



Newtown Public Schools

Policy Sub-Committee Agenda
July 8, 2025

BOE Conference Room
Municipal Building
3 Primrose Street
Newtown, CT 06470
5:30 PM

As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.

AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
 - A. Review Policy Progress
 1. Review of 5000 Series
 2. Review of 3000 Series
 3. Discussion regarding the next series - 1000 series
 - B. Policies Recommended for First Read
 1. 5138 - Restorative Practices
 2. 5142.4 - Policy and Administrative Regulations regarding Armed Security Officers
 3. 5151.5 - Suicide Prevention and Intervention
 - C. Review Policies
 1. 3020 - School Activity Funds
 2. 6142.101 - Wellness
 3. 3524.2 - Green Cleaning Program
 4. 3524.1 - Pest Management / Pesticide Application
 5. 3543.31 - Office Services / Records and Report
 6. 3543.311 - Office Services - Records and Reports - Electronic Communications Use and Retention

D. Policies to Rescind After Adopted of Replacement Policies

1. 5142.4 - Armed School Security Officers
2. 3453 - Activity Funds
3. 5151.5 - Suicide Prevention

E. Non-Mandated Policies to Rescind

1. 3523.11 - Unmanned Aerial Systems-Drones
2. 3532.1 - Liability Insurance
3. 3533 - Employee Bonds
4. 3541.6 - Transportation - Bus Drivers
5. 3541.22 - Transportation - Drivers
6. 3541.23 - Transportation - Bus Contractor
7. 3541.44 Transportation - Use of Private Automobiles on School Trips (Field Trips)
8. 3542 - Food Service - School Lunch Service
9. 3542.1 - Food Service - Purposes and Facilities
10. 3542.31 - Free or Reduced Price Lunches
11. 3542.33 - Food Sales Other than the National School Lunch Program
12. 3542.41 - Professional Standards for Food Service Personnel
13. 3542.41 - Professional Standards for Food Service Personnel
14. 3542.42 - Food Service - Finance
15. 3542.45 - Vending Machines
16. 3543.11 - Printing and Duplicating Copyrighted Material
17. 3543.13 - Mail and Delivery
18. 3152 - Spending Public Funds for Advocacy

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**Board of Education
Policy Sub-Committee Meeting
June 3, 2025**

**3 Trades Lane
Newtown, CT 06470
Reed Classroom 249A
5:30 p.m.**

MINUTES

Anne Uberti, Superintendent
Doria Linnetz
Alison Plante
Sarah Connell

1. Call to Order

- a. D. Linnetz called the meeting to order at 5:34pm.

2. Public Participation

None

3. Approval of Minutes of May 6, 2025

MOTION: A. Plante moved to approve the minutes of May 6, 2025. D. Linnetz seconded. Motion passes unanimously.

4. Discussion and Possible Action

- a. Policies Recommended for First Read
 - i. 5137 - Connecticut School Climate Policy and Administrative Regulations
 1. A.Uberti reported that this is a new policy created by CABE. According to new law, CABE was required to create this policy for the State. Each district will have to adopt this policy. She added that Shipman and Goodwin helped Newtown create this regulation, which aligns with the new policy and Newtown's current practice. A.uberti also noted that the forms created by CABE are mandated.
 2. A.Plante asked if the climate team would review the data from the climate surveys. A.Uberti answered yes, and that Frank Purcaro is the district coordinator and that would remain. Once the state creates surveys, Newtown will adopt those as well.
 3. A.Uberti will coordinate with Shipman and Goodwin for them to provide training to the staff.
- b. Review Policies
 - i. 3434- Audits
 1. This policy was discussed at the last meeting and was determined that although it is not a required policy, the committee agreed to maintain this in the policy catalog.
 2. A.Uberti presented the proposed edits (in red) and the committee agreed on the changes.

MOTION: *A. Plante moved to send Policy 5137 and Policy 3434 to the full Board for first read. D. Linnetz seconded. Motion passes unanimously.*

- c. Non-Mandated Policies to Rescind
 - i. 3293.1 Authorization of Signature
 - 1. A. Uberti said that there is no specific state statute that mandates this policy. The superintendent holds executive authority over the school system and responsibility for its supervision. This statute empowers the superintendent to manage the district's daily operation. This policy is not required and is not necessary.
 - ii. 3454 Gate Receipts and Admission
 - 1. The district currently uses digital ticketing for all events, athletics and drama performances.
 - iii. 3455 High School Concession Stand
 - 1. This policy is operational and refers to the collection of funds which operates the same way as 3454.
 - iv. 3510 Operation and Maintenance of Plant
 - 1. This Policy is operational as it references the responsibilities of custodians and the Director of Operations. The Superintendent is responsible for ensuring the supervision and evaluation of all personnel within the system.
 - v. 3511 Compliance with 504 Regulations
 - 1. This is covered in policy 4118.114/4218.14 - Policy and Administrative Regulations Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act of 1990.
 - vi. 3513.1 Energy Conservation
 - 1. This Policy is operational and is the responsibility of the Superintendent.
 - vii. 3513.2 Recycling Program
 - 1. This Policy is operational and is the responsibility of the Superintendent.
 - viii. 3515.2 Community Use of School Facilities—Parking
 - 1. This Policy is operational and is the responsibility of the Superintendent. This policy only refers to parking, not to the community's use of facilities.
 - ix. 3516.11 Hazardous Materials
 - x. 3516.12 Asbestos Control
 - xi. 3516.33 Do Not Resuscitate Order
 - xii. 3517.2 Vandalism
 - 1. This Policy is operational and is the responsibility of the Superintendent.
 - xiii. 3520 Data-Based Information Management System
 - 1. This information in this policy is procedural, and in some cases dictated by law or CSDE requirements, and is the responsibility of the Superintendent.

