

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Time-Place:**

**Council Chambers  
820 Enfield Street  
Enfield, CT  
7:00 PM Regular Meeting**

**Date: 06/14/16**

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Lori Unghire**
- 3. Pledge of Allegiance – Lori Unghire**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
  - a. Recognition of Student Athletes**
  - b. Enfield Legislators**
- 7. Superintendent's Report**
  - a. Student Representatives Report**
  - b. Thank You Mount Carmel Society**
  - c. EHS/FHS Graduations**
  - d. Kindness Carnival**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
  - a. Transition Update**
- 11. New Business**
  - a. Approve Healthy Food Certification for 2016-17**
  - b. Approve Program Improvement Project (PIP) Grant for 2016-17**
  - c. Policy Revisions:**
    - 1. BOE Policy #3512 Pest Management Program – *First Reading***
    - 2. BOE Policy #4118.5 Computer Network and/or Internet Use Policy – *First Reading***
    - 3. BOE Policy #4122 Substitute Teachers – *First Reading***
    - 4. BOE Policy #5113 Attendance Policy: K-12 – *First Reading***
    - 5. BOE Policy #5131 Student Discipline – *First Reading***
    - 6. BOE Policy #5132 Dress Code – *First Reading***
    - 7. BOE Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program – *First Reading***
    - 8. BOE Policy #5141.21 Administration of Prescribed Medicine – *First Reading***
    - 9. BOE Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy – *First Reading***
- 10. Board Committee Reports**
  - a. Building Committee**
  - b. Curriculum Committee**
  - c. Policy Committee**
- 11. Approval of Minutes: Regular Meeting Minutes – May 24, 2016**
- 12. Approval of Accounts and Payroll**
- 13. Correspondence and Communications**
- 14. Audiences**
- 15. Executive Session**
- 16. Adjournment**



# ENFIELD PUBLIC SCHOOLS

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## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Superintendent's Report

- a. **Student Representative Report(s):** Enclosed in your packet, you will find a report from both BOE Student Representatives regarding events/happenings at their respective high schools. Student Representatives may have some additional information or comments to share with Board members.
- b. **Thank You Mount Carmel Society:** We thank the members from the Mount Carmel Society for hosting the 2016 National Honor Society Recognition Dinner that was held earlier tonight.
- c. **EHS/FHS Graduations:** Both high schools will hold their commencement ceremonies for the graduating class of 2016. Enfield High School's graduation will be held on Wednesday, June 22<sup>nd</sup> and Enrico Fermi High Schools's graduation will be held on Thursday, June 23<sup>rd</sup>. Both ceremonies will start at 7:00 PM and will be held outside, weather permitting. Each Board member has received graduation tickets.
- d. **Kindness Carnival:** Members from the FOR Club (Friends of Rachel) will hold a Kindness Carnival on Friday, June 17<sup>th</sup> at Enrico Fermi High School in the Gym from 4:30 – 7:30 PM. Invitations and additional information has been included in your packets.



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

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**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Board Guest(s)

- a. **Recognition of Student Athletes:** Tonight, we will recognize our student athletes from Enrico Fermi and Enfield High School. Our Athletic Coordinator, Mr. Barry Bernstein will introduce the coaches and student athletes that are present.
- b. **Enfield Legislators:** We welcome Senator Kissel to tonight's Board meeting. Representatives Kiner and Alexander were unable to attend. He is available to answer any questions from the Board.



# ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Transition Update

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





# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

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**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Approve Healthy Food Certification for 2016-17

Our Nutrition Services Director, Diane Edwards has provided the Board with the enclosed memo dated June 6, 2016 regarding the Healthy Food Certification Statement for 2016-17. The State of Connecticut requires all districts to complete the certification statement certifying that all food items sold to students will meet or will not meet the Connecticut Nutritional Standards.

The Enfield Public Schools lunch program currently meets all Federal and State nutrition guidelines. Ms. Edwards recommends that the Nutrition Services work towards certifying for the 2017-16 school year. This will allow us additional time to plan and implement for the stricter Connecticut Healthy Food Certification standards.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate to indicate that the Board elects to not certify the 2016-17 Healthy Food Certification Statement and authorizes the administration to process the paperwork accordingly.



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

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**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Approve Program Improvement Project (PIP) Grant for 2016-17

Kathy Chapdelaine, our Adult Education Director needs Board approval for the 2016-17 Program Improvement Project (PIP) Grant. The State Department of Education has been awarding these grants since 2012. She is looking to receive funding for \$40,000 for transitioning for post-secondary education and training for 35 Enfield Adult Education and Continuing Education students.

Enclosed in your packets is additional information regarding this grant.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval for the continuation of the Adult Education Program Improvement Project (PIP) Grant as presented and authorizes the administration to process the paperwork accordingly.



# ENFIELD PUBLIC SCHOOLS

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## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revisions

Members of the Policy Committee met on June 7<sup>th</sup> to finalize several policy revisions. Policy Committee Chair, Mike Ludwick will review the recommended policy changes at this time for the following policies:

1. BOE Policy #3512 Pest Management Program – *First Reading*
2. BOE Policy #4118.5 Computer Network and/or Internet Use Policy – *First Reading*
3. BOE Policy #4122 Substitute Teachers – *First Reading*
4. BOE Policy #5113 Attendance Policy: K-12 – *First Reading*
5. BOE Policy #5131 Student Discipline – *First Reading*
6. BOE Policy #5132 Dress Code – *First Reading*
7. BOE Policy #5140.2 Sexual Abuse & Assault Awareness/Prevention Program – *First Reading*
8. BOE Policy #5141.21 Administration of Prescribed Medicine – *First Reading*
9. BOE Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy – *First Reading*

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



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

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**Date:** June 14, 2016  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Collective Bargaining
- Matter(s) Related to Personnel

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



## **EHS/FHS Student Representative Reports – June 14, 2016**

### **Enfield High & Enrico Fermi High School:**

- NHS Recognition Dinner will be held at Mount Carmel Hall at 5:00 PM on June 14<sup>th</sup>;
- Rachel's Challenge Kindness Carnival will be held at Enrico Fermi in the Gym at 4:30 PM on June 17<sup>th</sup>;
- The last of school – June 21<sup>st</sup>;
- EHS Graduation will be held on the Enfield High Athletic Fields at 7:00 PM on June 22<sup>nd</sup>;
- FHS Graduation will be held on the Enrico Fermi Athletic Fields at 7:00 PM on June 23<sup>rd</sup>.



## 2015-16 Athletic Awards Recognition

### 2015 Fall Awards:

- Fermi:**
- Charles Fields, 2015 All Conference CCC – Football
  - Jake Richters, 2015 All Conference CCC – Football
  - Ian Grabowski, 2015 All Conference CCC – Football
  - Josh Buvelot, 2015 All Conference CCC – Football
  - Kiley Vermette, 2015 All Conference CCC & All Area Hartford Courant – Soccer
  - Matt Evens, 2015 All Conference CCC – Soccer
  - Jabari Smith, 2015 All Conference CCC & All Area Hartford Courant – Soccer
  - Mikayla March, 2015 All Conference CCC – Field Hockey
  - Megan Laponese, 2015 All Conference CCC – Field Hockey
  - Sydney Nash, 2015 Class “M” All State & All Area Hartford Courant – Cross Country
  - Thomas Vose, 2015 Journal Inquirer All Academic – Cross Country
  - Sarah O’Neil, 2015 Journal Inquirer All Academic & National Interscholastic Swimming Coaches Association All American – Swimming
- Enfield:**
- Joe Braun, 2015 All Conference NCCC Pequot League – Football
  - Ben Sperrazza, 2015 All Conference NCCC – Soccer
  - Cat Fonseca, 2015 All Conference NCCC – Soccer
  - Erica Lovering, 2015 All conference NCCC & All Area Hartford Courant – Soccer
  - Delaney Lawler, 2015 All Conference NCCC, All State 1<sup>st</sup> Team & All Area Hartford Courant – Soccer
  - Sarah Pawlowski, 2015 Journal Inquirer All Academic – Soccer
  - Jessie Maier, 2015 All Conference NCCC & All State 2<sup>nd</sup> Team – Field Hockey
  - Taylor Geaglon, 2015 All Conference NCCC & All State 1<sup>st</sup> Team – Field Hockey



- McKayla Weaver, 2015 All Conference NCCC – Field Hockey
- Tori Geaglone, 2015 All Conference NCCC – Field Hockey
- Miranda Lee, 2015 All Conference NCCC – Volleyball
- Connor Shannahan, 2015 All Conference NCCC – Cross Country
- Sam Wentworth, 2015 Journal Inquirer All Academic – Cross Country

### **2016 Winter Awards:**

- Fermi:**
- Josh Pasini, 2016 All Conference CCC & 1,000 Career Points Served – Basketball
  - Joe Weatherwax, 2016 All Conference CCC – Basketball
  - Sean Messina, 2016 All Conference CCC – Wrestling
  - Brett Castle, 2016 All Conference CCC – Wrestling
  - Chase Larusso, 2016 All Conference CCC – Wrestling
  - Jake Richters, 2016 All Conference CCC – Wrestling
  - Thomas Vose, 2016 Journal Inquirer All Academic – Hockey
  - Amber Prose, 2016 Journal Inquirer All Academic – Indoor Track
  - Ashley MacGregor, 2014 & 2016 USGA Regional Qualifier and 2013 National Qualifier - Gymnastics
- Enfield:**
- Sam Roy, 2016 All Conference CCC & All State – Division II, Hockey
  - Matt Votta, 2016 All Conference CCC – Hockey
  - Kumar Brown, 2016 All Conference NCCC – Basketball
  - Danielle Delano, 2016 All Conference NCCC, All NCCC Tournament Team, All Rotary Team & MVP – Basketball
  - Mary Baskerville, 2016 All Conference NCCC, All State Class “M”, All NCCC Tournament Team, All State Rotary Team, NCCC Tournament Team MVP & All Rotary Team – Basketball
  - Cat Fonseca, 2016 All Conference NCCC & All rotary Team – Basketball
  - Joe Fleming, 2016 All Conference NCCC – Wrestling
  - Connor Shannahan, 2016 All Conference NCCC & Journal Inquirer All Academic – Indoor Track
  - Taryn Logan, 2016 Journal Inquirer All Academic – Indoor Track

### **2016 Spring Awards:**

- Fermi:**
- Jared Cournoyer, 2016 All Conference CCC – Volleyball
  - Brian Cunningham, 2016 All Conference CCC & selected for the CT Coaches All Star Team – District IV – Baseball
  - Josh Pasini, 2016 All Conference CCC – Baseball
  - Dan Neal, 2016 All Conference CCC – Baseball
  - Alex Coffey, 2016 All Conference CCC – Tennis
  - Sarah O’Neil, 2015-16 CIAC Scholar Athlete
  - Thomas Vose, 2015-16 CIAC Scholar Athlete
- Enfield:**
- Jeff Kilty, 2016 All Conference NCCC – Baseball
  - Sarah Pawlowski, 2016 All Conference NCCC – Tennis
  - Sam Roy, 2016 All Conference NCCC & All State – Division III – Golf
  - Jessica Maier, 2016 All Conference NCCC – Softball
  - Collin DeBarber, 2016 All Conference NCCC & NCCC Javelin Champion – Track & Field
  - Dillon DeSouza, 2016 All State – Class “M” & Senior All Star Game – Volleyball
  - JR Hanna, 2016 All State – Class “M” Academic – Volleyball
  - Zackary Hirsh, 2016 Junior All Star Game – Volleyball
  - Sarah Pawlowski, 2015-16 CIAC Scholar Athlete
  - Chris Biela, 2015-16 CIAC Scholar Athlete

### **Special Recognition Awards and Honors:**

- Enfield:**
- Richard Celio, 36 Years of Coaching Boys Tennis
  - Enfield Girls Basketball, 2016 Regular Season 20-0; State Semi Finalist 26-1; Rotary Tournament Champions; NCCC Tournament Champions & NCC Regular Season Champions
  - Enfield Girls Soccer, 2015 Class “M” State Finalist
- Fermi:**
- Jim Russell, 30 Years of Coaching Boys Soccer

- Enrico Fermi Football, 2015 John Lotas Sportsmanship Awards  
Central CT Officials Association

Item #7d.

