

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT28
Council Chambers
820 Enfield Street
Enfield, CT
7:00 PM Regular Meeting**

Date: 06/28/16

Time-Place:

1. **Call to Order – 7:00 PM**
2. **Invocation or Moment of Silence – Vin Grady**
3. **Pledge of Allegiance – Vin Grady**
4. **Fire Evacuation Announcement**
5. **Roll Call**
6. **Board Guest(s)**
7. **Superintendent’s Report**
 - a. **July 4th**
 - b. **Summer Board Meetings**
 - c. **Grants Report**
 - d. **Personnel Report**
8. **Audiences**
9. **Board Members’ Comments**
10. **Unfinished Business**
 - a. **Transition Update**
 - b. **Policy Revisions:**
 1. **BOE Policy #3512 Pest Management Program – *Second Reading***
 2. **BOE Policy #4118.5 Computer Network and/or Internet Use Policy – *Second Reading***
 3. **BOE Policy #4122 Substitute Teachers – *Second Reading***
 4. **BOE Policy #5131 Student Discipline – *Second Reading***
 5. **BOE Policy #5132 Dress Code – *Second Reading***
 6. **BOE Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program – *Second Reading***
 7. **BOE Policy #5141.21 Administration of Prescribed Medicine – *Second Reading***
 8. **BOE Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy – *Second Reading***
 - c. **Discussion and Action if any, Regarding the Superintendent’s Contract and Evaluation**
11. **New Business**
12. **Board Committee Reports**
 - a. **Building Committee**
 - b. **Finance Committee**
13. **Approval of Minutes: Regular Meeting Minutes – June 14, 2016 & Special Meeting Minutes – June 21, 2016**
14. **Approval of Accounts and Payroll**
15. **Correspondence and Communications**
16. **Audiences**
17. **Executive Session**
 - a. **Matter(s) Related to Personnel**
18. **Adjournment**

Note:
Item 10c may be addressed after Item 17.



ENFIELD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: June 28, 2016
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Superintendent's Report

- a. **July 4th:** Schools and Offices will be closed on Monday, July 4th. We wish everyone a safe holiday weekend.
- b. **Summer Board Meetings:** The Board will hold one meeting on July 12th and one meeting on August 23rd. Special meetings can be added if the need arises. We will resume to our normal schedule meeting on the second and fourth Tuesday's of each month starting in September.
- c. **Grants Report:** Enclosed in your packets is the June 2016 Grants Report for your review.
- d. **Personnel Report:** The Personnel Report through June 2016 is also enclosed for your review.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: June 28, 2016
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Transition Update

At this time, I will update the Board regarding the Enrico Fermi/Enfield transition.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: June 28, 2016
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Policy Revisions

Board members approved First Readings for several policy revisions on June 14th. The proposed policy changes have been placed on the Board's website for public input. A summary page along with the policies are enclosed in your packets.

Policy Committee Chair, Mike Ludwick will review the recommended policy changes at this time for the following policies:

1. BOE Policy #3512 Pest Management Program – *Second Reading*
2. BOE Policy #4118.5 Computer Network and/or Internet Use Policy – *Second Reading*
3. BOE Policy #4122 Substitute Teachers – *Second Reading*
4. BOE Policy #5131 Student Discipline – *Second Reading*
5. BOE Policy #5132 Dress Code – *Second Reading*
6. BOE Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program – *Second Reading*
7. BOE Policy #5141.21 Administration of Prescribed Medicine – *Second Reading*
8. BOE Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy – *Second Reading*

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving policy revision changes as presented for Second Readings.



ENFIELD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: June 28, 2016
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Discussion and Action if any, Regarding the Superintendent's
Contract and Evaluation

Note: This item may be addressed after the Executive Session.

The Enfield Board of Education may take any action(s) deemed appropriate regarding the Superintendent's Contract and Evaluation.



ENFIELD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: June 28, 2016
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel

Therefore, I recommend that the Enfield Board of Education enter into executive session, with the appropriate personnel invited, for the reasons described above. An affirmative vote of two-thirds of the members present and voting is required. Board members can relocate to the Enfield Room for the executive session.

Item # 7c.

	<u>Applied For</u>	<u>Awarded</u>	<u>Date Submitted</u>	<u>Approval Date</u>
Adult Education - (Grant Portion)	192,584.00	192,584.00	4/9/2015	8/25/2015
Adult Education - Cooperative	60,404.00	60,404.00	4/9/2015	8/25/2015
Adult Education Program Improvement Project	70,000.00	70,000.00	5/18/2015	9/11/2015
Perkins	63,585.00	66,532.00	5/15/2015	10/21/2015
Sheff Open Choice	41,150.00	41,150.00	4/30/2015	6/21/2015
Open Choice Magnet School (from PSIS Report- 75 students)	-	248,259.00	-	2/29/2016
Head Start State Grants (Enhancement, Extended Services, Early Link)	137,838.00	134,411.00	4/14/2015	4/1/2016
Head Start Federal Grants (FY 3/1/15 - 2/28/16)	824,234.00	824,234.00	10/28/2014	2/18/2015
Title I Entitlement	-	841,247.00	11/9/2015	12/8/2015
Title II Entitlement	-	127,363.00	11/9/2015	12/8/2015
Title III Entitlement	-	14,196.00	10/20/2015	1/7/2016
IDEA Section 611, Special Education Assistance (FY 07/01/15-06/30/17)	1,227,774.00	1,227,774.00	5/8/2015	7/1/2015
IDEA Section 619, Preschool Education (FY 07/01/15-06/30/17)	50,080.00	50,064.00	5/8/2015	7/1/2015
Smart Start Grant- Operations (1st of the 2 years grant)	130,000.00	100,000.00	12/19/2014	7/14/2015
Smart Start Grant-Capital Improvements	150,000.00	150,000.00	12/19/2014	5/14/2015
PegPetia Grant	125,391.00	115,366.00	3/6/2015	6/9/2015
District Technology Upgrades to Support Transition to the New Standards	112,606.00	112,606.00	7/17/2015	3/7/2016
LEGO Community Fund US Inc	44,000.00	21,000.00	6/1/2015	11/18/2015
Parent Leadership	28,186.00	24,466.90	8/6/2015	1/4/2016
TOTAL	3,257,832.00	4,421,656.90		

	<u>Applied For</u>	<u>Awarded</u>	<u>Date Submitted</u>	<u>Approval Date</u>
Adult Education - (Grant Portion)	192,584.00	-	3/25/2016	Pending
Adult Education - Cooperative	60,404.00	-	3/25/2016	Pending
Adult Education Program Improvement Project	40,000.00	-	6/14/2016	Pending
IDEA Section 611, Special Education Assistance (FY 07/01/16-06/30/18)	1,227,774.00	-	4/13/2016	Pending
IDEA Section 619, Preschool Education (FY 07/01/16-06/30/18)	50,080.00	-	4/13/2016	Pending
Smart Start Grant- Operations (2nd of the 2 years grant)	130,000.00	-	12/19/2014	Pending
MSAP-Coop CREC (1st of the 3 years grant)	278,745.00	-	5/27/2016	Pending
TOTAL	1,979,587.00			

Notes:

Item # 7d.

CERTIFIED PERSONNEL MATTERS
May 23, 2016 through June 22, 2016

<u>Resignation:</u>		Effective		
<u>Name</u>	<u>DOH</u>	<u>Date</u>	<u>Position / Location</u>	<u>Reason</u>
Jeanne Davis	09/01/08	06/30/16	Special / N Hale Education	Other CT District
Alison Delphia	09/01/14	06/30/16	Music / JFK	Other CT District
Stephen Jewell	09/01/07	06/30/16	Grade 6 / JFK	Other CT District
J St Sauveur- Dandurand	09/01/04	06/30/16	Music – Enfield High	Other CT District

<u>Retirement:</u>		Effective		
<u>Name</u>	<u>DOH</u>	<u>Date</u>	<u>Position / Location</u>	<u>Reason</u>
Bonnie Stevens	09/01/77	06/30/16	Reading / JFK	Retirement

NON-CERTIFIED PERSONNEL MATTERS
May 23, 2016 through June 22, 2016

<u>Retirements:</u>		Effective		
<u>Name</u>	<u>DOH</u>	<u>Date</u>	<u>Position / Location</u>	<u>Reason</u>
Margaret Arnold	08/15/94	07/04/16	Curriculum / Central Office Adm. Secretary	Retirement

Item # 10b.

Policy Committee – First Reading Recommendations for June 28, 2016

Policy #3512 Pest Management Program:

No policy changes are needed – review date needed on Line #190

Policy #4118.5 Computer Network and/or Internet Use Policy:

Changes were made on Line #30 – new language added

Changes were made on Lines #87, 94 & 95 – new references were added

Revised date needed on Line #103

Policy #4122 Substitute Teachers:

Changes were made on Lines #15, 32, 33 & 37. Language was removed throughout this policy.

Revised date needed on Line #80

Policy #5131 Student Discipline:

Changes were made on Lines #160, 161, 259, 261-266, 316, 317, 320-324 & 345-350

Revised date needed on Line #843

Policy #5132 Dress Code:

No changes are needed – review date needed on Line #50

Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program:

Changes were made to the entire policy

Revised date needed on Line #457

Policy #5141.21 Administration of Prescribed Medicine:

Changes were made on Lines #13, 14, 21, 22 & 24

Revised date needed on Line #50

Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement

Policy:

Changes were made Lines #12-15 – new references were added

Revised date needed on Line #23

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**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

PEST MANAGEMENT PROGRAM

3512.

1.0 Administration

1.1 The Superintendent is responsible for the overall program. Principals are responsible for their schools.

1.2 A Pest Management Coordinator shall be appointed to assist the Superintendent in developing an Integrated Pest Management Program in all the schools. The Coordinator's Position Description shall require that she/he develop administrative procedures to implement this Board Policy, to define regulatory compliance, and to distribute information to the schools.

2.0 Definition

2.1 A "pesticide", under Public Act No. 99-165, means a fungicide used on plants, an insecticide, a herbicide, or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent, or pesticide bait.

2.2 A "pesticide applicator", under Public Act No. 99-165, means an individual with supervisory certification under section 22a-54 of the Connecticut General Statutes or an individual with operational certification under section 22a-54 of the General Statutes under the direct supervision of a supervisory pesticide applicator.

2.3 An "integrated pest management program", under Connecticut General Statutes Section 22a-661, is a program which incorporates all available pest control methods which include sanitation, structural maintenance, mechanical and biological control along with the judicious use of pesticides. The goal of an IPM program is to reduce the amount of pesticides applied while maintaining pest populations at or below an acceptable level. By reducing the amount of pesticides applied, the risk of exposure for building occupants is also reduced.

2.4 A "restricted use pesticide", under Connecticut General Statutes Section 22a-47, is a pesticide which can only be applied by a "pesticide applicator".

3.0 Integrated Pest Management Program

3.1 The Pest Management Coordinator shall implement a pest management program that is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under Section 22a-661 of the Connecticut General Statutes.

50 3.2 The Pest Management Coordinator shall, on and after July 1, 2000 at
51 the beginning of each school year, provide the staff of each school and
52 the parents or guardians of each child enrolled in each school a written
53 statement of the policy on pesticide application, and a description of
54 any pesticide applications made in the previous year (including parents
55 or guardians of any child who transfers to a school during the school
56 year).

57
58 **4.0 Notification**

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60 4.1 On and after July 1, 2000 parents or guardians of children in any
61 school and school staff may register for prior notice of any pesticide
62 application at their school.

63
64 4.2 Each school shall maintain a registry of persons requiring prior notice
65 of pesticide applications at their facility.

66
67 4.3 The Pest Management Coordinator shall provide for notice to parents
68 and guardians who have registered prior to the application of a
69 pesticide.

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71 4.4 The Pest Management Coordinator shall provide for notice, by any
72 means practical, to school staff who have registered for such notice.

73
74 4.5 The notice shall include the names of the active ingredient of the
75 pesticide being applied, the target pest, the location and application on
76 school property, the date of the scheduled application, and the name of
77 the Pest Management Coordinator or a designee who may be contacted
78 for further information.

79
80 **5.0 Pesticide Application**

81
82 5.1 In determining when to control pests and whether to use mechanical,
83 physical, chemical or biological means, the Enfield Public Schools shall
84 follow the principals of Integrated Pest Management (IPM). The
85 Superintendent or his/her designee, shall ensure that the District
86 follows Integrated Pest Management procedures so as to use the most
87 appropriate and least toxic method of control.