- xiv. 3520.1 Information Security Breach and Notification
 - 1. This information in this policy is procedural, and in some cases dictated by law or CSDE requirements, and is the responsibility of the Superintendent.
- xv. 3520.12 Data-Based Information Management
- xvi. 3520.13 Student Data Protection and Privacy-Cloud-Based Issues
 - 1. This policy is outdated and does not reflect current state and federal requirements. This policy is also covered in policy 5135 FERPA.
- xvii. 3523.1 Policy Guidelines for Technology Purchases
 - 1. This policy is outdated and not a necessary policy.
- xviii. 3523.3 School Facilities - Playground Equipment

MOTION: *A. Plante moved to send all policies listed in 4C. Non-Mandated Policies to Rescind to the full Board for recommendation to rescind. D. Linnetz seconded. Motion passes unanimously.*

1. Public Participation

- a. None

2. Adjourn

MOTION: *A.Plante moved to adjourn the meeting. D. Linnetz seconded. Motion passes unanimously.*

Meeting adjourned at 6:10 pm.

Respectfully submitted,

Sarah Connell

****THESE ARE DRAFT MINUTES****

In 2023, the General Assembly passed legislation, now codified at Connecticut General Statutes Section 10-222jj, requiring each board of education to adopt a restorative practices response policy to be implemented by school employees for incidents of challenging behavior or student conflict that is nonviolent and does not constitute a crime. Boards of education are required to adopt such policy by July 1, 2025. The policy directs the district's administration to develop "a continuum of strategies to prevent, identify, and respond to challenging behavior, including but not limited to bullying and harassment."

**Series 5000
Students**

RESTORATIVE PRACTICES RESPONSE POLICY

The Newtown Board of Education (the "Board") is committed to identifying strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, including restorative practices. Restorative practices may be implemented by school employees for incidents of challenging behavior, bullying, and/or harassment in the school environment, or other forms of student conflict that is nonviolent and does not constitute a crime. Restorative practices shall not include the involvement of a school resource officer or other law enforcement official unless such challenging behavior or other conflict escalates to violence and/or constitutes a crime. In addition, the Newtown Public Schools (the "District") shall address challenging behavior, bullying, and harassment in accordance with the Board's Student Discipline policy and any other applicable Board policy, administrative regulations, and/or school rules.

For purposes of this policy:

- "Restorative practices" means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
- "Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
- "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance. "Bullying" includes "cyberbullying", which means any act of bullying through the use of the Internet, interactive and digital technologies,

cellular mobile telephone or other mobile electronic devices or any other electronic communication.

- “School climate” means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people’s experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
- “School climate improvement plan” means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment.
- “School environment” means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by the Board, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.

The Board directs the administration of the District to develop a continuum of strategies to prevent, identify, and respond to challenging behavior, bullying, and harassment. Such strategies shall include research-based interventions, including restorative practices, and may be included in each school’s school climate improvement plan. Such strategies shall be shared with the school community, including, but not limited to, through publication in the relevant student handbook.

The Board further directs the Superintendent or designee to collect and maintain data regarding types of challenging behavior addressed using the Restorative Practices Response Policy and data concerning the implementation of restorative practices.

Legal References:

Conn. Gen. Stat. § 10-222aa

Conn. Gen. Stat. § 10-222dd

Conn. Gen. Stat. § 10-222jj

ADOPTED:

REVISED:

Students

Safety

Armed School Security Officers

In order to promote the safety and security of its schools, ~~the Newtown Board of Education (the "Board") authorizes the placement-use of armed school security officers ("ASSOs") in its school buildings during~~ within the Newtown Public Schools (the "District") ~~times that the Superintendent or his/her designee deems necessary in order to provide for the safety and security of~~ in accordance with applicable law, this policy, and its accompanying regulations ~~students and school personnel.~~



For purposes of this policy:

An "armed school security officer" or "ASSO" is a retired police officer, who is also a qualified retired law enforcement officer as defined in 18 U.S.C. § 926C, who is hired by the Board to provide security services in its schools. ASSO(s) must also meet the requirements of Conn. Gen. Stat. § 10-244a, including the requirement to receive annual training pursuant to Conn. Gen. Stat. § 7-294x and successfully complete annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Connecticut Police Officer Standards and Training ("POST") Council or 18 U.S.C. § 926C, as amended from time to time.

A "retired police officer" means (1) a sworn member of an organized local police department who was certified by the POST Council and retired or separated in good standing from such department or a sworn member of the Division of State Police within the Department of Emergency Services and Public Protection who retired or separated in good standing from said division, (2) a sworn federal law enforcement agent who retired or separated in good standing from such federal law enforcement service and who meets or exceeds the standards of the POST Council for certification in this state, or (3) a sworn officer of an organized police department in another state who was certified under standards that meet or exceed the standards of the POST Council for certification in this state and who retired or separated in good standing from such department.

An ASSO shall meet all legal requirements of the position, as well as all requirements established by the District.

At the discretion of the Board, ~~the armed school security officers~~ASSOs shall be authorized to carry firearms on school grounds in the performance of their duties, consistent with state and federal law, Board policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Newtown.

~~The armed school security officers~~ASSOs shall support the school administration and staff in ~~maintaining~~promoting a safe and positive school environment ~~and taking steps to prevent school violence.~~

~~¶~~

An ~~armed school security officer~~ASSO will not draw, point, or discharge ~~his/her~~the ASSO's firearm on school grounds unless it is necessary to protect a person, ~~including including himself or herself~~the ASSO, from what the armed school security officer reasonably believes to be the imminent use of deadly physical force. Any use of a firearm will be preceded by a verbal warning, if ~~possible~~practicable. Any use of firearms must be consistent with state and federal law, Board policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Newtown.