# RACHEL'S Challenge

start a chain reaction

May 24, 2016

To the BOE and Town Council Members,

On behalf of the *FOR Club*, we would like to invite all BOE and Town Council Members to attend this year's Kindness Carnival on June 17<sup>th</sup> (4:30pm – 7:30pm) at Enrico Fermi High School. The members who have attended in the past really provided good feedback and helped make the event such a success. Please contact Michael Pescitelli ([mpescitelli@enfieldschools.org](mailto:mpescitelli@enfieldschools.org)) with any questions or comments.

Thanks so much and hope to see you all there.

Sincerely,

*Michael A. Pescitelli*

Michael Pescitelli  
FOR Club

START A CHAIN REACTION OF KINDNESS



## Healthy Food Certification in Schools for School Year 2016-17

Healthy Food Certification Statement and Recommendation  
Submitted by Diane Edwards, Director of Nutrition Services  
June 6, 2016

The State of CT Dept. of Education requires all districts to complete the healthy food certification statement which requires action by the school board. The district has the option of certifying that all food items sold to students will, or will not meet the CT Nutrition Standards. These food items include all food offered for sale to students at all times in all schools and from all sources, including, but not limited to school stores, vending machines, school cafeterias and any fundraising activities on school premises. The state is currently offering a monetary incentive of \$ .10 per reimbursable lunch served if we chose to certify that we are meeting the CT Nutrition Standards for Foods as required by the CT Healthy Certification regulations.

At the June 24, 2014 Board Meeting it was recommended by the Superintendent that we do not certify to implement the Ct Healthy Food Certification in Schools until the new combined high school was completed in 2016.

Considering the significant challenges we will face with the consolidation of students and staff this September, I would recommend that Nutrition Services delay the implementation of the Healthy Food Certification. I believe our attention and focus will be better served making this a smooth and successful transition for the students, not a time to begin new regulations. The additional year will allow time for proper planning and implementation for the CT Healthy Food Certification standards, if they are still an option. The funding for this program has been cut from the state budget for three consecutive years. In the past, it was reintroduced but it is uncertain if it will survive this year's final state budget cuts.

In conclusion, and in consideration of these reasons, I recommend that we do not certify for the school year 2016-17 and consider certification for school year 2017-18.

Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

On behalf of the \_\_\_\_\_ and  
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (*select appropriate box*)

☐ **will** (*must complete Sections 3 and 4 on page 2*)

☐ **will not** (*sign below and return form*)

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_  
(Signature of the Authorized Representative) (Printed Name of the Authorized Representative)

\_\_\_\_\_  
Title (Superintendent of Schools, President or Chairperson of the Board) Date of Authorization



### Section 3 – Exemption Statement

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- ☐ **will** exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- ☐ **will not** exclude from certification food items that do not meet the CNS.

### Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

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*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

#### **Local or Regional Board of Education or Governing Authority**

Signature: \_\_\_\_\_

*(Signature of the Authorized Representative)*

*(Printed Name of the Authorized Representative)*

\_\_\_\_\_  
*Title (Superintendent of Schools, President or Chairperson of the Board)*

\_\_\_\_\_  
*Date of Authorization*

#### **FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_

*(Signature of State Agency Representative)*

Kathy Demsey

*(Printed Name of State Agency Representative)*

Chief Financial Officer

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

*The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).*

The CSDE is extending the currently funded PROGRAM IMPROVEMENT GRANT; *TRANSITIONS* for another year July 1, 2016 to June 30, 2017. The grants were initiated in 2012 and were awarded through a competitive process in direct response to the Adult Education and Family Literacy Act. EAE PIP has been continued based on resubmission and approval based on available federal funds.

The continuation grant must insure that midyear and year end evaluations have met standards and goals have been achieved.

Enfield Adult Education is requesting continuation for Year 5 of the following;

**TRANSITION: POST SECONDARY EDUCATION AND TRAINING**

Grant total is \$40,000.

The guiding principles are those of partnership, flexibility, accountability and improved quality of services. The purpose of the grant is to create partnerships to assist adults:

- To complete a secondary school education
- To obtain educational skills necessary to become full partners in the educational development of their children (if parents).
- To become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.

Therefore, the Enfield Board of Education may take any action deemed appropriate regarding the approval of the continuation of the Adult Education Program Improvement Project (PIP) as presented.

**APPENDIX B**  
**PRIORITY AREA ABSTRACT**  
Each priority area must have its own abstract

Priority Area Name: <i>Transition: Post Secondary Education and Training</i>	Project Title: EAE Post Secondary Education Transition Program Improvement Project
Applicant Organization: Enfield Adult and Continuing Education	Project Director: Kathy Chapdelaine
Beginning Date: 7/1/2016	End Date: 6/30/17
Requested Federal Funds: \$40,000	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): ABE/GED, CDP, NEDP, ESL, Citizenship
Planned Number of Students: 35	Cost Per Student: \$1,143

**STATEMENT OF NEED/TARGET POPULATION:**

EAE students that do not have a secondary diploma or its equivalent and need additional services to transition into and progress within post secondary and/or training programs.

Students who have:

- 16 or more credits
- Indicated readiness on GED GET READY
- NEDP program readiness and are at the portfolio review stage of the program
- Advanced ESL

**PROJECT DESIGN:** EAE will continue to provide supports and enhancements to the transition services and partnerships along with the current initiatives of case/team management with ACC. ICA (Integrated Career Awareness) curriculum is reflected in all programming. Integrated services continue to involve (but are not limited to) assessments, BRIDGE programs, counseling (embedded and one on one) and a robust variety of support structures face to face as well as hybrid. *Transition Thursdays*, a series of workshops at ACC taught and facilitated by EAE will continue for the 7<sup>th</sup> year of the partnership. Advanced ESL has expanded its *Transition for ELL* programming.

Students will be eligible for a college course, CSA 105 *Introduction to Software*, or other identified STEM courses that are components in the student career pathways.

### III. APPENDICES APPENDIX A

#### APPLICATION COVER FOR 2016 –17 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS Bureau of Health/Nutrition, Family Services and Adult Education

**Title Of Grant:** Enfield Adult Education Program Improvement

**Applicant Organization:** Enfield Public Schools

**Initiated By:** Kathy Chapdelaine

**Project Director:** Kathy Chapdelaine, Director  
Enfield Adult and Continuing Education  
1010 Enfield Street, Enfield, CT 06082

**Submitted By:** Jeffrey Schumann, Superintendent  
Enfield Public Schools, 27 Shaker Road, Enfield, CT

**Signature of Superintendent of  
Schools or Chief Executive  
Officer of Agency:** \_\_\_\_\_

Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for 21 <sup>st</sup> Century Careers– <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for 21 <sup>st</sup> Century Careers - <i>Secondary</i>	AE-13-1S		
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-13-2E		
Family Literacy- <i>Secondary</i>	AE-13-2S		
Nontraditional Adult Education Instruction and Services	AE-13-3		
Expansion of the National External Diploma Program	AE-13-4		
Transition: Post-Secondary Education and Training	AE-13-5	40,000	10,000
Transition: Integrated Basic Education and Skills Training (I-BEST)	AE-13-6		
English Language Acquisition/ Civics Education	AE-13-7		
CT Adult Virtual High School	AE-13-8		
<b>Total Funds Requested</b>			
<b>Date Submitted:</b>	<b>Date of Board/Agency Approval:</b>		

## APPENDIX E

### B-11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover~ transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which

this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by *this* clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

1. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Enfield Public Schools

PIP AE Continuation Grant

Name of Applicant

PR/AWARD Number and/or Project Name

Dr. Jeffrey Schumann

Printed Name and Title of Authorized Representative

Signature

Date

## APPENDIX F

### CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

**PROJECT TITLE:** Enfield Adult Education Program Improvement Grant

**THE APPLICANT:** Enfield Public Schools HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;
- L. **Required Contract Language:**

1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.



For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation,

in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the CSDE and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature	_____
Name (typed)	Dr. Jeffrey Schumann
Title (typed)	Superintendent of Schools
Date	_____

REV

**Policy Committee – First Reading Recommendations for June 14, 2016**

**Policy #3512 Pest Management Program:**

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

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

Changes were made on Line #30 – new language added

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

Revised date needed on Line #103

**Policy #4122 Substitute Teachers:**

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

Revised date needed on Line #80

**Policy #5113 Attendance Policy: K-12:**

Changes were made to the entire policy.

Revised date needed on Line #423

**Policy #5131 Student Discipline:**

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

Revised date needed on Line #843

**Policy #5132 Dress Code:**

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

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

Changes were made to the entire policy

Revised date needed on Line #457

**Policy #5141.21 Administration of Prescribed Medicine:**

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

Revised date needed on Line #50

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

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

Revised date needed on Line #23

**ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT**

**PEST MANAGEMENT PROGRAM**

**3512.**

**1.0 Administration**

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

**2.0 Definition**

- 2.1 A "pesticide", under Public Act No. 99-165, means a fungicide used on plants, an insecticide, a herbicide, or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent, or pesticide bait.
- 2.2 A "pesticide applicator", under Public Act No. 99-165, means an individual with supervisory certification under section 22a-54 of the Connecticut General Statutes or an individual with operational certification under section 22a-54 of the General Statutes under the direct supervision of a supervisory pesticide applicator.
- 2.3 An "integrated pest management program", under Connecticut General Statutes Section 22a-661, is a program which incorporates all available pest control methods which include sanitation, structural maintenance, mechanical and biological control along with the judicious use of pesticides. The goal of an IPM program is to reduce the amount of pesticides applied while maintaining pest populations at or below an acceptable level. By reducing the amount of pesticides applied, the risk of exposure for building occupants is also reduced.
- 2.4 A "restricted use pesticide", under Connecticut General Statutes Section 22a-47, is a pesticide which can only be applied by a "pesticide applicator".

