

ENFIELD
HEAD START

PERSONNEL POLICIES

2013-2014

DISCLAIMER

These Personnel Policies provide a general guideline only. The policies set forth therein may be altered or modified for any reason from time to time, with or without notice. Nothing in this manual is to be considered a term or condition of employment or a contractual relationship for employment.

ORIENTATION

All staff will receive an orientation upon permanent hiring and review the official Personnel Policies manual at that time.

The manual has been written to provide a tool to use in the orientation of staff. The manual provides staff with pertinent information regarding the policies and procedures of the program. The manual also provides information regarding staff roles, responsibilities and specific tasks. In some instances, the purpose, how the activity is documented and the expected time frame has been included. Hopefully this manual will be helpful to staff in understanding their roles as well as the role of other staff members.

Supervisors/Administrators should find the manual useful in providing a more comprehensive staff orientation. The manual may also be helpful in orientating supervisory staff with regard to the responsibilities of their staff, task that need to be completed and their time-line.

MISSION STATEMENT

Enfield Head Start, a high-quality, comprehensive child development program, provides a foundation for children and families to achieve their full potential and be able to effectively contribute to a changing society.

Enfield Head Start enrolls children and their families regardless of race, sex, religion, disability, or national origin.

CODE OF ETHICS

As a member of the Enfield Head Start staff, professionalism is a major responsibility. We want you to become friends with each other, with your students and with the parents of your students. But we also want you to remember that you are an example that others look to for guidance.

- Dress neatly and in good taste. Wear comfortable clothing and shoes that are appropriate to the job.
- Be punctual, dependable, tactful and helpful.
- Be responsive to your students and to their parents, however, retain your poise at all times.
- Treat all information regarding members of the school community (children, parents, staff, volunteers, etc.) with strict confidence and avoid gossip at all times.
- Show your children's parents that you take pride in your work – and conduct yourself in such a way as to convey that attitude through the care with which you pursue your daily activities.

This is a terrific program. Have fun! Being professional in your attitude doesn't imply being stiff and formal. Have fun with your children. These are little kids we are working with. Show them you enjoy and respect their presence. Share in their laughter – just as readily as you can share their feelings when they have been hurt or sad. Enjoy their view of the world. You will enrich their lives.

OUTSIDE EMPLOYMENT

Outside employment and the pursuit of career-related activities is encouraged.

Head Start encourages employees to pursue career-related activities such as workshops, trainings, etc. and to consider outside employment.

- Any involvement in additional employment creating conflict of interest for either the program or its clients is cause for dismissal.
- If job performance or attendance records are affected due to outside employment activities, individual will be asked to make a choice regarding the continued employment.

RULES OF CONDUCT

Employees are to respect all rules of conduct regarding the working environment.

Examples of good conduct include but are not limited to the following:

- Clothing of employees on the job should be in good taste, neat, clean and appropriate for the duties to be performed.
- Employee should cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for disciplinary action.
- Employees must be punctual in reporting for duty at the time and place designated. Repeated failure to report promptly at the time directed will be deemed neglect of duty and subject to disciplinary action.
- When off duty, employees are encouraged to participate in department activities which may promote the employee's personal health or well being and which, upon participation, would not be determinative of the operation of the department.
- Head Start is a smoke free environment. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evenings as well as during the day), hallways and outdoor play area. Also included are home visits and group socialization activities which include field trips, neighborhood walks or other outdoor group activities.
- False reporting shall be subject to disciplinary action.
- Employees should never be discourteous or argumentative with clients and, when appropriate, should refer clients to a supervisor.
- All employees are urged to make any suggestions they feel will be of benefit to the department.
- Employees may be granted authorization to be reimbursed for using their private vehicles when use of private vehicles is essential in the performance of the work required.
- Controls to avoid the undesirability of strangers wandering through the work site will be enforced.
- All complaints on behalf of the public must be handled courteously and promptly and recorded on the form provided to be sent to central office for review and possible further action.
- Employees will discourage personal gifts and will not accept any gift or other valuable thing offered in the course of work or in connection with it when such a gift is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.

- Employees shall not accept or receive money in the form of tips or rewards for services rendered, but donations may be given to Head Start in support of the program.
- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- No child will be left alone, unsupervised, or isolated.
- Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- Will not use food as punishment or reward or deny basic needs.

EMPLOYEE ABSENCE

Employees are expected to report to work on time on a regular basis.

Unauthorized absences may be grounds for disciplinary action.

Absence is the failure to report for work and to remain at work as scheduled. It includes late arrivals and early departures, as well as absence for an entire day. Your regular and punctual attendance is essential for efficient operations. You should be at your work station and ready to work at your scheduled time. If you know in advance that you are going to be absent or unavoidably late, telephone your supervisor as soon as possible. Messages must be given directly to your supervisor. Failure to request advance approval, or to report your absence as described above, will result in the absence being recorded as unexcused.

An employee who fails to call in for three successive days to report such absence may be considered to have voluntarily terminated employment.

Direct child ratio staff are required to provide substitute coverage when absent. A substitute list is provided. If after contracting three substitutes with no success, notify your supervisor.

SUBSTITUTES

When you have a substitute, be sure he/she knows your schedule and responsibilities.

Call your supervisor by 8:15 or 1 hour prior to workday if you are going to be absent.

Be sure your co-worker is informed of your absence.

After five consecutive days of absence, the Board of Education will cover substitute salary.

NEWSLETTER

A newsletter is sent out monthly that includes classroom news, the calendar and the menu for the month.

TIME SHEET

Hours must be recorded daily. Personal and sick days must be recorded. Personal days require written requests. Administration may ask for physician note if sick 3 or more consecutive days or frequent absences.

ENFIELD BOARD OF EDUCATION
FINGERPRINT INFORMATION

PLEASE FILL OUT COMPLETELY

NAME _____

OTHER NAMES WORKED UNDER _____

ADDRESS _____

TELEPHONE NUMBER _____

DATE OF BIRTH _____

PLACE OF BIRTH _____

SOCIAL SECURITY NO. _____

POSITION APPLYING FOR _____

DATE OF HIRE _____

CLOSEST RELATIVE _____

RELATIONSHIP TO YOU _____

ADDRESS _____

SEX RACE HEIGHT WEIGHT HAIR COLOR EYE COLOR

CITIZEN Y N

ANY PREVIOUS ARRESTS Y N

All questions on this form must be answered so that state and federal fingerprint cards can be complete

On the day of your fingerprinting, it will be necessary to give Mr. Zaczynski a \$19.25 money order, bank check, or personal check made payable to: Enfield Public Schools

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

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SCHOOL PERSONNEL

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Tuberculosis Tests for School Personnel:

1. Each new school employee shall be tested for tuberculosis in accordance with the provisions of section 2 of this policy. Such a test shall consist of an intradermal injection skin test. Any employee with a positive test must then have a symptom screen and chest x-ray to rule out active disease.
2. Each school employee shall have such a tuberculosis examination before but not later than thirty days (30) after entering employment, except that an employee or prospective employee who submits written verification of a negative tuberculosis finding not more than one year prior to the start of employment, shall be deemed to have complied with this requirement.
3. Employees may have the test completed by their primary care physician or through a health/medical center designated by the human resources office. Employees are responsible for the full cost of their tuberculosis test.
4. Information regarding the test is available to employees through the Human Resource Office.

**Ref: Recommendations of the Connecticut Advisory School Health Council
and the Inter-departments School Health Committee of the State
Departments of Health and Education**

**Policy Adopted: July 30, 1963
Policy Effective: September 1, 1963
Revised: February 13, 2007
Reviewed: March 24, 2009**

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

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POLITICAL ACTIVITIES OF SCHOOL EMPLOYEES
RIGHTS AND OBLIGATIONS

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8 The Board of Education believes that employees are entitled to a work environment
9 that is in compliance with applicable laws regarding political activity, whether that
10 activity involves any particular employee, or co-workers. Therefore, all employees
11 are expected to comply with state laws related to political activities by Classified
12 Municipal Employees, as described in section
13 7-421 of the Connecticut General Statutes, or as the same may from time to time
14 be amended.

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16 On that basis, the Board hereby directs the Superintendent of Schools to develop,
17 implement and maintain appropriate administrative regulations to ensure that
18 district employees adhere to applicable laws and regulations without impinging on
19 individual rights of franchise. The Superintendent must administer the policy so
20 that obvious indiscretions are studiously avoided and properly resolved. To this
21 end, the Board of Education expects that the Superintendent will specify an
22 appropriate range of potential sanctions for any violations of this policy, including
23 willful violations, in the administrative regulations. The Superintendent shall also
24 take appropriate steps to notify all district employees of said administrative
25 regulations and the potential penalties provided therein for violations.

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27 The Board encourages all employees to assume full responsibilities as members of
28 a democracy. Nothing in this policy prohibits, nor should this policy be interpreted
29 as prohibiting, school employees from exercising their lawful rights and
30 responsibilities as shared with other citizens of the State of Connecticut or the
31 United States of America.

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44 **Reference: Connecticut General Statutes Section 7-421**

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47 **Policy Adopted: July 9, 1996**
48 **Reviewed: August 25, 2009**

**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

**Administrative
Regulation 4150.2**

PROCEDURES TO BE FOLLOWED FOR JURY DUTY

When an employee receives notice of a call to jury duty, he or she must immediately notify the building principal. Central Office employees must notify his/her immediate supervisor. Along with the notification, a copy of the official document must be submitted.

In order for the day to be recorded in the attendance system as jury duty, the employee must submit proof of attendance from the court. Should the employee be notified by the court that it is not necessary to appear, the employee must notify his/her supervisor, cancel the substitute teacher if applicable, and report to work for that day. Failure to follow Jury Duty procedures may result in loss of pay and/or disciplinary action.

Revised: January 31, 2006

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

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**POLICE SCREENINGS/SEARCHES OF SCHOOL PROPERTY
INCLUDING THE USE OF CANINE (K9) TEAMS**

1411.1

8 In an effort to deter violations of school rules and illegal activity on school grounds,
9 the school administration is empowered to call upon the Enfield Police Department
10 to assist it in conducting screenings and/or searches of persons or personal
11 possessions on school property. This may include screening of automobiles and
12 other personal possessions on all school property such as but not limited to lockers,
13 storage areas, and parking areas by the Enfield Police Department's K9 Team.
14 Personal items brought onto school grounds by students, employees, service
15 contractors, and visitors are subject to said screenings which may result in
16 establishing reasonable suspicion or probable cause to conduct a search.

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18 Screenings can be conducted without prior notification to students, employees,
19 service contractors, and visitors. However, the school administration shall
20 annually inform students, employees, and parents of the fact that screenings may
21 occur without prior notice.

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23 Information obtained through such screenings, including an alert through the K9
24 team, may establish reasonable cause for a subsequent search. Such searches
25 may be conducted by school officials with or without the assistance of the Enfield
26 Police Department, and the scope of the search shall be reasonably related to the
27 object of the search and shall not be excessively intrusive in light of the age and
28 sex of any students involved. Administrative regulations for this policy shall
29 include guidelines for notification to the parent/guardian of any student who
30 becomes the subject of a search as the result of a screening as authorized by this
31 policy.

32
33 A Memorandum of Understanding (MOU) between the Enfield Public School system
34 and the Enfield Police Department shall serve as the working guideline for said
35 screenings and searches. The Superintendent is authorized to enter into the MOU
36 on behalf of the Board.

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44 **References:** **Connecticut General Statutes Sections 10-233a through 10-233i**
45 **(Statutes relating to School Discipline and Security.) Enfield**
46 **Police Department General Orders.**

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48 **Legal Reference:** **New Jersey vs. T.L.O. 469 U.S. 325 (1985)**
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51 **Adopted:** **October 23, 2007**

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

EMPLOYEE SUBSTANCE ABUSE POLICY

4001.0

The Enfield Board of Education recognizes that both students and, employees should be drug-free so that the most effective learning experience may take place. This policy is an integral part of the Enfield Public Schools Drug, Alcohol and Tobacco Prevention Program and represents one component of a district-wide effort to respond effectively to drug, mood altering substance and alcohol related activities that may occur at school or at school sponsored activities.

Any Enfield Board of Education employee is in violation of this policy if on a school bus, school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of alcohol, drugs or mood altering substances or manufactures, possesses, uses, dispenses, distributes, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substances purported to be a restricted substance or drug paraphernalia. The employee shall be subjected to disciplinary measures up to and including termination, referral for prosecution, and intervention pursuant to the provisions and procedures outlined in the Administrative Regulations. Copies of these standards of conduct and sanctions shall be provided to all employees.

Drug and alcohol awareness, education and prevention programs for employees shall be adopted and maintained, teaching that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The employee program shall include information about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug free workplace, the availability of any drug counseling, rehabilitation, and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Counseling and rehabilitation programs will be provided to employees as described in Administrative Regulations.

As a condition of employment, employees shall abide by the terms of this policy and shall notify the Enfield Board of Education of any criminal drug statute conviction for a violation occurring in the workplace within five days of the conviction. The Federal Agencies which grant funds to the Enfield Board of Education will be notified of the conviction within ten days, and appropriate personnel action will be taken against the employee within thirty days as set forth in the Board's Administrative Regulations.

Refer to Board Policy 4000.0 for employee smoking policy.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

51 The Board will review its program biennially to determine its effectiveness to
52 implement changes to the program if they are needed, and to ensure that the
53 sanctions set forth in the Administrative Regulations are consistently enforced.
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Legal Reference: P.L. No. 100-690, P.L. No 101-226, Sec. 5145

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Policy Adopted: September 11, 1990

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Policy Effective: Immediately

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Policy Reviewed: March 24, 2009

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

PERSONNEL

4000.

Smoking Restriction

A. Introduction

Because the Enfield Board of Education is committed to maintaining and improving the health and well-being of all employees; because medical research shows that smoking poses a significant risk to the health of the smoker and the non-smoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all employees and visitors.

1. Smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
Effective October 1, 1987
2. Smoking of any kind is prohibited on school grounds when school is in session between the hours of 7 a.m. and one-half hour (1/2 hour) following the end of classes at the respective school(s) Effective January 1, 1988.

Policy Adopted: August 31, 1987
Reviewed: August 25, 2009

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

5 **PERSONNEL ADMINISTRATION**

4111.

7 **Equal Employment Opportunity:**

9 The Enfield Board of Education provides equal employment opportunities based
10 solely on job-related skills, ability, and merit. Applicants and employees are to
11 be treated without regard to any race, color, religious creed, age, marital or civil
12 union status, national origin, ancestry, gender, mental retardation, physical
13 disability or sexual orientation. This policy includes but is not limited to
14 recruitment, recruitment advertising, employment, pay rates and other
15 compensation, selection for training, transfer, promotion, demotion, layoff,
16 recall from layoff, or termination.

18 **Affirmative Action:**

20 State and Federal requirements mandate exceptions to the above in regard to
21 treatment of minorities. The Board expects the superintendent to comply with
22 all Affirmative Action laws and regulations applicable to the school district.
23 This includes a serious attempt to recruit applicants from minority populations.