The Superintendent will adopt and maintain administrative regulations to implement this ~~p~~Policy.

Legal Reference:

Connecticut General Statutes

~~4-176e through 4-180a. Contested Cases. Notice. Record. ¶~~

10-220 Duties of boards of education.

10-244a Employment of persons to provide security services in a public school while in possession of a firearm.

~~10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139. ¶~~

~~53a-3 Definitions. ¶~~

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

~~PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests ¶~~

~~PA 94-221 An Act Concerning School Discipline and Safety. ¶~~

~~GOALS 2000: Educate America Act, Pub. L. 103-227. ¶¶~~

~~18 U.S.C. 921 Definitions. ¶¶~~

~~Title III Amendments to the Individuals with Disabilities Education Act. ¶¶~~

~~Sec. 314 (Local Control Over Violence) ¶¶~~

~~Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994. ¶¶~~

~~P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997. ¶¶~~

~~Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education. ¶¶~~

Policy Adopted: March 5, 2019

Policy Revised: [DATE]

NEWTOWN PUBLIC SCHOOLS

Newtown, Connecticut

[NOTE TO CLIENT: As requested, we provide these draft regulations to accompany Board Policy 5142.4 (Armed School Security Officers) and the proposed 2025-2028 MOU between the Board and the Newtown Police Department regarding ASSOs. We will be happy to discuss these draft regulations and any proposed revisions, to the extent it may be helpful. In addition, it will be critical to ensure that all relevant documents (MOU, Board policy, administrative regulations, handbooks, etc. related to ASSOs are aligned.]

ADMINISTRATIVE REGULATIONS REGARDING ARMED SECURITY OFFICERS

In order to promote the safety and security of its schools, the Newtown Board of Education (the “Board”) authorizes the use of armed security officers (“ASSOs”) within the Newtown Public Schools (the “District”) in accordance with applicable law, Board policy, and these regulations.

I. Definitions

For purposes of these regulations:

An “armed school security officer” or “ASSO” is a retired police officer, who is also a qualified retired law enforcement officer as defined in 18 U.S.C. § 926C, who is hired by the Board to provide security services in its schools. ASSO(s) must also meet the requirements of Conn. Gen. Stat. § 10-244a, including the requirement to receive annual training pursuant to Conn. Gen. Stat. § 7-294x and successfully complete annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Connecticut Police Officer Standards and Training (“POST”) Council or 18 U.S.C. § 926C, as amended from time to time.

A “retired police officer” means (1) a sworn member of an organized local police department who was certified by the POST Council and retired or separated in good standing from such department or a sworn member of the Division of State Police within the Department of Emergency Services and Public Protection who retired or separated in good standing from said division, (2) a sworn federal law enforcement agent who retired or separated in good standing from such federal law enforcement service and who meets or exceeds the standards of the POST Council for certification in this state, or (3) a sworn officer of an organized police department in another state who was certified under standards that meet or exceed the standards of the POST Council for certification in this state and who retired or separated in good standing from such department.

“On duty for the Board” means time within scheduled working hours for an ASSO during which the ASSO is performing duties as an ASSO, including any training time; any time scheduled by the Board for the ASSO to work at school-sponsored activities; and any time otherwise approved for work by the Superintendent or designee. “On duty for the

Board” does not include time spent traveling to and from the work location at the beginning and end of working hours, but includes time spent traveling, if necessary, during scheduled working hours.

“Deadly physical force” means that degree of force that can be reasonably expected to cause death or serious physical injury.

“Serious physical injury” means physical injury that creates substantial risk of death, or that causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

“Physical injury” means impairment of physical condition or pain.

“Firearms-related incident” means any circumstance on either school property or in the immediate proximity of students involving the threatened use, display, or discharge of a firearm, either by an ASSO or by a third party.

II. ASSO Regulations

The following regulations address ASSO qualifications, appointment and supervision, authorized equipment, use and carry of firearms, role and authority, duties and responsibilities, and relationships with students.

A. Qualifications

In order to be and remain employed as an ASSO, an individual must:

- Be a retired police officer, who is also a qualified retired law enforcement officer as defined in 18 U.S.C. § 926C;
- Meet the requirements of Conn. Gen. Stat. § 10-244a, including the requirement to receive annual training pursuant to Conn. Gen. Stat. § 7-294x and successfully complete annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the POST Council or 18 U.S.C. § 926C, as amended from time to time;
- Successfully complete additional training and re-training requirements, as required by law and/or determined by the Board;
- Hold all certifications, permits, and/or licenses required under federal and/or Connecticut law with respect to the duties and responsibilities of ASSOs, including but not limited to certifications, permits and/or licenses to carry and use firearms or other equipment as an ASSO;
- Successfully complete national and state criminal background history check as required by the Board and/or by state or federal law;

- Successfully complete physical restraint and seclusion training, in accordance with Board Policy 5144.1;
- Hold and maintain a valid driver’s license with no significant traffic infractions;
- Consistent with the law, must not have been officially found by a qualified medical professional to be unqualified as a law enforcement officer for reasons relating to mental health and/or must not have entered a separation agreement in which the individual acknowledged that the individual was not qualified as a law enforcement officer for reasons relating to mental health;
- Submit to and pass a complete psychological and medical exam post-offer and prior to employment; and
- Be able to perform the essential functions of the ASSO position satisfactorily with or without reasonable accommodations. An ASSO may be required to submit to independent medical examinations in accordance with applicable law.