**3.0 Integrated Pest Management Program**

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

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

57  
58 **4.0 Notification**

- 59  
60 4.1 On and after July 1, 2000 parents or guardians of children in any  
61 school and school staff may register for prior notice of any pesticide  
62 application at their school.  
63  
64 4.2 Each school shall maintain a registry of persons requiring prior notice  
65 of pesticide applications at their facility.  
66  
67 4.3 The Pest Management Coordinator shall provide for notice to parents  
68 and guardians who have registered prior to the application of a  
69 pesticide.  
70  
71 4.4 The Pest Management Coordinator shall provide for notice, by any  
72 means practical, to school staff who have registered for such notice.  
73  
74 4.5 The notice shall include the names of the active ingredient of the  
75 pesticide being applied, the target pest, the location and application on  
76 school property, the date of the scheduled application, and the name of  
77 the Pest Management Coordinator or a designee who may be contacted  
78 for further information.  
79

80 **5.0 Pesticide Application**

- 81  
82 5.1 In determining when to control pests and whether to use mechanical,  
83 physical, chemical or biological means, the Enfield Public Schools shall  
84 follow the principals of Integrated Pest Management (IPM). The  
85 Superintendent or his/her designee, shall ensure that the District  
86 follows Integrated Pest Management procedures so as to use the most  
87 appropriate and least toxic method of control.  
88  
89 5.2 Procedures shall include the following:  
90  
91 a. The choice of using a pesticide will be based on a review of all other  
92 available options and a determination that these options are not  
93 acceptable or feasible. The full range of alternatives, including no  
94 action, will be taken.  
95  
96 b. Selected non-chemical pest management methods will be used  
97 whenever possible to provide the desired control. Cost or staffing  
98 considerations alone will not be adequate justification for use of  
99 chemical control agents.

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



- 149 k. No application of pesticide, after July 1, 2000, may be made in any  
150 building or on school grounds during, regular school hours or  
151 during planned activities at the school except an emergency  
152 application.  
153
- 154 l. If an emergency application is necessary to eliminate an immediate  
155 threat to human health, such application shall not involve a  
156 restricted use pesticide and no child may enter the area of such  
157 application until it is safe to do so according to the provisions on the  
158 pesticide label.  
159
- 160 m. In cases of an emergency application, effective July 1, 2000 prior  
161 notice is not necessary except that on or before the day the  
162 application is to take place, prior notice is given to those persons  
163 who have previously requested such notice.  
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188 **Adopted: June 27, 2000**  
189 **Revised: February 24, 2009**  
190 **Reviewed:**

1                                   **ENFIELD PUBLIC SCHOOLS**  
2                                   **ENFIELD, CONNECTICUT**

3  
4  
5                   **COMPUTER NETWORK AND/OR INTERNET USE POLICY**

4118.5

6  
7           **I.       POLICY**

8  
9       The Board of Education (the "Board") complies with all state and federal regulations regarding  
10      the retention, storage and destruction of electronic information and records. The  
11      superintendent or his/her designee shall be responsible for developing and implementing  
12      administrative regulations concerning the retention, storage and destruction of electronic  
13      information and the dissemination of such administrative regulations to all employees.

14  
15           **II.       USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS**

16  
17      The Board of Education provides computers, a computer network, including Internet access an  
18      e-mail system, as well as any electronic devices that access the network such as wireless  
19      and/or portable electronic hand-held equipment that can be used for word processing, wireless  
20      Internet access, image capture and recording, sound recording, information transmitting  
21      and/or receiving, storing, etc. (including but not limited to, personal laptops, smartphones,  
22      network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, i-  
23      Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, i-  
24      Phones, Androids and other electronic signaling devices), (referred to collectively as "the  
25      computer systems"), in order to enhance both the educational opportunities for our students  
26      and the business operations of the district.

27  
28      Electronic messages sent by school officials and employees as part of their work and/or by  
29      using the district's computer systems and/or network are not private communications and are  
30      potentially subject to disclosure. In accordance with applicable laws and administrative  
31      regulations, employees must understand that the Board has reserved the right to conduct  
32      monitoring of these computer systems and may do so despite the assignment to individual  
33      employees of passwords for system security. Any password systems implemented by the  
34      District are designed solely to provide system security from unauthorized users, not to provide  
35      privacy to the individual system user.

36  
37      The system's security aspects, message delete function and personal passwords may be  
38      bypassed for monitoring purposes. Therefore, employees must be aware that they should not  
39      have any expectation of personal privacy in the use of these computer systems. This provision  
40      applies to any and all uses of the District's computer systems, including any incidental  
41      personal use permitted in accordance with the Board's policy and regulations regarding  
42      computer use by employees.

43  
44      Any retained messages may be retrieved as part of routine monitoring by the Board, an  
45      employee investigation or formal discovery process as part of litigation. Employees should bear  
46      in mind that e-mail messages may be retained at different locations within the computer  
47      network and that these messages are subject to retrieval. Consequently, employees should use  
48      discretion when using computers or other electronic technology to send, record or retain  
49      electronic communications and information.

50  
51           **III.       RETENTION OF ELECTRONICALLY STORED INFORMATION**

52  
53      Electronic communications on District computers or electronic communication systems shall  
54      be retained only as long as necessary. The same record retention policy that applies to paper  
55      records applies to electronically stored information, including e-mail communications.

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

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

**Legal References:**

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

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

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut



Administrative  
Regulation 4118.5

COMPUTER USE AGREEMENT - PERSONNEL

**Policies and Regulations for Computer Use:**

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

**Print**

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**December 8, 2003**

**Revised: May 22, 2009**

**Reviewed: May 12, 2015**

**Reviewed:**

1                                   **ENFIELD BOARD OF EDUCATION**  
2                                   **ENFIELD, CONNECTICUT**

3  
4  
5   **SUBSTITUTE TEACHERS**

4122.

6  
7   **Qualifications for Substitute Teachers** - Substitute teachers shall be eligible  
8 for employment upon the submission of a completed application form, proof of  
9 degree, satisfaction of all applicable State Laws pertaining to employment (i.e.  
10 fingerprint check), and any applicable screening measures utilized by the  
11 fingerprint check, and any applicable screening measures utilized by the  
12 district.

13  
14   **Compensation** - The pay schedule and any attendant benefits for substitute  
15 teachers are set by the Superintendent of Schools.

16  
17   **Classifications** - The Board of Education acknowledges that varying conditions  
18 and student needs require different responses in temporarily replacing  
19 classroom teachers. The Board requires the Personnel Department to call upon  
20 the most qualified substitutes available for each assignment.

21  
22   Should circumstances require a substitute for a longer time than expected on a  
23 single assignment, and both the administration and the substitute agree on the  
24 Extension. The administration retains the right to terminate the agreement at  
25 any stage during a substitute's service if student needs can be more aptly met  
26 by a change.

27  
28   **Per Diem Substitutes** - Per Diem substitutes are those whose assignments  
29 range from a half workday to five full workdays.

30  
31   **Long-term Substitutes** - Long-term substitutes are those whose assignments  
32 are expected to exceed five consecutive working days. The Superintendent may  
33 negotiate salary and conditions of employment.

34  
35   **Interim Teacher Substitutes** - Interim Substitutes are those engaged to  
36 replace the same classroom teacher for more than twenty consecutive teaching  
37 days. The Superintendent may negotiate salary and conditions of employment.

38  
39   **Permanent Substitutes** - The superintendent may employ permanent  
40 substitute teachers to be assigned as needed.

41  
42   Permanent substitutes are full time employees of the district and expected to  
43 report to work each school day. Where possible, they will receive their specific  
44 assignments on the previous school day and report to the appropriate building  
45 office. Should no classroom assignment exist, the substitute will be assigned  
46 other duties after reporting to his or her designated supervisor.

47  
48   **Specialized Candidates Exceptional Situations** - In cases involving extended  
49 periods and when a substitute with specialized skills is required to meet  
50 student needs, the Superintendent may negotiate salary and conditions of

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

**Policy Amended:** May 13, 1980  
**Policy Amended:** December 9, 1985  
**Policy Effective:** September 1, 1980  
**Policy Effective:** January 2, 1986  
**Policy Amended:** September 14, 1982  
**Policy Effective:** January 3, 1989  
**Policy Effective:** October 4, 1982  
**Policy Amended:** December 5, 1995  
**Policy Amended:** October 25, 1983  
**Policy Amended:** July 9, 1996  
**Policy Effective:** November 7, 1983  
**Policy Amended:** July 13, 1999  
**Policy Reviewed:** September 22, 2009  
**Policy Revised:**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**ATTENDANCE POLICY: K-12**

**5113**

Connecticut law requires that children attend school regularly during the hours and terms that the public school is in session, unless specifically exempted from attendance by law. The Superintendent of Schools shall establish such procedures as deemed necessary to determine the cause of habitual truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof.

Experience indicates that regular school attendance is important for school success. These regulations reflect our belief that classroom learning activities are an essential part of the curriculum for all students and are intended to reduce tardiness and absence from class.

The Connecticut Board of Education adopted new definitions for an absence to be considered excused (see table below on page 2). It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the tenth and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

In cases of an excused absence other than family-initiated travel, appropriate provisions will be made by school staff regarding assistance with missed assignments, homework and tests. When an excused absence is the result of family initiated travel, teachers are under no obligation to provide advance assignments or to review work missed during the period of absence. However, students must be allowed to take make-up tests. The student's Principal/Assistant Principal must be notified in writing of extended absences due to family-initiated travel.

The State Board of Education defines two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	<ul style="list-style-type: none"> <li>Any reason that the student's parent or guardian approves.</li> </ul>	Parent or guardian note only.
2	Ten and above	<ul style="list-style-type: none"> <li>Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length</i>).</li> <li>Student's observance of a religious holiday.</li> <li>Death in the student's family or other emergency beyond the control of the student's family.</li> <li>Mandated court appearances (additional documentation required).</li> <li>The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria.</li> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

\* Note: The total number of days absent includes both excused and unexcused absences.

### Definitions

**"In attendance"** shall mean a student if present at his/her assigned school/class, or an activity sponsored by the school (ex. Field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion, should always be considered absent.