25 The Superintendent will designate the appropriate administrator(s) to direct and
26 oversee ongoing affirmative action efforts, including appropriate notification to
27 all school district employees in applicable requirements and procedures. The
28 Superintendent or designee will ensure that any employees or applicants filing a
29 complaint or assisting in an investigation are protected from coercion,
30 interference, or discrimination as provided by applicable State and Federal
31 regulations.

33 The Superintendent or designee shall draft appropriate administrative
34 regulations and shall make a comprehensive annual report to the Board
35 highlighting the administrations' Affirmative Action efforts and results.

43 **References:** **Connecticut General Statutes**
44 **Title VII Civil Rights Act 42 U.S.C. 2000e, et seq.**

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47 **Policy Adopted:** **September 9, 1997**
48 **Revised:** **February 24, 2009**



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 ext. 8400 (860) 241-8400 Fax (860) 525-6018 www.ct.gov/trb

TO: School Business Officials
DATE: February 27, 2006
SUBJECT: P.A. 05-10 An Act Concerning Civil Unions

P.A. 05-10 An Act Concerning Civil Unions

Public Act No. 05-10 became effective October 1, 2005. This law requires that (Sec 14) "Parties to a civil union shall have all the same benefits, protections and responsibilities under law, whether derived from the general statutes, administrative regulations or court rules, policy, common law or any other source of civil law, as are granted to spouses in a marriage, which is defined as the union of one man and one woman."

It also states, (Sec 15) "Wherever in the general statutes the terms "spouse", "family", "immediate family", "dependent", "next of kin" or any other term that denotes the spousal relationship are used or defined, a party to civil union shall be included in such use or definition, and wherever in the general statutes, except sections 7-45 and 17b-137a of the general statutes, as amended by this act, subdivision (4) of section 45a-727a, sections 46b-20 to 46b-34, inclusive, section 46b-150d of the general statutes, as amended by this act, and section 14 (above) of this act, the term "marriage" is used or defined, civil union shall be included in such use or definition.

For TRB purposes, this would include eligibility for the health insurance subsidy, TRB health insurance, pre-retirement death benefits and any other benefit a spouse is entitled to through this system.

If you have any questions please feel free to contact Darlene Perez, Administrator, at 860-241-8402 or review the entire Public Act by using the above hyperlink or our website www.ct.gov/trb Legislation.

PLEASE POST AND DISTRIBUTE TO PAYROLL/PERSONNEL STAFF

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

**PERSONNEL POLICY PROHIBITING SEXUAL
DISCRIMINATION AND HARASSMENT**

4116.

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- ❖ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ❖ submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- ❖ such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All reported incidents of sexual harassment will be promptly and thoroughly investigated.

Any person who believes that s/he has suffered sexual harassment shall report the alleged harassment to either the Building Administrator, Personnel Supervisor or Business Manager. If neither person is available, reports may be filed with the Assistant Superintendent. Sexual Harassment report forms are available in the Personnel Office and each school office. Reports of sexual harassment shall be confidential to the extent possible.

Any employee engaging in any action or conduct constituting sexual harassment will be subject to appropriate disciplinary action, up to and including termination of employment. The Board of Education will discipline any individual who retaliates against any person who reports an alleged sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

The Board of Education will not tolerate false accusations of sexual harassment. The employee who files a false report of sexual harassment will be subject to discipline.

The Enfield Board of Education is committed to providing education and training programs to employees. It is the policy of the Board of Education to maintain an environment free from discrimination and harassment where all people are treated in all respects without discrimination or harassment based upon race, national origin, color, age, religion, sex, sexual orientation, military or Veteran status, past or present physical or mental disability.

Legal Reference: Connecticut General Statutes 46a-60, 10-153, 10-153a
Policy Adopted: April 27, 1992
Policy Amended: (Total Rewrite) July 13, 1999
Policy Reviewed: March 24, 2009

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

POLICY PROHIBITING WORKPLACE VIOLENCE

4118.

The Enfield Board of Education, in order to provide a safe and productive work environment, hereby adopts the following "zero tolerance" policy for workplace violence.

Each employee shall have the right to work in an environment free from violence. Employees are prohibited from committing any act of violence on or towards another person at any Board/Town work location or worksite. Violence is defined under this policy as acts of physical force against a person; assault; battery; intentionally placing hands upon another with the intent of harming another; intentionally causing harm to another through using any device, weapon or object; provoking another employee or individual to harm another person.

Each employee shall have the right to work in an environment free from threats of violence and from verbal abuse. Threats of violence shall be defined as the use of words or phrases indicating an intent to do physical harm to another. Verbal abuse shall include use of obscene or offensive language designed to humiliate, denigrate, belittle or provoke another person. This shall include the use of racial epithets. No employee shall bring into or possess in the workplace any weapon. For the purposes of this policy the term "weapon" includes, but is not limited to, any type of firearm, any type of knife with a blade of four inches or more, or any other weapon designed to injure. Employees are further prohibited from storing any firearm or knife, or other weapons designed to injure, in any privately owned motor vehicle parked at a Board/Town owned parking lot or at a worksite where one or more Board employees are assigned to work. For the purposes of this policy the term "workplace" includes all public buildings, facilities, and vehicles owned by the Board of Education, Town of Enfield, and worksites where one or more Board employees are assigned to work.

Any employee who witnesses or is subject to an act of violence, use of threatening language, or verbal abuse as described in this policy shall immediately notify their supervisor of such act. An employee may choose to directly notify the Personnel Supervisor and/or Superintendent of Schools. Any supervisor so notified shall take any necessary remedial measure to ensure the safety of employees and other persons in the immediate area and shall immediately inform the Superintendent and the Personnel Supervisor. The Personnel Supervisor shall promptly investigate the report and take all necessary appropriate actions. Any employee who violates this policy will be subject to the imposition of discipline, up to and including the termination of employment.

Policy Adopted: July 13, 1999
Policy Reviewed: March 24, 2009

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**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

BULLYING PREVENTION AND INTERVENTION POLICY

5131.9

The Enfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived

50 differentiating characteristics, such as race, color, religion, ancestry, national
51 origin, gender, sexual orientation, gender identity and expression, socioeconomic
52 status, academic status, physical appearance, or mental, physical, developmental
53 or sensory disability, or by association with an individual or group who has or is
54 perceived to have one or more of such characteristics.

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56 For purposes of this policy, "**Cyberbullying**" means any act of bullying through the
57 use of the Internet, interactive and digital technologies, cellular mobile telephone or
58 other mobile electronic devices or any electronic communications.

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60 Consistent with the requirements under state law, the Enfield Board of Education
61 authorizes the Superintendent or his/her designee(s), along with the Safe School
62 Climate Coordinator, to be responsible for developing and implementing a Safe
63 School Climate Plan in furtherance of this policy. As provided by state law, such
64 Safe School Climate Plan shall include, but not be limited to provisions which:

- 65
- 66 (1) Enable students to anonymously report acts of bullying to school
67 employees and require students and the parents or guardians of
68 students to be notified annually of the process by which students may
69 make such reports;
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 - 71 (2) enable the parents or guardians of students to file written reports of
72 suspected bullying;
73
 - 74 (3) require school employees who witness acts of bullying or receive reports
75 of bullying to orally notify the safe school climate specialist, or another
76 school administrator if the safe school climate specialist is unavailable,
77 not later than one school day after such school employee witnesses or
78 receives a report of bullying, and to file a written report not later than
79 two school days after making such oral report;
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 - 81 (4) require the safe school climate specialist to investigate or supervise the
82 investigation of all reports of bullying and ensure that such investigation
83 is completed promptly after receipt of any written reports made under
84 this section;
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 - 86 (5) require the safe school climate specialist to review any anonymous
87 reports, except that no disciplinary action shall be taken solely on the
88 basis of an anonymous report;
89
 - 90 (6) include a prevention and intervention strategy for school employees to
91 deal with bullying;
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 - 93 (7) provide for the inclusion of language in student codes of conduct
94 concerning bullying;
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 - 96 (8) require each school to notify the parents or guardians of students who
97 commit any verified acts of bullying and the parents or guardians of
98 students against whom such acts were directed not later than forty-eight
99 hours after the completion of the investigation;

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- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
 - (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
 - (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
 - (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
 - (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
 - (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
 - (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
 - (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

149 (17) require that all school employees annually complete the training
150 described in Conn. Gen. Stat. §10-220a.
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152 The notification required pursuant to subdivision (8) (above) and the invitation
153 required pursuant to subdivision (9) (above) shall include a description of the
154 response of school employees to such acts and any consequences that may result
155 from the commission of further acts of bullying. Any information provided under
156 this policy or accompanying Safe School Climate Plan shall be provided in
157 accordance with the confidentiality restrictions imposed under the Family
158 Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and
159 Access to Student Information policy and regulations.
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161 Not later than January 1, 2012, the Enfield Board of Education shall approve the
162 Safe School Climate Plan developed pursuant to this policy and submit such plan
163 to the Department of Education. Not later than thirty (30) calendar days after
164 approval by the Board, the Board shall make such plan available on the Board's
165 and each individual school in the school district's web site and ensure that the
166 Safe School Climate Plan is included in the school district's publication of the
167 rules, procedures and standards of conduct for schools and in all student
168 handbooks.
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180 **Legal References: Public Act 11-232, An Act Concerning the Strengthening of**
181 **School Bullying Laws**

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- 183 **Conn. Gen. Stat. 10-145a**
- 184 **Conn. Gen. Stat. 10-145o**
- 185 **Conn. Gen. Stat. 10-220a**
- 186 **Conn. Gen. Stat. § 10-222d**
- 187 **Conn. Gen. Stat. 10-222g**
- 188 **Conn. Gen. Stat. 10-222h**
- 189 **Conn. Gen. Stat. §§ 10-233a through 10-233f**
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195 **Policy Adopted: December 10, 2002**

196 **Policy Revised: November 25, 2008**

197 **Policy Revised: January 24, 2012**

**Enfield Public Schools
Enfield, Connecticut**

**Administrative
Regulation 5131.9**

DISTRICT SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at or referring to another student attending school in the same district that:
 - 1. causes physical or emotional harm to such student or damage to such student's property;

2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, 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 has or is perceived to have one or more of such characteristics.

III. Other Definitions

- A. "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. "**Electronic communication**" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;
- C. "**Hostile environment**" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. "**Mobile electronic device**" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. "**Outside of the school setting**" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. "**Prevention and intervention strategy**" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual 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 a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

- 1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
- 2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
- 3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
- 4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly

after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally

identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

VIII. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;

- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;

- i. Respectful responses to bullying concerns raised by students, parents or staff;
 - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
 - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
 - l. Avoidance of sex-role stereotyping;
 - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
 - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of "bullying."

X. Improving School Climate

Enfield recognizes that a positive school climate is crucial in reducing or eliminating bullying conduct in its schools. The measures described in this Safe School Climate Plan are designed to promote a positive school climate, and their successful implementation involves a partnership among administrators, teachers, other staff members, parents and students themselves. This Plan is subject to periodic review and revision to assure that it effectively promotes a positive school climate. All members of the school community are encouraged to participate in that effort by conveying to the Safe School Climate Coordinator their questions, concerns and recommendations regarding this Plan and its implementation.

Annually, each school in Enfield shall review its own Safe School Climate Plan in order to meet the requirements of this District Plan.

XI. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.

- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

XII. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Adopted: January 24, 2012
Revised: March 27, 2012

Legal References:

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws
Conn. Gen. Stat. § 10-222d
Conn. Gen. Stat. §§ 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)

Have there been previous incidents (circle one)? Yes No

If "yes", please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school employees (circle one) Yes No

If "Yes", to whom was it reported and when?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date Submitted

Received By

Date Received

ENFIELD PUBLIC SCHOOLS

REPORT OF BULLYING FORM/INVESTIGATION SUMMARY

For Staff Use Only:

School _____ **Date** _____

Location(s) _____

Reporter Information:

Anonymous student report _____

Staff Member report _____ Name _____

Parent/Guardian report _____ Name _____

Student report _____ Name _____

Student Reported as Committing Act: _____

Student Reported as Victim: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ___ No ___

Remedial Action(s) Taken: _____

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____

If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?

Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____
Parents' Names: _____ Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?

Y N

Name of Investigator: _____ **Date:** _____

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, invitations to parent meetings, records of parent meetings).



ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

FORM D

ENFIELD PUBLIC SCHOOLS

Report of Bullying/Consent to Release Student Information

Date: _____

Name of Student: _____

School: _____

To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the Enfield Public Schools may wish to disclose the fact that this complaint has been filed in connection with this investigation.

(Please check one):

_____ I hereby give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

_____ I do **NOT** give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

Signature of Parent/Guardian

Date

Name (Please print)

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**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

1 consistent with the Board's policy. The Superintendent may delegate specific
2 responsibilities to building principals and others as he/she deems appropriate.
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49 **Reference:** **Administrative Regulation #6141.32**

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51 **Policy Adopted:** **July 13, 1999**
52 **Policy Revised:** **February 24, 2004**
53 **Policy Revised:** **August 28, 2007**
54 **Policy Revised:** **March 24, 2009**
55 **Policy Revised:** **June 26, 2012**
56

**ENFIELD PUBLIC SCHOOLS
WORKERS' COMPENSATION PROCEDURE**

The following procedure must be followed for work-related injuries:

- Notify your supervisor immediately when a work-related injury occurs.
- Promptly complete an accident report, which is available in the main office and nurse's office of every school.
- School secretaries must immediately fax the completed accident report to the attention of Jeannette Lamontagne at Fax # 860-253-4739. Signed originals of accident reports should be forwarded through interoffice mail.
- All medical evaluations and acute care management of work-related injuries will be handled by:

Johnson Occupational Medicine Center
140 Hazard Avenue, Suite 101
Enfield, CT 06082
763-7668
Hours: 8:00 a.m. – 4:30 p.m.

- The main office or nurse's office must call Johnson Occupational to provide authorization to treat the injured employee.
- Injured employees may use the "First Script Prescription Card" when Johnson Occupational writes a prescription. These prescription cards are available in each school office and/or nurse's office and the Human Resources Department. No co-pay is required when using this card for Workers' Compensation approved prescriptions.
- As soon as this card is given to an injured employee, call Jeannette Lamontagne in Human Resources (Ext. 6539). She is responsible for following the procedure to activate the prescription card. If for some reason the employee does not have the "First Script Prescription Card" when filling a prescription and a charge is incurred, the receipt must be submitted to Jeannette Lamontagne in the Human Resources Department for reimbursement.
- Injuries which occur during hours or days when Johnson Occupational Medicine Center is not open may be treated through:

Johnson Memorial Hospital
201 Chestnut Hill Road
Stafford Springs, CT 06076

- Absence from work due to a work-related injury will be coded as "Workers' Compensation Time" only if a doctor's note determines an employee should be "Off Work", or in the case of "Modified Work", the employee's supervisor determines the employee cannot be accommodated in that capacity.