In accordance with a memorandum of agreement between the Board and the Town of Newtown, the Newtown Police Department (“NPD”) shall conduct and coordinate any background checks required of ASSOs related to their status as armed school security officers and/or related to their possession of firearms; provide all trainings and certifications required of ASSOs, in accordance with applicable law; and ensure that ASSOs hold any and all permits, licenses, and/or certifications required under applicable law related to the duties and responsibilities of ASSOs. ASSOs shall provide documentation to the Board that they have completed and/or are current in all trainings and secured all required permits, certifications, and licenses in accordance with applicable law and these regulations and may be required to provide the Board with such written confirmation at the time of hiring, each year thereafter, and upon any request from the Superintendent.

An ASSO must promptly notify the Superintendent in writing of any incident or circumstance resulting in the revocation of the ASSO’s certifications, permits, and/or licenses, including but not limited to the ASSO’s authorization to carry or possess a firearm, or noncompliance with any mandated requirements for the position of an ASSO, including but not limited to any circumstances necessitating restrictions on the ASSO’s ability to carry a firearm.

An ASSO must promptly notify the Superintendent in writing of any incident or circumstance resulting in their arrest.

Failure to comply with and/or satisfactorily complete any certification, permit, licensure and/or training required by law and to provide relevant documentation to the Superintendent or designee will result in immediate revocation of the ASSO’s authority to carry a firearm on school grounds, and may result in the discipline of an ASSO, up to and including discharge.

B. Appointment and Supervision

ASSO(s) shall be employed by the Board. When recruiting, hiring, and selecting ASSO(s), the Superintendent or designee shall consult with the Board's Director of Security, the Board's Director of Human Resources or designee, and the NPD Chief of Police or designee.

With respect to their daily duties and general school security and safety, ASSO(s) shall be supervised by the Superintendent or designee. The Superintendent or designee shall also be responsible for the evaluation and discipline of ASSO(s).

An ASSO's general work schedule shall be determined by the Superintendent or designee.

C. Authorized Equipment

ASSO(s) will carry equipment (including firearms and ammunition) issued by the NPD when on duty for the Board ("Authorized Equipment"). All equipment must be used in accordance with applicable law and these regulations. In accordance with the memorandum of agreement between the Board and the Town of Newtown, the NPD will be responsible for providing firearms and ammunition to ASSOs and for the inspection and repair of all firearms issued to ASSOs.

ASSO(s) shall use and carry only Authorized Equipment when on duty for the Board. ASSO(s) shall not use or carry any other weapons while on duty for the Board.

In coordination with the NPD, ASSO(s) shall have firearm inspections performed by a POST Council-certified firearms instructor. ASSO(s) are responsible for bringing any concerns regarding the function of the firearm outside of these regular inspections to the attention of the Newtown Chief of Police.

ASSO(s) shall maintain their Authorized Equipment in a secure, clean, and operable manner, in accordance with manufacturer specifications, applicable law. Authorized Equipment shall not be stored in any school building or other location operations or controlled by the Board.

D. Use and Carry of Firearms

The Board authorizes ASSO(s) engaged in performance of their official duties who are in lawful possession of a deadly weapon or firearm to bring such item on the real property of any school or administrative office building in the District or on school grounds or transportation in accordance with Board Policy and regulations. Any use of Authorized Equipment must be consistent with an ASSO's training, applicable law, Board policy, and these regulations.

ASSO(s) have no authority as Board employees to use a firearm or force (including deadly physical force) except when on duty for the Board and when authorized by these regulations and applicable law. Any such actions taken by an ASSO, therefore, when not on duty for the Board, are not under either the express, implied, or apparent authority of the Board, and the ASSO will not be indemnified by the Board for any use of Authorized Equipment off duty or in a manner not authorized by law and these regulations, regardless of the circumstances.

An ASSO(s) will not draw, point, or discharge the ASSO's firearm while on duty for the Board unless it is necessary to protect a person, including the ASSO, from what the ASSO reasonably

believes to be the use or imminent use of deadly physical force. Any use of a firearm will be preceded by a verbal warning, if practicable. Any use of a firearm will be consistent with applicable law, Board policy and administrative regulations, and any memorandum of understanding or agreement with the Town of Newtown.

Notification to local law enforcement and the Superintendent shall be made as soon as practical after a firearms-related incident.

At no time shall an ASSO transfer the possession of their firearm or Authorized Equipment to any other individual on school property other than to the Superintendent or designee or in response to a lawful directive from law enforcement personnel acting in a law enforcement capacity.

ASSO(s) are prohibited from storing their Authorized Equipment on school grounds and/or otherwise leaving Authorized Equipment unattended.

While off duty, ASSO(s) shall store such Authorized Equipment securely in accordance with applicable law.

Any violation of the provisions of these regulations pertaining to the proper storage, handling, and/or use of firearms will result in the immediate revocation of the ASSO's authority to carry a firearm on school grounds and may result in discipline up to and including termination.

E. Role and Authority

ASSO(s) have no police powers. ASSO(s) shall not detain, arrest, physically restrain, or attempt to arrest any person for any criminal violation claiming authority to do so as a law enforcement official.

ASSOs shall conduct no search or seizure of the person or property of any student or any other individual, except as directed by a school principal or other administrator and in a manner consistent with BOE Policy 5145.12 (Search and Seizure).

In accordance with Board policy and applicable law, ASSO(s) are permitted to use force to the extent they are trained to do so, in accordance with applicable law and these regulations, and only in circumstances necessitating said use of force in accordance with law.

Any use of force by an ASSO to restrain a person must be the least amount necessary to detain the person and must be reasonable under the totality of circumstances.

