety Procedures

Chemical and biological weapons are disruptive forces that can pose a significant threat to safety in the current political environment. Threats and hoaxes that include anthrax have been received in the mail at various public sites. The U.S. Postal service provides emergency response procedures and management guidelines for incidents in which letters or parcels are received that allegedly contain anthrax. The remote, but real, possibility anthrax will be introduced in the mail stream requires specific procedures to be followed.

Designation of mail handlers: Each District school shall designate a primary and alternate person to receive and open mail.

Designation of mail opening location: Each District building shall designate a place away from the main administrative office to process mail, preferably with a sink and, if possible a shower or reasonable access to a shower. The room shall be marked "Do Not Enter" during mail handling. Arrangements shall be made for the mail designee to be able to communicate with those outside the mail handling room.

Receiving mail: Only mail from known sources such as the United Post Office, UPS, Fed Ex, District office, vendors etc. shall be accepted. Upon receipt of mail, it shall be immediately placed in a sealed container, large sealable trash bag or other sealable container, until the mail is opened at the end of the day.

Opening mail:

- Mail shall be opened near the end of the workday, preferably when students are no longer in the building.
- Designee shall take sealed container to designated mail handling room/area to open mail.
- Prior to opening sealed container, designee shall put on vinyl gloves and use letter opener to minimize hand contact.
- Mail should be opened with a minimum of movement to avoid spilling any contents.
- Designee shall have readily available Ziploc bags, garbage bags, soap, paper towels, facemask, duct tape and permanent markers in case suspicious mail is discovered or a substance released.
- Common sense and care shall be utilized when inspecting and opening mail, (Do not shake, smell or taste.)
- Hand washing shall be performed after opening the mail.

Mail screening: The first protective measure against potentially harmful mail is to screen all incoming mail. The likelihood of receiving a letter or package containing harmful substances is remote. However, it is important to be aware of characteristics that are common to suspicious letters and packages. Postal inspectors have determined that the following characteristics should trigger suspicion:

- From a foreign country.
- Addressed to someone no longer with the organization or title or other information 1s outdated.
- No return address or one that can't be verified as legitimate.
- Misspelled words, badly typed or poorly hand written.
- The city or state in the postmark doesn't match the return address.
- Marked with restrictive endorsements, such as "Personal" or "Confidential."

Mail Handling Safety Procedures (continued)

- Excessive postage.
- Excessive wrapping.
- Rigid or bulky.
- Has unusual weight given the size or is lopsided or protruding.
- Has strange odor, stains or protruding wires.
- Addressed to title only or wrong title with name.
- Received from someone or someplace unfamiliar.
- Has unusual or powdery feel.

Any **one** of these characteristics should not be cause for alarm. Primary concern should be given to mail having multiple characteristics.

If a District employee encounters a suspicious looking mail piece(s) or receives an anthrax threat by mail, these procedures should be followed immediately:

If a suspicious letter or package is received:

- Do not open, shake or tamper with the mail or package;
- The person who has come in contact with the mail or package should wash their hands with warm water and soap;
- Leave the mail or package where it was found and evacuate the room;
- Keep others from entering the room or area; and
- Notify a building administrator and the Superintendent or his/her designee, who will immediately contact the Postal Inspection Services, local police, safety office and other designated persons. The Superintendent or his/her designee will notify the local county and State Health Departments and the State Emergency Office.
- The building administrator will make a list of all persons who have touched the letter and/or envelope or package. The list is to be provided to the Postal Inspection Service.
- Remain available to be interviewed by law enforcement authorities or health professionals as necessary.
- Invoke the local emergency action plan, including mechanical shutdowns of air handling equipment and evacuation, as appropriate.

For packages that are opened and which contain suspicious material:

- Do not panic;
- Contain the exposure;
- Close off the room, do not allow anyone other than qualified emergency personnel to enter.
- Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
- Do not touch your eyes, nose or any other part of your body.
- If possible, wash hands thoroughly.
- If clothing is heavily contaminated, don't brush vigorously.
- If possible, close down the building's heating/air conditioning/ventilating system.
- Make a list of the people who had actual contact with the powder for investigating authorities.

Regulation approved:
cps 4/02

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.