Supervisor's Accident Investigation

(To be completed by the employee's supervisor or other responsible administrative official)

Location where accident occurred		Employer's Premises: Yes <input type="checkbox"/> No <input type="checkbox"/> Job site: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of accident or illness
Who was injured?		<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee		Time of accident a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Length of time with firm	Job title or occupation	Name of dept. normally assigned to	How long has employee worked at job where injury or illness occurred?	
What property/equipment was damaged?			Property/equipment owned by:	
What was employee doing when injury/illness occurred? What machine or tool was being used? What type of operation?				
How did injury/illness occur? List all objects and substances involved.				
Part of body affected/injured? Any prior physical conditions? If so, what? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Nature and extent of injury/illness and property damaged (be specific)				

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

- | | | |
|---|--|--|
| <input type="checkbox"/> Failure to lockout | <input type="checkbox"/> Improper maintenance | <input type="checkbox"/> Poor housekeeping |
| <input type="checkbox"/> Failure to secure | <input type="checkbox"/> Improper protective equipment | <input type="checkbox"/> Poor ventilation |
| <input type="checkbox"/> Horseplay | <input type="checkbox"/> Inoperative safety device | <input type="checkbox"/> Unsafe arrangement or process |
| <input type="checkbox"/> Improper dress | <input type="checkbox"/> Lack of training or skill | <input type="checkbox"/> Unsafe equipment |
| <input type="checkbox"/> Improper guarding | <input type="checkbox"/> Operating without authority | <input type="checkbox"/> Unsafe position |
| <input type="checkbox"/> Improper instruction | <input type="checkbox"/> Physical or mental impairment | <input type="checkbox"/> Other _____ |

Supervisor's corrective action to ensure this type of accident does not recur: _____

- Was employee trained in the appropriate use of Personal Protective Equipment/Proper safety procedures? ... Yes _____ No _____
- Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? Yes _____ No _____
- Did employee promptly report the injury/illness? Yes _____ No _____
- Is there modified duty available? Yes _____ No _____

Supervisor's Name _____ Signature _____ Date _____

ENFIELD PUBLIC SCHOOLS

RETURN-TO-WORK PROCEDURE

The Enfield Public Schools has instituted a Return-to-Work Program applicable to full-time employees. Employees injured at work are brought to Johnson Occupational for initial treatment. If, after treatment, the employee is unable to return to work, the employee is referred for further treatment. The employee should receive a statement of any restrictions on duties and an expected return to work date from the medical care provider. The employee is required to provide this information to Human Resources (H.R.) as soon as possible.

Upon receipt of notification from the medical care provider of the employee's ability to return to modified duty work, the Human Resources Director will review the documentation and job availability within the organization. H.R. will then contact the employee to inform him/her that he/she has been accepted into the Return-to-Work Program. H.R. will discuss a work schedule with the injured employee's supervisor.

The employee and supervisor will review the physical restrictions documented by the medical care provider and determine what job duties the employee can perform, as well as establish a work schedule and return to work date.

Modified duty status will be continually monitored by CIRMA care Nurse Case Managers and the Enfield Board of Education. Employees will be assigned to the Return-to-Work Program until a physician provides a written release for the employee to return to work at his/her regular position. A maximum of 90 days in the Program is suggested, but duration may be increased to 180 days if physical restrictions dictated and a satisfactory job performance has been demonstrated. Under no circumstances should an employee's stay in the Return-to-Work Program exceed 180 days, since Return-to-Work programs are a temporary commendation and not a long-term solution to employee disability.

If the employee refuses to report for a modified duty assignment, then the employee's workers' compensation records will be forwarded to the Workers' Compensation insurance provider for purpose of requesting an immediate hearing to review the situation. Absence of an employee accepted to return to work under modified duty who refuses will not be counted as workers compensation time. The absent employee would need to submit a physician's note for this absence or request vacation time in order to be paid.

Employees do not waive any rights to Worker's Compensation benefits by participating in the Return-to-Work Program. Employees participating in the Return-to-Work Program will continue to be covered by the Worker's Compensation Act for all reasonable and necessary medical expenses and disability benefits related to the injury or illness.

WORK CONDITIONS

WORKING CONDITIONS

A. Work Year

The Enfield Public School work year shall consist of 187 days of which 181 and up to 40 days for extended year coverage shall be teaching days. The definition of a teaching day shall be in keeping with criteria established by the State Department of Education. It is understood that this definition of teaching day is place to apply towards emergency situations.

It is understood that the additional non-teaching days may be scheduled on Columbus Day, Veteran's Day or Martin Luther King Day. The remaining non-teaching days shall be scheduled by mutual agreement or otherwise by statue, after the Board has set the student school year. Such days shall not be scheduled on or after July 1.

B. Start/Dismissal Time

The starting and dismissal times of all schools shall be as set forth in administrative regulations.

In case of emergency, the decision of the Superintendent of Schools will supersede.

C. Lunch Period

All staff shall have an uninterrupted, duty-free period of at least 15 or 30 minutes, depending upon number of hours worked, except in cases of emergency.

4 hours (15 minutes)

6 hours (30 minutes)

D. Preparation and Planning Periods

All classroom teachers shall have, in addition to their break period, at least on guaranteed preparation, meeting, or home visit period per day. (1 hour) Assistant teachers shall have at least ½ hour per day.

Under emergency conditions, when substitutes are not available. It is considered the teacher's professional responsibility to assist in the covering of classes.

E. Teacher Assignments

The assignment and transfer of teachers within the program is the responsibility of the director. Whenever possible, consideration shall be given to reasonable requests and desires of any teacher concerned.

F. Assignment of Duty

In addition to the responsibility for instruction of the class, each teacher has special responsibilities within the school or school system as part of his/her work. These include supervision of students on the playground and in the school building, membership on committees, chaperoning of social activities and trips, and many others deemed necessary by the administration.

G. Teacher Load

On the preschool level, the ratio will be no greater than 10 to 1 and the program will strive for individual class sizes no greater than 17-18.

One teacher assistant shall be employed for each classroom.

IN-SERVICE AND HALF DAYS

Early release in-service days – employees work regularly scheduled start time until 3:00.

Full day in-service days – all staff are required to attend these meetings from 8:30-3:00.

Thanksgiving ½ day - employees are paid normal work hours.

SCHOOL CANCELLATION – 90 MINUTE DELAY

In the event Enfield Schools are cancelled, Head Start will be cancelled.

In the event of a 90 delay, the following schedule will be followed:

- AM extended day will open 90 minutes late.
- Head Start bus pickup begins 90 minutes late.
- School dismissal will remain the same.

In the event of a delayed opening on an early dismissal day, there will be no Head Start.

EARLY RELEASE DAYS

There will be no PM extended-day Head Start on early release days. All children will be released at 10:55.

SUPERVISION – SYSTEMS

Director: Oversees the operation of the program. Coordinators and secretary report directly to the director.

Education/Disabilities Coordinator: Supervises teachers, assistant teachers, classroom, literacy aides and all special education services.

Family Support Coordinator: Supervises family advocates, bus monitors and mental health services.

Health/Nutrition Coordinator: Supervises food service workers, coordinates all health services.

When the Head Start director is out, the coordinators, secretary and teacher of the month, will serve in that capacity if a problem arises, be it an immediate question, emergency or need for staff support.

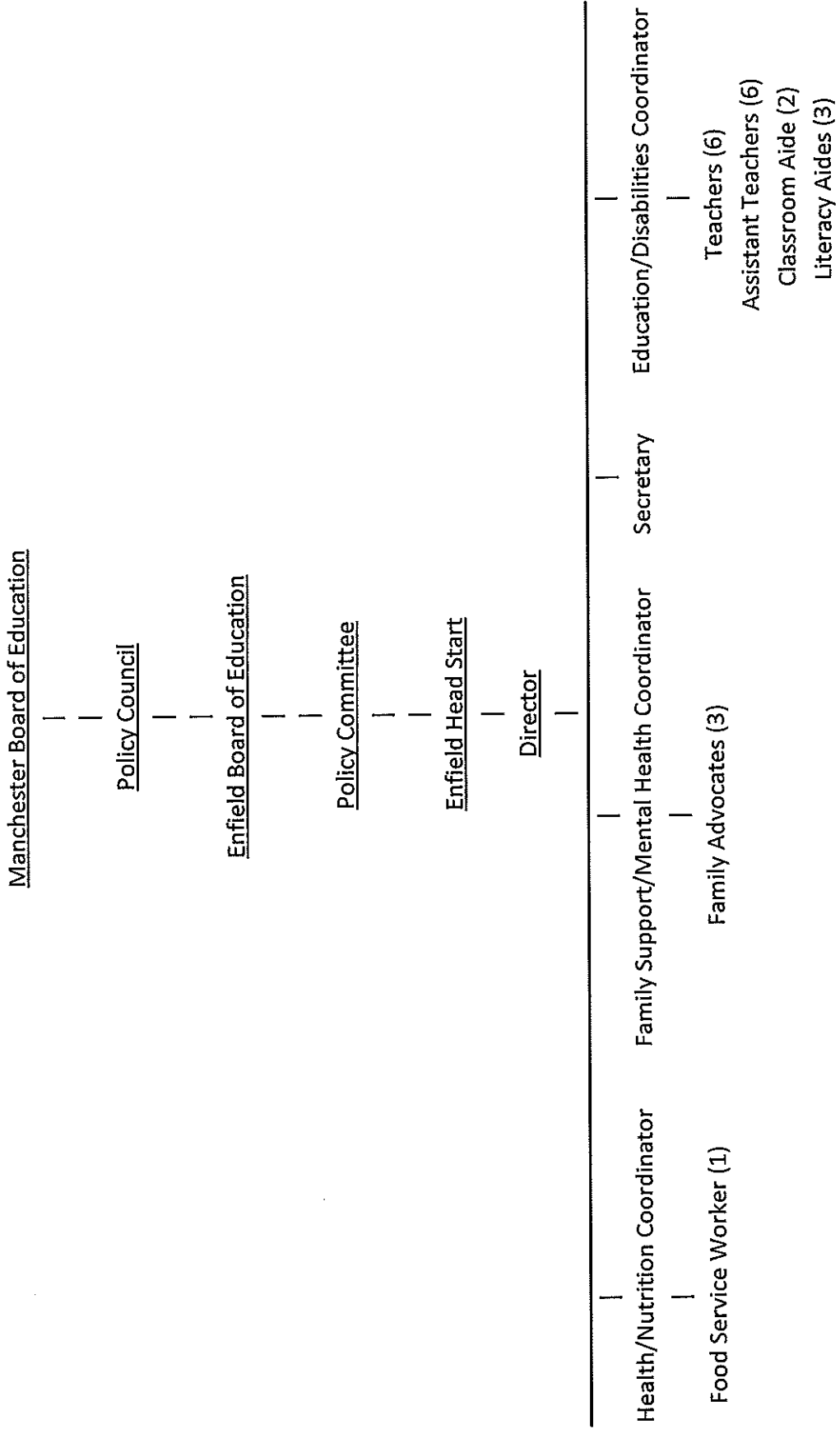
The secretary will be able to reach the director whenever necessary.

STAFF ASSIGNMENTS

Employees are expected to fulfill staff assignments.

1. Staff assignments are based on employee job descriptions, with respect to current workload, and in accordance with the chain of command.
2. Staff assignments are determined by the immediate supervisor. In the absence of immediate supervisors, staff assignments are determined by upper level supervisors.
3. Supervisors determine assignment of other duties as necessary.
4. Failure to fulfill assignments may result in disciplinary action up to and including termination, in accordance with local personnel regulations.

ENFIELD HEAD START
ORGANIZATIONAL CHART



CLASSROOM INTERRUPTIONS

Only 5 adults are to be in a classroom at a time. If you need to see a teacher, assistant teacher or food service worker, ask them to see you when they are free. Put a note in their mailbox.

Do not drop into any room for food. Children are to be served first. Classroom staff are to eat only the food being served first. Classroom staff are to eat only the food being served. Leftovers will be in the staff room. No outside food or drink can be brought into the classroom.

Do not interrupt classroom mealtime. If children and staff are in the process of serving, eating or cleaning up, non-classroom staff is requested not to interfere with this process.

Re-direct parents to the parent room if there are too many adults in a classroom. Parents can take turns visiting. Remind all parents at the end of every parent meeting (drop-in, workshop, PPT, etc.) that only 5 adults at a time in the classroom. Food service workers cannot set up lunch and serve lunch to adults in the classroom.

We have many high school volunteers, college volunteers, literacy volunteers, parent volunteers, school psychologist, speech therapist, college interns and observers. As you can see, classroom interruptions must be limited to insure best practices. Teachers will be asking for your cooperation.

Security

- Doors to building are locked at scheduled times.
- Armed guards will be posted at the front doors during operating hours.
- All visitors must sign in at the office upon entering the building.
- All adults are to wear a photo ID or visitor's badge.
- Keep classroom doors closed when room is empty.
- All confidential file cabinets are to be kept locked – access only via pertinent employee.
- Always secure your money and pocketbooks. (Parents are to be reminded also)
- Children must only be released to those having parental permission to do so.
- Children must be signed out in release book.
- 2-way radio used by director, secretary and custodian.
- Picture ID's must be left at front desk when volunteering, visiting, or staying for any kind of meeting. The visitor will then get a badge. When badge is returned, the visitor will get ID back. ***NO ONE WILL BE ALLOWED TO STAY WITHOUT AN ID.***

Enfield Head Start
Medical Emergency Plan

In the event a medical emergency or severe injury occurs:

* Automatic level 1 lockdown to occur*

If Indoors:

Teacher to call # 0 and state room # and "Medical", announce 2 times.

If outdoors:

Upper playground-Use radio to call staff member and state emergency, staff member will call #0 and state location and "medical" twice. Inform secretary of emergency details.

Lower playground- use radio to call staff member and state location and emergency, staff member to call #0 and state location and "medical". Inform secretary of emergency details.

1. One teacher to stay with injured person, other teacher to remove remaining children/staff from area to another classroom or designated area.
2. Team to respond:
 - Secretary to call 911 from office and await EMS arrival
 - Deb B. or other coordinator to go to room with AED and first aid emergency bag (located in Nurse's office) and perform first aid as necessary.
 - Coordinator to assist in classroom, get medical file if needed.
 - Coordinators and/or FSW to assist with other children/staff or get other relevant information to EMS staff.
3. While first aid is being performed, teacher to stay in room and Document the time and details of actions being performed.
4. Secretary to call parent or emergency contact of person injured and check emergency sheet for hospital preferred, call central office to update.
5. Nurse to fill out accident report after incident.

Consultation:

Dr. Porter: 860-749-3169

Poison Control center: 800-343-2722

Trish Vayda RN Supervisor: Work #: 860-763-8830
Cell: 860-402-7542

Debra Bennett RN: Cell- 860-394-5517 Home: 860-745-3126

Revised/updated 9/12/2012

ENFIELD HEAD START
DENTAL EMERGENCY PLAN

In the event a dental emergency occurs:

Dental pain and/or discomfort

do not apply any medication either topically or systemically

Notify parent or guardian suggesting professional care is needed.

If needed, assist the parent in seeking professional care. Record all information in child's health record.

Accidental loss of tooth

with

If possible, locate missing tooth. Place in milk, if available, and take child for treatment. Do not brush off or allow to dry. Always keep moist. Apply a cold pack to the child's mouth.