An ASSO shall not use physical restraint or seclusion, as defined in Conn. Gen. Stat. § 10-236b, on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others. Before using physical restraint or seclusion on a student, the ASSO shall have participated in the training required for school employees to engage in physical restraint or seclusion of students, as described in Board Policy and Administrative Regulations 5144.1. Any use of force by an ASSO to restrain any student must be the least amount necessary to detain the

student, reasonable in light of the totality of the circumstances, and in compliance with Board Policy and Administrative Regulations 5144.1 and all applicable laws.

In any situation in which local law enforcement officers are present on school grounds to conduct any law enforcement action, ASSO(s) shall defer to law enforcement officers in responding to and addressing the situation. ASSO(s) shall not physically participate, aid, or assist the law enforcement operation, except for the purpose of providing necessary information, or to the extent necessary to ensure the immediate safety of students, staff, or other individuals on the premises as directed by law enforcement.

F. Duties and Responsibilities

Subject to the provisions of applicable law, Board policies, administrative regulations, and school procedures, ASSO(s) shall:

- Abide by all applicable law, Board policies and administrative regulations;
- Carry any legally prescribed identification card at all times while on duty for the Board;
- At all times while on duty for the Board, wear such distinctive uniform and/or insignia as may be designated by the Board for identification purposes;
- Use, carry, and store Authorized Equipment safely and in accordance with all applicable Board policy, these regulations, and federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- As requested by the Superintendent or designee, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;
- As requested by building administration, participate in school security and safety committee meetings;
- Engage in the prevention and/or detection of intrusion, entry, larceny, vandalism, abuse, fire, or trespass on school property;
- Engage in the prevention, observation and/or detection of any unauthorized activity on school property, including but not limited to the unauthorized use or possession of a firearm, deadly weapon, or dangerous instrument;
- Respond to situations that may jeopardize the welfare of students or staff in accordance with all applicable law, Board policy, and these regulations;
- Identify and address unauthorized persons who pose imminent life-threatening danger and take appropriate action with respect to such persons, in accordance with applicable law;
- Call police/law enforcement officials for assistance as needed;
- Complete incident reports, and any other reports and paperwork as directed by the Superintendent or designee, and submit them to the building principal, with a copy to the Superintendent;
- Participate in professional development and training deemed necessary by the Superintendent or designee;
- Be available for flexible scheduling as needed to accommodate after school and evening activities, as requested by the Superintendent or designee; and
- Perform other duties as assigned by the Superintendent or designee.

G. Relationship with Students

The Board is solely responsible for taking any school based disciplinary action with respect to students and ASSO(s) shall have no role with respect to such disciplinary action other than, upon the request of the Superintendent or designee, acting as a witness in student disciplinary procedures.

ASSO(s) shall not access and shall not disclose personally identifiable information in student education records, as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (“FERPA”), except as needed to perform assigned duties and as otherwise consistent with FERPA and other applicable law.

Legal Reference:

10-220	Duties of boards of education
10-244a	Employment of persons to provide security services in a public school while in possession of a firearm
53a-3	Definitions
53a-19	Use of physical force in defense of person
53a-20	Use of physical force in defense of premises
53a-217b	Possession of a weapon on school grounds: Class D felony

Regulation Adopted: [DATE]

APPENDIX A

**ACKNOWLEDGMENT AND RECEIPT OF
NEWTOWN BOARD OF EDUCATION POLICY REGARDING ARMED SCHOOL
SECURITY OFFICERS AND ADMINISTRATIVE REGULATIONS REGARDING ARMED
SCHOOL SECURITY OFFICERS**

I acknowledge that I have received and reviewed the Newtown Board of Education’s Policy Regarding Armed School Security Officers (“Policy”) and the accompanying Administrative Regulations regarding Armed School Security Officers (“Regulations”) in effect on the date set forth below. I further acknowledge that I have sought and received clarification from the Superintendent of Schools of any provision I did not understand. Going forward, if I have further questions or concerns about my understanding of any provision in the Policy or Regulations in effect at that time I will promptly seek clarification from the Superintendent in writing.

I understand that the Regulations are intended to serve as a guide in the execution of my duties. I understand that the Regulations are subject to change at the sole discretion of the Superintendent at any time, with or without notice. The Regulations are also subject to all applicable local, state, and federal law, and, in the event that any of the regulations conflict with any law, the law shall take precedence.

Since the Regulations are subject to change at any time, I acknowledge that revisions to these Regulations may occur. All such changes will generally be communicated through written notice from the Superintendent, but verbal notice from the Superintendent will be effective when given to me. I understand that revised Regulations may supersede, modify, or eliminate existing Regulations. Only the Superintendent has the ability to modify revisions to these regulations.

I understand and agree that the Regulations are part of my job duties as an Armed School Security Officer. In particular, they place limitations on my authority as an employee of the Newtown Board of Education to carry and use a firearm in the course of my employment. Any failure, therefore, to abide by the Regulations may result in the immediate revocation of my authority to carry a firearm on school grounds and/or discipline up to and including discharge.

I have received the current Policy and Regulations, and I understand that it is my responsibility to read and comply with them and any revisions communicated to me for the duration of my employment with the Newtown Board of Education.

Signature

_____/_____/_____
Date

Printed Name

Received: _____, Human Resources ____ / ____ /20 ____

SUICIDE PREVENTION AND INTERVENTION

The Newtown Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The Newtown Public Schools (the “District”) cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is perceived by school staff to be at risk for suicide. In such cases, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide.

Any Board employee who has knowledge that a student has made a suicidal threat or attempt or exhibited suicidal ideation must immediately report this information to the building principal or designee, who will, in turn, notify appropriate Pupil Personnel Services (PPS) staff. PPS staff, with administrative assistance, if necessary, will contact the student's family and appropriate resources within and outside the school system, as permitted by law. The Board further directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school. Information concerning a student's suicide attempt, threat or risk will be shared with others only as permitted by state and federal law.