88
89 5.2 Procedures shall include the following:

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91 a. The choice of using a pesticide will be based on a review of all other
92 available options and a determination that these options are not
93 acceptable or feasible. The full range of alternatives, including no
94 action, will be taken.

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96 b. Selected non-chemical pest management methods will be used
97 whenever possible to provide the desired control. Cost or staffing
98 considerations alone will not be adequate justification for use of
99 chemical control agents.

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- c. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
 - d. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with EPA registered label directions.
 - e. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. Such storage and any disposal of the pesticide shall be in accordance with EP registered label directions.
 - f. Staff, students and parents/guardians shall receive information about the district's Integrated Pest Management policy and procedures and notification of any upcoming pesticide treatments. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.
 - g. The following records shall be maintained at each school site:
 - 1. Records of pesticide use at the site for a period of five years.
 - 2. Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments.
 - h. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of Integrated Pest Management (IPM).
 - i. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and to eliminate routine spraying.
 - j. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
- (Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment).

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- k. No application of pesticide, after July 1, 2000, may be made in any building or on school grounds during, regular school hours or during planned activities at the school except an emergency application.
- l. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
- m. In cases of an emergency application, effective July 1, 2000 prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice.

Adopted: June 27, 2000
Revised: February 24, 2009
Reviewed:

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

COMPUTER NETWORK AND/OR INTERNET USE POLICY

4118.5

I. POLICY

The Board of Education (the "Board) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access and e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district's computer systems and/or network are not private communications and are potentially subject to disclosure. In accordance with applicable laws and administrative regulations, employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications 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.

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

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61 In addition to the retention guidelines established by the Board and used by school district
62 officials and employees, all school officials and employees have a duty to preserve all records
63 and electronic information including records and electronic information that might otherwise
64 be deleted or destroyed, that relate to any matter that is currently in litigation or may be
65 anticipated to involve future litigation.

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85 **Legal References:**

- 86 **Connecticut General Statutes 31-48d 53a182; 53a-250**
- 87 **Connecticut General Statutes 1-200(5); 1-211; 1-213 (b)(3)**
- 88 **Connecticut General Statutes 7-109**
- 89 **Connecticut General Statutes 11-8 et seq.**
- 90 **General Letters 98-1, 96-2, 2001-1 and 2009-2 of the Public Records**
- 91 **Administrator**
- 92 **Record Retention Schedules Towns, Municipalities and Boards of Education**
- 93 **Public Act 15-6 "An Act Concerning Employee Online Privacy"**
- 94 **Electronic Communication Privacy Act, 28 §8v.s.c.2510 through 2520**

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- Adopted: July 13, 1999**
- Revised: March 24, 2009**
- Revised: May 12, 2015**
- Revised:**

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut



Administrative
Regulation 4118.5

COMPUTER USE AGREEMENT - PERSONNEL

Policies and Regulations for Computer Use:

By signing below, you are agreeing to adhere to the attached Enfield Public Schools Policies and administrative regulations for computer, networks and Internet services use while using school technology.

Print
Name: _____ School: _____

Signature: _____ Date: _____

Reference: Policy # 4118.5: Computer Network and/or Internet Use Policy

<u>Administrative Regulations:</u>	4118.51	Web Site/Pages
	4118.6	Computer Security
	4118.61	Password Security
	4118.7	Electronic Mail
	4118.8	Off Site Technology Equipment Use

December 8, 2003
Revised: May 22, 2009
Reviewed: May 12, 2015
Reviewed:

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

SUBSTITUTE TEACHERS

4122.

Qualifications for Substitute Teachers - Substitute teachers shall be eligible for employment upon the submission of a completed application form, proof of degree, satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the district.

Compensation - The pay schedule and any attendant benefits for substitute teachers are set by the Superintendent of Schools.

Classifications - The Board of Education acknowledges that varying conditions and student needs require different responses in temporarily replacing classroom teachers. The Board requires the Personnel Department to call upon the most qualified substitutes available for each assignment.

Should circumstances require a substitute for a longer time than expected on a single assignment, and both the administration and the substitute agree on the Extension. The administration retains the right to terminate the agreement at any stage during a substitute's service if student needs can be more aptly met by a change.

Per Diem Substitutes - Per Diem substitutes are those whose assignments range from a half workday to five full workdays.

Long-term Substitutes - Long-term substitutes are those whose assignments are expected to exceed five consecutive working days. The Superintendent may negotiate salary and conditions of employment.

Interim Teacher Substitutes - Interim Substitutes are those engaged to replace the same classroom teacher for more than twenty consecutive teaching days. The Superintendent may negotiate salary and conditions of employment.

Permanent Substitutes - The superintendent may employ permanent substitute teachers to be assigned as needed.

Permanent substitutes are full time employees of the district and expected to report to work each school day. Where possible, they will receive their specific assignments on the previous school day and report to the appropriate building office. Should no classroom assignment exist, the substitute will be assigned other duties after reporting to his or her designated supervisor.

Specialized Candidates Exceptional Situations - In cases involving extended periods and when a substitute with specialized skills is required to meet student needs, the Superintendent may negotiate salary and conditions of

51 employment apart from the published schedule in the administrative'
52 regulations to obtain the services of a satisfactorily qualified substitute.

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68 **Policy Amended: May 13, 1980**

69 **Policy Amended: December 9, 1985**

70 **Policy Effective: September 1, 1980**

71 **Policy Effective: January 2, 1986**

72 **Policy Amended: September 14, 1982**

73 **Policy Effective: January 3, 1989**

74 **Policy Effective: October 4, 1982**

75 **Policy Amended: December 5, 1995**

76 **Policy Amended: October 25, 1983**

77 **Policy Amended: July 9, 1996**

78 **Policy Effective: November 7, 1983**

79 **Policy Amended: July 13, 1999**

80 **Policy Reviewed: September 22, 2009**

81 **Policy Revised:**

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

STUDENT DISCIPLINE

5131.

I. Definitions

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- D. **Removal** is the exclusion of a student for a class period of ninety minutes or less.

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

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- J. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

- K. **Bullying** – repeated use by one or more students of a written, verbal, or electronic communication such as cyberbullying, or a physical act or gesture repeatedly directed at another student in the same school district that:
 - a. causes physical or emotional harm to the student or damage to the student’s property;
 - b. places the student in reasonable fear of harm to himself or herself, or of damage to the student’s property;
 - c. creates a hostile environment at school for such student (bullying among students is sufficiently severe and pervasive as to alter the conditions of the school climate);
 - d. infringes on the rights of the student at school, or
 - e. substantially disrupts the educational process or the orderly operation of a school.

Bullying explicitly includes, but is not limited to:

A written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who is perceived to have one or more of such characteristics.

- L. **Cyberbullying** – any act of bullying using the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications.

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity, that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

- 1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the

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school were involved or whether there was any gang involvement;
(3) whether the conduct involved violence, threats of violence, or the
unlawful use of a weapon, as defined in section Conn. Gen. Stat. §
29-38, and whether any injuries occurred; and (4) whether the
conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously
disruptive of the educational process, the Administration and/or the
Board of Education may also consider whether such off-campus
conduct involved the use of drugs, bullying, harassment, hostile
environment or emotional/physical harm to any student.

2. When considering whether conduct off school grounds is seriously
disruptive of the educational process, the term "weapon" means any
pistol or revolver, any dirk knife or switch knife having an automatic
spring release devise by which a blade is released from the handle,
having a blade of over one and one-half inches in length, and any
other dangerous or deadly weapon or instrument, including any sling
shot, black jack, sand bag, metal or brass knuckles, stiletto, knife,
the edged portion of the blade of which is four inches and over in
length or martial arts weapon as defined below at section VI.B.

III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including but not limited to
suspension and/or expulsion) includes conduct on school grounds or at a school-
sponsored activity, and conduct off school grounds, as set forth above. Such
conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other
persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other
regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement
authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual
orientation, race, color, religion, disability, national origin, ancestry,
gender identity or expression or any other characteristic protected by
law.
7. Refusal by a student to identify himself/herself to a staff member
when asked.
8. A walk-out from or sit-in within a classroom or school building or
school grounds.
9. Blackmailing, harassing, threatening or intimidating school staff or
students.
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol,
knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun,

- 174 explosive device, firearm, whether loaded or unloaded, whether
175 functional or not, or any other dangerous object.
- 176
- 177 11. Unauthorized entrance into any school facility or portion of a school
178 facility or aiding or abetting an unauthorized entrance.
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- 180 12. Possession or ignition of any fireworks or other explosive materials,
181 or ignition of any material causing a fire.
- 182
- 183 13. Unauthorized possession, sale, distribution, use or consumption of
184 synthetic substances, tobacco, drugs, narcotics or alcoholic
185 beverages or any substance that may cause physical and/or mental
186 impairment. For the purposes of this Paragraph 13, the term "drugs"
187 shall include, but shall not be limited to, any medicinal preparation
188 (prescription and non-prescription) and any controlled substance
189 whose possession, sale, distribution, use or consumption is illegal
190 under state and/or federal law.
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- 192 14. Possession of paraphernalia used or designed to be used in the
193 consumption, sale or distribution of drugs, alcohol or tobacco, as
194 described in subparagraph (13) above.
- 195
- 196 15. The destruction of real, personal or school property, such as, cutting,
197 defacing or otherwise damaging property in any way.
- 198
- 199 16. Accumulation of offenses such as school and class tardiness, class or
200 study hall cutting, or failure to attend detention.
- 201
- 202 17. Trespassing on school grounds while on out-of-school suspension or
203 expulsion.
- 204
- 205 18. Making false bomb threats or other threats to the safety of students,
206 staff members, and/or other persons.
- 207
- 208 19. Defiance of school rules and the valid authority of teachers,
209 supervisors, administrators, other staff members and/or law
210 enforcement authorities.
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- 212 20. Throwing snowballs, rocks, sticks and/or similar objects.
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- 214 21. Unauthorized and/or reckless and/or improper operation of a motor
215 vehicle on school grounds or at any school-sponsored activity.
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- 217 22. Leaving school grounds, school transportation or a school-sponsored
218 activity without authorization.
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- 220 23. Use of or copying of the academic work of another individual and
221 presenting it as the student's own work, without proper attribution.
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- 223 24. Possession and/or use of a radio, walkman, beeper, paging device,
224 cellular telephone, walkie talkie or similar electronic device on school
225 grounds or at a school-sponsored activity without the written
226 permission of the principal or his/her designee.
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- 228 25. Unauthorized use of any school computer, computer system,
229 computer software, Internet connection or similar school property or
230 system, or the use of such property or system for unauthorized or
231 non-school related purposes.

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26. Possession and/or use of a laser pointer.
 27. Hazing.
 28. Bullying.
 29. Cyberbullying that creates a hostile environment at school for any student (a) infringes on the rights of a student at school or (b) substantially disrupts the educational process or orderly operation of the school.
 30. Any act of discrimination and/or retaliation against a person who reports or assists in the investigation of a bullying complaint.
 31. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
 32. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Procedures Governing Suspension

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- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student in grades 3-12 for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. Students in grades Pre-K-2 can receive both an in-school suspension or an out of school suspension only after an informal hearing and the administration determines that an in-school or out of school suspension is appropriate for the student based on evidence that the student's conduct is of a violent or sexual nature that endangers persons. In such cases, the following procedures shall be followed.
1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal, but only considered in the determination of the length of suspensions.
 3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and state the cause(s) leading to the suspension.
 4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or designee), offering the parent or guardian an opportunity for a conference to discuss same.

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5. Notice of the original suspension shall be transmitted by the principal or designee to the Superintendent or his/her designee by the close of the school day following the commencement of the suspension.
 6. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
 7. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.
 8. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or his/her designee and request a formal Board hearing.

314 **V. Procedures Governing In-School Suspension**

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- A. The principal or designee may impose in-school suspension for students in grades 3-12 in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee. Students in grades Pre-K-2 can receive both an in-school suspension or an out of school suspension only after an informal hearing and the administration determines that an in-school or out of school suspension is appropriate for the student based on evidence that the student's conduct is of a violent or sexual nature that endangers persons.
 - B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
 - C. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and state the cause(s) leading to the suspension.
 - D. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or designee), offering the parent or guardian an opportunity for a conference to discuss same.
 - E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

343 **VI. Expulsion Recommendation Procedure**

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- A. A principal may consider recommendation of expulsion of a student in grades 3-12 in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA. and IIB., above. A principal

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can recommend expulsion for students in grades Pre-K-2 if the student has engaged in conduct that would warrant mandatory expulsion under Connecticut General Statute 10-233d.