Contact parent or guardian and the dental health consultant immediately.

Dental Consultant

CHC
860-253-9024

With parent's permission, follow the instructions of the dental health consultant on emergency replacement of avulsed tooth.

If needed, assist the parent in follow up on further treatment needs of the child.

Record in child's health record.

LEVEL ONE

LOCKDOWN PROCEDURES Enfield Head Start

DIRECTOR/COORDINATOR

- Director responsible for the decision to initiate lockdown based on reported/known information. If absent, Coordinators will make the decision. Any staff person observing a situation requiring a lockdown can initiate it.
- Announce over intercom:

“ATTENTION STAFF: SECURE THE BUILDING –LEVEL ONE LOCKDOWN”
(Announce twice 10 seconds apart)

- Radio dispatch on Channel 16
- If away from office, go to a room/area in building that is safe and close to current location.
- Determine and identify situation.
- Relay all information to Coordinators.
- Announce over intercom:

“THIS CONCLUDES OUR LOCKDOWN”
(Announce twice 10 seconds apart)

SECURITY OFFICER/CUSTODIAN

- Turn radio to Channel 16
- Check that all outside doors are locked.
- Check bathrooms and hallways.
- Meet Police and other Emergency Responders and let them into building.

SECRETARY

- Notify kitchen staff on interoffice phone *110
- Notify Superintendent’s office extension 6531
- Turn radio to Channel 16
- Responsible for all communication with outside responding units as directed by Director and/or Situation Commander.
- Have readily available an alpha listing of students/staff and daily attendance.

NURSE

- Lock door to nurse’s office.
- Notify classrooms that are outside using the playground radio.
- If children are present, follow teacher procedures.
- If no children are present, assist with injuries as needed.

TEACHERS/ASSISTANT TEACHERS

- Check the hallway outside the classroom. Bring any one you find into your room.
- If your class is outside during an outside emergency, re-enter building and proceed to your classroom.
- If your class is outside during an indoor emergency, remain outside.
- Close and lock classroom door.
- Take attendance.
- No one is permitted to leave the classroom.
- **DO NOT** use interoffice phone except for an extreme emergency.
- Keep teaching and remain calm.
- Wait for further instructions.
- Disregard all fire alarms.
- **DO NOT** open your door unless the outside party gives the code word "Doctor Schumann"

FAMILY ADVOCATE/SUPPORT STAFF

- Close and lock office door.
- **DO NOT** use interoffice phone except for an extreme emergency.
- Wait for further instructions.
- Disregard all fire alarms.

POLICE/FIRE/EMS

- Emergency personnel will respond to building and establish a pre-planned command post.
- Units will secure building and evaluate situation for response.

POSSIBLE LEVEL ONE SITUATIONS

- Medical emergency when children should not be in hallway
- Large fight in hallway
- Weather advisory
- Bomb threat
- Police action
- Director's/Coordinators' discretion
- Chemical spill (internal or external)
- Neighborhood threat

LEVEL TWO

LOCKDOWN PROCEDURES Enfield Head Start

DIRECTOR/COORDINATOR

- Director or any staff person that observes a dangerous situation is responsible for the decision to initiate lockdown based on reported/known information. If absent, Coordinators will make the decision.
- Announce over intercom:

“ATTENTION STAFF: SECURE THE BUILDING –LEVEL TWO LOCKDOWN”
(Announce twice 10 seconds apart)

- Radio dispatch on Channel 16 and Resource Officer on Channel 4
- If away from office, go to a room/area in building that is safe and close to current location.
- Determine and identify situation.
- Relay all information to Coordinators.

SECURITY OFFICER/CUSTODIAN

- Turn radio to Channel 16
- Check that all outside doors are locked.
- Check bathrooms and hallways.
- Meet Police and other Emergency Responders and let them into building.

SECRETARY

- Go to Director’s office.
- Notify kitchen staff on interoffice phone *110
- Notify Superintendent’s office extension 6531
- Turn radio to Channel 16
- Responsible for all communication with outside responding units as directed by Director and/or Situation Commander.
- Have readily available an alpha listing of students/staff and daily attendance.

NURSE

- Lock door to nurse’s office.
- Notify classrooms that are outside using the playground radio.
- If children are present, follow teacher procedures.
- If no children are present, assist with injuries as needed.

KITCHEN

- **DO NOT** use interoffice phone except for an extreme emergency.
- **DO NOT** use cell phones or any other electronic device.

TEACHERS/ASSISTANT TEACHERS

- Check the hallway outside the classroom. Bring any one you find into your room.
- If your class is outside during an outside emergency, re-enter building and proceed to your classroom.
- If your class is outside during an indoor emergency, go to Enfield High School or Enfield Street School, depending on danger.
- Close and lock classroom door.
- Turn off all lights.
- Gather students together and proceed into closet or bathrooms.
- Take attendance.
- No one is permitted to leave the classroom.
- No talking/remain silent.
- No movement of students or staff.
- **DO NOT** use interoffice phone except for an extreme emergency.
- **DO NOT** use cell phones, internet or any other electronic device.
- Wait for further instructions. Keep the phone line open for emergency information.
- Disregard all fire alarms.
- Listen for announcements.
- **DO NOT** open your door unless the outside party gives the code word "Doctor Schumann"

FAMILY ADVOCATE/SUPPORT STAFF

- Close and lock office door.
- **DO NOT** use interoffice phone except for an extreme emergency.
- Wait for further instructions.
- Disregard all fire alarms.

POLICE/FIRE/EMS

- Emergency personnel will respond to building and establish a pre-planned command post.
- Units will secure building and evaluate situation for response.

"THIS CONCLUDES OUR LOCKDOWN"

(Announce twice 10 seconds apart)

POSSIBLE LEVEL TWO SITUATIONS

- Intruder (with weapons)
- Assault on the school
- Large fight (riot)
- Director's/Coordinator's discretion

Evacuation Procedures

Enfield Head Start

Director

- Director responsible for the decision to initiate evacuation based on reported/known information. If absent, a coordinator will make the decision.
- Decide to evacuate and walk to primary (Enfield High School) or secondary evacuation site (Enfield Street School)
- Use Emergency Radio to inform secretary and custodian
- Notify Superintendent's office
- Check with teachers and secretary for missing children or adults
- Communicate with Situation Commander and share names of any missing people

Custodian

- Post evacuation site
- Meet Police and other Emergency Responders and let them into building

Secretary

- Receive emergency information from Director
- Announce over the P.A.
"Attention All Staff: Evacuate to (Enfield High School or Enfield Street School)
- Call 911 using the emergency radio channel 16 and remain on channel 16 until told to hang up
- Bring emergency contact information for staff and sign-in sheet

Teachers/Assistant Teachers

- Take attendance before and after evacuation
- Bring student emergency contact information and classroom first aid kit

School Security Officer

- Advance toward situation and evaluate
- Communicate with Director and responding Situation Commander
- Provide escort for evacuation

Police/Fire/EMS

- Emergency personnel will respond to building and establish a pre-planned command post.
- Units will secure building and evaluate situation for response.
- Will announce the all-clear

Possible Evacuation Situations

- Security threats, utility failures, or natural disasters

INFECTION CONTROL GUIDELINES

The following guidelines will help protect both the children and staff and volunteers against the spread of infection, whether they are transmitted by the respiratory, intestinal, direct contact or body fluid, such as blood, route.

1. HANDWASHING:

Handwashing is the first line of defense against the spread of infections. Handwashing should be practiced:

- Upon arrival at the center
- Before eating or handling food
- After using the bathroom
- After contact with any body fluid
- After handling any pets or their equipment
- After any cleaning of body fluids

Wash hands with running water and liquid soap scrubbing all parts of your hands, rinsing and drying with disposable towel. The towel is used to turn off the faucet.

2. CLEANING AND SANITIZING:

Commonly used surfaces, objects, and toys should be sanitized with a bleach solution following cleaning. The solution needs to be fresh daily and kept in the locked cupboard in the spray bottle. Spray on tables, chairs; sinks, counters, toys, including the water table, door knobs, equipment, etc. and air dry.

Solution amount: 1 teaspoon bleach per gallon of water

3. BODY FLUID PRECAUTIONS:

Use disposable gloves when tending to the ill or injured child and for any cleaning. In an emergency, use a barrier such as clothing and then wash hands immediately. For cleaning and sanitizing of any blood contamination, the bleach solution is stronger.

Solution amount: 1 part bleach to 10 parts water

Wash hands after any cleaning even if you wore gloves.

4. AIRBORNE INFECTION

Whenever possible, open doors and windows to exchange air in the room. This practice dilutes the germs in the air even if done for only a brief time in cold weather. Encourage children to cough and sneeze into a tissue instead of their hands.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOL

PURPOSE OF GUIDELINES

The following procedures/precautions should routinely be used throughout the school system to minimize the risks of transmissions of communicable disease. These guidelines provide simple and effective precautions for all persons including pregnant women potentially exposed to the body fluids of any students. They should be updated as new information/recommendations become available from the State Department of Health, Division of Epidemiology.

DEFINITION OF "BODY FLUIDS"

"Body Fluids" applies to blood, drainage from scrapes and cuts, feces, urine, vomitus, saliva and drainage from any orifice (i.e. nose, ears).

STANDARD PROCEDURES FOR HANDLING BODY FLUIDS IN SCHOOL

PRINCIPLE 1: Direct skin contact with body fluids of others should be avoided when possible.

PROCEDURES:

- a. Gloves should routinely be worn when direct hand contact with body fluids is anticipated; treating bloody noses, doing hemocrits, handling clothes soiled by incontinence or vomit, cleaning small spills by hand, etc.
- b. Gloves and other materials used for this purpose should be put in a plastic bag, double bagged and disposed of in a lined trash can.
- c. Gloves should be kept in all areas of high risk, e.g. health rooms, maintenance areas, main office, and any classroom where risk of spills is particularly high.
- d. Students should be taught to handle their own "body fluids" as appropriate (for age, state of health, etc.) When feasible, students should dispose of own tissue after blowing nose, apply pressure to nose and dispose of own tissue/paper towels used for bloody nose, wash own scrapes/cuts, etc.
- e. Students should be taught good hand washing technique and encourage to use it routinely — before eating, after toileting, after vomiting, etc.,

PRINCIPLE 2: When direct skin contact or contamination of materials occur from unanticipated skin contact with body fluids (helping a child in the bathroom, vomiting, etc.) proper cleaning technique should be followed.

PROCEDURES:

- a. Hands and other affected skin areas of exposed persons should routinely be washed with soap and water after contact. Liquid or powder soap dispensed from a wall dispenser is preferable to bar soap--especially bar soap that sits in a pool of water.
- b. Clothing items that are soaked through to the skin should be removed, placed in a plastic bag and sent home for laundering. Items laundered for school use, or in school, should be washed in a hot water cycle (160 degrees) before reuse. One-half cup of Clorox added to the wash is recommended when feasible.
- c. Contaminated disposable items (tissues, paper towels, and diapers) should be handled with disposable gloves.

PRINCIPLE 3: Spilled body fluids should be removed from the environment by proper cleaning techniques.

PROCEDURES:

- a. Grossly contaminated environmental surfaces should be thoroughly cleaned with a freshly prepared solution containing one-half cup of household bleach per gallon of water. A germicide (e.g. Lysol) can be substituted if a bleach solution is unavailable. Disposable gloves should be worn.
- b. Wastes and disposable cleaning equipment should be placed in a toilet or plastic bag as appropriate.
- c. Non-disposable cleaning equipment (mops, buckets) should be thoroughly rinsed in a bleach solution (as above). The bleach solution should be disposed of promptly down a drainpipe.
- d. Maintenance responsibilities should include daily cleansing with bleach/germicide as in (a) above all areas of high risk for contact with body fluids such as the health room, health room toilet(s), sink(s), student and staff lavatories, etc. Plastic bags should also be changed daily and disposed of routinely; disposable gloves should be worn.
- e. Spilled body fluids on carpets should be disposed of by routine use of a moisture absorbent, which is then swept/vacuumed, followed by washing carpet with carpet cleaner, etc.

PRINCIPLE 4: The clothing of persons at high risk for frequent contact with body fluids should be protected.

PROCEDURES:

- a. Lab coats or protective smocks should be worn in the health room when tending sick children. Such a coat will protect the nurse's clothing from contamination with body fluids and can be removed when he/she goes outside of the health room for non-clinical responsibilities. Such procedures help to prevent unknown transmission of disease.
- b. Clothing and lab coats should be laundered as above.

LEAVE

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

Administrative
Regulation 4160.2

LEAVE FOR PERSONAL REASONS (Teachers)

Members of the Enfield Teachers' Association (ETA) bargaining unit will be eligible for Leave For Personal Reasons (LFPR) in accordance with the terms of the negotiated labor agreement. Requests for Personal Days shall be submitted at least seventy-two (72) hours in advance (except in the case of emergencies) on the Enfield Public Schools' Personal Day Request Form. If the employee is unable to complete the form prior to leave, the form shall be completed immediately upon the employee's return from leave.

Recognizing the importance of the teacher's attendance to the educational program and the teacher's contractual obligations, the district expects the employee to make every attempt possible to schedule LFPR outside of the regular work day/work year. Similar expectations are held for students and all other staff. If a request cannot be scheduled outside the work day/work year, the employee should attempt to schedule it in such a manner that it causes the least amount of disruption to the educational process.

Employees are required to provide background information (i.e., time of appointment, location, relationship to deceased, etc.), on a LFPR request upon the request of the immediate supervisor. Requests that are denied by the immediate supervisor may be appealed to the Superintendent of Schools. Employees who are absent for a non-approved LFPR may be docked and are subject to disciplinary action. A dock is defined as the full loss in pay for that portion of the employee's contractual year involved in the absence.

A non-inclusive list of acceptable reasons for a LFPR would include: illness in the immediate family, death in the family or attendance at funerals, religious holidays, legal reasons, college graduation of one's child, medical appointments for the employee or immediate family that cannot be scheduled outside the work day, special recognition for educational contributions by a local, state, or national group, extreme travel difficulties, extreme property emergencies at one's home (i.e., flooding, fire), and the day before one's wedding.

A non-inclusive list of unacceptable reasons for a LFPR would include: obtaining a driver's license, extended vacation day(s), honeymoon, accompanying a spouse on a trip, pursuing a personal hobby, attendance at a school performance for one's child, and attendance at a routine parent-teacher conference for one's child.

October 29, 1992
Revised: July 1, 1998
Revised: May 26, 2005

SICK LEAVE POLICY

JUNE 23, 1999

FINAL DRAFT

The purpose of this policy is to provide guidance to employees and supervisors as to the employer's expectations of employees as to what is acceptable with respect to the utilization of sick leave.

The Town personnel rules and the majority of union contracts provide that the purpose of sick leave is limited to the following purposes:

1. Personal illness or physical incapacity.
2. Enforced quarantine in accordance with health regulations.
3. For illness or physical incapacity in the employee's immediate family, (limited to three (3) days for each illness under most contracts.)