In recognition of the need for youth suicide prevention procedures, the Board directs the Superintendent or designee to adopt and maintain administrative regulations addressing youth suicide prevention.

Training will be provided for teachers, other school staff, and students regarding the prevention of and response to youth suicide.

Legal Reference:

- Connecticut General Statutes § 10-220a
- Connecticut General Statutes § 10-221(f)
- Public Act 23-167, “An Act Concerning Transparency in Education.”

ADOPTED: _____

REVISED: _____

Note: This is a mandated policy. At the time this policy is adopted, policy 3453, Activity Funds, should be rescinded. The strikethrough text is in the original recommended policy language from S & G but will be deleted since we do not have a driver education program. Additionally, since our earlier review, we have confirmed that our employees who handle School Activity Funds are insured under a blanket fidelity bond that exceeds the amount of the funds that are in their control.

**Series 3000
Business**

3020

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; ~~2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or~~ 2) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be **covered under a blanket fidelity bond** ~~bonded~~ and shall keep separate accounts for each school activity fund. 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. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237.

Approved:
Revised:

NEWTOWN PUBLIC SCHOOLS, Newtown, CT

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Nutrition Guidelines for Foods in Schools

Students will be offered and schools will promote nutritious food choices consistent with the current dietary guidelines published by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Nutrition Guidelines for Foods in Schools (continued) Education ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold or served to students separately from school meals meet the District's Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. Students will have access to free drinking water in the cafeterias and throughout the school day. The following link is the CSDE list of acceptable foods and beverages: <https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores, before & after school care and fundraisers. The District shall ensure that

Instruction

School Wellness

all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Non-sold Foods and Beverages

Non-sold foods and beverages brought into the schools by students and other persons for school sponsored events shall comply with federal nutrition standards.

Physical Education Guidelines in Schools

Schools will support and promote an active lifestyle for students. Physical education is taught in all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.

Monitoring

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three-year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board's three-year assessment and evaluation.

Instruction

School Wellness

Monitoring (continued)

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy. The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

Community Input

The District will establish a Wellness Committee to provide opportunities for suggestions and comments regarding the development, implementation, periodic review and improvement of the School Wellness Policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators and the public. The Wellness Committee will meet two to three times per year, and as needed, to review and discuss health and wellness topics relevant to the school community.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or his/her designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years. The District will make available to the public, the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

Instruction

School Wellness

(cf. 3542 – Food Service)

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

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-221 Boards of education to prescribe rules, policies and procedures.
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.
10-215e Nutrition standards for food that is not part of lunch or breakfast program.
10-215f Certification that food meets nutrition standards.
10-221o Lunch periods. Recess.
10-221p Boards to make available for purchase nutritious, low-fat foods.
10-221q Sale of beverages.
Regulations of Connecticut State Agencies
10-215b-1 Competitive foods.
10-215b-23 Income from the sale of food items.

Instruction

School Wellness

National School Lunch Program and School Breakfast Program;
Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law
108-265

Nutrition Standards in the National School Lunch and School Breakfast
Programs, 7 CFR Parts 210 & 220

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

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

National School Lunch Program or School Breakfast Program: Nutrition
Standards for All Foods Sold in School (Federal Register, Vol. 78, No.
125, June 28, 2013)

Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy adopted: October 5, 2022

NEWTOWN PUBLIC SCHOOLS

Newtown, Connecticut

Instruction

School Wellness

Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition Education Curriculum will be comprehensive and sequential and will be integrated into other classroom content areas, as appropriate, including education on agriculture and the food system. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education is taught in all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.
- All students will be required to engage in the District's physical education program unless formally exempt.
- All students in grades K-6 will have at least 20 minutes of recess daily in addition to physical education.
- Staff will not use activity or withhold activity as a punishment or a classroom management tool (i.e. assigning laps or pushups or withholding recess)
- Physical activity breaks in addition to opportunities for students and families to participate in before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Board.

Instruction

School Wellness

Goals for Physical Activity (continued)

- The district will maintain agreements with Newtown Parks and Recreation and with other community organizations to allow use of school facilities and grounds when school is not in session.
- Schools will work toward promoting sixty minutes of physical activity daily for students.
- Schools will promote wellness opportunities for staff. In cooperation with local organizations, reduced rates for fitness classes and technology assisted programs will be offered. School fitness equipment will be available to staff before or after school.

Goals for Social-Emotional Wellness

- A comprehensive, school-wide system of social-emotional learning and behavioral supports will be offered K-12.
- Research based programs that support social-emotional development will be implemented and provided K-12

Marketing

Any foods and beverages marketed or promoted to students on the school campus during the school day, including marketing on school equipment, in educational materials, on vending machines and near food purchasing areas, will meet or exceed the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

Communication of Wellness

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board’s website. This availability shall include the policy, including any updates to and about the wellness policy and

Instruction

School Wellness

Communication of Wellness (continued)

the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals; summary of each school's wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

Suggestions for Creative & Fun Fundraising

- Gift wrapping
- Fun runs
- Walk a thons
- Bike a thons
- Jump rope a thons
- Rent a teenager (rake leaves, water gardens, mow lawns, walk a dog)
- Car wash
- Singing telegrams
- Talent show
- Read a thons
- Spelling bees
- Science fairs
- Carnivals
- Recycling cans/bottles
- Garage sales
- Sell items with school logo
- Bowl-a-thon
- Skate night
- Auction
- Treasure hunt
- Penny wars