B. A principal must recommend expulsion proceedings in all cases against any student whom the Administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
2. off school grounds, possessed a firearm as defined in 18 USC 921, in violation of Conn. Gen. Stat. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
4. The following definitions shall be used in this section:
 - a. A "firearm" as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than 1/2" in diameter. The term "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
 - b. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
 - c. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle".
 - d. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

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e. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, black jack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.

B. Upon receipt of an expulsion recommendation, the Superintendent or his/her designee may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

VII. Expulsion Hearing Procedure

A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) a reasonable time prior to the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the Administration.

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- c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
 - d. The student may cross-examine witnesses called by the Administration.
 - e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - f. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is handicapped.
 - g. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- D. Hearing Procedures:
- 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and Counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
 - 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
 - 3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
 - 4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
 - 5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
 - 6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal Counsel and by Board members.
 - 7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross-examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross-examination and questioning by the Board. Concluding statements

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will be made by the Administration and then by the student and/or his or her representative.

8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Administration.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may ask the Administration for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent or his/her designee may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.

VIII. Board Policy Regarding Mandatory Expulsions

- A. In keeping with Conn. Gen. Stat. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VI(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

IX. Alternative Educational Programs for Expelled Students

- A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.
- B. *Students sixteen (16) to eighteen (18) years of age:*

577 The Board of Education will provide an alternative education to a sixteen to
578 eighteen year old student expelled for the first time if he/she requests it and
579 if he/she agrees to the conditions set by the Board of Education, except as
580 follows. The Board of Education is not required to offer an alternative
581 program to any student between the ages of sixteen and eighteen who is
582 expelled for the second time, or if it is determined at the hearing that (1) the
583 student possessed a dangerous instrument, deadly weapon, firearm or
584 martial arts weapon on school property or at a school-sponsored activity, or
585 (2) the student offered a controlled substance for sale or distribution on
586 school property or at a school-sponsored activity.

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588 C. *Students eighteen (18) years of age or older:*

589 The Board of Education is not required to offer an alternative educational
590 program to expelled students eighteen years of age or older.

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593 D. *Students identified as eligible for services under the Individuals with*
594 *Disabilities Education Act ("IDEA"):*

595 If the Board of Education expels a student who has been identified as eligible
596 for services under the Individuals with Disabilities Education Act ("IDEA"), it
597 shall offer an alternative educational program to such student in accordance
598 with the requirements of IDEA, as it may be amended from time to time.
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601 **X. Notice of Student Expulsion on Cumulative Record**

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603 A. Notice of expulsion and the conduct for which the student was expelled shall
604 be included on the student's cumulative educational record. Such notice,
605 except for notice of an expulsion based upon possession of a firearm or
606 deadly weapon, shall be expunged from the cumulative educational record
607 by the Board if the student graduates from high school.

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609 **XI. Change of Residence During Expulsion Proceedings**

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611 A. *Student moving into the school district:*

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613 1. If a student enrolls in the district while an expulsion hearing is
614 pending in another district, such student shall not be excluded from
615 school pending completion of the expulsion hearing unless an
616 emergency exists, as defined above. The Board shall retain the
617 authority to suspend the student or to conduct its own expulsion
618 hearing.
- 619
620 2. Where a student enrolls in the district during the period of expulsion
621 from another school district, the Board may adopt the decision of the
622 student expulsion hearing conducted by such other school district.
623 The Board shall make its determination based upon a hearing held
624 by the Board which shall be limited to a determination of whether the
625 conduct which was the basis of the expulsion would also warrant
626 expulsion by the Board.

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628 B. *Student moving out of the school district:*

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630 Where a student withdraws from school after having been notified that an
631 expulsion hearing is pending, but before a decision has been rendered by the
632 Board, the notice of the pending expulsion hearing shall be included on the
633 student's cumulative record and the Board shall complete the expulsion
634 hearing and render a decision. If the Board subsequently renders a decision

635 to expel the student, a notice of the expulsion shall be included on the
636 student's cumulative record.

637
638 **XII. Procedures Governing Suspension and Expulsion of Students Identified as**
639 **Eligible for Services under the Individuals with Disabilities Education Act**
640 **("IDEA")**

641
642 A. *Suspension of IDEA students:*

643 Notwithstanding the foregoing, if the Administration suspends a student
644 identified as eligible for services under the IDEA (an "IDEA student") who has
645 engaged in conduct that violated any rule or code of conduct of the school
646 district that applies to all students, the following procedures shall apply:
647

- 648 1. The Administration shall make reasonable attempts to
649 immediately notify the parents of the student of the decision
650 to suspend on the date on which the decision to suspend was
651 made, and a copy of the special education procedural
652 safeguards must either be hand-delivered or sent by mail to
653 the parents on the date that the decision to suspend was
654 made.
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- 656 2. During the period of suspension, the school district is not
657 required to provide any educational services to the IDEA
658 student beyond that which is provided to all students
659 suspended by the school district.
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662 B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA*
663 *students:*

664 Notwithstanding any provision to the contrary, if the Administration
665 recommends for expulsion an IDEA student who has engaged in conduct
666 that violated any rule or code of conduct of the school district that applies to
667 all students, the procedures described in this section shall apply. The
668 procedures described in this section shall also apply for students whom the
669 Administration has suspended in a manner that is considered under the
670 IDEA, as it may be amended from time to time, to be a change in placement:
671

- 672 1. The parents of the student must be notified of the decision to
673 suspend on the date on which the decision to suspend was
674 made, and a copy of the special education procedural
675 safeguards must either be hand-delivered or sent by mail to
676 the parents on the date that the decision to suspend was
677 made.
678
- 679 2. The school district shall immediately convene the IEP team,
680 but in no case later than ten (10) school days after the
681 recommendation for expulsion or the suspension which
682 constitutes a change in placement was made. The student's
683 IEP team shall consider the relationship between the
684 student's disability and the behavior that led to the
685 recommendation for expulsion or the suspension which
686 constitutes a change in placement, in order to determine
687 whether the student's behavior was a manifestation of his/her
688 disability.
689
- 690 3. If the IEP team finds that the behavior was a manifestation of
691 the student's disability, the Administration shall not proceed
692

693 with the recommendation for expulsion. The IEP team shall
694 consider the student's misconduct and revise the IEP to
695 prevent a recurrence of the misconduct and to provide for the
696 safety of other students and staff.

- 697
- 698 4. If the IEP team finds that the behavior was not a
699 manifestation of the student's disability, the Administration
700 may proceed with the recommended expulsion or suspension
701 that constitutes a change in placement.
- 702
- 703 5. During any period of expulsion, or suspension of greater than
704 ten (10) days per school year, the Administration shall provide
705 the student with an alternative education program in
706 accordance with the provisions of the IDEA.
- 707
- 708 6. The special education records and disciplinary records of the
709 student must be transmitted to the individual(s) who will
710 make the final determination regarding a recommendation for
711 expulsion or a suspension that results in a change in
712 placement.

713

714 C. *Transfer of IDEA students for Certain Offenses:*

715 School personnel may transfer an IDEA student to an appropriate interim
716 alternative educational setting for not more than forty-five (45) calendar days
717 if the student:
718

- 719
- 720 1. Was in possession of a dangerous weapon, as defined in 18
721 U.S.C. 930(g)(2), as amended from time to time, on school
722 grounds or at a school-sponsored activity, or
- 723
- 724 2. Knowingly possessed or used illegal drugs or sold or solicited
725 the sale of a controlled substance while at school or at a
726 school-sponsored activity; or

727

728 As used in this subsection XIIC., the term "dangerous weapon"
729 means a weapon, device, instrument, material, or substance, animate
730 or inanimate, that is used for, or is readily capable of, causing death
731 or serious bodily injury, except that such term does not include a
732 pocket knife with a blade of less than 2.5 inches in length.

733

734 **XIII. Procedures Governing Suspension and Expulsion of Students Identified as**
735 **Eligible for Educational Accommodations under Section 504 of the**
736 **Rehabilitation Act of 1973**

737

738 A. *Expulsion of students identified as eligible for educational accommodations*
739 *under Section 504 of the Rehabilitation Act of 1973*

740 Notwithstanding any provision to the contrary, if the Administration
741 recommends for expulsion a student identified as eligible for educational
742 accommodations under Section 504 of the Rehabilitation Act of 1973 (a
743 "Section 504 Student") who has engaged in conduct that violated any rule or
744 code of conduct of the school district that applies to all students, the
745 following procedures shall apply:

- 746
- 747
- 748 1. The parents of the student must be notified of the decision to
749 recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommendation for expulsion.

XIV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.
- B. The Superintendent or his/her designee shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent or his/her designee sends out the notice that an expulsion hearing will be convened.

XV. An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions to the Administration. Students desiring readmission to school shall direct such readmission requests to the Administration. The Administration has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

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Legal References:

Connecticut General Statutes:

4-177 - 4-180	Contested cases. Notice. Record.
10-233a - 10-233e	Suspension and expulsion of students.
10-233f	In-school suspension of students.
<u>Packer v. Board of Education of the Town of Thomaston</u> , 246 Conn.89 (1998).	
Public Act 98-139	

Federal law:

Honig v. Doe, (United States Supreme Court 1988)
Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the Individuals
with Disabilities Education Act Amendments of 1997 (P.L. 105-17). Section 504 of the
Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

Adopted:	May 11, 1976
Adopted:	July 12, 1994
Adopted:	September 27, 1994
Amended:	February 28, 1995
Amended:	November 12, 1996
Revised:	October 23, 2001
Revised:	December 10, 2002
Reviewed:	September 22, 2009
Revised:	January 14, 2012
Revised:	

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

DRESS CODE

5132.

1. The Enfield Board of Education declares that appropriate dress is essential in order to create and maintain the best educational environment for the students in the Enfield Public Schools. This environment must allow students to learn and teachers to teach without distraction or disruption to the learning environment as well as be indicative of the dignity, pride and respect which our students have for our school, our community and for themselves.
 - A. Restrictions on freedom of student dress shall be applied whenever the mode of dress in question:
 - 1) Is not clean, modest, and appropriate to the school situation;
 - 2) Disrupts the educational process;
 - 3) Constitutes a safety or health hazard for the student or those around the student;
 - 4) Damages school property;
 - 5) Is contrary to law.
2. Restrictions on freedom of dress and adornment may not:
 - A. Reflect discrimination as to civil rights;
 - B. Enforce particular codes of morality or religious tenets.
3. The Superintendent of Schools shall develop administrative regulations with respect to student dress through cooperative planning with staff, students and parents. Such regulations would be subject to approval by the Board of Education.

Policy Adopted: August 31, 1966
Policy Amended: July 12, 1994
Policy Reviewed: September 22, 2009
Policy Reviewed:

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

SEXUAL ABUSE & ASSAULT AWARENESS/PREVENTION PROGRAM

5140.2

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Enfield Public Schools, pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for

53 the relevant statutory definitions of sexual assault laws and related terms covered
54 by the mandatory reporting laws and this policy.

55
56 "Statutory mandated reporter" means an individual required by Conn. Gen. Stat.
57 Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the
58 sexual assault of a student by a school employee. The term "statutory mandated
59 reporter" includes all school employees, as defined above, and any person who
60 holds or is issued a coaching permit by the State Board of Education, is a coach of
61 intramural or interscholastic athletics and is eighteen years of age or older.

62
63 3. What Must Be Reported

- 64
65 a) A report must be made when any employee of the Board of Education in the
66 ordinary course of such person's employment or profession has reasonable
67 cause to suspect or believe that any child under the age of eighteen years:
68
69 i) has been abused or neglected;
70
71 ii) has had nonaccidental physical injury, or injury which is at variance with
72 the history given for such injury, inflicted upon him/her;
73
74 iii) is placed at imminent risk of serious harm; or
75
76 b) A report must be made when any employee of the Board of Education in the
77 ordinary course of such person's employment or profession has reasonable
78 cause to suspect or believe that any person, regardless of age, who is being
79 educated by the technical high school system or a local or regional board of
80 education, other than as part of an adult education program, is a victim of the
81 following sexual assault crimes, and the perpetrator is a school employee:
82
83 i) sexual assault in first degree;
84
85 ii) aggravated sexual assault in the first degree;
86
87 iii) sexual assault in the second degree;
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89 iv) sexual assault in the third degree;
90
91 v) sexual assault in the third degree with a firearm; or
92
93 vi) sexual assault in the fourth degree.