**"Absence"** means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

**"Truant"** shall mean a student a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

**"Chronically absent child"** is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.



57 **“District chronic absenteeism rate”** means the total number of chronically absent children  
58 in the previous school year divided by the total number of children under the jurisdiction of the  
59 Board of Education for such school year.

60  
61 **“School chronic absenteeism rate”** means the total number of chronically absent children for  
62 a school in the previous school year divided by the total number of children enrolled in such  
63 school for such school year.

64  
65  
66 **EXCUSED ABSENCES (GRADES K – 12)**  
67

68 A student’s absence from school shall be considered excused if written documentation of the  
69 reason for the absence has been submitted within ten school days of the student’s return to  
70 school or in accordance with Section 10-210 of the Connecticut General Statutes and meets  
71 the following criteria:

- 72  
73 A. For absences one through nine, a student’s absences from school are considered  
74 excused when the student’s parent/guardian approves such absence and submits  
75 appropriate documentation; and  
76  
77 B. For the tenth absence and all absences thereafter, a student’s absences from school  
78 are considered excused for the following reasons:  
79  
80 1. student illness (Note: all student illness absences must be verified by an  
81 appropriately licensed medical professional to be deemed excused, regardless  
82 of the length of absence);  
83  
84 2. student’s observance of a religious holiday;  
85  
86 3. death in the student’s family or other emergency beyond the control of the student’s  
87 family;  
88  
89 4. mandated court appearances (additional documentation required);  
90  
91 5. the lack of transportation that is normally provided by a district other than the one  
92 the student attends (no parental documentation is required for this reason); or  
93  
94 6. extraordinary educational opportunities pre-approved by district administrators  
95 and in accordance with Connecticut State Department of Education guidance.  
96

97 **Unexcused Absences**  
98

99 A student’s absence from school shall be considered unexcused unless they meet one of the  
100 following criteria:

- 101  
102 1. the absence meets the definition for an excused absence (including documentation  
103 requirements); or  
104  
105 2. the absence meets the definition of a disciplinary absence.  
106

107  
108 **RESPONSIBILITIES OF THE SCHOOL COMMUNITY:**  
109

110 **Student:**

- 111 • Report to school on time (Grades K-12)

- Follow the procedure for excused absences (Grades K-12)
- Report to class on time (Grades 6-12)
- Make-up work due to absence

**Family:**

- Call the appropriate school office to indicate that your child will be absent within 48 hours in order to avoid the legal ramifications of truancy
- Provide the school with updated and accurate contact information for parents/guardians and for emergency contacts
- Stress the importance of regular school attendance with your child
- Monitor attendance in the Enfield Public School database (HAC)
- Have your child complete all missed work
- Schedule appointments after school hours
- Limit vacation to scheduled school vacations
- Contact the main office of the school to initiate a review of your child's absences
- Refer to grade appropriate Student-Family Handbook for detailed procedures

**School:**

- Keep accurate attendance records, including a record of calls or notes regarding absences or tardiness
- Notify parent/guardian of any absences from school (based on accurate contact information provided in eSchool)
- District attendance letters to parents as indicated below :

-5 <sup>th</sup> absence	letter #1
-9 <sup>th</sup> absence	letter #2
-10 <sup>th</sup> absence	letter #3
-After the 10 <sup>th</sup> absence	letter #4 every 5 <sup>th</sup> absence (ex. 15 <sup>th</sup> , 20 <sup>th</sup> , 25 <sup>th</sup> etc.)
- High School will administration will notify parent(s)/guardian(s) by mail as follows:

a. Semester Courses:	5 <sup>th</sup> absence – warning
	11 <sup>th</sup> absence – loss of credit
b. Yearlong Courses:	10 <sup>th</sup> absence – warning
	21 <sup>st</sup> absence – loss of credit
- Take all actions necessary to ensure the success of the students which may include parent/guardian conferences, counseling and the use of community services to address student needs
- Publish attendance procedures in the Student-Family/Faculty Handbook

**Community:**

- Encourage and verify regular school attendance as a prerequisite of student employment
- Encourage area businesses to refrain from allowing students to congregate during school hours
- Do all that is possible under current law to ensure that all students attend school regularly

**EARLY DISMISSAL FROM SCHOOL (GRADES K-12)**

Any dismissal from school can only be authorized by the school office or building administrator(s). Parent(s)/guardian(s) that wish their child to be dismissed early should send

the student to school with a signed note stating the time of dismissal. This note should be presented to the school administration before homeroom period or in the morning on the day of the dismissal. Parent(s)/guardian(s) are to sign out their child in the main office. For the protection and safety of the student, dismissals are routinely made only to the parent(s)/guardian(s) of that student. If there are special circumstances that necessitate someone other than the parent(s)/guardian(s) to pick up the student, their name should be stated in the dismissal note.

### **TARDY TO SCHOOL (GRADES K-12)**

Tardy to school is defined as a student that enters the school building after the start of the school day or homeroom period. Ensuring that a student arrives to school on time is a parental responsibility. If a student arrives late to school, they need to report to the school office/house office to sign in. The student needs to bring a signed note from a parent(s)/guardian(s) to explain their tardiness.

### **ADDITIONAL INFORMATION (GRADES 9-12)**

Since the classroom is the primary area where most learners experience the acquisition of knowledge, it becomes apparent that attendance in class is a valid, reasonable requirement. It is the position of the Board of Education that mandatory attendance by students is required. The following attendance procedures have been developed to encourage students and parent(s)/guardian(s) to minimize absences in order to gain the maximum benefits from daily classroom activities. Students who fail to meet their responsibilities may lose course credit.

#### **I. ATTENDANCE TO SCHOOL**

1. While the above stated reasons for absences are classified as excused, they will count toward the total number of absences when determining course credit. Suspensions from school do not count towards the total number of absences for loss of credit.
2. Students who are participating in school sponsored activities will be considered present for attendance purposes.
3. Students who exceed ten (10) absences in semester courses, and twenty (20) absences in yearlong courses, will lose full course credit.
4. At the time of notification, the student will be required to date and sign the warning/loss of credit sheet, indicating the impact of the student's attendance on his/her credits. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. Students who lose credit as a result of this policy, will be given an opportunity to appear before an Appeals Committee.

The intent of this policy is not to say that a certain number of absences from school or a course are acceptable or allowable.

**A. Unexcused Absences**

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

1. The absence meets the definition for an excused absence (including documentation requirements);
2. The absence meets the definition of a disciplinary absence;
3. Students who stay out of school for an entire school day without parental or school consent are considered truant.
4. After each truancy, the student will receive a written notification of possible loss of course credit in accordance with the following procedures:
  - a. Upon the student's first truancy from school or from an individual class, the student shall be issued a written warning that an additional truancy from school or from the specified class, will result in a loss of  $\frac{1}{4}$  credit in any classes from which the student was truant. The student shall be required to sign this notification. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. The student shall be provided a copy of this notification. Additional copies shall be maintained in the student's records.
  - b. Upon the student's second truancy from school or from an individual class, the student shall be issued a written notification that he/she has lost  $\frac{1}{4}$  credit in any classes from which the student was truant. The student shall be required to sign this notification. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. The student shall be provided a copy of this notification. Additional copies shall be maintained in the student's records.
  - c. A similar pattern of warnings and credit losses will be followed for subsequent truantries. A third truancy from school or from a specified class will result in a warning for potential loss of credit. A fourth truancy from school or from a specified class will result in an additional loss of credit.
5. These absences will also count towards the total number of absences under the attendance policy.
6. Students will receive a zero (0) for all schoolwork on the day of truancy.

**B. Participation in After - School Activities**

1. Students who are absent from school will not be allowed to participate in any after school activity on the day of the absence.
2. Students absent on Fridays will not participate in Friday or weekend events.
3. At the discretion of the building principal, or the principal's designee, tardy students who have established a pattern of tardiness, may be suspended from after school activities for that day.

- a. A pattern of tardiness shall be defined as three or more unexcused tardies in a given marking period.
- b. Students who have established a pattern of tardiness are to be warned that continued tardiness would result in suspension from after school activities before such suspensions are to take place.
- c. The decision of the building principal or the principal's designee is final.
- d. The principal or the principal's designee is to notify the student's coach or activity advisor of such a suspension.

**C. Class Attendance**

**A. Tardiness to Class**

**1. Excused Tardies to Class**

- a. Students who arrive late to class are expected to obtain a pass from a teacher or administrator, excusing their tardiness.
- b. Students have up to 24 hours to secure an official pass for the tardiness; otherwise it will be considered an unexcused tardy to class.

**2. Unexcused Tardies to Class**

- a. Unexcused tardies to class will be treated as part of the attendance policy.
- b. Every two (2) unexcused tardies will be the equivalent of one (1) absence from class and will be included in the total number of absences that cannot be exceeded in order to gain course credit.
- c. Students who arrive to class after the mid-point of the period without a pass excusing their tardiness, will be charged with an unexcused absence.
- d. Students will be subject to disciplinary action for each unexcused tardy in the form of teacher detention, office detention or possible suspension from school.
- e. Teachers will notify parent(s)/guardian(s) when a student is developing a pattern of habitual tardiness to class.

**B. Unexcused Absences from Class**

- 1. Students who deliberately miss class will be subject to disciplinary action in the form of administrative detention and possible suspension from school.
- 2. Students will receive a zero (0) for all schoolwork missed.
- 3. Unexcused absences from class will result in possible loss of course credit in accordance with Section I, Part A, Item 2.
- 4. These absences are also included in the total accumulated per class.

**C. Dismissals from School**

1. Included here are classes missed when a student has an early dismissal. The only acceptable reasons for leaving school early are those stated in the section dealing with excused absences from school.
2. Dismissals from class due to activities such as field trips, band lessons, and other school sponsored activities, will not count towards the total number of course absences.

**II. APPEAL PROCEDURE**

- A. Any student who has lost credit as a result of any portion of the attendance policy may request from his/her Assistant Principal, a hearing for the purpose of restoring the credit.
- B. The student may meet with his/her guidance counselor and submit a written explanation for the reason(s) why the credit should be restored.
- C. The completed request form is to be returned to the student's Assistant Principal no less than five (5) school days before the end of the quarter. Appeals filed after that date; will not be heard unless the student was notified of his/her loss of credit after that date. In such cases, students are to file their appeals to the Appeals Committee during that quarter.
- D. An Appeals Committee will meet at least quarterly. The voting members of the Appeals Committee will consist of an administrator, a guidance counselor (or a neutral teacher), and a neutral teacher.
- E. The Appeals Committee may re-instate credit for absences in excess of ten (10) for semester courses, twenty (20) for yearlong courses, or for unexcused absences.
  1. Re-instatement of credit may only be granted when the excessive or unexcused absenteeism is the result of extraordinary circumstances.
  2. The Appeals Committee may grant waivers on a conditional basis, requiring changes in student behaviors to validate the waiver.
- F. The student and parent(s)/guardian(s) will have the opportunity to present all corroborating information in support of the appeal at the hearing.
- G. The Appeals Committee will render a decision within three (3) school days after the conclusion of the hearing and so notify the parent(s)/guardian(s) and student of the decision in writing.
- H. The decision of the Appeals Committee panel is final.