Sick leave is not to be used to extend vacations or to be treated as a personal day or day off. Regular doctor's office visits for physical examinations, dental appointments, eye exams, etc. are not proper uses of sick leave, unless specifically agreed to by contract. Regular doctor's office visits for physical examinations and dental appointments may be properly charged to personal leave or vacation leave. Medical examinations for treatment of an ongoing illness or condition may be charged to sick leave.

The Town bears a great expense when an employee is absent from work. In some instances, the Town not only loses the employee's contribution for that day, but also incurs the cost of replacing that employee on an overtime basis. It is expected that employees will need to use sick leave at some point during their careers with the Town, but it must be stressed that their attendance is critical to the proper functioning of government and the delivery of services to the residents of Enfield.

In order to ensure the proper delivery of services and to curtail the excessive use of sick leave the Town adopts the following policy.

1. The Town reserves the right to investigate any use of sick leave for which a supervisor determines that there might be an abuse of sick leave. An abuse of sick leave is the use of sick leave for any purpose other than that which is allowed above or by contract. An abuse of sick leave will result in disciplinary action regardless of whether or not the employee has received a notice of sick leave usage, as described below.
2. In addition to reserving the right to investigate specific utilizations of sick leave for abuse the Town re-affirms its neutral policy of any absences beyond six (6) occurrences of sick leave in a year is considered excessive and will be addressed as follows.

a. Each employee's attendance will be reviewed in January of each year for the previous calendar year. If an employee has had more than six occasions of sick leave in the previous calendar year, the employee's department head will be so notified by the Human Resources Department. An occasion can be part of one day, one day or the use of sick leave for multiple days as long as they are consecutive and not interrupted by a return to work or use of another form of leave or leave without pay. The department head or his/her designee will meet with the employee and discuss the excessive amount of sick leave. In the absence of extraordinary circumstances, the department head will issue the employee a notice of sick leave usage which will state that the employee's use of sick leave will be monitored for the next six (6) months. In the event that the employee has more than three (3) occurrences during the six (6) month period of time that the employee is being monitored the employee will be subject to disciplinary action, which shall include as a minimum a one (1) day suspension without pay. Prior to the issuance of a suspension letter the department head or his/her designee will meet with the employee to again discuss the excessive absences. If the employee's attendance fails to improve over the next six (6) month period using the above standard, additional disciplinary action, up to and including the termination of employment may be imposed. Again, this notice will be issued to the department head for issuance to the employee.

- b. Extraordinary circumstances for which a department head or his/her designee may determine that a sick leave usage or disciplinary action notice will not issue include:
- *the need for an employee to attend repeat therapy sessions for the same injury,
 - *a re-occurring serious illness,
 - *a need for ongoing medical treatment for an illness,
 - * or other reasons which in the department head's judgment, justify excusing the employee from their regular duties during work hours for treatment.

**ENFIELD PUBLIC SCHOOLS
FAMILY MEDICAL LEAVE POLICY**

PURPOSE

The purpose of this policy is to establish guidelines for leaves taken by employees of the Enfield Public School System under the Federal Family and Medical Leave Act (FMLA) of 1993.

ELIGIBILITY

Employees who have worked at Enfield Public Schools for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA. The 12-month period for FMLA purposes will coincide with the school fiscal year (July 1 - June 30).

REASONS FOR LEAVE

Leaves under the FMLA may be taken for the following reasons:

- The birth and/or care of the employee's newborn child;
- The placement of a child with the employee by adoption or for foster care;
- To care for the employee's spouse, child or parent who has a serious health condition;
- To care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position

LENGTH OF LEAVE

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of the school fiscal year (July 1 - June 30).

TYPES OF LEAVE AND CONDITIONS

Full-Time, Intermittent and Reduced Schedule Leave:

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day

per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent of Schools.

If intermittent or reduced schedule leave is medically required, Enfield Public Schools may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend, for example, more than five days over a five-week period.

Both Spouses Working for the Same Employer:

If both spouses are employees of Enfield Public Schools and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

Leave Taken by Instructional Employees Near the End of an Academic Term:

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, Enfield Public Schools may require that employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, Enfield Public Schools may require the employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, Enfield Public Schools may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

REQUEST FOR LEAVE

Request for a family or medical leave must be submitted to the Human Resources Department at least thirty (30) days before the leave is to commence, if possible. If thirty (30) days notice is not possible, please submit your request as soon as practicable under the circumstances.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins, if possible. This form may be obtained from the Personnel Department. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the employer's request for the medical certification.

If an employee takes leave to care for his or her own serious health condition, immediately upon return to work the employee must provide medical certification that the health condition which created the need for the leave no longer renders the employee unable to perform the functions of the job. This certification must be submitted to the Human Resources Department.

Enfield Public Schools reserves the right to designate an absence lasting more than three (3) days, as Family Medical Leave if it meets the above criteria.

USE OF PAID LEAVE

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

MEDICAL INSURANCE AND OTHER BENEFITS

During approved family or medical leaves of absence, Enfield Public Schools will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay his/her share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse Enfield Public Schools for payment of medical insurance premiums during the family or medical leave,

unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During a leave, an employee shall not accrue benefits entitled by contract. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work.

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Human Resources Department.

10/2003

FMLA FACT SHEET

This sheet is a summary of benefits under the Federal Family and Medical leave Act (FMLA) of 1993. Please refer to the Policy for more information or contact the Personnel Office.

- Employee must work at Enfield Public Schools for at least 12 months and work at least 1,250 hours during the 12 months prior to leave.
- Reasons for leave under FMLA - birth and/or care of employee's newborn child, placement of a child with the employee by adoption or foster care, care for employee's spouse, child or parent who has a serious health condition, or care for the employee's own serious health condition.
- Length of Leave - An eligible employee may take up to a total of twelve (12) weeks in any 12-month entitlement period. The 12-month entitlement period is the school fiscal year (July 1 - June 30).
- Leave may be paid or unpaid. To receive a paid leave, employee must utilize accrued leave time (i.e. vacation, personal or sick). Employee is eligible to use accrued leave under existing terms of contract or Board Policy. For example, if an employee is out sick, they may use accrued sick leave under the terms of the contract, however, they may not use accrued personal leave.
- If FMLA leave is paid, employee will continue to receive a paycheck and employee's insurance cost share will continue to be withdrawn from the paycheck. If FMLA leave is unpaid, the employee must contact the Benefits Specialist at 253-6537 to arrange for payment of employee's insurance cost share (this is the amount the employee typically pays through their paycheck).
- FMLA leave does not effect the benefits employee receives under their collective bargaining agreement. FMLA leave can be taken at the same time as contract granted leave. Enfield Public Schools has the right to deem any leave beyond three (3) days as FMLA leave provided it meets one of the reasons for leave.
- Employee may be required to produce a doctor's note prior to leave or, in the case of an unexpected leave, within a reasonable period of time after leave commences.

EMPLOYEE BENEFITS

ENFIELD PUBLIC SCHOOLS PAYROLL CALENDAR 2013-2014

MON	TUE	WED	THU	FRI	12Mo. Salary Hourly 26 Pays 21 Pays 21 Pays			MON	TUE	WED	THU	FRI	12Mo. Salary Hourly 26 Pays 21 Pays 21 Pays					
JUL								JAN										
1	2	3	(4)	*5						(1)	2	*3						
8	9	10	11	12	1				6	7	8	9	10	14	10	9		
15	16	17	18	*19				13	14	15	16	*17						
22	23	24	25	26	2				(20)	21	22	23	24	15	11	10		
29	30	31						27	28	29	30	*31						
AUG								FEB										
T - 3								T - 18										
			1	*2				3	4	5	6	7	16	12	11			
5	6	7	8	9	3				10	11	12	13	*14					
12	13	14	15	*16				(17)	(18)	19	20	21	17	13	12			
19	20	21	22	23	4				24	25	26	27	*28					
26	<27>	<28>	*<29>	30														
SEP								MAR										
T - 20								T - 21										
(2)	"3"	4	5	6	5	1				3	4	5	6	7	18	14	13	
9	10	11	12	*13				10	11	12	13	*14						
16	17	18	19	20	6	2	1				17	18	19	20	21	19	15	14
23	24	25	26	*27				24	25	26	27	*28						
30								31										
OCT								APR										
T - 22								T - 17										
	1	2	3	4	7	3	2				1	2	3	4	20	16	15	
7	8	9	10	<*11>				7	8	9	10	*11						
(14)	15	16	17	18	8	4	3				(14)	(15)	(16)	(17)	(18)	21	17	16
21	22	23	24	*25				21	22	23	24	*25						
28	29	30	31					28	29	30								
NOV								MAY										
T - 18								T - 21										
				1	9	5	4					1	2	22	18	17		
4	<5>	6	7	*8				5	6	7	8	*9						
(11)	12	13	14	15	10	6	5				12	13	14	15	16	23	19	18
18	19	20	21	*22				19	20	21	*22	<23>						
25	26	27	(28)	(29)	11	7	6				(26)	27	28	29	30	24	20	19
DEC								JUN										
T - 16								T - 10										
2	3	4	5	*6				2	3	4	5	*6						
9	10	11	12	13	12	8	7				9	10	11	12	"13"	25	21	20
16	17	18	19	*20				16	17	18	19	*20						
23	(24)	(25)	(26)	(27)	13	9	8				23	24	25	26	27	26		21
(30)	(31)							30										

Bold dates represent paydates

* Please complete authorization by noon

Please complete authorization by 10:00 am on 8/29/13, 12/20/13, 2/14/14 and 6/20/14

() No School

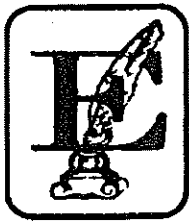
< > Inservice/orientation days

School Year: September 3, 2013 - June 13, 2014

Teachers - 187 days

12 Month - 260 days

Secretaries - 201 days (5 days before school starts and 4 days after)



ENFIELD PUBLIC SCHOOLS

27 SHAKER ROAD · ENFIELD, CONNECTICUT 06082
TEL: 860.253.6500 · FAX 860.253.6510 · WWW.ENFIELDSCHOOLS.ORG

August 13, 2013

To: All Enfield Public School Employees
From: Tracy Craven, Payroll Accountant
Re: FY 2013/14 Scheduled Biweekly Pay Dates

12 Month Employees

July 12, 26
August 9, 23
September 6, 20
October 4, 18
November 1, 15, 29
December 13, 27
January 10, 24
February 7, 21
March 7, 21
April 4, 18
May 2, 16, 30
June 13, 27

10 Month Salary Employees

n/a
n/a
September 6, 20
October 4, 18
November 1, 15, 29
December 13, 27
January 10, 24
February 7, 21
March 7, 21
April 4, 18
May 2, 16, 30
June 13 (Nurses' June 27)

10 Month Hourly Employees

n/a
n/a
September 20
October 4, 18
November 1, 15, 29
December 13, 27
January 10, 24
February 7, 21
March 7, 21
April 4, 18
May 2, 16, 30
June 13, 27

Dates of Importance:

- September 6, 2013 FIRST regular payroll for Teachers, Secretaries and Nurses
- September 20, 2013 FIRST regular payroll for Paras, Café and Part time employees
- November 29, 2013 Deductions excluded from 3rd payroll –Tax Shelter Annuities (403b & 457), AFLAC and State Teachers' Retirement
- May 30, 2014 Deductions WILL be taken - Tax Shelter Annuities (403b & 457), AFLAC and State Teachers' Retirement
- June 13, 2014 LAST payroll for Salary employees – Teachers and Secretaries
- June 27, 2014 Deductions excluded from payroll –Tax Shelter Annuities (403b & 457), AFLAC and State Teachers' Retirement
- June 27, 2014 LAST payroll for 12 Month Salary, Nurse and Hourly employees

Insurance Deductions will be taken from 20 payroll periods for all employees that have insurance from September 20, 2013 – June 13, 2014

Changes to your Tax Shelter Annuity can be made at any time, as long as a current Salary Reduction Agreement is completed and received by the Payroll Department. If you are going over the standard IRS deduction, the proper backup paperwork is also required every year. Check with your accountant or tax sheltered annuity representative for your legal contribution amounts. It is the responsibility of the employee to be aware of their legal limits and to monitor their contributions.

Please contact Tracy Craven in the Payroll Department at 860.253.6527 or at trcraven@enfieldschools.org for more information regarding any of the above information.

**ENFIELD PUBLIC SCHOOLS
403(b) ANNUAL MEANINGFUL NOTICE**

To: All Enfield Public Schools Employees
From: Anthony Littizzio, Chief Finance Officer
Date: December 17, 2012
Re: Annual Notice Regarding Participation in Our 403(b) Plan

We are pleased to make available to you a voluntary retirement savings plan in the form of Enfield Public School's 403(b) plan. We know that this can be a great way to build up your retirement savings. Here are some important facts about the plan that you should know.

Recent changes to the IRS code have imposed new requirements for the administration of 403(b) retirement programs in public schools. As a result, the list of financial firm's eligible to participate in the Enfield Public Schools district's 403(b) program will be limited to those carriers who are able to comply with the new and more rigorous IRS regulations.

Who Is Eligible

You are eligible to participate in the plan if you are a full-time or part-time employee of Enfield Public Schools, except if you are an employee who is also a student and regularly attends classes at Enfield Public Schools during the calendar year.

Enrolling in the Plan - When can I enroll?

You can enroll in the plan at any time.

How do I enroll?

To enroll you must complete an Enfield Public Schools Salary Reduction Agreement. You must also complete an annuity contract or custodial account application to establish your investment account or accounts under the plan.

Enfield Public Schools Salary Reduction Agreements are available from Tracy Craven, in our Payroll Department at 860.253.6527 or e-mail her at trcraven@enfieldschools.org. Application forms for an annuity contract or a custodial account can be obtained from your representative of the investment provider you select. Return all completed forms to the Payroll Dept.

Contributions to the Plan - What type of contributions can I make to the plan?

The plan accepts only pre-tax contributions.

How much can I contribute to the plan?

The IRS limits the annual contributions you can make to a 403(b) plan. For 2012, you can contribute 100% of your compensation, up to \$17,000. For 2013, you will be able to contribute 100% of your compensation, up to \$17,500. In addition, if you are making pre-tax salary-deferral contributions to another 403(b), 401(k), Simple IRA, or SARSEP plan with any employer during the tax year, the total you can contribute to all plans combined is the amount indicated above.

If you will be age 50 or older this year, you can contribute an additional catch-up contribution of \$5,500 in 2013. Certain employees with at least 15 years of service may be eligible for an additional \$3,000 catch-up contribution. You should check with your tax advisor and your investment provider to determine if this applies to you since a calculation must be done.