94
95 Please see Appendix A of this policy for the relevant statutory definitions of sexual
96 assault laws and related terms covered by the mandatory reporting laws and this
97 policy.

- 98
99 c) The suspicion or belief of a Board employee may be based on factors including,
100 but not limited to, observations, allegations, facts or statements by a child or
101 victim, as described above, or a third party. Such suspicion or belief does not
102 require certainty or probable cause.
103

104 4. Reporting Procedures for Statutory Mandated Reporters

105
106 The following procedures apply only to statutory mandated reporters, as defined
107 above.

108
109 When an employee of the Board of Education who is a statutory mandated reporter
110 and who, in the ordinary course of the person's employment, has reasonable cause
111 to suspect or believe that a child has been abused or neglected or placed at
112 imminent risk of serious harm, or is a victim of sexual assault by a school
113 employee, as described in Paragraph 3, above, the following steps shall be taken.

- 114
115 (1) The employee shall make an oral report as soon as practicable, but not later
116 than twelve hours after having reasonable cause to suspect or believe that a
117 child has been abused or neglected or placed at imminent risk of serious
118 harm, or is a victim of sexual assault by a school employee. Such oral
119 report shall be made by telephone or in person to the Commissioner of
120 Children and Families or the local law enforcement agency. The Department
121 of Children and Families has established a 24 hour Child Abuse and Neglect
122 Hotline at 1-800-842-2288 for the purpose of making such oral reports.
123
124 (2) The employee shall also make an oral report as soon as practicable to the
125 Building Principal or his/her designee, and/or the Superintendent or
126 his/her designee. If the Building Principal is the alleged perpetrator of the
127 abuse/neglect or sexual assault of a student, then the employee shall notify
128 the Superintendent or his/her designee directly.
129
130 (3) In cases involving suspected or believed abuse, neglect or sexual assault of a
131 student by a school employee, the Superintendent or his/her designee shall
132 immediately notify the child's parent or guardian that such a report has
133 been made.
134
135 (4) Not later than forty-eight hours after making an oral report, the employee
136 shall submit a written report to the Commissioner of Children and Families
137 or the Commissioner's designee containing all of the required information.
138 The written report should be submitted on the DCF-136 form or any other
139 form designated for that purpose.
140
141 (5) The employee shall immediately submit a copy of the written report to the
142 Building Principal or his/her designee and to the Superintendent or the
143 Superintendent's designee.
144
145 (6) If the report concerns suspected abuse, neglect or sexual assault of a
146 student by a school employee holding a certificate, authorization or permit
147 issued by the State Department of Education, the Commissioner of Children
148 and Families (or his/her designee) shall submit a copy of the written report
149 to the Commissioner of Education (or his/her designee).

150
151 5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

152
153 The following procedures apply only to employees who are not statutory mandated
154 reporters, as defined above.

155
156 a) When an employee who is not a statutory mandated reporter and who, in the
157 ordinary course of the person's employment or profession, has reasonable
158 cause to suspect or believe that a child has been abused or neglected or placed
159 at imminent risk of serious harm, or is a victim of sexual assault by a school
160 employee, as described in Paragraph 3, above, the following steps shall be
161 taken.

162
163 (1) The employee shall make an oral report as soon as practicable, but not later
164 than twelve hours after the employee has reasonable cause to suspect or
165 believe that a child has been abused or neglected, placed at imminent risk of
166 serious harm or is a victim of sexual assault by a school employee. Such
167 oral report shall be made by telephone or in person to the Superintendent of
168 Schools or his/her designee, to be followed by an immediate written report
169 to the Superintendent or his/her designee.

170
171 (2) If the Superintendent or his/her designee determines that there is
172 reasonable cause to suspect or believe that a child has been abused or
173 neglected or placed at imminent risk of serious harm or is a victim of sexual
174 assault by school employee, he/she shall cause reports to be made in
175 accordance with the procedures set forth for statutory mandated reporters.

176
177 b) Nothing in this policy shall be construed to preclude an employee
178 reporting suspected child abuse, neglect or sexual assault by a school
179 employee from reporting the same directly to the Commissioner of
180 Children and Families.

181
182 6. Contents of Reports

183
184 Any oral or written report made pursuant to this policy shall contain the following
185 information, if known:

- 186
187 a) The names and addresses of the child* and his/her parents or other person
188 responsible for his/her care;
189
190 b) the age of the child;
191
192 c) the gender of the child;
193
194 d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
195
196 e) the approximate date and time the injury or injuries, maltreatment or neglect
197 occurred;
198
199 f) information concerning any previous injury or injuries to, or maltreatment or
200 neglect of the child or his/her siblings;
201
202 g) the circumstances in which the injury or injuries, maltreatment or neglect came
203 to be known to the reporter;
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- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or

256 other individual under the control of the Board, the Superintendent's
257 investigation shall include an opportunity for the individual suspected of abuse,
258 neglect or sexual assault to be heard with respect to the allegations contained
259 within the report. During the course of such investigation, the Superintendent
260 may suspend a Board employee with pay or may place the employee on
261 administrative leave with pay, pending the outcome of the investigation. If the
262 individual is one who provides services to or on behalf of students enrolled in
263 the Enfield Public Schools, pursuant to a contract with the Board of Education,
264 the Superintendent may suspend the provision of such services, and direct the
265 individual to refrain from any contact with students enrolled in the Enfield
266 Public Schools, pending the outcome of the investigation.

267
268 8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- 269
270 a) If, upon completion of the investigation by the Commissioner of Children and
271 Families ("Commissioner"), the Superintendent has received a report from the
272 Commissioner that he or she has reasonable cause to believe that (1) a child
273 has been abused or neglected by a school employee, as defined above, and the
274 Commissioner has recommended that such employee be placed on the
275 Department of Children and Families child abuse and neglect registry, or (2) a
276 student is a victim of sexual assault by a school employee, the Superintendent
277 shall request (and the law provides) that DCF notify the Superintendent not
278 later than five (5) working days after such finding, and provide the
279 Superintendent with records, whether or not created by DCF, concerning such
280 investigation. The Superintendent shall suspend such school employee. Such
281 suspension shall be with pay and shall not result in the diminution or
282 termination of benefits to such employee.
- 283
284 b) Not later than seventy-two (72) hours after such suspension, the
285 Superintendent shall notify the Board of Education and the Commissioner of
286 Education, or the Commissioner of Education's representative, of the reasons
287 for and the conditions of the suspension. The Superintendent shall disclose
288 such records to the Commissioner of Education and the Board of Education or
289 its attorney for purposes of review of employment status or the status of such
290 employee's certificate, permit or authorization, if any.
- 291
292 c) The suspension of a school employee employed in a position requiring a
293 certificate shall remain in effect until the Superintendent and/or Board of
294 Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the
295 contract of employment of such certified school employee is terminated, or such
296 certified school employee resigns such employment, the Superintendent shall
297 notify the Commissioner of Education, or the Commissioner of Education's
298 representative, within seventy-two (72) hours after such termination or
299 resignation.
- 300
301 d) The suspension of a school employee employed in a position requiring an
302 authorization or permit shall remain in effect until the Superintendent and/or
303 Board of Education acts pursuant to any applicable termination provisions. If
304 the contract of employment of a school employee holding an authorization or
305 permit from the State Department of Education is terminated, or such school
306 employee resigns such employment, the Superintendent shall notify the

307 Commissioner of Education, or the Commissioner of Education's representative,
308 within seventy-two hours after such termination or resignation.

309
310 e) Regardless of the outcome of any investigation by the Commissioner of Children
311 and Families and/or the police, the Superintendent and/or the Board, as
312 appropriate, may take disciplinary action, up to and including termination of
313 employment, in accordance with the provisions of any applicable statute, if the
314 Superintendent's investigation produces evidence that a child has been abused
315 or neglected by a school employee or that a student has been a victim of sexual
316 assault by a school employee.

317
318 f) The Enfield Public Schools shall not employ a person whose employment
319 contract is terminated or who resigned from employment following a suspension
320 pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if
321 such person is convicted of a crime involving an act of child abuse or neglect or
322 an act of sexual assault of a student, as described in Paragraph 3 of this policy.

323
324 9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the
325 Board of Education

326
327 If the investigation by the Superintendent and/or the Commissioner of Children
328 and Families produces evidence that a child has been abused or neglected, or a
329 student has been sexually assaulted, by any individual who provides services to or
330 on behalf of students enrolled in the Enfield Public Schools, pursuant to a contract
331 with the Board of Education, the Superintendent shall permanently suspend the
332 provision of such services, and direct the individual to refrain from any contact
333 with students enrolled in the Enfield Public Schools.

334
335 10. Delegation of Authority by Superintendent

336
337 The Superintendent may appoint a designee for the purposes of receiving and
338 making reports, notifying and receiving notification, or investigating reports
339 pursuant to this policy.

340
341 11. Confidential Rapid Response Team

342
343 No later than January 1, 2016, the Superintendent shall establish a confidential
344 rapid response team to coordinate with DCF to (1) ensure prompt reporting of
345 suspected abuse or neglect or sexual assault of a student by a school employee, as
346 described in Paragraph 3, above, and (2) provide immediate access to information
347 and individuals relevant to the department's investigation. The confidential rapid
348 response team shall consist of a teacher and the Superintendent, a local police
349 officer and any other person the Board of Education, acting through its
350 Superintendent, deems appropriate.

351
352 12. Disciplinary Action for Failure to Follow Policy

353
354 Except as provided in Section 12 below, any employee who fails to comply with the
355 requirements of this policy shall be subject to discipline, up to and including
356 termination of employment.

357

- 358 13. The Enfield Public Schools shall not hire any person whose employment contract
359 was previously terminated by a board of education or who resigned from such
360 employment, if such person has been convicted of a violation of Section 17a-101a
361 of the Connecticut General Statutes, as amended, relating to mandatory reporting,
362 regardless of whether an allegation of abuse or neglect or sexual assault was
363 substantiated.
364
- 365 14. Non-Discrimination Policy/Prohibition Against Retaliation
366
367 The Board of Education expressly prohibits retaliation against individuals reporting
368 child abuse or neglect or the sexual assault of a student by a school employee and
369 shall not discharge or in any manner discriminate or retaliate against any
370 employee who, in good faith makes, or in good faith does not make, a report
371 pursuant to this policy, or testifies or is about to testify in any proceeding involving
372 abuse or neglect or sexual assault by a school employee. The Board of Education
373 also prohibits any employee from hindering or preventing or attempting to hinder
374 or prevent any employee from making a report pursuant to this policy or state law
375 concerning suspected child abuse or neglect or the sexual assault of a student by a
376 school employee or testifying in any proceeding involving child abuse or neglect or
377 the sexual assault of a student by a school employee.
378
- 379 15. Distribution of Policy
380
381 This policy shall be distributed annually to all school employees employed by the
382 Board. The Board shall document that all such school employees have received this
383 written policy and completed the training and refresher training programs required
384 by in Section 14, below.
385
- 386 16. Training
387
388 a) All new school employees, as defined above, shall be required to complete an
389 educational training program for the accurate and prompt identification and
390 reporting of child abuse and neglect. Such training program shall be developed
391 and approved by the Commissioner of Children and Families.
392
393 b) All school employees, as defined above, shall retake a refresher training course
394 developed and approved by the Commissioner of Children and Families at least
395 once every three years.
396
397 c) The principal for each school shall annually certify to the Superintendent that
398 each school employee, as defined above, working at such school, is in
399 compliance with the training provisions in this policy and as required by state
400 law. The Superintendent shall certify such compliance to the State Board of
401 Education.
402
- 403 17. Records
404
405 a) The Board shall maintain in a central location all records of allegations,
406 investigations and reports that a child has been abused or neglected by a
407 school employee employed by the Board or that a student has been a victim of
408 sexual assault by a school employee employed by the Board, as defined above,

409 and conducted in accordance with this policy. Such records shall include any
410 reports made to the Department of Children and Families. The State
411 Department of Education shall have access to such records upon request.