**III. CREDIT LOSS/RESTORATION**

- A. Students who lose course credit due to the attendance policy may be permitted to remain in the course and receive a grade for the following purposes: to maintain

full-time student status, G.P.A. computation, eligibility for summer school, eligibility for extracurricular activities and for the student's transcript.

B. Credit lost due to the attendance policy may be restored by one of the following methods:

1. Repeat the course during the school year.
2. Attend summer school (provided summer school requirements are satisfied).
3. Repeat the course during the summer at an approved college.

IV. The Board of Education recognizes the seriousness of absenteeism and authorizes the Superintendent of Schools to develop administrative regulations to implement this policy.

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**Effective: September 24, 1979**  
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**Effective: September 1, 1986**  
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**Amended: December 11, 1990**  
**Amended: May 9, 1995**  
**Revised: May 11, 2004**  
**Revised: February 22, 2011**  
**Revised: October 23, 2012**  
**Revised:**

ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT

STUDENT DISCIPLINE

5131.

**I. Definitions**

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

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.



- J. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- K. **Bullying** – repeated use by one or more students of a written, verbal, or electronic communication such as cyberbullying, or a physical act or gesture repeatedly directed at another student in the same school district that:
- a. causes physical or emotional harm to the student or damage to the student's property;
  - b. places the student in reasonable fear of harm to himself or herself, or of damage to the student's property;
  - c. creates a hostile environment at school for such student (bullying among students is sufficiently severe and pervasive as to alter the conditions of the school climate);
  - d. infringes on the rights of the student at school, or
  - e. substantially disrupts the educational process or the orderly operation of a school.

Bullying explicitly includes, but is not limited to:

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

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

## II. Scope of the Student Discipline Policy

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

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

### B. **Conduct off School Grounds:**

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

116 school were involved or whether there was any gang involvement;  
117 (3) whether the conduct involved violence, threats of violence, or the  
118 unlawful use of a weapon, as defined in section Conn. Gen. Stat. §  
119 29-38, and whether any injuries occurred; and (4) whether the  
120 conduct involved the use of alcohol.

121  
122 In making a determination as to whether such conduct is seriously  
123 disruptive of the educational process, the Administration and/or the  
124 Board of Education may also consider whether such off-campus  
125 conduct involved the use of drugs, bullying, harassment, hostile  
126 environment or emotional/physical harm to any student.

- 127  
128 2. When considering whether conduct off school grounds is seriously  
129 disruptive of the educational process, the term "weapon" means any  
130 pistol or revolver, any dirk knife or switch knife having an automatic  
131 spring release devise by which a blade is released from the handle,  
132 having a blade of over one and one-half inches in length, and any  
133 other dangerous or deadly weapon or instrument, including any sling  
134 shot, black jack, sand bag, metal or brass knuckles, stiletto, knife,  
135 the edged portion of the blade of which is four inches and over in  
136 length or martial arts weapon as defined below at section VI.B.

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

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

- 144  
145 1. Striking or assaulting a student, members of the school staff or other  
146 persons.  
147  
148 2. Theft.  
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150 3. The use of obscene or profane language or gestures.  
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152 4. Violation of smoking, dress, transportation regulations, or other  
153 regulations and/or policies governing student conduct.  
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155 5. Refusal to obey a member of the school staff, or law enforcement  
156 authorities, or disruptive classroom behavior.  
157  
158 6. Any act of harassment based on an individual's sex, sexual  
159 orientation, race, color, religion, disability, national origin, ancestry,  
160 gender identity or expression or any other characteristic protected by  
161 law.  
162  
163 7. Refusal by a student to identify himself/herself to a staff member  
164 when asked.  
165  
166 8. A walk-out from or sit-in within a classroom or school building or  
167 school grounds.  
168  
169 9. Blackmailing, harassing, threatening or intimidating school staff or  
170 students.  
171  
172 10. Possession of any weapon, weapon facsimile, deadly weapon, pistol,  
173 knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun,

explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.

11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of synthetic substances, tobacco, drugs, narcotics or alcoholic beverages or any substance that may cause physical and/or mental impairment. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.

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

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#### **IV. Procedures Governing Suspension**

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

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- 291 5. Notice of the original suspension shall be transmitted by the principal
- 292 or designee to the Superintendent or his/her designee by the close of
- 293 the school day following the commencement of the suspension.
- 294
- 295 6. The student shall be allowed to complete any classwork, including
- 296 examinations, without penalty, which he or she missed while under
- 297 suspension.
- 298
- 299 7. Notice of the suspension shall be recorded in the student's
- 300 cumulative educational record. Such notice shall be expunged from
- 301 the cumulative educational record by the Board if the student
- 302 graduates from high school.
- 303
- 304 8. The decision of the principal or designee with regard to disciplinary
- 305 actions up to and including suspensions shall be final.
- 306
- 307 B. In cases where the student has already been suspended, or such suspension
- 308 will result in the student's being suspended, more than ten (10) times or fifty
- 309 (50) days in a school year, whichever results in fewer days of exclusion, the
- 310 student shall, prior to suspension, be granted a formal hearing before the
- 311 Board of Education. The principal or designee shall report the student to the
- 312 Superintendent or his/her designee and request a formal Board hearing.
- 313

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

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- 316 A. The principal or designee may impose in-school suspension for students in
- 317 grades 3-12 in cases where a student's conduct endangers persons or
- 318 property, violates school policy, seriously disrupts the educational process or
- 319 in other appropriate circumstances as determined by the principal or
- 320 designee. Students in grades Pre-K-2 can receive both an in-school
- 321 suspension or an out of school suspension only after an informal hearing
- 322 and the administration determines that an in-school or out of school
- 323 suspension is appropriate for the student based on evidence that the
- 324 student's conduct is of a violent or sexual nature that endangers persons.
- 325
- 326 B. In-school suspension may not be imposed on a student without an informal
- 327 hearing by the building principal or designee.
- 328
- 329 C. By telephone, the principal or designee shall make reasonable attempts to
- 330 immediately notify the parent or guardian of a minor student following the
- 331 suspension and state the cause(s) leading to the suspension.
- 332
- 333 D. Whether or not telephone contact is made with the parent or guardian of
- 334 such minor student, the principal or designee shall forward a letter promptly
- 335 to such parent or guardian to the last address reported on school records (or
- 336 to a newer address if known by the principal, or designee), offering the
- 337 parent or guardian an opportunity for a conference to discuss same.
- 338
- 339 E. No student shall be placed on in-school suspension more than fifteen (15)
- 340 times or a total of fifty (50) days in one school year, whichever results in
- 341 fewer days of exclusion.
- 342

343 **VI. Expulsion Recommendation Procedure**

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

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

351  
352 B. A principal must recommend expulsion proceedings in all cases against any  
353 student whom the Administration has reason to believe:

- 354  
355 1. was in possession on school grounds or at a school-sponsored  
356 activity of a deadly weapon, dangerous instrument, martial arts  
357 weapon, or firearm as defined in 18 USC 921 as amended from time  
358 to time; or  
359  
360 2. off school grounds, possessed a firearm as defined in 18 USC 921, in  
361 violation of Conn. Gen. Stat. 29-35, or possessed and used a firearm  
362 as defined in 18 USC 921, a deadly weapon, a dangerous instrument  
363 or a martial arts weapon in the commission of a crime under section  
364 952 of the Connecticut General Statutes; or  
365  
366 3. was engaged on or off school grounds in offering for sale or  
367 distribution a controlled substance (as defined in Conn. Gen. Stat.  
368 §21a-240(9)), whose manufacturing, distribution, sale, prescription,  
369 dispensing, transporting, or possessing with intent to sell or  
370 dispense, offering or administering is subject to criminal penalties  
371 under Conn. Gen. Stat. §§21a-277 and 21a-278.  
372  
373 4. The following definitions shall be used in this section:  
374  
375 a. A "firearm" as defined in 18 USC 921 means (a) any weapon  
376 that will, is designed to, or may be readily converted to expel a  
377 projectile by the action of an explosive, (b) the frame or  
378 receiver of any such weapon, (c) a muffler or silencer, or (d)  
379 any destructive device. As used in this definition, a  
380 "destructive device" includes any explosive, incendiary, or  
381 poisonous gas device, including a bomb, a grenade, a rocket  
382 having a propellant charge of more than four ounces, a  
383 missile having an explosive or incendiary charge of more than  
384 one-quarter ounce, a mine, or a similar device; or any weapon  
385 (other than a shotgun or shotgun shell particularly suited for  
386 sporting purposes) that will or may be converted to expel a  
387 projectile by explosive or other propellant having a barrel with  
388 a bore of more than 1/2" in diameter. The term "destructive  
389 device" does not include: an antique firearm; a rifle intended  
390 to be used by the owner solely for sporting, recreational, or  
391 cultural purposes; or any device which is neither designed nor  
392 redesigned for use as a weapon.  
393  
394 b. "Deadly weapon" means any weapon, whether loaded or  
395 unloaded, from which a shot may be discharged, or a  
396 switchblade knife, gravity knife, billy, blackjack, bludgeon or  
397 metal knuckles.  
398  
399 c. "Dangerous instrument" means any instrument, article or  
400 substance which, under the circumstances in which it is used  
401 or attempted or threatened to be used, is capable of causing  
402 death or serious physical injury, and includes a "vehicle".  
403  
404 d. "Martial arts weapon" means a nunchaku, kama, kasari-  
405 fundo, octagon sai, tonfa or chinese star.