Approved Providers:

Ameriprise Financial
70205 Ameriprise Financial Center
Minneapolis, MN 55474-0702
Steven Sheridan 860.668.4040
Dan Tarbell 860.380.2143

AXA Equitable
100 Madison Street, Suite 1000
Syracuse, NY 13203
Ben Swain 203.937.2451
David Ott 203.288.4351 x17

First Investors Corp
Raritan Plaza 1
Edison, NJ 08837
Terry Finn 860.282.4600 or 800.486.4608

Great American Life Insurance
Attn: New Business Dept
525 Vine Street, 7th floor
Cincinnati, OH 45202
Christine Ryerson 888.286.3872

Horace Mann Life Insurance Co
1 Horace Mann Plaza
Springfield, IL 62708-9953
Michael Barrett 860.654.1511

ING
PO Box 990065
Hartford, CT 06199-0065
Michael Linehan 860.580.1676
or 800.784.6386 x5801676
Scott Reed 860.580.1685 or 800.784.6386

Mass Mutual Financial Group
100 Bright Meadow Blvd
Enfield, CT 06082
Martha Pratt Eddy 860.646.4777

Met Life
PO Box 6723
Somerset, NJ 08873
Michael DelGallo
800.492.3553 x28082

Oldham Resource Group
70 New Canaan Ave
Norwalk, CT 06850
Belinda Arney 800.626.6106

Putnam Investment
PO Box 8383
Boston, MA 02266-8383
Robert Davis 860.257.3242
Steven Sheridan 860.668.4040

VALIC
2929 Allen Parkway
Houston, TX 77019
Mark Roberts 413.537.6545 or
800.448.2542

457 Companies
AXA Equitable & ING

How can I change the amount of my contributions to the plan or stop contributions?

You can make a change in your contributions, or stop them at any time. You will need to complete a new Enfield Public Schools Salary Reduction Agreement and send it to the Payroll Department. The change will take effect on the next available payroll period after the new Salary Reduction Agreement is processed.

For More Information

If you have any questions about our plan, contact Tracy Craven in the Payroll Department at 860.253.6527 or email her at trcraven@enfieldschools.org.

HEAD START SALARY SCHEDULE EXPLANATION

1. Head Start employees will take steps only when Board of Education employees take a step.
2. Pay scale and work year will be adjusted according to settlements with Board of Education employees.
3. Head Start employees who are presently above the maximum step would remain at their current salary until the maximum step is greater than or equal to their current salary, at which point they will be placed on the maximum step.
4. Extended Day teachers will receive \$35.10 per hour for summer work and work above the normal workday.

BENEFITS

Health Insurance – Certified Staff

May choose from Board offered Open Access Plus or Open Access Plus In Network
80.5 % paid by Board of Education / 19.5 % paid by all employees as of 7/01/09

Exception:

Family Service Workers, Food Service Workers and Instructional Assistants, hired prior to 7/01/03, will pay 7% and Board of Education pays 93%

*As of July 1, 2012, all new hires will pay the same cost share as the Enfield Board of Education Unions do under current contracts. Food Service, Family Service and Paraprofessionals will follow the EBOE paraprofessional contract. Secretary position will follow the clerical contract, Nurse and Family Service Coordinator will follow the nurses' contract. Certified staff will follow the teachers' contract.

Nurse 13%

Clerical 12%

Paraprofessional 20% for employee, 100% cost share for any family member

Life Insurance

\$50,000 Head Teacher & Teachers
\$40,000 Health Care Coordinator & Family Support Coordinator
\$40,000 Clerical
\$20,000 Teacher Assistant
\$20,000 Family Service Worker & Food Service Worker

Head Teacher/Teachers/ /Education Disabilities Coordinator/

Sick Days

15 days per year – accumulative to 130 days

Personal Days

5 days per year – not accumulative

Health Care Coordinator (Nurse) / Family Service Coord.

Sick Days

15 days per year – accumulative to 105

Personal Days

5 days per year – not accumulative

Clerical

Sick Leave

12 days per year - accumulative to 100 days

Personal Days

4 days per year – not accumulative

Teachers Assistant/Food Service Worker/Family Service Worker

Sick Time

10 days per year – accumulative to 60 days

Personal Time

3 days per year – not accumulative

Clerical/Family Support/Food Service Worker/Family Service Worker/Teachers Assistants

Holidays

10 Paid Holidays:	Labor Day	New Year's Day
	Columbus Day	Martin Luther King Day
	Veteran's Day	Presidents Day
	Thanksgiving Day	Good Friday
	Christmas Day	Memorial Day

Employees must work the day before and the day after a holiday to be eligible for payment. Employees contracted to work less than four (4) hours per day are not eligible for holiday pay.

LEAVE OF ABSENCE

Sick Leave

Absence from duty of any staff member disrupts the working organization of the school system. Absence always should be kept to a minimum. When absence is necessary, the individual staff member will receive his/her regular salary in accordance with the Board of Education policy.

In case of personal illness Head Start employees shall be allowed sick days as stated in their hire letter. Such unused sick leave can accumulate to a maximum of days.

Personal Leave

Head Start employees shall be entitled to a specific number of personal leave days as stated in their hire letter. Reason for leave shall include: medical appointments which cannot be scheduled outside the normal work hours, illness in the immediate family, death in the family or attendance at funerals, religious holidays, legal reasons and any other reason considered reasonable and proper by the Superintendent of Schools. The decision of the Superintendent of Schools is final. Personal days are **not** accumulative.

FMLA Leave

Employees are entitled to FMLA Leave in accordance with the Enfield Board of Education policy. Head Start employees should contact their office to receive a copy of the Board's policy.

Leave Without Pay

All requests for leave without pay must be filed with the Superintendent of Schools through the Human Resources Office and must state the reason and period for which the leave is being requested. Leaves may be requested for up to one year and will be considered based on the needs of the program and the employee's length of service.

Leaves of absence without pay may be granted to account of prolonged illness, necessities of the home, childrearing leave or they may be granted for other activities which you would, in the opinion of the Superintendent of Schools, contribute to the future benefit of the Enfield public Schools.



my life. my health.

With **myCIGNA.com**, you can get things done quickly, easily and online.

- **Choose** your doctor and create a personalized list of nearby doctors, hospitals and pharmacies.
- **View** the status of claims.
- **Order** a new ID card or print a temporary one.
- **Learn** about your plan's details.
- **Verify** plan details such as coverage, copays and deductibles.

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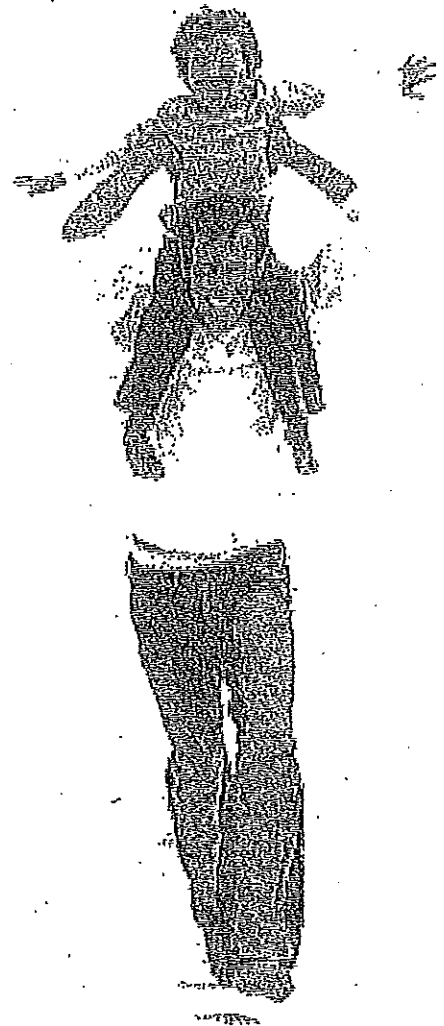
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myCIGNA.com is there when you need it.

Nothing is more important than your good health. That's why there's www.myCIGNA.com – your online home for assessment tools, plan management, medical updates and much more.

- **Establish a health profile.** Complete a confidential online questionnaire, and find personalized health and wellness recommendations.
- **Conduct research.** Gather information on health conditions, first aid, medical exams, wellness and more with an interactive medical library.
- **Assess treatments.** Get the facts you need to make informed decisions about condition-specific procedures and treatments.
- **Evaluate costs.** Find estimated costs in your region for common medical conditions and services.
- **Rank hospitals.** Learn how hospitals rank by cost, number of procedures performed, average length of stay and more.
- **Monitor health records.** Keep track of medical conditions, medications, allergies, surgeries, immunizations and emergency contacts.
- **Compare medications.** View prescription drug characteristics and costs side-by-side – up to 10 at the same time.
- **Refill prescriptions.** Reorder prescriptions and get a 90-day supply delivered right to your door.



my life. my health. myCIGNA.com



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understand your medical plan options

Open Access Plus

How it works

CIGNA's Open Access Plus plan gives you important choices. Each time you need care, you can choose the doctors and other health professionals and facilities that work best for you.

Enroll in the Open Access Plus plan and you'll get:

- Options for accessing quality health care.

- **Primary Care Physician (PCP).**

You decide if you want to choose a PCP as your personal doctor to help coordinate care and act as a personal health advocate. It's recommended but not required.

- **In-network:**

Choose to see doctors or other health professionals who participate in the CIGNA network to keep your costs lower and eliminate paperwork.

- Visit www.cigna.com to access our directory.

- **No-referral specialist care.**

If you need to see a specialist, you do not need a referral to see a doctor who participates in the CIGNA network – just make the appointment and go! Pre-certification may be necessary for hospitalizations and some types of outpatient care, but there is no paperwork for you.

- **Out-of-network.**

You also have the freedom to visit doctors or use facilities that are not part of the CIGNA network, but your costs will be higher and you may need to file a claim.

- **Emergency and urgent care.**

When you need care, you're covered, 24 hours a day, worldwide.

- **24/7 service.**

Whenever you need us, customer service representatives are available to take your calls. You can also speak with a health care professional over the phone, any time, day or night.

- **Health and wellness discounts.**

Enjoy discounts on a variety of health-related products and services.

- **Access to myCIGNA.com.**

Use a personalized website to:

- Learn more about your plan and the coverage and programs available to you.
- View claim history and account transactions; print claim forms when you need them.
- Find information and estimate costs for medical procedures and treatments.
- Learn how hospitals rank by number of procedures performed, patients' average length of stay and cost.
- Manage and track your health care finances with the user-friendly Quicken HealthSM Expense Tracker.



Questions and Answers

Do I have to choose a Primary Care Physician (PCP)?

No. However, a PCP gives you and your covered family members a valuable resource and can be a personal health advocate.

What if my doctor isn't on your list?

That means your PCP does not participate in the CIGNA network. To receive your maximum coverage, you should select a doctor from the CIGNA list of participating doctors and other health care professionals. You can continue seeing your current doctor, even if he or she is not in CIGNA's network. However, in that case, you will pay higher out-of-pocket costs, and your care will be covered at the out-of-network coverage level.

Do I need a referral to see a specialist?

Though you may want your personal doctor's advice and assistance in arranging care with a specialist in the network, you do not need a referral to see a participating specialist. If you choose an out-of-network specialist, your care will be covered at the out-of-network coverage level.

What is the difference between in-network coverage and out-of-network coverage?

Each time you seek medical care, you can choose your doctor -- either a doctor who participates in the CIGNA network or someone who does not participate. When you visit a participating doctor, you receive "in-network coverage" and will have lower out-of-pocket costs. That's because our participating health care professionals have agreed to charge lower fees, and your plan covers a larger share of the charges. If you choose to visit a doctor outside of the network, your out-of-pocket costs will be higher.

What if I need to be admitted to the hospital?

In an emergency, your care is covered. Requests for non-emergency hospital stays other than maternity stays must be approved in advance or "pre-certified." This enables CIGNA HealthCare to determine if the services are covered.

Pre-certification is not required for maternity stays of 48 hours for vaginal deliveries or 96 hours for caesarean sections. Depending on your plan, you may be eligible for additional coverage. Any hospital stay beyond the initial 48 or 96 hours must be approved.

Who is responsible for obtaining pre-certification?

Your doctor will help you decide which procedures require hospital care and which can be handled on an outpatient basis. If your doctor participates in the CIGNA network, he or she will arrange for pre-certification. If you use an out-of-network doctor, you are responsible for making the arrangements. Your plan materials will identify which procedures require pre-certification.

How do I find out if my doctor is in the CIGNA network before I enroll?

It's quick and easy to search for participating doctors, specialists, pharmacies, hospitals and facilities closest to home and work.

Click "Provider Directory" from "Resources for Members" on the www.cigna.com home page.

Select the type of health care professional or facility you are looking for, or by location and distance.

Select your plan and the type of doctor you need. This helps ensure that you see just what you're looking for.

Get a complete profile. Review the doctor's education, languages spoken and hospital affiliations, and get a detailed map with directions.

What if I go to an out-of-network physician who sends me to a network hospital? Will I pay in-network or out-of-network charges for my hospitalization?

CIGNA HealthCare will cover authorized medical services provided by an Open Access Plus participating hospital at your in-network benefits level -- whether you were sent there by an in- or out-of-network doctor.

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Questions about CIGNA coverage?

Call the CIGNA Enrollment Information Line toll-free: 1.800.564.7642

24 hours a day, 7 days a week

Caring that you make the right choice.

Need help deciding if CIGNA coverage is right for you?

The information you're looking for is just a phone call away!

A helpful, friendly resource.

Learn more about the features and advantages of CIGNA coverage.

Call today and speak with a knowledgeable enrollment specialist for:

- Information on specific plans.
- Assistance in identifying participating doctors and other health care professionals.
- Comparisons of all CIGNA products and resources available to you.

This service is limited to providing information only. Enrollment cannot be completed through this line. Please contact your employer for enrollment instructions.



We invite you to call us during your enrollment period. We look forward to hearing from you.



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The Town of Enfield Municipal Pension Plan

Below is an at-a-glance view of the Town of Enfield Municipal Pension Plan—a valuable benefit provided for you by the Town of Enfield.

What is a pension plan?

A pension provides a steady stream of retirement income for vested individuals. The amount of the benefit is arrived at using a pre-determined formula. When you supplement it with Social Security and other sources of retirement savings, your pension can help you retire comfortably. The Town of Enfield provides you with this type of retirement program as a "career reward".

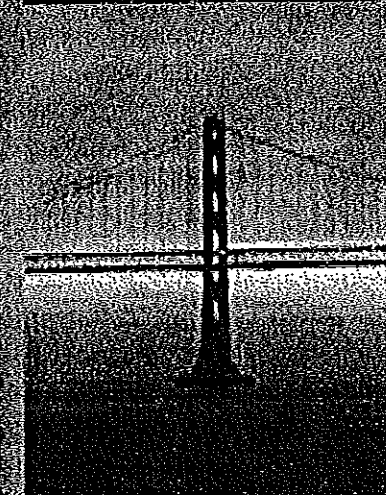
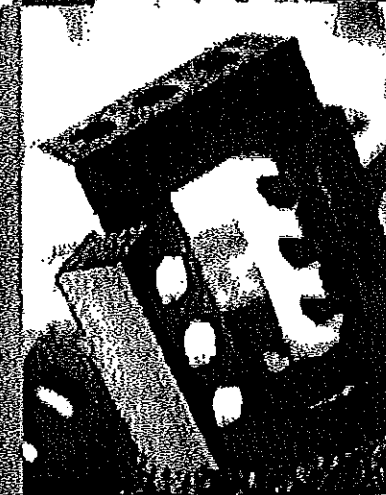
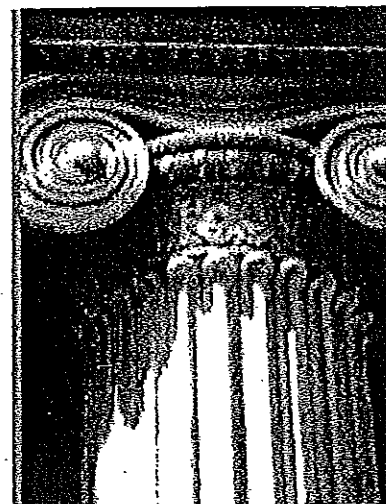
What are the benefits of the Town of Enfield Municipal Pension Plan?