- 412
413 b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall
414 provide the Commissioner of Children and Families, upon request and for the
415 purposes of an investigation by the Commissioner of Children and Families of
416 suspected child abuse or neglect by a teacher employed by the Board, any
417 records maintained or kept on file by the Board. Such records shall include, but
418 not be limited to, supervisory records, reports of competence, personal
419 character and efficiency maintained in such teacher's personnel file with
420 reference to evaluation of performance as a professional employee of the Board,
421 and records of the personal misconduct of such teacher. For purposes of this
422 section, "teacher" includes each certified professional employee below the rank
423 of superintendent employed by the Board in a position requiring a certificate
424 issued by the State Board of Education.

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438 **Legal References:**

439
440 **Connecticut General Statutes:**

441 **Section 10-151**

442 **Section 17a-101 et seq.**

443 **Section 17a-103**

444 **Section 53a-65**

445 **Public Act 15-205, "An Act Protecting School Children"**

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450 **Policy Adopted: June 26, 1990**
451 **Policy Amended: August 23, 1994**
452 **Policy Amended: May 29, 2008**
453 **Policy Revised: May 23, 2006**
454 **Policy Reviewed: September 22, 2009**
455 **Policy Reviewed: May 13, 2014**
456 **Policy Revised: May 12, 2015**
457 **Policy Revised:**

460 Appendix A

461 RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND
462 RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS
463 POLICY
464

465
466 An employee of the Board of Education must make a report in accordance with this policy
467 when the employee of the Board of Education in the ordinary course of such person's
468 employment or profession has reasonable cause to suspect or believe that any person,
469 regardless of age, who is being educated by the technical high school system or a local or
470 regional board of education, other than as part of an adult education program, is a victim
471 of the following sexual assault crimes, and the perpetrator is a school employee. The
472 following are relevant excerpts of the sexual assault laws and related terms covered by
473 mandatory reporting laws and this policy.

474
475 **"Intimate Parts" (Conn. Gen. Stat. § 53a-65)**

476
477 "Intimate parts" means the genital area or any substance emitted therefrom, groin, anus
478 or any substance emitted therefrom, inner thighs, buttocks or breasts.

479
480 **"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)**

481
482 "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus
483 between persons regardless of sex. Its meaning is limited to persons not married to each
484 other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal
485 intercourse or fellatio and does not require emission of semen. Penetration may be
486 committed by an object manipulated by the actor into the genital or anal opening of the
487 victim's body.

488
489 **"Sexual Contact" (Conn. Gen. Stat. § 53a-65)**

490
491 "Sexual contact" means any contact with the intimate parts of a person not married to the
492 actor for the purpose of sexual gratification of the actor or for the purpose of degrading or
493 humiliating such person or any contact of the intimate parts of the actor with a person
494 not married to the actor for the purpose of sexual gratification of the actor or for the
495 purpose of degrading or humiliating such person.

496
497 **Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)**

498
499 A person is guilty of sexual assault in the first degree when such person (1) compels
500 another person to engage in sexual intercourse by the use of force against such other
501 person or a third person, or by the threat of use of force against such other person or
502 against a third person which reasonably causes such person to fear physical injury to
503 such person or a third person, or (2) engages in sexual intercourse with another person
504 and such other person is under thirteen years of age and the actor is more than two years
505 older than such person, or (3) commits sexual assault in the second degree as provided in
506 section 53a-71 and in the commission of such offense is aided by two or more other
507 persons actually present, or (4) engages in sexual intercourse with another person and
508 such other person is mentally incapacitated to the extent that such other person is
509 unable to consent to such sexual intercourse.

510

511 **Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)**

512 A person is guilty of aggravated sexual assault in the first degree when such person
513 commits sexual assault in the first degree as provided in section 53a-70 and in the
514 commission of such offense (1) such person uses or is armed with and threatens the use
515 of or displays or represents by such person's words or conduct that such person
516 possesses a deadly weapon, (2) with intent to disfigure the victim seriously and
517 permanently, or to destroy, amputate or disable permanently a member or organ of the
518 victim's body, such person causes such injury to such victim, (3) under circumstances
519 evincing an extreme indifference to human life such person recklessly engages in conduct
520 which creates a risk of death to the victim, and thereby causes serious physical injury to
521 such victim, or (4) such person is aided by two or more other persons actually present. No
522 person shall be convicted of sexual assault in the first degree and aggravated sexual
523 assault in the first degree upon the same transaction but such person may be charged
524 and prosecuted for both such offenses upon the same information.
525

526 **Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)**

527 A person is guilty of sexual assault in the second degree when such person engages in
528 sexual intercourse with another person and: (1) Such other person is thirteen years of age
529 or older but under sixteen years of age and the actor is more than three years older than
530 such other person; or (2) such other person is impaired because of mental disability or
531 disease to the extent that such other person is unable to consent to such sexual
532 intercourse; or (3) such other person is physically helpless; or (4) such other person is
533 less than eighteen years old and the actor is such person's guardian or otherwise
534 responsible for the general supervision of such person's welfare; or (5) such other person
535 is in custody of law or detained in a hospital or other institution and the actor has
536 supervisory or disciplinary authority over such other person; or (6) the actor is a
537 psychotherapist and such other person is (A) a patient of the actor and the sexual
538 intercourse occurs during the psychotherapy session, (B) a patient or former patient of
539 the actor and such patient or former patient is emotionally dependent upon the actor, or
540 (C) a patient or former patient of the actor and the sexual intercourse occurs by means of
541 therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of
542 false representation that the sexual intercourse is for a bona fide medical purpose by a
543 health care professional; or (8) the actor is a school employee and such other person is a
544 student enrolled in a school in which the actor works or a school under the jurisdiction of
545 the local or regional board of education which employs the actor; or (9) the actor is a
546 coach in an athletic activity or a person who provides intensive, ongoing instruction and
547 such other person is a recipient of coaching or instruction from the actor and (A) is a
548 secondary school student and receives such coaching or instruction in a secondary school
549 setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or
550 older and stands in a position of power, authority or supervision over such other person
551 by virtue of the actor's professional, legal, occupational or volunteer status and such
552 other person's participation in a program or activity, and such other person is under
553 eighteen years of age; or (11) such other person is placed or receiving services under the
554 direction of the Commissioner of Developmental Services in any public or private facility
555 or program and the actor has supervisory or disciplinary authority over such other
556 person.
557
558

559 **Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)**

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561

562 A person is guilty of sexual assault in the third degree when such person (1) compels
563 another person to submit to sexual contact (A) by the use of force against such other
564 person or a third person, or (B) by the threat of use of force against such other person or
565 against a third person, which reasonably causes such other person to fear physical injury
566 to himself or herself or a third person, or (2) engages in sexual intercourse with another
567 person whom the actor knows to be related to him or her within any of the degrees of
568 kindred specified in section 46b-21.

569
570 **Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)**

571 A person is guilty of sexual assault in the third degree with a firearm when such person
572 commits sexual assault in the third degree as provided in section 53a-72a, and in the
573 commission of such offense, such person uses or is armed with and threatens the use of
574 or displays or represents by such person's words or conduct that such person possesses a
575 pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted
576 of sexual assault in the third degree and sexual assault in the third degree with a firearm
577 upon the same transaction but such person may be charged and prosecuted for both
578 such offenses upon the same information.

579
580 **Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)**

581
582 A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects
583 another person to sexual contact who is (A) under thirteen years of age and the actor is
584 more than two years older than such other person, or (B) thirteen years of age or older
585 but under fifteen years of age and the actor is more than three years older than such
586 other person, or (C) mentally incapacitated or impaired because of mental disability or
587 disease to the extent that such other person is unable to consent to such sexual contact,
588 or (D) physically helpless, or (E) less than eighteen years old and the actor is such other
589 person's guardian or otherwise responsible for the general supervision of such other
590 person's welfare, or (F) in custody of law or detained in a hospital or other institution and
591 the actor has supervisory or disciplinary authority over such other person; or (2) such
592 person subjects another person to sexual contact without such other person's consent; or
593 (3) such person engages in sexual contact with an animal or dead body; or (4) such
594 person is a psychotherapist and subjects another person to sexual contact who is (A) a
595 patient of the actor and the sexual contact occurs during the psychotherapy session, or
596 (B) a patient or former patient of the actor and such patient or former patient is
597 emotionally dependent upon the actor, or (C) a patient or former patient of the actor and
598 the sexual contact occurs by means of therapeutic deception; or (5) such person subjects
599 another person to sexual contact and accomplishes the sexual contact by means of false
600 representation that the sexual contact is for a bona fide medical purpose by a health care
601 professional; or (6) such person is a school employee and subjects another person to
602 sexual contact who is a student enrolled in a school in which the actor works or a school
603 under the jurisdiction of the local or regional board of education which employs the actor;
604 or (7) such person is a coach in an athletic activity or a person who provides intensive,
605 ongoing instruction and subjects another person to sexual contact who is a recipient of
606 coaching or instruction from the actor and (A) is a secondary school student and receives
607 such coaching or instruction in a secondary school setting, or (B) is under eighteen years
608 of age; or (8) such person subjects another person to sexual contact and (A) the actor is
609 twenty years of age or older and stands in a position of power, authority or supervision
610 over such other person by virtue of the actor's professional, legal, occupational or
611 volunteer status and such other person's participation in a program or activity, and (B)
612 such other person is under eighteen years of age; or (9) such person subjects another

613 person to sexual contact who is placed or receiving services under the direction of the
614 Commissioner of Developmental Services in any public or private facility or program and
615 the actor has supervisory or disciplinary authority over such other person.

616
617 ***Appendices B and C are optional to include with the policy, however they may be***
618 ***useful as part of training for staff members in identifying the signs of abuse***
619 ***and/or neglect of children.***

620 621 APPENDIX B

622 Operational Definitions of Child Abuse and Neglect

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626 The purpose of this policy is to provide consistency for staff in defining and identifying
627 operational definitions, evidence of abuse and/or neglect and examples of adverse impact
628 indicators.

629
630 The following operational definitions are working definitions and examples of child abuse
631 and neglect as used by the Connecticut Department of Children and Families.
632 For the purposes of these operational definitions,

- 633
- 634 • a person responsible for a child's health, welfare or care means:
635
636 the child's parent, guardian, foster parent, an employee of a public or private
637 residential home, agency or institution or other person legally responsible
638 under State law for the child's welfare in a residential setting; or any staff
639 person providing out-of-home care, including center-based child day care,
640 family day care, or group day care.
 - 641
642 • a person given access to a child is a person who is permitted to have personal
643 interaction with a child by the person responsible for the child's health,
644 welfare or care or by a person entrusted with the care of a child for the purpose
645 of education, child care, counseling, spiritual guidance, coaching, training,
646 instruction, tutoring or mentoring.
 - 647
648 • **Note:** Only a "child" as defined above may be classified as a victim of child
649 abuse and/or neglect; only a "person responsible", "person given access", or
650 "person entrusted" as defined above may be classified as a perpetrator of child
651 abuse and/or neglect.
 - 652
653 ○ While only a child under eighteen may be a victim of child abuse or neglect,
654 a report under mandatory reporting laws and this policy is required if an
655 employee of the Board of Education in the ordinary course of such person's
656 employment or profession has reasonable cause to suspect or believe that
657 any person, regardless of age, who is being educated by the technical high
658 school system or a local or regional board of education, other than as part of
659 an adult education program, is a victim of sexual assault, as set forth in this
660 policy, and the perpetrator is a school employee.

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Physical Abuse

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A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means, is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes:

bruises, scratches, lacerations;
burns, and/or scalds;
reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.
injuries to bone, muscle, cartilage, ligaments:
- fractures, dislocations, sprains, strains, displacements, hematomas, etc.
head injuries;
internal injuries;
death;
misuse of medical treatments or therapies;
malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;
deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child;
cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

Rape;
penetration: digital, penile, or foreign objects;
oral/genital contact;
indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;
inces;
fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim
sexual exploitation, including possession, manufacture, or distribution of child pornography. online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

714 coercing or forcing a child to participate in, or be negligently exposed to, pornography
715 and/or sexual behavior;
716 disease or condition that arises from sexual transmission;
717 other verbal, written or physical behavior not overtly sexual but likely designed to
718 "groom" a child for future sexual abuse.

719
720 **Legal References: Federal Law 18 U.S.C. 2215 Sexual Exploitation of Children.**

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Emotional Maltreatment-Abuse

725 **Emotional Maltreatment-Abuse is:**

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act(s), statement(s), or threat(s), which has had, or is likely to have an adverse impact
on the child; and/or
interferes with a child's positive emotional development.