Resource Ideas

www.creativelearning.cc

www.123fundraising.com

www.fundraisingdepot.com

www.partnerforkids.com

www.giftfriends.com

www.ptoideas.com

www.actionforhealthkids/resources/files/healthyfundraisers-for-schools.pdf

www.fundraisingfruit.com

www.citrusfruit.com

Food Free Birthday Celebrations

- Birthday child selects book to donate to the library. Their name and picture goes in front of the book.
- Birthday child shares an item special to them with their classmates (e.g. favorite book, favorite song, favorite stuffed animal, favorite picture or souvenir, etc).
- Birthday child chooses game classmates play at recess.
- Birthday child is the classroom “leader” for the day.
- Classmates design and decorate a Birthday crown to be worn by the Birthday child.
- Classmates prepare a page about the Birthday child; teacher compiles pages and then reads “book” to the class.
- Birthday child wears a special button for the day.
- Birthday child invites a special visitor to the class to read a story to classmates.
- Birthday child brings in photos of their life and explains pictures.
- Birthday child brings in special gifts to share with classmates (e.g. pencils, stickers, notepads, erasers etc.)
- Birthday child’s name is announced over the school PA system or at “All School Meeting.”
- Birthday child’s name is announced at lunch in cafeteria and everyone sings “Happy Birthday To You.”
- Birthday child and friend eat lunch with teacher in cafeteria.
- Additional recess time.

Ideas for Alternatives to Using Food as a Reward

Elementary Schools

- Make deliveries to office
- Teach class
- Sit by friends
- Eat lunch with Teacher or Principal
- Eat lunch outdoors with class
- Be a helper in another classroom
- Play a favorite game or do puzzles
- Stickers, pencils, or bookmarks
- Certificates
- Fun Video
- Extra recess
- Walk with Teacher or Principal
- Fun physical activity break
- School supplies
- Trip to treasure box filled with nonfood items (stickers, pencils, erasers, bookmarks, or desktop tents)
- Dance to favorite music in class
- Paperback book
- Show and Tell
- Bank system – Earn play money for privileges
- Teacher or volunteer reads special book to class
- Teacher performs special skill (signing, cartwheel, guitar, playing etc.)
- Read outdoors or enjoy class outdoors
- Extra Art time
- Have “Free Choice” time at the end of the day or end of class period
- Listen to headset to a book on tape
- Items that can only be used on special occasions (special art supplies, computer games, toys)

Middle School Students

- Sit with friends
- Listen to music while working at desk
- Five-minute chat break at end of class
- Fun video
- Fun brainteaser activities
- Computer time
- Assemblies
- Eat lunch outside or have class outside

High School Students

- Fun video
- Late homework pass
- Donated coupons to video stores, music stores, or movies
- Drawings for donated prizes among students who meet certain grade standards

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Newtown Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Newtown Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment. The Districts' Green Cleaning Program is available on our website at www.newtown.k12.ct.us.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

Alternate Definitions:

- (a) **Green Cleaning** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program

Definitions (continued)

- (b) **Green Cleaning** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

“Environmentally Preferable Cleaning Products” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Notice Requirements

Annually the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following 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.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program (continued)

The Board will also make available on its website a copy of this green cleaning policy.

On or after July 1, 2011, and triennially thereafter, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools)

(cf. 3524.1 – Pesticide Application)

(cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education (as amended by P.A. 09-81 and P.A. 11-136)

10-231a through 10-231d. Pesticide applications at schools

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.

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

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

Policy adopted: April 4, 2017

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program

Purpose:

As concerns about chemicals in the environment grow, there is an effort to reduce the amount and type of chemicals people are exposed to every day. In light of this, a law was passed in 2009 by the CT legislature that requires schools to start a Green Cleaning Program in the schools by July, 2011. School Districts need the cooperation of staff and parents to both comply with the law, and protect the health of students and staff.

Overview:

In accordance with the State of Connecticut Public Act No. 09-81: An Act Concerning Green Cleaning Products in Schools, the Newtown Public School District employs a green cleaning program utilizing environmentally preferable products and equipment throughout its facilities. The Newtown Public School District also employs the Tools for Schools IAQ program to enhance our Green Cleaning Program. **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.**

Cleaning standards and practices for the district include:

- Utilize cleaning products that comply with criteria in 'Industrial and Institutional Cleaner Specifications' per Green Seal 37.
- Utilize cleaning equipment such as: vacuum cleaners with the Carpet and Rug Institutes "Green Label"; auto scrubbers with on-board chemical metering devices; floor buffers equipped with particulate guards and on-board vacuums.
- Utilize paper products such as roll towel and toilet tissue which are Green Seal Certified.
- Utilize hand soap in restroom dispensers which is Green Seal Certified.
- Create a listing of acceptable products utilized for cleaning and maintaining the facility.
- Create a listing of prohibited products and chemicals not permitted nor purchased for use in the facility.
- Develop requirements for training of custodial personnel appropriate to the building to address green cleaning.