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

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

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

## **VII. Expulsion Hearing Procedure**

A. Emergency Exception:

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

B. Hearing Panel:

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

C. Notice:

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



- c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
- d. The student may cross-examine witnesses called by the Administration.
- e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- f. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is handicapped.
- g. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and Counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal Counsel and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross-examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross-examination and questioning by the Board. Concluding statements

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

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

#### **VIII. Board Policy Regarding Mandatory Expulsions**

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

#### **IX. Alternative Educational Programs for Expelled Students**

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

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

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

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

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

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

**X. Notice of Student Expulsion on Cumulative Record**

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

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

A. *Student moving into the school district:*

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

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

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

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

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

**A. *Suspension of IDEA students:***

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

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

**B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

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

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the IEP team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed

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

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

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

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

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

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

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

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

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

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

- 751 2. The district shall immediately convene the student's Section  
752 504 team (504 team), for the purpose of reviewing the  
753 relationship between the student's disability and the behavior  
754 that led to the recommendation for expulsion, in order to  
755 determine whether the student's behavior was a manifestation  
756 of his/her disability.  
757  
758 3. If the 504 team finds that the behavior was a manifestation of  
759 the student's disability, the Administration shall not proceed  
760 with the recommendation for expulsion. The 504 team shall  
761 consider the student's misconduct and revise the 504 plan to  
762 prevent a recurrence of the misconduct and to provide for the  
763 safety of other students and staff.  
764  
765 4. If the 504 team finds that the behavior was not a  
766 manifestation of the student's disability, the Administration  
767 may proceed with the recommendation for expulsion.  
768

769 **XIV. Notification to Parents or Guardian**

- 770  
771 A. The parents or guardian of any minor student either expelled or suspended  
772 or removed from class shall be given notice of such disciplinary action within  
773 twenty-four (24) hours of the time of the institution of the period of  
774 expulsion, suspension or removal from class.  
775  
776 B. The Superintendent or his/her designee shall forward to the student  
777 concerned and his/her parents, or the student if he/she has attained the  
778 age of 18, a copy of this Board policy on student discipline at the time the  
779 Superintendent or his/her designee sends out the notice that an expulsion  
780 hearing will be convened.  
781

782 **XV. An expelled student may apply for early readmission to school. The Board**  
783 **delegates the authority to make decisions on readmissions to the**  
784 **Administration. Students desiring readmission to school shall direct such**  
785 **readmission requests to the Administration. The Administration has the**  
786 **discretion to approve or deny such readmission requests, and may condition**  
787 **readmission on specified criteria.**  
788

789 **XVI. Dissemination of Policy**

790  
791 The Board of Education shall, at the beginning of each school year and at such  
792 other times as it may deem appropriate, provide for an effective means of informing  
793 all students, parent(s) and/or guardian(s) of this policy.  
794

795 **XVII. Compliance with Reporting Requirements**

- 796  
797 1. The Board of Education shall report all suspensions and expulsions  
798 to the State Department of Education.  
799  
800 2. If the Board of Education expels a student for sale or distribution of a  
801 controlled substance, the Board shall refer such student to an  
802 appropriate state or local agency for rehabilitation, intervention or job  
803 training and inform the agency of its action.  
804  
805 3. If the Board of Education expels a student for possession of a deadly  
806 weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the  
807 violation shall be reported to the local police.  
808

809  
810  
811 **Legal References:**  
812

813  
814 **Connecticut General Statutes:**

815       4-177 - 4-180                      Contested cases. Notice. Record.  
816       10-233a - 10-233e               Suspension and expulsion of students.  
817       10-233f                          In-school suspension of students.  
818       Packer v. Board of Education of the Town of Thomaston, 246 Conn.89 (1998).  
819       Public Act 98-139  
820

821  
822 **Federal law:**

823       Honig v. Doe, (United States Supreme Court 1988)  
824       Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the Individuals  
825       with Disabilities Education Act Amendments of 1997 (P.L. 105-17). Section 504 of the  
826       Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
827  
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832  
833  
834       **Adopted:**       May 11, 1976  
835       **Adopted:**       July 12, 1994  
836       **Adopted:**       September 27, 1994  
837       **Amended:**      February 28, 1995  
838       **Amended:**      November 12, 1996  
839       **Revised:**       October 23, 2001  
840       **Revised:**       December 10, 2002  
841       **Reviewed:**      September 22, 2009  
842       **Revised:**       January 14, 2012  
843       **Revised:**



**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**DRESS CODE**

**5132.**

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

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

ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT

**SEXUAL ABUSE & ASSAULT AWARENESS/PREVENTION PROGRAM**

5140.2

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

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

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

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

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

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

### 3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
  - i) has been abused or neglected;
  - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
  - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
  - i) sexual assault in first degree;
  - ii) aggravated sexual assault in the first degree;
  - iii) sexual assault in the second degree;
  - iv) sexual assault in the third degree;
  - v) sexual assault in the third degree with a firearm; or
  - vi) sexual assault in the fourth degree.

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

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

104 4. Reporting Procedures for Statutory Mandated Reporters

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

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

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

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

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

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

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

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

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

#### 6. Contents of Reports

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

- a) The names and addresses of the child\* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

- 205 h) the name of the person or persons suspected to be responsible for causing such  
206 injury or injuries, maltreatment or neglect;  
207  
208 i) the reasons such person or persons are suspected of causing such injury or  
209 injuries, maltreatment or neglect;  
210  
211 j) any information concerning any prior cases in which such person or persons  
212 have been suspected of causing an injury, maltreatment or neglect of a child;  
213 and  
214  
215 k) whatever action, if any, was taken to treat, provide shelter or otherwise assist  
216 the child.

217  
218 \*For purposes of this Paragraph, the term "child" includes any victim of sexual  
219 assault by a school employee, as described in Paragraph 3, above.  
220

221 7. Investigation of the Report  
222

- 223 a) The Superintendent or his/her designee shall thoroughly investigate reports of  
224 suspected abuse, neglect or sexual assault if/when such report involves an  
225 employee of the Board of Education or other individual under the control of the  
226 Board, provided such investigation does not impede an investigation by the  
227 Department of Children and Families ("DCF"). In all other cases, DCF shall be  
228 responsible for conducting the investigation with the cooperation and  
229 collaboration of the Board, as appropriate.  
230  
231 b) Recognizing that DCF is the lead agency for the investigation of child abuse and  
232 neglect reports and reports of a student's sexual assault by school employees,  
233 the Superintendent's investigation shall permit and give priority to any  
234 investigation conducted by the Commissioner of Children and Families or the  
235 appropriate local law enforcement agency. The Superintendent shall conduct  
236 the district's investigation and take any disciplinary action, consistent with  
237 state law, upon notice from the Commissioner of Children and Families or the  
238 appropriate local law enforcement agency that the district's investigation will  
239 not interfere with the investigation of the Commissioner of Children and  
240 Families or the local law enforcement agency.  
241  
242 c) The Superintendent shall coordinate investigatory activities in order to  
243 minimize the number of interviews of any child or student victim of sexual  
244 assault and share information with other persons authorized to conduct an  
245 investigation of child abuse or neglect, as appropriate.  
246  
247 d) Any person reporting child abuse or neglect or the sexual assault of a student  
248 by a school employee, or having any information relevant to alleged abuse or  
249 neglect or of the sexual assault of a student by a school employee, shall provide  
250 the Superintendent with all information related to the investigation that is in  
251 the possession or control of such person, except as expressly prohibited by  
252 state or federal law.  
253  
254 e) When the school district is conducting an investigation involving suspected  
255 abuse or neglect or sexual assault of a student by an employee of the Board or

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

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

- a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the

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

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

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

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

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

10. Delegation of Authority by Superintendent

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

11. Confidential Rapid Response Team

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

12. Disciplinary Action for Failure to Follow Policy

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



13. The Enfield Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.
- b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above,

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

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

#### **Legal References:**

##### **Connecticut General Statutes:**

**Section 10-151**

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

**Section 17a-103**

**Section 53a-65**

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

**Policy Adopted: June 26, 1990**  
**Policy Amended: August 23, 1994**  
**Policy Amended: May 29, 2008**  
**Policy Revised: May 23, 2006**  
**Policy Reviewed: September 22, 2009**  
**Policy Reviewed: May 13, 2014**  
**Policy Revised: May 12, 2015**  
**Policy Revised:**

460 **Appendix A**

461  
462 **RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND**  
463 **RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS**  
464 **POLICY**  
465

466 An employee of the Board of Education must make a report in accordance with this policy  
467 when the employee of the Board of Education in the ordinary course of such person's  
468 employment or profession has reasonable cause to suspect or believe that any person,  
469 regardless of age, who is being educated by the technical high school system or a local or  
470 regional board of education, other than as part of an adult education program, is a victim  
471 of the following sexual assault crimes, and the perpetrator is a school employee. The  
472 following are relevant excerpts of the sexual assault laws and related terms covered by  
473 mandatory reporting laws and this policy.  
474

475 **"Intimate Parts" (Conn. Gen. Stat. § 53a-65)**  
476

477 "Intimate parts" means the genital area or any substance emitted therefrom, groin, anus  
478 or any substance emitted therefrom, inner thighs, buttocks or breasts.  
479

480 **"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)**  
481

482 "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus  
483 between persons regardless of sex. Its meaning is limited to persons not married to each  
484 other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal  
485 intercourse or fellatio and does not require emission of semen. Penetration may be  
486 committed by an object manipulated by the actor into the genital or anal opening of the  
487 victim's body.  
488

489 **"Sexual Contact" (Conn. Gen. Stat. § 53a-65)**  
490

491 "Sexual contact" means any contact with the intimate parts of a person not married to the  
492 actor for the purpose of sexual gratification of the actor or for the purpose of degrading or  
493 humiliating such person or any contact of the intimate parts of the actor with a person  
494 not married to the actor for the purpose of sexual gratification of the actor or for the  
495 purpose of degrading or humiliating such person.  
496

497 **Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)**  
498

499 A person is guilty of sexual assault in the first degree when such person (1) compels  
500 another person to engage in sexual intercourse by the use of force against such other  
501 person or a third person, or by the threat of use of force against such other person or  
502 against a third person which reasonably causes such person to fear physical injury to  
503 such person or a third person, or (2) engages in sexual intercourse with another person  
504 and such other person is under thirteen years of age and the actor is more than two years  
505 older than such person, or (3) commits sexual assault in the second degree as provided in  
506 section 53a-71 and in the commission of such offense is aided by two or more other  
507 persons actually present, or (4) engages in sexual intercourse with another person and  
508 such other person is mentally incapacitated to the extent that such other person is  
509 unable to consent to such sexual intercourse.  
510

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

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

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

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

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

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

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

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

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

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

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

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

## **APPENDIX B**

### **Operational Definitions of Child Abuse and Neglect**

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

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

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

## **Physical Abuse**

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

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

### **Evidence of physical abuse includes:**

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

## **Sexual Abuse/Exploitation Sexual Abuse/Exploitation**

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

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

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

714 coercing or forcing a child to participate in, or be negligently exposed to, pornography  
715 and/or sexual behavior;  
716 disease or condition that arises from sexual transmission;  
717 other verbal, written or physical behavior not overtly sexual but likely designed to  
718 "groom" a child for future sexual abuse.  
719

720 **Legal References: Federal Law 18 U.S.C. 2215 Sexual Exploitation of Children.**  
721

## 722 **Emotional Maltreatment-Abuse**

723  
724  
725 **Emotional Maltreatment-Abuse is:**  
726

727 act(s), statement(s), or threat(s), which has had, or is likely to have an adverse impact  
728 on the child; and/or  
729 interferes with a child's positive emotional development.  
730