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Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

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rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods
of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

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Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

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Physical Neglect

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A child may be found neglected who:

has been abandoned;

764 is being denied proper care and attention physically, educationally, emotionally, or
765 morally;
766 is being permitted to live under conditions, circumstances or associations injurious to
767 his well-being; and/or
768 has been abused.

769
770 **Evidence of physical neglect includes, but is not limited to:**

771
772 inadequate food;
773 malnutrition;
774 inadequate clothing;
775 inadequate housing or shelter;
776 erratic, deviant, or impaired behavior by the person responsible for the child's health,
777 welfare or care; by a person given access to the child; or by a person entrusted with
778 the child's care which adversely impacts the child;
779 permitting the child to live under conditions, circumstances or associations injurious
780 to his well-being including, but not limited to, the following:

- 781
782 - substance abuse by caregiver, which adversely impacts the child physically;
783 - substance abuse by the mother of a newborn child and the newborn has a
784 positive urine or meconium toxicology for drugs;
785 - psychiatric problem of the caregiver which adversely impacts the child
786 physically;
787 - exposure to family violence which adversely impacts the child physically
788 exposure to violent events, situations, or persons that would be reasonably
789 judged to compromise a child's physical safety;
790 - non-accidental, negligent exposure to drug trafficking and/or individuals
791 engaged in the active abuse of illegal substances voluntarily and knowingly
792 entrusting the care of a child to individuals who may be disqualified to provide
793 safe care, e.g. persons who are subject to active protective or restraining orders;
794 persons with past history of violent/drug/sex crimes; persons appearing on the
795 Central Registry;
796 - non-accidental or negligent exposure to pornography or sexual acts;
797 - inability to consistently provide the minimum of child-caring tasks;
798 - inability to provide or maintain a safe living environment;
799 - action/inaction resulting in death;
800 - abandonment;
801 - action/inaction resulting in the child's failure to thrive;
802 - Transience;
803 - inadequate supervision:
804 - creating or allowing a circumstance in which a child is alone for an excessive
805 period of time given the child's age and cognitive abilities;
806 - holding the child responsible for the care of siblings or others beyond the
807 child's ability;
808 - failure to provide reasonable and proper supervision of a child given the
809 child's age and cognitive abilities.

810
811 **Note:** Inadequate food, clothing, or shelter or transience finding must be related to
812 caregiver acts of omission or commission and not simply a function of poverty alone.

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814

815 **Medical Neglect**

816
817 **Medical Neglect** is the unreasonable delay, refusal or failure on the part of the person
818 responsible for the child's health, welfare or care or the person entrusted with the child's
819 care to seek, obtain, and/or maintain those services for necessary medical, dental or
820 mental health care when such person knows, or should reasonably be expected to know,
821 that such actions may have an adverse impact on the child.

822
823 **Evidence of medical neglect includes, but is not limited to:**

- 824
825 - frequently missed appointments, therapies or other necessary medical and/or
826 mental health treatments;
827 - withholding or failing to obtain or maintain medically necessary treatment from a
828 child with life-threatening, acute or chronic medical or mental health conditions;
829 and/or
830 - withholding medically indicated treatment from disabled infants with life
831 threatening conditions.

832
833 **Note:** Failure to provide the child with immunizations or routine well child care in and of
834 itself does not constitute medical neglect.

835
836 **Educational Neglect**

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839 Except as noted below, **Educational Neglect** occurs when, by action or inaction, the
840 parent or person having control of a child five (5) years of age and older and under
841 eighteen (18) years of age who is not a high school graduate

- 842
843 - fails to register the child in school;
844 - fails to allow the child to attend school or receive home instruction in accordance
845 with CONN. GEN. STAT. §10-184;
846 - failure to take appropriate steps to ensure regular attendance at school if the child
847 is registered.

848
849 **Exceptions (in accordance with Conn. Gen. Stat. § 10-184):**

850
851 A parent or person having control of a child may exercise the option of not sending the
852 child to school at age five (5) or age six (6) years by personally appearing at the school
853 district office and signing an option form. In these cases, educational neglect occurs if
854 the parent or person having control of the child has registered the child at age five (5) or
855 age (6) years and then does not allow the child to attend school or receive home
856 instruction.

857
858 **Note:** Failure to sign a registration option form for such a child is not in and of itself
859 educational neglect.

860
861 A parent or person having control of a child seventeen (17) years of age may consent to
862 such child's withdrawal from school. Such parent or person shall personally appear at
863 the school district office and sign a withdrawal form.

Emotional Neglect

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Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Evidence of emotional neglect includes, but is not limited to, the following:

- inappropriate expectations of the child given the child's developmental level;
- failure to provide the child with appropriate support, attention and affection;
- permitting the child to live under conditions, circumstances or associations; injurious to his well-being including, but not limited to, the following:
 - substance abuse by caregiver, which adversely impacts the child emotionally;
 - psychiatric problem of the caregiver, which adversely impacts the child emotionally; and
 - exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;
withdrawal;
low self-esteem;
anxiety;
fear;
aggression/ passivity;
emotional instability;
sleep disturbances;
somatic complaints with no medical basis;
inappropriate behavior for age or development;
suicidal ideations or attempts;
extreme dependence;
academic regression;
trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

stealing;
using drugs and/or alcohol;
and involving a child in the commission of a crime, directly or by caregiver
indifference.

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

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Indicators of Physical Abuse

HISTORICAL

- Delay in seeking appropriate care after injury.
- No witnesses.
- Inconsistent or changing descriptions of accident by child and/or parent.
- Child's developmental level inconsistent with history.
- History of prior "accidents".
- Absence of parental concern.
- Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent.
- Unexplained school absenteeism.
- History of precipitating crisis

PHYSICAL

- Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso;
- Clusters of skin lesions; regular patterns consistent with an implement;
- Shape of lesions inconsistent with accidental bruise;
- Bruises/welts in various stages of healing;
- Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges;
- Fractures/dislocations inconsistent with history;
- Laceration of mouth, lips, gums or eyes;
- Bald patches on scalp;
- Abdominal swelling or vomiting;
- Adult-size human bite mark(s);
- Fading cutaneous lesions noted after weekends or absences;
- Rope marks.

BEHAVIORAL

- Wary of physical contact with adults;
- Affection inappropriate for age
- Extremes in behavior, aggressiveness/withdrawal;
- Expresses fear of parents;
- Reports injury by parent;
- Reluctance to go home;
- Feels responsible (punishment "deserved");
- Poor self-esteem;
- Clothing covers arms and legs even in hot weather.

Indicators of Sexual Abuse

HISTORICAL

- 968
- 969 Vague somatic complaint;
- 970 Excessive school absences;
- 971 Inadequate supervision at home;
- 972 History of urinary tract infection or vaginitis;
- 973 Complaint of pain; genital, anal or lower back/abdominal;
- 974 Complaint of genital itching;
- 975 Any disclosure of sexual activity, even if contradictory.
- 976
- 977 **PHYSICAL**
- 978
- 979 Discomfort in walking, sitting;
- 980 Evidence of trauma or lesions in and around mouth;
- 981 Vaginal discharge/vaginitis;
- 982 Vaginal or rectal bleeding;
- 983 Bruises, swelling or lacerations around genitalia, inner thighs;
- 984 Dysuria;
- 985 Vulvitis;
- 986 Any other signs or symptoms of sexually transmitted disease;
- 987 Pregnancy.
- 988
- 989 **BEHAVIORAL**
- 990
- 991 Low self-esteem;
- 992 Change in eating pattern;
- 993 Unusual new fears;
- 994 Regressive behaviors;
- 995 Personality changes (hostile/aggressive or extreme compliance);
- 996 Depression;
- 997 Decline in school achievement;
- 998 Social withdrawal; poor peer relationship;
- 999 Indicates sophisticated or unusual sexual knowledge for age;
- 1000 Seductive behavior, promiscuity or prostitution;
- 1001 Substance abuse;
- 1002 Suicide ideation or attempt;
- 1003 Runaway.
- 1004
- 1005 **Indicators of Emotional Abuse**
- 1006
- 1007 **HISTORICAL**
- 1008
- 1009 Parent ignores/isolates/belittles/rejects/scapegoats child
- 1010 Parent's expectations inappropriate to child's development
- 1011 Prior episode(s) of physical abuse
- 1012 Parent perceives child as "different"
- 1013
- 1014 **PHYSICAL**
- 1015
- 1016 (Frequently none);
- 1017 Failure to thrive;
- 1018 Speech disorder;

1019 Lag in physical development;
1020 Signs/symptoms of physical abuse.

1021

1022 **BEHAVIORAL**

1023

1024 Poor self-esteem

1025 Regressive behavior (sucking, rocking, enuresis)

1026 Sleep disorders

1027 Adult behaviors (parenting sibling)

1028 Antisocial behavior;

1029 Emotional or cognitive developmental delay;

1030 Extremes in behavior - overly aggressive/compliant;

1031 Depression;

1032 Suicide ideation/attempt.

1033

1034 **Indicators of Physical Neglect**

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1036 **HISTORICAL**

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1038 High rate of school absenteeism;

1039 Frequent visits to school nurse with nonspecific complaints;

1040 Inadequate supervision, especially for long periods and for dangerous activities;

1041 Child frequently unattended; locked out of house;

1042 Parental inattention to recommended medical care

1043 No food intake for 24 hours;

1044 Home substandard (no windows, doors, heat), dirty, infested, obvious hazards;

1045 Family member addicted to drugs/alcohol.

1046

1047 **PHYSICAL**

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1049 Hunger, dehydration;

1050 Poor personal hygiene, unkempt, dirty;

1051 Dental cavities/poor oral hygiene;

1052 Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day;

1053 Constant fatigue or listlessness;

1054 Unattended physical or health care needs;

1055 Infestations;

1056 Multiple skin lesions/sores from infection.

1058

1059 **BEHAVIORAL**

1060

1061 Comes to school early, leaves late;

1062 Frequent sleeping in class;

1063 Begging for/stealing food;

1064 Adult behavior/maturity (parenting siblings);

1065 Delinquent behaviors;

1066 Drug/alcohol use/abuse.

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

ADMINISTRATION OF PRESCRIBED MEDICINE

5141.21

Prescribed medicinal preparations may be administered by the school nurse or in the absence of such nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of a local board of education. In the absence of a school nurse, the principal, any contracted full time teacher, licensed physical or occupational therapist employed by Enfield Public Schools, or a coach of intramural or interscholastic athletics of Enfield Public Schools who has been trained in the administration of medication.

A request to administer medication during school hours requires a written order of an authorized prescriber (physician, dentist, optometrist advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and written permission from parent or guardian in accordance with the regulations and guidelines approved by the Enfield Board of Education, except for the administration of epinephrine for the purpose of emergency first aid as permitted by state law.

The regulations of the State Office of Early Childhood as amended shall be part of this policy.

The Pupil Services Administration and the Supervisor of Nurses shall be responsible for the administration of this school policy.

**References: Public Act No. 04-181, 78-99, 723
 Connecticut General Statutes 10-212a**

Policy Adopted: September 8, 1970
Policy Amended: (Effective: March 24, 1981)
Policy Amended: July 21, 1986
Policy Amended: May 22, 1990 (Effective September 1, 1990)
Policy Reviewed: February 28, 1995
Policy Revised: November 26, 1996
Policy Reviewed: November 26, 2002
Policy Revised: November 23, 2004
Policy Reviewed: September 22, 2009
Policy Revised: April 26, 2011
Policy Revised:

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

**COMPUTER NETWORK AND/OR INTERNET
STUDENT ACCEPTABLE USE AGREEMENT POLICY**

6141.32

The Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

The purpose of this policy is to ensure that students utilize Enfield Public Schools' computers, networks and Internet services for school-related purposes and is consistent with the Enfield Public Schools' stated mission, goals and objectives. The Enfield Public Schools reserves the right to place restrictions on the material accessed or posted and to enforce all rules set forth in the Enfield Board of Education Policies, Administrative Regulations, and applicable local, state, and federal laws.

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Any student who violates this policy and/or any rules governing use of the Enfield Public Schools' computers networks and Internet services will be subject to disciplinary action, up to and including expulsion. Illegal uses of the school district's computers will also result in referral to law enforcement authorities.