Green Cleaning Administrator:
John Barlow, Director of Operations
203-426-7615
barlowj@newtown.k12.ct.us

Business/Non-Instructional Operations**Hazardous Material in Schools/Green Cleaning Program (continued)****Approved Products:**

Product Name	Product Type	Usage Areas	Frequency	Standard
Tork Universal Bath Tissue Roll(TM1619)	Restroom Toilet Tissue	Restrooms	Daily	GS-1
Tork Universal Hand Towel Roll (8031300)	Restroom Hand Towel	Restrooms	Daily	GS-1
Product Central PC-102 Glass Cleaner	Glass Cleaner	Glass, Windows, Mirrors	Daily	GS-37
Product Central PC-107 Heavy Duty Degreaser	Multipurpose Cleaner	Restrooms, Kitchens	Daily	GS-34
Product Central PC-120 Peroxide Multi Surface Cleaner	Multipurpose Cleaner	Restrooms, Carpets	Daily	GS-37
Product Central PC-117 Winter clean 365	Floor Cleaner	Hard Floor Surfaces	Daily	GS-37
Product Central PC-121 Prozyme	Enzyme Based Cleaner	Restrooms	As needed	UL-2792
Kutol Foaming Luxury Hand Soap (Dye and Fragrance Free)	Hand Soap	Restrooms	Daily	GS-41
Product Central 118 EPS Environmentally Preferable Stripper	Floor Wax Remover	Hard Floor Surfaces	Annually	GS-40
Product Central 103 Disinfectant	Disinfectant	Restrooms, Hard Surfaces	As needed	Exempt from CT-09-81
Diversey Oxivir	Disinfectant	Restrooms, Hard Surfaces	As needed	Exempt from CT-09-81
Md Stetson Universal Floor finish	Floor Wax Finish	Hard Floor Surfaces	Annually	GS-40

R3524.2(c)

Business/Non-Instructional Operations

Hazardous Material in Schools

Green Cleaning Program (continued)

Prohibited Products:

The following is a list of products that are prohibited for use in Newtown Public Schools:

- Aerosols containing ozone depleting products
- Non concentrated cleaning products (if concentrate is available)
- Products Containing Heavy Metals
- Alkylphenol ethoxylates (used as a surfactant in some cleaners)
- Phthalatates (used as a surfactant in some cleaners)

Training Requirements:

The following are the requirements for the Green Cleaning Program:

- Custodial cleaning techniques will be an integral part of our Green Cleaning Program.
- Training will consist of an awareness of the green cleaning as it relates to IAQ.
- Training will include specific information regarding our preferred products.
- In service training will be provided as needed from our manufacturer(s).
- Finally, all green cleaning training will emphasize the goal of a clean, safe and healthy learning and working environment.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

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

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

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

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

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. Effective July 1, 2000, the District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

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

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Notices shall also be posted in designated areas at school at least forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

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

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

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

Beginning January 1, 2006 the application of lawn care pesticides on the grounds of any schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes
10-231b Pesticide applications at schools: Authorized applicators. Exception. (as amended by P.A. 09-56)
10-231c Pesticide applications at schools without an integrated pest management plan.
22a-46 Short title: Connecticut Pesticide Control Act.
22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.
22a-58 Records to be kept by distributors and applicators.
23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.
P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools.
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq

Policy adopted: July 21, 2016

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

This policy applies to the retention, storage, and destruction of electronic information and records within the District and does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policy 4118.4/4218.4 and policy 4118.5/4218.5.

Electronic communications is transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject of discovery in the course of litigation.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications.

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District’s ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

Electronic communication on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document and will be retained in accordance with the *Management and Retention Guide for State and Municipal Government Agencies* (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention (continued)

In addition to the Board's retention guidelines, all District employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve litigation. The Superintendent or his/her designee shall develop administrative regulations to preserve such records and electronically stored information that could potentially be related to any matter currently in litigation or which may be anticipated to result in future litigation.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act.

When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to insure that computer terminals do not become available for unauthorized use.

Users are responsible for appropriate access to and use of electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.

Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited.

Violation of this policy shall constitute just cause for appropriate disciplinary action.

- (cf. 4118.4/4218.4 – Electronic Monitoring)
- (cf. 4118.5/4218.5 – Acceptable Computer Network Use)
- (cf. 9327 – Electronic Mail Communications)
- (cf. 9330 – Board/School District Records)
- (cf. 5125 – Student Records; Confidentiality)

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention (continued)

Legal Reference: Connecticut General Statutes
The Freedom of Information Act.
1-15 Application for copies of public records.
1-200 Definitions.
1-210 to 1-213 Access to public records.
1-211 Access to computer stored records.
1-214 Public contracts as part of public records.
1-225 to 1-240 Meetings of public agencies.
7-109 Destruction of documents.
10-15b Access of parent or guardians to student's records.
10-154a Professional communications between teacher or nurse & student.
10-209 Records not to be public.
10-221 Boards of education to prescribe rules.
11-8a Retention, destruction and transfer of documents.
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.
46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.
PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528.

Policy adopted: April 4, 2017

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

I. Records Custodian

These regulations are designed to assist in implementation of Board Policy #3543.31 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to student records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. Definitions

- A. **E-mail** is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. **Electronically Stored Information** is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. **Public Records** are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method.

III. E-Mail Classification

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

III. E-Mail Classification (continued)

Further guidance on the retention of e-mail messages sent and received by school officials is provided by classifying e-mails into one of three categories. Retention guidelines for each of these categories are as follows:

Transitory Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.

Less than Permanent Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.

Permanent Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.

IV. Retention of Electronic Records

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

IV. Retention of Electronic Records (continued)

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

Holds on the Destruction of Electronic and Paper Records

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References: Rules 34 and 45 of the Federal Rules of Civil Procedure

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

Holds on the Destruction of Electronic and Paper Records

I. Records Custodian

These regulations are designed to assist in implementation of Board Policy #3543.311 regarding holds on the destruction of paper records and electronic information. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

II. Holds on the Destruction of Paper Records and Electronic Information

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the District’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall to be sent to the District IT department.

Business/Non-Instructional Operations

Office Services/Records and Reports

Electronic Communications Use and Retention

Holds on the Destruction of Electronic and Paper Records

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold.

Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References: General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator

Record Retention Schedules Towns, Municipalities and Boards of Education

Rules 34 and 45 of the Federal Rules of Civil Procedure

Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)