- *The Town of Enfield contributes to your pension plan.* In addition to your contributions the Town of Enfield also makes a generous contribution on your behalf.
- *You choose how you want to receive it*—at retirement; you choose the form of annuity that best meets your needs.
- *It's not an all-or-nothing benefit*—even if you were to leave the Town of Enfield, you could receive a pension benefit during your retirement based on the years you worked as long as you are vested (see reverse side). In the event you leave and are not vested, you will receive the value of your contributions plus interest you put into the Plan.
- *Your pension may continue in the event of your death*—if you die during your retirement, pension payments may continue to your spouse or another beneficiary based on the form of annuity you elected on your Retirement Date. The Town of Enfield Pension Plan also provides a Pre-retirement Spousal Benefit if you are married and die prior to your Retirement Date (provided you have met the necessary conditions).

How do I take advantage of this benefit?

You automatically become a participant when you begin your employment with the Town of Enfield.

-over-



The Town of Enfield Municipal Pension Plan Highlights

These Plan highlights summarize the most important details of the Town of Enfield Municipal Pension Plan. For a complete description of your plan, contact the Town of Enfield and request a Summary Plan Description, often referred to as an "SPD."

Eligibility

- You are employed more than 20 hours per week, and for more than 5 months per calendar year.
- You have reached age 25.
- You have completed one year of service.

Normal Retirement

When you attain age 65.

Early Retirement

When you attain age 55.

Vesting

Upon completion of five years of service, you will be 100 percent vested. You are always 100% vested in your own contributions.

Benefit Formula

Your benefit is calculated by multiplying 2 percent of your Final Earnings multiplied by years of credited service. If you begin receipt of your benefit early, it will be reduced accordingly for the number of years you retire early.

Final Earnings

The average of your highest annual basic compensation on any July 1 for four years out of your final 10 years of service.

Forms of Retirement Benefit

- Single Life Annuity
- Joint & 50%, 66 $\frac{2}{3}$ %, or 100% Survivor
- Modified Cash Refund Annuity
- Five, Ten, Fifteen Years Period Certain and Life Annuity

Pre-retirement Death Benefit

In the event you pass away prior to retirement (and meet certain requirements at the time of your death) your spouse will receive 100% of the benefit you would have received. If you are not eligible for a retirement benefit or you un-married, your beneficiary will receive the value of your contributions to the Plan.

Separate accounts are insurance products issued by Prudential Retirement Insurance and Annuity Company (PRIAC), Hartford, CT, a Prudential Financial company.

**QUESTIONS AND ANSWERS
ABOUT
TOWN OF ENFIELD
PENSION PLAN**

WHEN DO I BECOME ELIGIBLE TO JOIN THE PENSION PLAN?

You must enroll in the Pension Plan if you are a full-time or part-time (more than 1,000 hours per year) regular employee and you have completed one year of service and have attained your 25th birthday.

HOW MUCH MUST I CONTRIBUTE TO THE PENSION PLAN?

Contributions are made by both the employee and the Town/Board of Education. Employees must contribute 3.5% of their base earnings toward the Pension Plan. This excludes overtime and other earnings. The Town or Board also contributes to the Pension Plan, but not specifically for each employee. The Town or Board of Education contribution is an annual sum that is required over and above employee contributions to keep the Pension Plan properly funded.

WHEN CAN I RETIRE?

Normal retirement occurs on the first of the month on or following your 65th birthday.

Early retirement can occur any time between the first day of the month on or following your 55th birthday and your Normal Retirement Date. An Early Retirement pension is smaller than a Normal Retirement pension because payment will be made to you over a longer period of time and with fewer service credits.

WHEN DO I BECOME VESTED?

Employees become 100% vested after five years of service in the Plan. Prior to attaining five years of service, the employee is entitled only to his/her contributions plus the interest earned on such contributions at a rate of 3%.

DOES SOCIAL SECURITY AFFECT MY TOWN PENSION?

Social Security does not impact your Town Pension. Whatever you receive from Social Security will be in addition to what you receive from the Town Pension Plan.

HOW DO I CALCULATE MY RETIREMENT INCOME?

At your Normal Retirement Date you will receive monthly payments calculated as follows:

2% of your final average earnings multiplied by the number of years of credited service divided by 12.

For example: If you had made contributions into the Plan for 23 years and 3 months at the point of your Normal Retirement Date and your final average earnings are \$26,000, your monthly pension would be:

2% X \$26,000 X 23.25 years divided by 12 months = \$1,007.50 per month.

HOW DO I CALCULATE MY FINAL AVERAGE EARNINGS?

Final Average Earnings is the average of the highest four of the last ten July 1st earnings before your service ceased. This excludes overtime or any additional compensation.

WHAT IF I SHOULD DIE WHILE STILL ACTIVE AS AN EMPLOYEE OF THE TOWN OR BOARD OF EDUCATION?

The Pension Plan does provide pre-retirement death benefits. The Death Benefit payable to your beneficiary in the event you die prior to becoming eligible for Early Retirement is equal to your contributions plus accrued interest. The Death Benefit payable to your beneficiary if you die after becoming eligible for Early Retirement, but while you were still an active employee is 100% of the pension amount you would have received if you had retired on the date of your death.

ARE THERE RETIREMENT OPTIONS FOR SURVIVORSHIP BENEFITS IF I WERE TO DIE AFTER MY RETIREMENT?

Yes, you may select a retirement option that will reduce your monthly pension, but will provide either a lifetime benefit or a "years certain" benefit for your spouse. The Contingent Annuitant Option can provide a lifetime pension to your surviving spouse in amounts equal to 50%, 66.67%, 75% or 100% of your monthly pension. Of course, the larger the percentage selected for your spouse, the smaller your lifetime pension amount will be.

You may also select the Years Certain Option where you would also receive a reduced pension for your lifetime, but guarantees the same pension amount to your spouse for a fixed number of years (5, 6, 10, 15, 20 years starting from the actual date of your retirement). After your death, your spouse would continue to receive a pension for the balance of Years Certain remaining.

WHAT HAPPENS IF I TERMINATE MY EMPLOYMENT PRIOR TO EARLY RETIREMENT?

If you terminate before you retire, you may request a refund of your contributions plus interest of 3%, however, if you are vested, you may elect to leave your contributions in the Plan and receive a pension upon your Normal Retirement Date. Your credited service will cease at the point of termination for pension calculation purposes.

WHAT IF I BECOME DISABLED?

If you become disabled before you retire and are eligible to receive Social Security Disability payments, you may be eligible to receive monthly disability benefits from the Town Pension Plan.

WHO ADMINISTERS THE PENSION PLAN?

The Pension Plan is administered by Prudential Retirement. Prudential Retirement prepares an annual statement of projected benefits for each participant. This statement is sent to each participant so that he/she can plan for the future. Retirement payments are made by Prudential Retirement directly to the retiree.

HOW DO I JOIN THE PENSION PLAN?

You must join the plan if you were hired after July 1, 1999. If you were hired before July 1, 1999 and are not a member of the plan, you will be given the opportunity to join on July 1 of each year.

WHO SHOULD I CONTACT FOR MORE INFORMATION?

The Board of Education Human Resources Department will be glad to answer your questions relative to the Town of Enfield Pension Plan. Please call Ext. 6539.

These questions and answers about the Town of Enfield Pension Plan do not represent a Plan Document. The full, non-condensed Town of Enfield Pension document is on file in the Human Resources Department and may be reviewed during the hours of 7:30 a.m. to 4:00 p.m. If any part of this guide is found to be inconsistent with the Plan Document, it shall be superseded by the Plan Document.

EMPLOYER/
EMPLOYEE
RELATIONSHIP

PERFORMANCE APPRAISAL

Enfield Head Start will provide an annual evaluation for all employees.

EMPLOYMENT AT WILL POLICY

Head Start follows an employment-at-will policy in that an individual or the organization may terminate employment at any time, or for any reason consistent with applicable State or Federal Laws.

A new employee may be terminated at any time during the first 90 days of employment. He/she may be terminated for any reason as assessed by the immediate supervisor and the written recommendations of the immediate supervisor and department head, including but not limited to; inability to do the job, poor attendance, or failure to conform to policies and standard practices.

Attendance is a primary indicator of whether or not a new employee will successfully complete the trial period, and attendance will be reviewed carefully during this time period.

Any new employee who has more than two days of absence or tardiness during the 90-day trial period will be considered a poor risk, and the employee will be required to bring in evidence of illness or other emergency in order to be retained.

All employees are required to meet Head Start standard's courtesy to clients, members of the public, and co-workers. Instances of discourtesy, such as the use of abusive, provocative or profane language can lead to discipline up to and including discharge at the discretion of management.

While staff in most programs may participate in social activities with clients, employees are expected to maintain a professional relationship in any social interaction. In instances where the employee has direct decision making responsibility, or influence over professional decisions affecting the program activities or services provided to the client, extra-professional socialization is strongly discouraged.

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of staff. Both parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any member of the unit having a grievance or dispute to discuss the matter informally with the appropriate member of the administration.
3. A grievance is defined as the misapplication or misinterpretation of a specific. All grievances shall be in writing and filed within 30 calendar days of the act or omission complained of and shall recite the specific allegedly misapplied or misinterpreted and the specific relief requested.

B. Procedure

Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement except for the initial filing of the grievance.

In the event such a grievance is filed on or after June 1, every effort shall be made to reduce time limits set forth herein, so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.

1. Level One - Immediate Supervisor or Director

A member of the unit with a grievance or dispute shall first discuss it with his/her immediate supervisor or director.

2. Policy Committee - Personnel Committee - Policy Committee

3. Level Three - Superintendent of Schools

- a. In the event that such aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within ten (10) school days after presentation of the grievance, he/she may file a written grievance directly to the Superintendent of Schools within five (5) school days after the decision at Level One, or fifteen (15) school days after the grievance was presented, whichever is sooner.

- b. The superintendent shall represent the Board of Education and Policy Committee at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved person in an effort to resolve the grievance.
- c. If a staff member does not file a written grievance to the Superintendent within thirty (30) calendar days after the staff member met with their supervisor, then the grievance shall be waived.

No reprisals of any kind shall be taken by the Board or any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.

INTERNAL DISPUTE POLICY

Written procedures for resolving internal disputes, including impasse procedures between Policy Committee and the Board of Education, follow the grievance procedure established by the Enfield Public Schools Teachers' Agreement until the final step. If the action does not work, the matter is referred to the grantee.

GENERAL INFORMATION

CONFIDENTIALITY OF STUDENT RECORDS

Student information and records should be considered confidential at all times. The inappropriate use or access to such information is a direct violation of the trust this school district has granted to our care. Please be advised that any proven instance of violation cannot be tolerated, and will be dealt with in an appropriate manner.

DAILY ATTENDANCE AND MEAL COUNT PROCEDURE

Taking daily attendance and meal counts are the responsibilities of the classroom assistant teacher. If the assistant teacher is absent, the teacher shall assume this responsibility. The teacher is ultimately responsible that correct numbers are recorded.

Attendance:

Each page in your attendance book is to only include one month. The month and year are to be labeled. The days are to be numbered at the top of each column. The names are to be on the left side.

Please check all Head Start children present each day. Total daily the children present at the bottom of each column. Present means late arrival or dismissed early as well. When a child is late, mark an "L" next to the checkmark. When a child is dismissed early, mark a "D" next to the checkmark. Absent would be "O".

At the end of the school year, turn in the attendance pages to the secretary.

Meal Counts:

Only meals served to enrolled children may be used in the meal counts.

- Breakfast – count each Head Start child "at time of service" and chart accordingly.
- Lunch – count each Head Start child "at time of service" and chart accordingly.
- P.M. snack – count each Head Start child "at time of service" and chart accordingly.

Record attendance in the attendance columns on meal count forms.

At the end of each day, review attendance and meal counts. There cannot be a greater number of meals served than is counted for attendance. Total all columns at end of month and turn in to the secretary.

Our federal grant and monthly reports are dependent upon these figures.

Bus Monitor Policies and Procedures

Attendance:

Make sure your name is on the top of your attendance sheet.

Name tags must be worn by all children from September 3rd through September 13.

Number the children on the attendance list in the order they are picked up and/or dropped off.

Children must ALWAYS be strapped in the 5 point harness. Children over the weight limit must be fully secured in the seat belt.

Bus Monitors must try to wear a seatbelt when at all possible.

All backpacks must be strapped down for safety.

The order on the attendance sheet MUST match the bus run. Do not make any changes before speaking with Family Support Coordinator. She will contact the bus company regarding any run change REQUESTS. It is up to the bus company if the run will be changed. Due to Head Start regulations, the bus driver CANNOT make the change on her own.

Each child should have an ASSIGNED SEAT and there must be a seating plan.

For the AM BUS: check the child off on your attendance sheet as he or she gets on the bus.

For the 1:00 and Extended Day bus: Take attendance BEFORE you leave the school.

ALWAYS check your bus to insure that NO CHILDREN are still on it at the end of your run before you step off the bus.

Transportation:

Keep your attendance lists and seating plan updated whenever a change is made. Give a copy to Family Coordinator and Director **BEFORE** the change takes effect. You must DATE, NUMBER, and have your name listed on your attendance sheet and your seating plan with every change.

Do not release a child to any unauthorized person! You and the office will have the restricted list as well as all the emergency sheets for each child on your bus. Make sure all emergency sheets are up to date and kept in your clip board at all times. IF there is any question releasing a child, bring the child back to school.

Pick up and drop off **ONLY** at the designated stop on the run sheet (even if a parent makes a request) If a parent needs to change their pick up or drop off site they must call the Family Support Coordinator with the change. On average it can take up to two weeks for a change to go through the proper channels. Until the new change is listed on the run sheet **AND** you have it listed on your attendance sheet the change cannot take effect.

The bus must wait 30 seconds at all stops, both AM & PM.

DO NOT make "riding around a second time" a habit. Parents need to be held accountable for their children. Let the Family Support Coordinator know if there is a problem.

Authorized individuals must accompany the child to the bus and then pick them up at the bus door. NEVER let a child walk to the bus alone or get off the bus without an authorized person helping them on or off.

NOBODY under the age of 13 is allowed to take a child off the bus.

If a parent or authorized individual is not at home and the child is returned to school, Write this down in the blue notebook, "Child Returned." Complete with the parent the "Late Child Pick up Report" and give to the Director. Notify the Family Support Coordinator each time.

Do your route **COMPLETELY**, even when a child is absent.