All Enfield Public Schools' computers remain under the control, custody and supervision of the Enfield Public Schools. Enfield Public Schools reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

Each student authorized to access the school district's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations.

Malicious use of the Enfield Public Schools' computer network to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of the entity of the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, cyberbullying, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email-messages, instant messages, text messages, digital pictures, images, and Web site postings.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the Enfield Public Schools' computers, networks and Internet services system as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

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Reference: **Connecticut General Statute 10-221 as Amended by Public Act
15-217 and 15-217, "An act Concerning Various Revisions and
Additions to Educational Statutes"
Administrative Regulation #6141.32**

Policy Adopted: **July 13, 1999**
Policy Revised: **February 24, 2004**
Policy Revised: **August 28, 2007**
Policy Revised: **March 24, 2009**
Policy Revised: **June 26, 2012**
Policy Revised:

DRAFT

**BOARD OF EDUCATION
REGULAR MEETING MINUTES
JUNE 14, 2016**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on June 14, 2016.

- 1. **CALL TO ORDER:** The meeting was called to order at 7:00 PM by Mike Ludwick.
- 2. **INVOCATION OR MOMENT OF SILENCE:** Stacy Thurston
- 3. **PLEDGE OF ALLEGIANCE:** Lori Unghire
- 4. **FIRE EVACUATION ANNOUNCEMENT:** Mike Ludwick announced the fire evacuation announcement.
- 5. **ROLL CALL:**

MEMBERS PRESENT: Walter Kruzel, Raymond Peabody, Lori Unghire, Mike Ludwick, Tina LeBlanc, Tim Neville and Stacy Thurston

MEMBERS ABSENT: Tom Sirard and Vin Grady

ALSO PRESENT: Dr. Jeffery Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; and FHS Student Representative Thomas Vose

6. **BOARD GUEST(S):**

a. **Buzz Robotics**

Members of the 2015-16 Buzz Robotics Team gave the Board a presentation from their competitions during this year's season. They reviewed the requirements for each competition. They thanked the Board for their continued support for FIRST Robotics #175.

Mr. Peabody congratulated the Buzz Robotics Team for all of the hard work and team work getting ready for your competitions. He also thanked the mentors and parents for their involvement with the program.

Mr. Kruzel congratulated the team and the mentors for all of your hard work.

Mr. Neville congratulated the team. Each year they increase the complexity for the competitions. The parents and mentors have kept this program running for years – thank you.

Mr. Ludwick also congratulated the players. As a coach, he found himself getting excited watching the video of the competitions. He is looking forward to next year, when you will be champions. Keep up the good work.

b. **Recognition of Student Athletes**

Mr. Bernstein, our Athletic Coordinator recognized the following 2015-16 Student Athletes for their athletic and academic accomplishments. Students received certificates and plaques.

2015-16 Athletic Awards Recognition

2015 Fall Awards:

- Fermi:**
- Charles Fields, 2015 All Conference CCC – Football
 - Jake Richters, 2015 All Conference CCC – Football
 - Ian Grabowski, 2015 All Conference CCC – Football
 - Josh Buvelot, 2015 All Conference CCC – Football
 - Kiley Vermette, 2015 All Conference CCC & All Area Hartford Courant – Soccer
 - Matt Evens, 2015 All Conference CCC – Soccer
 - Jabari Smith, 2015 All Conference CCC & All Area Hartford Courant – Soccer
 - Mikayla March, 2015 All Conference CCC – Field Hockey
 - Megan Laponese, 2015 All Conference CCC – Field Hockey
 - Sydney Nash, 2015 Class “M” All State & All Area Hartford Courant – Cross Country
 - Thomas Vose, 2015 Journal Inquirer All Academic – Cross Country
 - Sarah O’Neil, 2015 Journal Inquirer All Academic & National Interscholastic Swimming Coaches Association All American – Swimming

- Enfield:**
- Joe Braun, 2015 All Conference NCCC Pequot League – Football
 - Ben Sperrazza, 2015 All Conference NCCC – Soccer
 - Cat Fonseca, 2015 All Conference NCCC – Soccer
 - Erica Lovering, 2015 All conference NCCC & All Area Hartford Courant – Soccer
 - Delaney Lawler, 2015 All Conference NCCC, All State 1st Team & All Area Hartford Courant – Soccer
 - Sarah Pawlowski, 2015 Journal Inquirer All Academic – Soccer
 - Jessie Maier, 2015 All Conference NCCC & All State 2nd Team – Field Hockey
 - Taylor Geaglon, 2015 All Conference NCCC & All State 1st Team – Field Hockey
 - McKayla Weaver, 2015 All Conference NCCC – Field Hockey
 - Tori Geaglone, 2015 All Conference NCCC – Field Hockey
 - Miranda Lee, 2015 All Conference NCCC – Volleyball
 - Connor Shannahan, 2015 All Conference NCCC – Cross Country
 - Sam Wentworth, 2015 Journal Inquirer All Academic – Cross Country

2016 Winter Awards:

- Fermi:**
- Josh Pasini, 2016 All Conference CCC & 1,000 Career Points Served – Basketball
 - Tori Weatherwax, 2016 All Conference CCC – Basketball
 - Sean Messina, 2016 All Conference CCC – Wrestling
 - Brett Castle, 2016 All Conference CCC – Wrestling
 - Chase Larusso, 2016 All Conference CCC – Wrestling
 - Jake Richters, 2016 All Conference CCC – Wrestling
 - Thomas Vose, 2016 Journal Inquirer All Academic – Hockey
 - Amber Prose, 2016 Journal Inquirer All Academic – Indoor Track
 - Ashley MacGregor, 2014 & 2016 USGA Regional Qualifier and 2013 National Qualifier - Gymnastics

- Enfield:**
- Sam Roy, 2016 All Conference CCC & All State – Division II, Hockey
 - Matt Votta, 2016 All Conference CCC – Hockey
 - Kumar Brown, 2016 All Conference NCCC – Basketball
 - Danielle Delano, 2016 All Conference NCCC, All NCCC Tournament Team, All Rotary Team & MVP – Basketball

- Mary Baskerville, 2016 All Conference NCCC, All State Class "M", All NCCC Tournament Team, All State Rotary Team, NCCC Tournament Team MVP & All Rotary Team – Basketball
- Cat Fonseca, 2016 All Conference NCCC & All rotary Team – Basketball
- Joe Fleming, 2016 All Conference NCCC – Wrestling
- Connor Shannahan, 2016 All Conference NCCC & Journal Inquirer All Academic – Indoor Track
- Taryn Logan, 2016 Journal Inquirer All Academic – Indoor Track

2016 Spring Awards:

- Fermi:**
- Jared Cournoyer, 2016 All Conference CCC – Volleyball
 - Brian Cunningham, 2016 All Conference CCC & selected for the CT Coaches All Star Team – District IV – Baseball
 - Josh Pasini, 2016 All Conference CCC – Baseball
 - Dan Neal, 2016 All Conference CCC – Baseball
 - Alex Coffey, 2016 All Conference CCC – Tennis
 - Sarah O'Neil, 2015-16 CIAC Scholar Athlete
 - Thomas Vose, 2015-16 CIAC Scholar Athlete

- Enfield:**
- Jeff Kilty, 2016 All Conference NCCC – Baseball
 - Sarah Pawlowski, 2016 All Conference NCCC – Tennis\
 - Sam Roy, 2016 All Conference NCCC & All State – Division III – Golf
 - Jessica Maier, 2016 All Conference NCCC – Softball
 - Collin DeBarber, 2016 All Conference NCCC & NCCC Javelin Champion – Track & Field
 - Dillon DeSouza, 2016 All State – Class "M" & Junior All Star Game – Volleyball
 - JR Hanna, 2016 All State – Class "M" Academic – Volleyball
 - Zackary Hirsch, 2016 Senior All Star Game – Volleyball
 - Sarah Pawlowski, 2015-16 CIAC Scholar Athlete
 - Chris Biela, 2015-16 CIAC Scholar Athlete

Special Recognition Awards and Honors:

- Enfield:**
- Richard Celio, 36 Years of Coaching Boys Tennis
 - Enfield Girls Basketball, 2016 Regular Season 20-0; State Semi Finalist 26-1; Rotary Tournament Champions; NCCC Tournament Champions & NCC Regular Season Champions
 - Enfield Girls Soccer, 2015 Class "M" State Finalist

- Fermi:**
- Jim Russell, 30 Years of Coaching Boys Soccer
 - Enrico Fermi Football, 2015 John Lotas Sportsmanship Awards Central CT Officials Association

c. Enfield Legislators

The Board welcomed Senator Kissel to the meeting.

Senator Kissel enjoyed seeing the recognition of the student athletes and watching the Buzz Robotics competition video. This town is very vibrant and we are moving in the right direction.

Mr. Ludwick asked Senator Kissel to update the Board regarding the State's budget.

Senator Kissel thanked the Board for the open invitation to attend tonight's meeting. There

will be cuts to public school transportation, non-public school transportation, Adult Education and ECS grant. Municipal aid to Enfield will take a hit. The revenue projections and numbers are not encouraging. The administration is not sharing information and is not forthcoming with budget cuts. The Speaker of the House Brendan Sharky does not know what cuts will be made. Most towns have already approved their budgets. He added moving forward to expect similar cuts. He is also concerned with our revenues in the State. We have lost several large companies. Plan for the worst. He is hopeful there will not be any additional unfunded mandates or burdens. The State plans to close four (4) courts. The State is making adjustments. We have been living beyond our means. He hates to see anyone lose their jobs. Look for areas to economize on and continue to work with the Town Council. Anticipate that State aid will continue to diminish over the next couple of years.

Senator Kissel likes the new Enfield High School logo.

Mr. Neville thanked Senator Kissel for attending tonight's meeting. We are at the end of the hill. It is very frustrating for our teachers to not know if they will be coming back or not. We are in the process of opening the new high school. We are a non-partisan Board and he finds this unconscionable waiting to hear about the State budget. The State has not decided on the cuts. He asked how we can make Connecticut a business friendly State to increase our revenue. We are losing some very large companies. Where will this leave us two or three years down the road? Is there any movement to make us a friendlier State?

Senator Kissel stated we are trying to bring businesses into Connecticut. Energy costs and weather are major factors for many businesses. Our workforce needs to transition. College costs are soaring. Not every student will go to college. Students can make a great living with technical skills learned from programs being offered at community colleges or trade schools. We need to make Connecticut friendlier. We are competing with other eastern states as well. We are not moving in any one direction. We need to deal with our long term issues. We need to match our revenues to our spending.

Senator Kissel added that we need to get our house in order. We have history in Connecticut. Our military is moving in a positive direction and will add thousands of jobs.

Mr. Neville asked if he sees this happening. Senator Kissel added that layoffs hurt everyone. He would like to see this done through attritions so no one gets hurt. Unemployment costs are rising. As shown tonight, our young people are achieving great things. They are our next generation and he knows we can do it.

Mrs. LeBlanc stated that she is currently looking at colleges for her daughter. The cost of tuitions are cheaper in Massachusetts than Connecticut State Colleges.

Senator Kissel stated there are 15 State employee contracts currently being negotiated now. UConn compares to other flagship universities. They are expanding and draw students from all over the world. Many students cannot get into UConn. They need to do a better job by keeping themselves grounded.

Mrs. LeBlanc stated by looking at colleges you learn a lot. Senator Kissel stated Asnuntuck is a great way to cut college costs. The credits are transferable. This is what his son is doing.

Mrs. LeBlanc stated magnet schools are draining our budgets. It is hard to watch our budgets get cut when all the funding is going to magnet schools. She would like you to be as vocal as you can if you are elected to the Education Committee.

Senator Kissel stated he is on the appropriations committee. He has addressed Ben Barnes and urged them to stop building additional magnet schools. The magnet schools are getting

the best of everything. Some of the magnets schools receive more police calls than public schools. There are other options that we can do with the Sheff vs. O'Neil legislation that are more cost effective.

Mrs. LeBlanc added that when the magnet student returns we will get a prorated amount. Senator Kissel stated the time frame is very short for the students to decide if they like the programs.

Mrs. LeBlanc would like to see the age to enter kindergarten changed for all students. They should turn 5 on September 1st. This is how it is in Massachusetts. If parents opt out for their child to start Kindergarten at age 4/5, they will not receive any services.

Senator Kissel asked Mrs. LeBlanc to contact his office and he can provide her additional legislative information regarding this.