731 **Evidence of emotional maltreatment-abuse includes, but is not limited to, the**  
732 **following:**  
733

734 rejecting;  
735 degrading;  
736 isolating and/or victimizing a child by means of cruel, unusual, or excessive methods  
737 of discipline; and/or  
738 exposing the child to brutal or intimidating acts or statements.  
739

740 **Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are**  
741 **not limited to, the following:**  
742

743 depression;  
744 withdrawal;  
745 low self-esteem;  
746 anxiety;  
747 fear;  
748 aggression/passivity;  
749 emotional instability;  
750 sleep disturbances;  
751 somatic complaints with no medical basis;  
752 inappropriate behavior for age or development;  
753 suicidal ideations or attempts;  
754 extreme dependence;  
755 academic regression;  
756 and/or trust issues.  
757

## 758 **Physical Neglect**

759  
760  
761 **A child may be found neglected who:**  
762

763 has been abandoned;



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

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

- inadequate food;
- malnutrition;
- inadequate clothing;
- inadequate housing or shelter;
- erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;
- permitting the child to live under conditions, circumstances or associations injurious to his well-being including, but not limited to, the following:
  - substance abuse by caregiver, which adversely impacts the child physically;
  - substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs;
  - psychiatric problem of the caregiver which adversely impacts the child physically;
  - exposure to family violence which adversely impacts the child physically
  - exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;
  - non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, e.g. persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;
  - non-accidental or negligent exposure to pornography or sexual acts;
  - inability to consistently provide the minimum of child-caring tasks;
  - inability to provide or maintain a safe living environment;
  - action/inaction resulting in death;
  - abandonment;
  - action/inaction resulting in the child's failure to thrive;
  - Transience;
  - inadequate supervision:
    - creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;
    - holding the child responsible for the care of siblings or others beyond the child's ability;
    - failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

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

## **Medical Neglect**

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

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

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

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

## **Educational Neglect**

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

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

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

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

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

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

## Emotional Neglect

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

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

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

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

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

## Moral Neglect

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

**Evidence of Moral Neglect includes but is not limited to:**

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

## Appendix C

### INDICATORS OF CHILD ABUSE AND NEGLECT

#### **Indicators of Physical Abuse**

##### **HISTORICAL**

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

##### **PHYSICAL**

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

##### **BEHAVIORAL**

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

#### **Indicators of Sexual Abuse**

##### **HISTORICAL**

968  
969 Vague somatic complaint;  
970 Excessive school absences;  
971 Inadequate supervision at home;  
972 History of urinary tract infection or vaginitis;  
973 Complaint of pain; genital, anal or lower back/abdominal;  
974 Complaint of genital itching;  
975 Any disclosure of sexual activity, even if contradictory.  
976

977 **PHYSICAL**

978  
979 Discomfort in walking, sitting;  
980 Evidence of trauma or lesions in and around mouth;  
981 Vaginal discharge/vaginitis;  
982 Vaginal or rectal bleeding;  
983 Bruises, swelling or lacerations around genitalia, inner thighs;  
984 Dysuria;  
985 Vulvitis;  
986 Any other signs or symptoms of sexually transmitted disease;  
987 Pregnancy.  
988

989 **BEHAVIORAL**

990  
991 Low self-esteem;  
992 Change in eating pattern;  
993 Unusual new fears;  
994 Regressive behaviors;  
995 Personality changes (hostile/aggressive or extreme compliance);  
996 Depression;  
997 Decline in school achievement;  
998 Social withdrawal; poor peer relationship;  
999 Indicates sophisticated or unusual sexual knowledge for age;  
1000 Seductive behavior, promiscuity or prostitution;  
1001 Substance abuse;  
1002 Suicide ideation or attempt;  
1003 Runaway.  
1004

1005 **Indicators of Emotional Abuse**

1006  
1007 **HISTORICAL**

1008  
1009 Parent ignores/isolates/belittles/rejects/scapegoats child  
1010 Parent's expectations inappropriate to child's development  
1011 Prior episode(s) of physical abuse  
1012 Parent perceives child as "different"  
1013

1014 **PHYSICAL**

1015  
1016 (Frequently none);  
1017 Failure to thrive;  
1018 Speech disorder;

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

1021

1022 **BEHAVIORAL**

1023

1024 Poor self-esteem

1025 Regressive behavior (sucking, rocking, enuresis)

1026 Sleep disorders

1027 Adult behaviors (parenting sibling)

1028 Antisocial behavior;

1029 Emotional or cognitive developmental delay;

1030 Extremes in behavior - overly aggressive/compliant;

1031 Depression;

1032 Suicide ideation/attempt.

1033

1034 **Indicators of Physical Neglect**

1035

1036 **HISTORICAL**

1037

1038 High rate of school absenteeism;

1039 Frequent visits to school nurse with nonspecific complaints;

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

1041 Child frequently unattended; locked out of house;

1042 Parental inattention to recommended medical care

1043 No food intake for 24 hours;

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

1045 Family member addicted to drugs/alcohol.

1046

1047 **PHYSICAL**

1048

1049 Hunger, dehydration;

1050 Poor personal hygiene, unkempt, dirty;

1051 Dental cavities/poor oral hygiene;

1052 Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day  
1053 after day;

1054 Constant fatigue or listlessness;

1055 Unattended physical or health care needs;

1056 Infestations;

1057 Multiple skin lesions/sores from infection.

1058

1059 **BEHAVIORAL**

1060

1061 Comes to school early, leaves late;

1062 Frequent sleeping in class;

1063 Begging for/stealing food;

1064 Adult behavior/maturity (parenting siblings);

1065 Delinquent behaviors;

1066 Drug/alcohol use/abuse.

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**ADMINISTRATION OF PRESCRIBED MEDICINE****5141.21**

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

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

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

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

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

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

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

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

**6141.32**

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

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

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

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

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

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

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

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

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



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

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

**ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT**

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

The Enfield Public Schools Computer Network and/or Internet Student Acceptable Use Agreement governs the use of computers, Local Area Networks, and the Internet in the classrooms, media center and/or computer labs.

This agreement must be read and signed by both the student and a parent/guardian and returned to the school. Access to Enfield Public Schools Computer Network and/or Internet System will not be granted until the agreement has been signed and returned.

**Any student violating this agreement will be subject to disciplinary action based on Enfield Board of Education Policies and Administrative Regulations. Any student and his/her parents/guardian can be held financially liable for labor and associated costs incurred by the district if the student vandalizes property and/or violates this agreement.**

By signing this statement, I acknowledge that I have read, understand, and agree to all terms as outlined in the Enfield Public Schools Computer Network and/or Internet Acceptable Use Agreement.

Student's Name	Year of Expected Graduation	Student's Address
Student's Signature	Date	
Parent/Guardian's Name	Parent/Guardian's Telephone	
Parent/Guardian's Signature	Date	

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.

Reference: Policy #6141.32

Adopted: June 25, 1999  
Revised: February 24, 2004  
Revised: August 28, 2007  
Revised: March 24, 2009  
Revised: June 19, 2012  
Revised: June 26, 2012  
Reviewed:

Form # 71

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
MAY 24, 2016**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on May 24, 2016.

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

**MEMBERS PRESENT:** Walter Kruzel, Raymond Peabody, Lori Unghire, Mike Ludwick, Tim Neville, Stacy Thurston, Vin Grady and Tom Sirard

**MEMBERS ABSENT:** Tina LeBlanc

**ALSO PRESENT:** Dr. Jeffery Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; and EHS Student Representative Caitlyn Passmore

6. **BOARD GUEST(S):** None
7. **SUPERINTENDENT'S REPORT:**
  - a. Student Representatives – as presented
  - b. Grants Report – as presented
  - c. Personnel Report – as presented
  - d. May/June Events – as presented
8. **AUDIENCES** - None
9. **BOARD MEMBER COMMENTS**

Mrs. Thurston congratulated all of the First Readers who received their certificates last night. She also attended the Fermi Farewell Concert on Sunday. So many alumni attended this event. It was a huge success. She wished Mr. Grady a happy birthday.

Mr. Grady attended the Parkman Chorus and Band Concert last week. The students did an amazing job. We have some really talented kids in our elementary schools. He congratulated the staff for a job well done.

Mr. Grady thanked our Veteran's for giving their lives for our freedom. He personally thanked Liz Davis for her service to our country and his daughter, who is currently serving in the Air Force Reserves.

Mr. Kruzel attended the First Readers Awards ceremony. It was phenomenal to see these students. There were over 100 students that attended. This is another great program for our students.

Mrs. Unghire stated that she attended the LEGO Building Tomorrow Project. It was great to see the students work and what they created. She also attended the JFK concert and wished both Mr. Kruzel and Mr. Grady happy birthday.

Chairman Sirard congratulated the 172 First Readers. He wished both Vin and Walt happy birthday. He also wished Tina a happy anniversary.

Chairman Sirard thanked all of our Veteran's for your service to our country. Memorial Day is about them and they deserve to be remembered past and present Veteran's.

Mr. Neville also wished both Vin and Walter happy birthdays and Tina a happy anniversary. We spend a lot of nights together. He added that we have a holiday weekend coming up to celebrate the sacrifices made by our veterans. He thanked them for their services and wished them the best.

Mr. Neville thanked the Fermi/Enfield High team building program. He is glad to hear the National Guard is assisting with this team building program. He is glad the schools are working together on this team building activity.

Mr. Neville stated he asked about the 2 hour delay for the parochial schools at the last meeting. They have been notified and will follow our schedule for any delays. He appreciated the administrations quick follow-up on this.

## **10. UNFINISHED BUSINESS**

### **a. Transition Update**

Dr. Schumann reported that we are on time and on track for the summer move. The elevators will be available in the new A Wing on July 23<sup>rd</sup>. We will continue to pack and move items into the second and third floors in A Wing. Faculty and staff will be back in August. We will have the entire building back on August 23<sup>rd</sup>. We are moving in the right direction.

## **11. NEW BUSINESS**

### **a. JFK NEAS&C PRESENTATION**

Ms. Middleton, our Chief Academic Officer gave an overview of the JFK NEAS&C on-going process to the Board. They have given us their recommendations from the self-evaluation they conducted. Mr. Sargalski will review the next steps for JFK.

Mr. Sargalski stated we have received good news regarding the JFK re-accreditation. There is still a good amount of work that needs to be done. JFK staff members Elaina Beebe, Steven Jewell and David Guertin reviewed the Teaching and Learning Standards, Mission & Expectations, Curriculum, Instruction, Assessment; Leadership & Organization; School Resources; Community Resources commendations and recommendations.