Do not bring the children out to the bus at 1:00 or for the Extended Day run until the bus lights are flashing. (See 1:00 and Extended Day Procedures)

Let the Family Support Coordinator know of any problems with children, parents, and the driver.

Other:

Your bus number must stay on your bus window throughout the whole school year.

Your clip board must always have your name clearly written on it. All clipboards must remain in the staff room when you are not on the bus. Each monitor has a folder with her name on it.

ALWAYS remember to check your bus folder to see if anything needs to be sent home. Also check your mailbox in case someone put something in there regarding the bus.

Take notices home to parents.

Remind parents the day before and the morning of early release and vacation days.

Parents cannot send any medication or inhalers on the bus. They must bring everything directly to the Health Coordinator. ANY medical issues must be handled by the Health Coordinator.

Children are not allowed to bring any food of any kind on the bus. Also, they cannot be chewing their breakfast as they get on the bus in the morning. All food must be swallowed before being allowed on the bus.

Children should NEVER bring umbrellas, gum, candy, and toys with them on the bus. Speak with the parent and if it continues to be a problem speak with the Family Support Coordinator.

If the Family Support Coordinator is not here speak with the Health Service Coordinator, Education Coordinator, or the Director.

The monitor on the Extended Day bus will bring the school cell phone with them.

CONFIDENTIALITY must always be maintained on the bus. Do not share information regarding our families with the bus drivers and other parents.

Continue to reinforce with all children the safety issues of walking to the bus, getting on and off the bus, and sitting on the bus.

Bus and Pedestrian Safety

Teachers and monitors need to be aware and remind children of the following:

1. When getting off the bus at school, WAIT for the monitor to call your name, WALK down the steps, HOLD on to the railing, and HOLD the staff members hand as you exit the bus.
2. ALWAYS walk to the gate and teacher.
3. If something is dropped an adult will pick it up.
4. When getting on the bus at school make sure the lights are flashing.
5. Always WALK onto the bus.
6. ALWAYS keep your seatbelt fastened.
7. NEVER walk behind the bus.
8. The bus monitor will always stay on the bus. NEVER will the bus monitor leave the bus for any reason.
9. The monitor must always watch strings on sweatshirts, jacket, and hoods that can get caught.

When dropping children off and picking children up from school

1. Always walk on the sidewalk. Never run.
2. Always hold the child's hand at all times.
3. Always cross at the crosswalk.
4. Children should always hold the teacher's rope or a staff, or family member's hand.

CLASSROOM BEHAVIOR POLICY

A goal of Enfield Head Start is to work with families to promote the social & emotional development of children. It is important to help children learn to work and play together in an atmosphere that is safe and fosters independence, decision-making, curiosity and creativity. To achieve that goal, Head Start staff:

- Model appropriate behavior
- Design a predictable, consistent and structured classroom to minimize conflict
- Maintain age-appropriate expectations for children's behavior.
- Help children to begin to learn peaceful approaches to dealing with their feelings and social interactions.
- Supervise children

Young children are just beginning to learn how to handle their emotions and be a part of a group. At times they may misbehave. Enfield Head Start staff guide children to help them achieve their goals in acceptable ways. Guidance and discipline will always be positive, productive and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened or subjected to physical punishment, verbal or physical punishment, verbal or physical abuse by any staff member, volunteer or student working in the program.

POLICY FOR CHALLENGING BEHAVIORS

Sometimes children may have challenging behaviors. This includes any behavior that:

- Is harmful to the child, other children or adults
- Seriously interferes with classroom learning

In cases like this, the child will be removed from the situation to a quiet, setting with a Head Start staff person. The parent will be notified about the behavior. If the behavior continues to be dangerous to self and others, or for repeated incidences, the child will need to go home and the parent must meet with the teacher or intervention team to develop a behavioral plan.

If a pattern of challenging behavior persists that endangers self, others or property, or significantly disrupts the program, we will continue to work with a child's family to find solutions:

- A request for additional consultations
- An adjustment of the child's school schedule
- Referral to special education for further testing
- Possible placement in an appropriate alternate program.

If these challenging behaviors should occur on the bus causing an unsafe situation, the child will not be allowed to ride the bus for one day following the day of the incident. The child may still attend school being transported by a parent/guardian.

BEHAVIORAL POLICY/PROCEDURE

- I. Referral by teacher via referral log process.
 - A. Referral to include as much specific information as possible.
 - B. Parent/guardian signs permission form in case further observation or collateral information is necessary.
 - C. Assigned to Head Start professional (mental health consultant and/or school psychologist).
- II. Review of folder
- III. General classroom observation by appropriate Head Start professional.
- IV. Feedback to teacher, contact to parent/guardian to share observations feedback.
 - A. Via meeting with teacher, professional offers suggestions/recommendations for classroom management strategies.
 1. Adjustments in environment
 - a. Physical set-up
 - b. Classroom routine
 - c. Preferential seating during appropriate activities
 2. Adjustments in teacher approach/intervention
 - a. Ensure developmentally appropriate practices
 - b. Increase use of positive reinforcement
 - c. Provide clues/rule reviews/visual schedules
 - d. Group problem-solving activities
 - e. Consideration of child's range of previous experience, primary language, cultural background, developmental stage.
 - B. Teacher will document agreed upon approaches utilized over a 1-3 week period.
- V. Re-assessment of strategy/situation with teacher and parent/guardian.
 - A. Review initial plan and assess success/progress. Teacher provides updated information from documentation.
 - B. Schedule focused observation by appropriate Head Start Professional or consultant, if necessary.

C. Revamp and coordinate strategies for school and home.

1. Increase goal-directed communication between school and home.
2. Identify specific target behaviors to work on at school and home.
3. Specific, directed positive reinforcement.
4. Removal to quiet area followed with discussion.
5. Parent/guardian to attend school with child.

D. Discuss referral for outside evaluation, if appropriate.

E. Revamped plan should be implemented for 1-3 weeks.

F. Feedback/discussion with parent/guardian.

VI. Team meeting: in appropriate situations, when previous steps have not proven effective. Team will include parent/guardian, teaching team, appropriate Head Start support staff and professionals involved with family, if appropriate.

A. The goal of the meeting will be to design a plan that will address the needs of the child and family.

B. The plan could possibly include the following strategies:

1. Permanent parent/guardian participation in classroom.
2. Supplemental/supportive services by involved agencies.

POLICY FOR 3:30 – 5:00 PM DISMISSAL

When no one designated to take the child off the 3:30 bus is at the bus stop, call the office and let them know you are returning with the child.

If the parent of a child scheduled to be picked up at 4:30 or earlier does not arrive, call the police at 5:00.

If a parent pick up for a child scheduled to be picked up between 4:30–5:00 does not arrive, call the police at 5:30.

In both cases, follow these procedures:

- Make every attempt to contact home or other names on the emergency list to have someone come to pick up the child.
- If you cannot reach anyone or if the parent does not come, call the police to come pick up the child.
- Attempt to leave a message with the parent that the child will be at the police station.
- Document that the child was brought back on the bus, even if it is at 1:00 pm
- Call the Director right away if you have contacted the police. Call the Deputy Superintendent Chris Drezek at extension 6533 and notify him.
- Review the incident with the Director in the morning.
- The bus monitor on the 3:30 bus will stay with the child while waiting for the police. The teacher and assistant teacher will stay with the child who is a parent pick up.

Enfield Head Start Crisis Intervention Plan

A person in crisis needs to receive immediate help. Enfield Head Start may act as a referral source for emergency assistance/crisis intervention services as well as a resource. If a person in crisis contacts Enfield Head Start, a qualified staff person (nurse, coordinator, director) would attempt to assist the individual. If these staff are unavailable or are unable to provide the individual in crisis with the appropriate assistance, one or more of the crisis numbers below would be given out. All other staff members are instructed to provide persons contacting the program with the necessary emergency numbers. Furthermore, all Head Start families are given a community resource booklet during the orientation process, which contain these telephone numbers and descriptions.

1. Helpline
524-1182 24 hour suicide hotline and additional crisis referral source
2. Domestic Violence
763-4542 24 hour hotline, emergency shelter for families, support groups
3. Rape Crisis
522-6666 24 hour hotline
4. Red Cross
678-2819
678-2830 Emergency food, clothing, shelter for disaster situations (fire, hurricane, etc.) and emergency communications for family members of service persons
5. Food Shelf
741-7321 Emergency food and food for low-income families
6. Poison Control
1-800-222-1222 24 hour hotline
7. NCCS
683-8068 (North Central Counseling Services)
mental health crisis services
8. Infoline
211 24 hour referral resource
9. DCF Careline
1-800-842-2288 Hotline for reporting abuse & neglect of children and youth
10. New Directions
741-3001 Emergency evaluation & additional services for substance abuse

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE

All Enfield Head Start staff are mandated reporters. If child abuse or neglect is suspected, the staff member is required to report to the Department of Children and Families (DCF) within 24 hours. The staff member should report this to their supervisor and then call in the report to the DCF hotline. If there is not agreement on whether it is necessary to make a DCF report, the report should still be made. It will then be left for DCF to investigate and determine the necessary actions. The written report is to be filled out while making the verbal hotline report and then faxed or mailed to DCF within 48 hours. A copy should also be sent to Pupil Services, the family service worker, and the family support coordinator. All reports made are kept confidential. Yearly DCF mandated reporter training is done by a DCF worker.

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**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

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CHILD ABUSE/NEGLECT

5140.1

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The Enfield Public School District (the "District") shall comply with the Connecticut General Statutes regarding child abuse and neglect by requiring all personnel employed by the school system to report any incident where there is a reasonable cause to suspect child abuse, neglect or risk of abuse of a child to the designated authority.

In order to assure that the above policy is fully implemented, employees must follow Administrative Regulation 5140.1 and the District requires that:

1. All personnel fully comply with all requirements of the General Statutes and with regulations promulgated by the Commissioner of Children and Families with respect to the reporting of any incident where there is reasonable cause to suspect abuse or neglect of a child in accordance with the administrative procedures of the District;
2. All personnel fully comply with all the requirements of the General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of incidents where there is reasonable cause to suspect abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of the District;
3. All personnel cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect;
4. Such mandated reporting requirements of the general statutes and the administrative regulations regarding reporting be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g., secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals;
5. Any student suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care and;
6. All personnel treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

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Legal Citations: Connecticut General Statutes Sections 17a-101, 102, 103, 104, 106 and Connecticut General Statutes Sections 19a-458a, as amended by Public Act 96-246

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Policy Adopted: June 26, 1990
Policy Amended: August 23, 1994
Policy Amended: May 29, 1998
Policy Revised: May 23, 2006
Policy Reviewed: September 22, 2009

EQUAL
OPPORTUNITY

ARTICLE 7.
ADVISORY COMMITTEE ON STATE AND FEDERAL
SPECIAL EDUCATION LAW

The Enfield Board of Education and Enfield Teachers' Association agree to establish an Advisory Committee on the State and Federal Special Education Law which shall consist of not more than three teachers appointed by the Enfield Teachers' Association who are representative of the various levels of the school system, and of not more than three administrators appointed by the Superintendent of Schools, for the purpose of investigating and making recommendations regarding the implementation of state and federal legislation and regulations concerning the education of special education students and the impact of the legislation and regulations on teachers.

The committee shall meet at least three times per school year, or as needed, and at mutually convenient times, with the designee of the Director of Pupil Personnel Services acting as the Chairperson for the committee. Any recommendations shall be by four affirmative votes and promptly be submitted to the Director of Pupil Personnel Services and/or his/her designee as a report. The report shall include: a statement of need; an estimate of costs involved in the implementation of the recommendation, if available; a statement of alternatives and their cost, if available; and a plan for implementation.

The Director of Pupil Personnel Services and/or his/her designee promptly will review the report and may request further supporting data for any part or parts of the report, take action, or submit the report to the Board of Education. The Board of Education may take whatever action it deems appropriate in its continuing efforts to strive to establish effective programs under Public Law 94-142, IDEA 1997 and Connecticut General Statutes 10-76(a), et seq., and their regulations and guidelines.

The Enfield Board of Education recognizes the need for inservice training programs including programs in special education. The Enfield Board of Education authorizes and recommends that the advisory committee on State and Federal Special Education Law review the need for inservice training programs in special education and make such recommendations to the Advisory Committee on Staff Development concerning such programming.

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administrative 5410
Regulation

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with the Title IX Coordinator. Reporting should take place within twenty (20) calendar days of the alleged discrimination.

SCHOOL LEVEL TITLE IX COORDINATORS

<u>School</u>	<u>Address</u>	<u>School Level Coordinator</u>	<u>Telephone</u>
Henry Barnard	27 Shaker Road	Guidance Counselor	253-6543
Prudence Crandall	150 Brainard Road	Guidance Counselor	394-1985
Enfield Street	1318 Enfield Street	Guidance Counselor	253-6562
Nathan Hale	5 Taylor Road	Guidance Counselor	763-7582
Hazardville Memorial	68 North Maple Street	Guidance Counselor	763-7564
Edgar Parkman	165 Weymouth Road	Guidance Counselor	253-6573
Eli Whitney	94 Middle Road	Guidance Counselor	763-7545
John F. Kennedy Middle	155 Raffia Road	Guidance Department Chair	763-8872
Enfield High	1264 Enfield Street	Guidance Department Chair	253-5551
Enrico Fermi High	124 North Maple Street	Guidance Department Chair	763-8825
Head Start	1270 Enfield Street	Head Teacher	253-6597

DISTRICT TITLE IX COORDINATOR

Christopher Drezek, Deputy Superintendent, 27 Shaker Road, 253-6532

NONDISCRIMINATION - TITLE IX - Board Policy 5410

It is the policy of the Enfield Board of Education not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, or on any other basis prohibited by Connecticut State and/or Federal Non-Discrimination Laws.

Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator. The Board of Education appoints the Superintendent of Schools or his designated agent as Title IX Coordinator.

The Board shall, at least annually, notify all students, parents, and employees of the name, address and telephone number of the Title IX Coordinator.

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

Administrative
Regulation 5410

TITLE IX GRIEVANCE FORM

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with the Title IX Coordinator. Reporting should take place within twenty (20) calendar days of the alleged discrimination. Title IX Coordinator is:

Christopher Drezek
Enfield Public Schools
Deputy Superintendent
27 Shaker Road
Enfield, CT 06082
253-6532

NAME OF COMPLAINANT: _____

STUDENT EMPLOYEE APPLICANT PARENT/GUARDIAN

Home Address: _____

Phone: _____

Date of Claim: _____

Date of Incident: _____

State Grievance Issue: (Include all pertinent information - who, how, where, when, how often, feelings, witness.)

State Relief Requested:

Please attach any additional information/document necessary.

SIGNATURE OF COMPLAINANT: _____

SIGNATURE OF TITLE IX COORDINATOR: _____

DATE RECEIVED: _____

Forms are available from Title IX Coordinator, Director of Human Resources, Director of Pupil Services, Administrators and Guidance Offices.

September 28, 2006.
Revised: February 24, 2009
Revised: October 9, 2009
Revised: July 10, 2012
Reference: Policy #5410