Mr. Peabody thanked Senator Kissel for attending the Board meeting. You tried to pass a bill about CREC. He would like to have their advertising budget. Last year we received a surprise bill from CREC. Our budget was already set. This hurt us. He urged him to continue your hard work for us.

Mr. Peabody added we have lost a lot of businesses from Connecticut. Our kids can't stay in Connecticut because there aren't any jobs for them in the financial sector. Making the State more budget friendly will help us out greatly.

Senator Kissel stated when Bruce Douglas left CREC he said to stop building any more magnet schools. You are doing a great job by bringing up these issues.

Mr. Peabody stated when he lived in North Carolina, their universities would accept students from their home state first before any students from out of state. He would like to see our kids that are on waiting lists at UConn get placed before students from other states. Massachusetts schools are cheaper to attend.

Senator Kissel agreed with Mr. Peabody.

Mr. Kruzel thanked Senator Kissel for attending the Board meeting. He asked him to remind Governor Malloy to figure out the budget so we can plan in Enfield. This is shameful and it is just politics 101.

Senator Kissel stated he will send an e-mail to them that the Enfield would like to know what is going on with the budget.

Mr. Ludwick asked about structural changes. We are already looking at next year's costs. We need to work and connect with you more. We need to plan for this and look at other things differently. We need to do a better job as a Board. Other states are thriving because they have made fundamental changes. We are educating our young people but they are not staying here. They are moving to other states who are benefiting. We do a great job educating our kids. We need to find other ways to raise revenue in our state. There are some mandates that will hinder us from doing this.

Senator Kissel stated he would be available for a round table meeting to brainstorm where we can bring in all stake holders. We need to try new things. He will send out an e-mail to Governor Malloy and Secretary Barnes to research revenue streams and when can we expect to hear about the budget. I will also have my research people look at what other States are doing. Colleges are known for leveraging the private sector, why can we do this.

Mr. Ludwick stated we all want to work together with the State and Town Council. This is affecting real programs and families. We will be having this same conversation again next year. Bonding is a real concern. What can we do to change this?

Senator Kissel stated he represents 6 other communities that are all going through the same things. We have been saying for years that financial revenue is a real concern in Connecticut. The spending needs to match the revenue sources. We need to look our needs and priorities them.

Mr. Ludwick thanked Senator Kissel. He would love to educate the public about this. We can't do the same things anymore. Senator Kissel would like to continue this kind of meeting with the Board.

Mr. Ludwick extended an open invitation for him and our representatives to come to any meeting.

Mr. Peabody asked if they could ease up on the unfunded mandates.

Mr. Neville added that CREC needs to work with us. We don't know how many students they are taking from us. The October 1st deadline does not make any sense and it doesn't work. The kids do not have enough time to know if they like the program or not. We get many kids back and lose out financially. He also does not want to see any additional magnet schools being built without proof of the concept. He thanked Senator Kissel for all the work you do for us.

Mr. Kruzel stated there are 148 school projects going on in Connecticut. The Enfield High project is one of 2 that are on time and under budget. He also would like to know why they are changing out the traffic light near his business.

Senator Kissel added that he is aware of the traffic light issue for the new Enfield High School. He will do whatever he can about this.

Mr. Ludwick thanked Senator Kissel for attending tonight's meeting. We had a healthy discussion and we need to work together and continue to talk to each other. You are welcome to attend any meeting.

Senator Kissel thanked the members of the Board for inviting him.

7. SUPERINTENDENT'S REPORT:

- a. Student Representatives – as presented
- b. Thank You Mount Carmel Society – as presented
- c. EHS/FHS Graduations – as presented
- d. Kindness Carnival – as presented

8. AUDIENCES - None

9. BOARD MEMBER COMMENTS

Mrs. Unghire congratulated the Parent Leadership Graduates. She attended the Enrico Fermi Scholarship and Awards Ceremony. She thanked our Fermi Student Representatives and congratulated the Fermi valedictorian and salutatorians for their achievements. The PEP (People Empowering People) group also held their graduation ceremony.

Mrs. Unghire congratulated the student athletes and the Buzz Robotics group. She

congratulated all of the National Honor Society Students. We had a lovely dinner at Mount Carmel tonight recognizing them.

Mrs. Unghire stated she attended the afterschool program Book-watch Celebration. Enfield students have written, illustrated and published 14 books.

Mrs. Unghire also stated there will be a photo taken at Enrico Fermi on Saturday, June 18th at Enrico Fermi for any past or current graduate.

Mr. Peabody attended Crandall's one book, one school program and thanked Dawn Marchese, Language Arts Coordinator for everything she has done for the students. Students read essays and he had lunch with the students. He also attended the Nathan Hale Ice Cream Social. The students are so polite and well-mannered at both schools.

Mr. Peabody recognized Matt Evans who will be going off to serve in the military after graduation.

Mr. Peabody also thanked the Athletic Hall of Fame for the scholarships they provided for our students.

Mr. Kruzel stated he attended the Memorial Day Parade. He thanked everyone involved. It was a great parade.

Mr. Kruzel attended the KITE meeting on June 1st. They are looking for a chairperson and are also looking for volunteers.

Mr. Kruzel thanked the members of Buzz Robotics and the EHS students for putting up with the construction. We are getting there and by January 2017 it should all be completed.

Mrs. Thurston was unable to attend this years' Adult Education Graduation Ceremony. She congratulated all of the graduates.

Mr. Neville stated he attended the NHS reception and dinner. He congratulated the NHS students, the student athletes, coaches and Buzz Robotics. This is why we are here. This is all very important to us. Our kids are benefiting from these great programs. You all make us very proud.

Mrs. LeBlanc congratulated the student athletes. She thanked the teachers for everything they have done for our students. She wished everyone a safe and happy summer.

Mr. Ludwick thanked the students for the hard-work and for perfect attendance for some of them. He attended the JFK spring recital. We have some really talented kids in our town. It is cool to be smart.

Mr. Ludwick congratulated Board members for attending so many events. He hopes that we can continue the budget talks.

10. UNFINISHED BUSINESS

a. Transition Update

Dr. Schumann reported that we are on time and on track for the summer move. We toured the A wing today and it is progressing nicely. The music wing is also progressing. People will be blow away when they move in during September.

11. NEW BUSINESS

a. APPROVE HEALTHY FOOD CERTIFICATION FOR 2016-17

Mr. Neville moved, seconded by Mr. Kruzel that the Enfield Board of Education approves to not certify the Healthy Food Certification for 2016-17 as presented.

Discussion:

Mr. Neville stated he recalls there being financial costs associated with this. Dr. Schumann stated that is correct. It would be risky to do this at this time. Waiting until the 2017-18 school year would be best.

A vote by **roll-call 7-0-0** passed unanimously

b. APPROVAL PROGRAM IMPROVEMENT PROJECT (PIP) GRANT FOR 2016-17

Mr. Kruzel moved, seconded by Mrs. Unghire that the Enfield Board of Education approves the Program Improvement Project (PIP) Grant for 2016-17 as presented.

A vote by **roll-call 7-0-0** passed unanimously.

c. POLICY REVISIONS

Mrs. Thurston moved, seconded by Mr. Kruzel that the Enfield Board of Education approves the following policies revisions for first readings:

- Policy #5113 Attendance Policy: K-12;
- Policy #3512 Pest Management Program;
- Policy #4118.5 Computer Network and/or Internet Use Policy
- Policy #4122 Substitute Teachers;
- Policy #5131 Student Discipline;
- Policy #5132 Dress Code;
- Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program;
- Policy #5141.21 Administration of Prescribed Medicine; and
- Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy.

A vote by **roll-call 7-0-0** passed unanimously.

Suspend the Rules to Add an Item to the Agenda:

Mr. Neville moved, seconded by Mrs. Thurston that the Enfield Board of Education adds Policy #5113 Attendance Policy: K-12 as a second and final reading.

A vote by **show-of-hands 7-0-0** passed unanimously.

Mr. Drezek and Mr. Ludwick reviewed the recommended policy changes to policy #5113 Attendance Policy: K-12.

Mr. Kruzel moved, seconded by Mr. Neville that the Enfield Board of Education approves the recommended policy changes for Policy #5113 Attendance Policy: K-12 as presented for a second and final reading.

A vote by **roll-call 7-0-0** passed unanimously.

12. BOARD COMMITTEE REPORTS

a. Building Committee

Mr. Kruzel stated we are on time and under budget. He thanked the Enfield High School students for enduring the construction throughout the school year.

b. Curriculum Committee

Mr. Neville reported the June Curriculum Committee was cancelled. We will meet next in August.

c. Policy Committee

Mr. Ludwick reported the Policy Committee met and reviewed several policies that the Board approved first readings and a second reading earlier tonight. The remaining policies will be placed on the next regular Board agenda for final readings.

13. APPROVAL OF MINUTES

Mrs. Thurston and Mrs. Unghire moved that the Regular Meeting Minutes of May 24, 2016 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

14. APPROVAL OF ACCOUNTS PAYROLL - None

15. CORRESPONDENCE AND COMMUNICATIONS

- a. Invitations to attend the Enfield High School and Enrico Fermi Graduation Ceremonies

16. AUDIENCES - None

17. EXECUTIVE SESSION - None

18. ADJOURNMENT

Mrs. Thurston moved, seconded by Mr. Kruzel to adjourn the Regular Meeting of June 14, 2016.

All ayes, motion passed unanimously.

Meeting stood adjourned at 9:07 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 21, 2016**

A special meeting of the Enfield Board of Education was held in the Board Conference Room located at 27 Shaker Road, Enfield, CT on June 21, 2016.

1. **CALL TO ORDER:** The meeting was called to order at 6:05 PM by Secretary Tina LeBlanc
2. **PLEDGE OF ALLEGIANCE:** Tina Leblanc
3. **FIRE EVACUATION ANNOUNCEMENT:** Tina LeBlanc announced the fire evacuation announcement.
4. **ROLL CALL:**

MEMBERS PRESENT: Walter Kruzel, Raymond Peabody, Lori Unghire, Mike Ludwick, Tina LeBlanc, Timothy Neville, Stacy Thurston and Tom Sirard (arrived at 6:25 PM)

MEMBERS ABSENT: Vin Grady and Mike Ludwick

ALSO PRESENT: Dr. Jeffrey Schumann, Superintendent and Mr. Christopher Drezek, Deputy Superintendent

5. **EXECUTIVE SESSION:**

Mr. Kruzel moved, seconded by Mrs. Thurston to enter into Executive Session for Matter(s) Related to Collective Bargaining and Matter(s) Related to Personnel.

A vote by **show-of-hands 6-0-0** passed unanimously.

The Board remained in the Board Room for the Executive session portion of the meeting. Dr. Schumann and Mr. Drezek joined the Board in Executive Session.

Chairman Sirard arrived at 6:25 PM.

No Board action occurred while in Executive Session.

6. **DISCUSSION AND ACTION IF ANY, REGARDING ESAA MOU COLLECTIVE BARGAINING**

Mr. Kruzel moved, seconded by Mrs. Thurston that the Enfield Board of Education approves the ESAA MOU Collective Bargaining as presented.

A vote by **show-of-hands 7-0-0** passed unanimously.

7. **DISCUSSION AND ACTION IF ANY, REGARDING THE SUPERINTENDENT'S CONTRACT AND EVALUATION**

No action was taken.

8. DISCUSSION AND ACTION IF ANY, REGARDING FY2016-17 BUDGET

Dr. Schumann distributed a memo regarding the 2016-2017 Budget Reconciliation & Personnel Appointment to the Board.

Mr. Peabody moved, seconded by Mrs. Unghire that the Enfield Board of Education approves the FY2016-17 Budget recommendations as presented:

Discussion:

Mr. Peabody stated that Dr. Schumann did a great job with the FY2016-17 budget. Mr. Kruzel agreed with Mr. Peabody.

Mr. Neville also agreed with Mr. Peabody and congratulated Dr. Schumann for thinking out of the box.

Mr. Kruzel added that we are in this situation because of what is coming from Hartford, not the Town Council.

A vote by **roll-call 7-0-0** passed unanimously.

9. ADJOURNMENT

Mrs. Thurston moved, seconded by Mr. Kruzel to adjourn the Special Meeting of June 21, 2016.

All ayes, motion passed unanimously.

Meeting stood adjourned at 7:11 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Christopher Drezek, Deputy Superintendent