Mr. Sargalski explained the next steps needed for the next several years. We will continue to work with our curriculum coordinators, content area coordinators, Central Office and the Standards Based Committee members to plan and implement the needed recommended changes. He will submit 2 special reports in October 2016 and March 2017. They had concerns about our nursing cots and students sitting on the buses for approximately 10-12 minutes before entering the school in the morning and during the cold weather months. This needs to be addressed in our October report. Our March report needs to connect the over-arching civic and social expectations with our mission statement and curriculum. They exist

but our connection needs to be stronger. We need to design and implement a plan to integrate research based assessment practices and connect a rating to all identifying learning standards. We need to establish a plan for the library media program that is supervised with a certified librarian media specialist.

Mr. Neville commended them for this report. This is additional work that is ongoing. It is a huge task and he knows this from past experience. This is a rigorous self assessment. Nursing is a huge concern. Many of the cots are original from 1969.

Mr. Sargalski stated we will reupholster them to save money instead of replacing them.

Mr. Neville asked if they can give the Board an update with the 2 year and 5 year reports. He added that budget constraints are a huge concern.

Mr. Sargalski stated that he will continue to update the Board with the progress.

Mr. Neville would like to receive hard copies of this report. Dr. Schumann stated we will send this to the Board electronically and we will post it on the website.

Mr. Peabody stated you have done a nice job. He was present when the NEAS&C Committee came to JFK. The committee was very thorough. He asked about the academic and social alignment.

Mr. Sargalski stated their academic, social and civic expectations that need to align with our mission statement. There are some areas we need to improve on. The students need to know how they are doing and we need to vertically align this with the high school mission statement.

Mr. Peabody asked about the budget for technology. You are maximizing the space at JFK for student support and personnel is commendable. He asked about any challenges.

Mr. Sargalski stated we have a cohesive plan moving forward. We are using BEST practices and make sure our professional development is driving school improvements.

Mr. Peabody asked Chairman Sirard if this presentation can be given to the Town Council so they know what is at stake here. This is a continuing quality improvement idea.

Mr. Neville agrees, this would be a great idea to present this to them.

Mr. Grady also agrees. He asked if they can give us a punch list of what needs to be done for this accreditation process. Also list if any budget impacts are preventing your progress.

Mr. Sargalski will work on this list over the summer and will prioritize the items for the Board.

Mr. Ludwick stated the atmosphere and culture at JFK is very positive. Mr. Sargalski stated we did receive high grades on this area.

Mr. Ludwick stated that is not surprising. He added that a lot of the JFK staff attends student games. This is very important and gives a positive vibe in the school. He understands the financial concerns. The student and staff relationship is very important. There are many measurable things going on at JFK that cannot be put on paper like plays and concerts. Our kids have gone through many things. You definitely earned your accreditation.

Mr. Ludwick asked how long will this accreditation be for? Ms. Middleton stated 5 years. Mr. Sargalski added that we would start the process all over again. Mr. Ludwick stated the key is self-evaluation.

Mr. Ludwick congratulated them for earning their accreditation without the financial backing.

Mr. Neville added by bringing this report to the Town Council will give them a good idea of what is going on in our buildings. It is important to get the community involved. We can educate them about the process. This rigorous process will improve learning for our students. Many people watch E-TV. It would be good for us to present this information to the Town Council at a joint meeting.

Mr. Peabody asked about the gap with our technology devices. This will let us know what additional technology is needed.

Chairman Sirard thanked them for the presentation. We know you are dealing with the most challenging years of our young adults at JFK. You are doing a great job. The NEAS&C was positive and finances are needed. The assessment was very positive. We will continue to fight for the funding that is needed for our students and town. We all know who is short changing who. Education delivery has changed due to State mandates. It is an evolving process. You are doing a wonderful job at JFK to make sure we are vertically aligned. They made a recommendation and you have done a wonderful job getting us to this point. Thank you.

**b. APPROVAL OF HEAD START FY2017 FEDERAL COLA GRANT**

Mrs. Clement and Mrs. Levasseur gave the Board an update about the Enfield Head Start program. We are very proud of our families and students. They are fully enrolled with 104 students and have great parent participation. Student attendance is 90% or higher. Sixty Four (67) students will move onto Kindergarten in the fall. Our staff is very dedicated to the students and families. We have seen tremendous growth with our students.

Mrs. Clement and Mrs. Levasseur reviewed the Teaching Strategies Gold Early Childhood Assessment from the Fall 2015 compared to the Spring 2016. We have had a very successful year. Mrs. Clement added the students entering Head Start are entering with a lower level of skills compared to past years.

Mrs. Clement reviewed the grant with the Board to apply for this available COLA grant.

Mr. Peabody congratulated them for their hard work and dedication to the students. He is very impressed with the student growth. The Enfield Head Start program is a successful program compared to other Head Start Programs.

Mr. Ludwick asked about the student criteria. Mrs. Levasseur stated the students need to master the 12 objectives they are assessed at.

Mr. Ludwick asked if there are any grants you can apply for based on the student's meeting the required criteria success. Mrs. Clement wished there were some grants available based on the students success.

Mr. Ludwick appreciates the information you have provided.

Mr. Neville added that he likes when you come before the Board. Your program is extremely successful and it makes a difference with student learning in Kindergarten. Do you have a waiting list?

Mrs. Clement stated we continually take applications and have waiting lists with 70 students on it. We accept applications all year long. Families move and we can take students from the waiting lists.

Mr. Neville asked why the student's skills are lower now when they enter Head Start. Mrs. Clement stated that many families are struggling financially and some families are very fragile. Many of the students are spending too much time using screens from computers, tablets or phones. This affects their social, learning and speech skills. Students need to interact. This is affecting their overall learning.

Mr. Neville has read about this. This is very interesting. He asked if the student data will go along with the student to Kindergarten. This information will help the teachers to know where the students are academically.

Mrs. Clement stated this information is sent to the teachers for that purpose.

Mr. Neville thanked them and urged them to keep up the good work. He loves when you come before us.

Mrs. Thurston stated she adores the students. She urged Board members to visit them. She has made many friends with the parents since she has been the liaison. They are so involved with the program at Head Start.

Mr. Peabody asked if they also work with Social Services. Mrs. Clement stated they collaborate with Family Resource Center, Asnuntuck Community College, Kite, Social Services and the public library. We all work together.

Mr. Peabody stated that a neighbor's child attended Head Start and it made such a difference with the child's learning and development. This program is a huge success.

Mr. Peabody moved, seconded by Mrs. Unghire that the Enfield Board of Education approves the Head Start FY2017 Federal COLA Grant as presented.

A vote by **roll-call 8-0-0** passed unanimously.

**c. 2016 Lester J. Bodley Memorial Scholarship**

Mr. Grady moved, seconded by Mr. Kruzel that the Enfield Board of Education approves Student A as the recipient of the 2016 Lester J. Bodley Memorial Scholarship.

A vote by **roll-call 8-0-0** passed unanimously.

Mrs. Thurston moved, seconded by Mrs. Unghire that the Enfield Board of Education approves Student B as the recipient of the 2016 Lester J. Bodley Memorial Scholarship.

A vote by **roll-call 8-0-0** passed unanimously.

**12. BOARD COMMITTEE REPORTS**

**a. Building Committee**

Mr. Kruzel stated we are moving along with the project. The weights that rusted during storage are at his facility being sand blasted. Next they will go to Chairman Sirard's facility for plating.

Mr. Neville thanked both Mr. Kruzel and Chairman Sirard for stepping up to the plate to get the weights sand blasted and coated. He added that the gas line concern at Enfield High has been addressed and resolved. The traffic light discussion at Enfield High is ongoing and it will cost around \$250K to install. This is still being discussed.

Mr. Kruzel added they are still looking at traffic patterns.

Mr. Neville added the steel is going up and it is gorgeous. Our meeting went very quickly and we are meeting all of our deadlines. We are in a good place.

Mr. Kruzel added there haven't been any change orders during this week.

Mr. Grady asked if the Building Committee has reached out to our legislators about the traffic light. Mr. Kruzel stated that Wendy Osada has.

b. Curriculum Committee

Mr. Neville reported the Curriculum Committee met. We discussed textbooks, curriculum changes and the grades 3-5 standards based report cards. We are making progress with opportunities for our students with the number of AP classes being offered. We are looking into the UConn/AP costs for exams. This is something the Board will need to discuss for next year.

Mr. Neville asked what is the trend for computers and the number of computers we have or will need? We need to look at the trend. This may impact the district. This is another item that the Board will need to discuss further.

c. Finance Committee

Mr. Peabody reported the Finance Committee met earlier tonight. Nutrition services went through an audit and there were no irregular findings found. Talented and Gifted will also be reviewed. We received some information regarding this estate. We will address accounts and payroll later on the agenda.

Mr. Neville asked if we have received any money from this estate. Mr. Drezek stated we have received some of the money from them. A percentage was held back. We were notified that the check is in the mail.

**13. APPROVAL OF MINUTES**

Mr. Kruzel moved, seconded by Mr. Neville that the Special Meeting Minutes of May 10, 2016 be approved. A vote by **show-of-hands 8-0-0** passed unanimously.

Mr. Kruzel and Mrs. Thurston moved that the Regular Meeting Minutes of May 10, 2016 be approved. A vote by **show-of-hands 8-0-0** passed unanimously.

**14. APPROVAL OF ACCOUNTS PAYROLL**

**a. For the Month of April 2016**

Mr. Peabody moved, seconded by Mr. Kruzel that the Enfield Board of Education certifies that in the month of April 2016, total expenditures amount to \$7,455,364.00 broken down between payroll totaling \$5,957,900.47 and other accounts totaling \$1,497,463.53.

All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **roll-call 8-0-0** passed unanimously.



**b. Line Item Transfers, if any – None**

**15. CORRESPONDENCE AND COMMUNICATIONS**

- a. Invitation to attend the ETLA Graduation Ceremony
- b. Invitation to attend the Enfield Adult Education Graduation Ceremony

**16. AUDIENCES - None**

**17. EXECUTIVE SESSION**

Mr. Kruzel moved, seconded by Mr. Neville that the Enfield Board of Education enters into Executive Session for Matter(s) Related to Collective Bargaining and Matter(s) Related to Personnel.

A vote by **show of hands 7-1-0** passed with Mrs. Thurston in dissent.

The Board remained in Council Chambers for the Executive Session at 8:15 PM. Mr. Drezek and Dr. Schumann joined the Board in Executive Session. No Board action occurred during the Executive Session.

**18. ADJOURNMENT**

Mrs. Thurston moved, seconded by Mr. Kruzel to adjourn the Regular Meeting of May 24, 2016.

All ayes, motion passed unanimously.

Meeting stood adjourned at 9:15 PM.

Tina LeBlanc  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary