

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

**Administrative
Regulation #1241**

SEXUAL OFFENDERS

Pursuant to state law, the Connecticut Department of Public Safety is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the Enfield Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Public Safety and the provisions of these regulations.

Legal References:

Conn. Gen. Stat. §54-258

Public Act 14-213, "An Act Concerning Notice To The Superintendent Of Schools or Chief Executive Officer of A Municipality Upon Release or Relocation of a Registered Sexual Offender Into The School District or Municipality"

Draft: April 16, 2015

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

POLICY REGARDING VISITORS

#1240.2

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

Adopted:

Draft: April 16, 2014

**ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut**

**Administrative
Regulation #1240.2**

**ADMINISTRATIVE REGULATIONS REGARDING VISITORS TO THE
SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When determining whether to approve a request to visit and/or observe student programs, the building Principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;
 - e. the age of the students;
 - f. the nature of the class or program;
 - g. the potential for disclosure of confidential personally identifiable student information;
 - h. whether the visitor/observer has a legitimate educational interest in visiting the school;

Proposed New Administrative Regulation - Draft

- i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; and
 - j. any safety risk to students and school staff.
- 5. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
- 6. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy.
- 7. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
- 8. A refusal to comply with any of the Board's policy provisions and/or regulation concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

EMPLOYMENT OF ADMINISTRATORS:

2112.4

When employing administrators and other persons of leadership within the school system, the Superintendent shall seek out and recommend candidates who are most qualified for the job.

For those administrative and supervisory positions which report directly to the Superintendent and Assistant **Deputy** Superintendent (including but not limited to the following positions: Directors, Principals, Supervisor of Facilities, Business Manager, Assistant **Deputy** Superintendent of Schools, and Directly reporting coordinators), the Superintendent shall provide the Board with a list of all applicants, resumes of those candidates interviewed, and present ~~no less than the two~~ most qualified candidates **candidate** to the Board to be interviewed. The Personnel Committee shall have an opportunity to interview and review the application materials that are public information of final candidates prior to their recommendation to the entire Board. The ~~Personnel~~ **Leadership** Committee may opt to waive this opportunity. Upon completion of the interviews, the superintendent shall nominate the candidate who, in his/her professional opinion, is best qualified for the position. The ~~Personnel~~ **Leadership** Committee shall also provide input to the entire Board. The Board shall accept or reject such nomination within one month from its submission. If the Board rejects such nomination, the Superintendent shall submit to the Board **another nomination** ~~other nominations~~ and the Board shall accept or reject such **nomination** ~~nominations~~ within one month from their submission.

For those administrative and supervisory positions not included above (including but not limited to coordinators reporting to Directors, Vice Principals/Housemasters, Assistant Supervisor of Facilities), the Superintendent shall provide the Board with resumes of the candidates interviewed and shall nominate the candidate who, in his/her professional opinion, is best qualified for the position. If the Board rejects such nomination, the Superintendent shall submit to the Board **another nomination** ~~other nominations~~ and the Board shall accept or reject such **nomination** ~~nominations~~ within one month from their submission.

Adopted:	December 29, 1959
Revised:	October 11, 1966
Revised:	March 13, 1989
Revised:	May 13, 2008
Revised:	Draft – April 16, 2015

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

PERSONNEL- ALCOHOL, TOBACCO AND DRUG-FREE
WORKPLACE

4000

Smoking Restriction

A.——Introduction

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

1. Smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
Effective October 1, 1987

2. Smoking of any kind is prohibited on school grounds when school is in session between the hours of 7 a.m. and one-half hour (1/2 hour) following the end of classes at the respective school(s) Effective January 1, 1988.

PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.

Proposed Policy Changes to Existing BOE Policy #4000

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"School property" means any land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

"School-sponsored activity" means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Proposed Policy Changes to Existing BOE Policy #4000

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

Public Act 14-76, "An Act Concerning The Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

United States Code:

Safe and Drug-Free Schools and Community Act, 41 U.S.C. Section 7101 et seq.

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Adopted: Draft – April 16, 2014

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

COMPUTER NETWORK AND/OR INTERNET USE POLICY

4118.5

Certified and Non-Certified Personnel

Rights, Responsibilities and Duties

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.

Employees are to utilize the Enfield Public Schools' computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee 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 discharge. Illegal uses of the Enfield Public Schools' computers will also result in referral to law enforcement authorities.

All District computers, networks and Internet services 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 employees, and have no expectation of privacy in their use.

Each employee authorized to access Enfield Public Schools' computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment form will be retained in the employee's personnel file.

The Superintendent or 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 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 as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building principals and others as deemed appropriate.

I. POLICY

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

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

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

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

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

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

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

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

Proposed Policy Changes to Existing BOE Policy #4118.5

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

Adopted: July 13, 1999
Revised: March 24, 2009
Revised: Draft - 04-16-15

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:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administrative
Regulation 4118.5



COMPUTER USE AGREEMENT - PERSONNEL

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	4118.8	Off Site Technology Equipment Use

December 8, 2003

Revised: May 22, 2009

Reviewed:

**Enfield Public Schools
Enfield, Connecticut**

**Administrative
Regulation 4118.7**

ELECTRONIC MAIL

~~Electronic Mail is provided to member of the staff primarily for the purpose of conducting the business of the school system. The Board of Education requires the use of electronic mail services to share information, improve communication, and exchange ideas. Occasional, reasonable personal use is allowable.~~

~~Users of district Email systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of Email for commercial or private business purposes is prohibited. Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of an administrator is prohibited.~~

~~All employees are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face to face dealings with one another.~~

~~Electronic messages are not for private or confidential matters. There is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".~~

~~Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.~~

~~In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone. The district reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees and/or to access district information in the employee's absence.~~

~~The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record or whether it contains information discoverable in litigation. The district will abide by the State of Connecticut guidelines for archival.~~

**December 8, 2003
Revised: February 13, 2009**

**Administrative
Regulation 4118.7**

RETENTION OF ELECTRONIC RECORDS AND INFORMATION

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 4118.5 regarding the retention of electronic records and information. These regulations supplement and do not replaced District policy relating to education records.

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

II. DEFINITIONS

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

III. E-MAIL CLASSIFICATION

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

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

- Transitory** *Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.*
- Less than Permanent** *Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.*
- Permanent** *Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.*

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records pursuant to the following guidelines.

- Permanent** *If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.*
- Less than Permanent** *These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.*

All digitized images of records must be indexed to ensure their proper identification and later retrieval. A backup copy of the digital images shall be stored in a location that is geographically separate from the location where the original digital images are stored. As with paper records, digital images of records shall be retained for the minimum retention period as specified for the records retention scheduled currently in effect. Should Cloud Storage be utilized for the storage of digital images or electronic information, the service agreement with the provider must contain a provision that ensures any data or records remain the legal property of the Board of Education.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. Digital images must be destroyed in a manner that ensures that any confidential or sensitive information cannot be practically read or reconstructed. Recorded media that has been used for electronic records containing confidential information shall not be reused.

V. RETENTION OF ELECTRONIC RECORDS

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

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

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

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

Legal References:

*Conn. Gen. Stat. § 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8a 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 Records Policy 02: Digital Imaging
Office of Public Records Administrator: Digital Imaging Standards, 2014*

December 8, 2003

Revised: February 13, 2009

REVISED DRAFT: April 16, 2015

**ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut**

**Administrative
Regulation #4215**

CONCUSSION TRAINING FOR ATHLETIC COACHES

For purposes of these administrative regulations concerning training regarding concussions and head injuries, the term “**coach**” means any person who holds or is issued a coaching permit by the Connecticut State Department of Education and who is hired by the Enfield Board of Education to coach intramural or interscholastic athletics.

Mandatory Training Concerning Concussions

1. Any coach of intramural or interscholastic athletics, who holds or is issued a coaching permit, must, before commencing his/her coaching assignment for the season, complete an initial training course concerning concussions, which are a type of brain injury. This training course must be approved by the State Department of Education.
2. Coaches must provide proof of initial course completion to the Athletic Director or his/her designee prior to commencing their coaching assignments for the season in which they coach.
3. One year after receiving an initial training, and every year thereafter, coaches must review current and relevant information regarding concussions prior to commencing their coaching assignments for the season. This current and relevant information shall be that approved by the State Department of Education. Coaches need not review this information in the year they are required to take a refresher course, as discussed below.
4. Coaches must complete a refresher course concerning concussions and head injuries not later than five (5) years after receiving their initial training course, and once every five (5) years thereafter. Coaches must provide proof of refresher course completion to the Athletic Director or his/her designee prior to commencing their coaching assignments for the season in which they coach.
5. The Board shall consider a coach as having successfully completed the initial training course regarding concussions and head injuries if such coach completes a course that is offered by the governing authority for intramural and interscholastic athletics and is substantially similar, as determined by the Department of Education, to the training course required by subsection 1 of these administrative regulations, provided such substantially similar course is completed on or after January 1, 2010, but prior to the date the State Board of Education approves the training course discussed in subsection 1 of these administrative regulations.

Concussion Management

1. Any coach of any intramural or interscholastic athletics shall immediately remove a student athlete from participating in any intramural or interscholastic athletic activity who:
 - a. is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body; or
 - b. is diagnosed with a concussion, regardless of when such concussion may have occurred.
2. Upon removal from participation, a school principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach shall notify the student athlete's parent or legal guardian that the student athlete has exhibited such, signs, symptoms or behaviors consistent with a concussion or has been diagnosed with a concussion. Such principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach shall provide such notification not later than twenty-four (24) hours after such removal and shall make a reasonable effort to provide such notification immediately after such removal.
3. The coach shall not permit such student athlete to participate in any supervised team activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised team activities involving physical exertion from a licensed health care professional trained in the evaluation and management of concussions.
4. Following receipt of clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised team activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions, until such student athlete:
 - a. no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion; and
 - b. receives written clearance to participate in such full, unrestricted supervised team activities from a licensed health care professional trained in the evaluation and management of concussions.

Reporting Requirements

1. The school principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, or coach who informs a student athlete's parent or guardian of the possible occurrence of a concussion shall also report such incident to the nurse supervisor, or designee.

Proposed New Administrative Regulation #4215

2. The nurse supervisor, or designee, shall follow-up on the incident with the student and/or the student's parent or guardian and maintain a record of all incidents of diagnosed concussions. Such record shall include, if know:
 - a. The nature and extent of the concussion; and
 - b. The circumstances in which the student sustained the concussion.
3. The nurse supervisor, or designee, shall annually provide such record to the State Board of Education.

Miscellaneous

1. For purposes of these administrative regulations, "licensed health care professional" means a physician licensed pursuant to Chapter 370 of the Connecticut General Statutes, a physician assistant licensed pursuant to Chapter 370 of the Connecticut General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the Connecticut General Statutes, or an athletic trainer licensed pursuant to Chapter 375a of the Connecticut General Statutes.
2. Should a coach fail to adhere to the requirements of these administrative regulations, the coach may be subject to discipline up to and including termination, as well as permit revocation by the State Board of Education.

Legal References:

Conn. Gen. Stat. § 10-149b. Training courses for coaches re concussions and head injuries.

Conn. Gen. Stat. § 10-149c. Student athletes and concussions. Removal from athletic activities.

Public Act 14-66, "An Act Concerning Youth Athletics And Concussions"

Adopted: Draft – April 16, 2015

School Name Enfield Athletic Department
Student & Parent - Concussion Education Plan & Consent Form
2014-15

NOTE: This document was developed to provide coaches with an annual review of current and relevant information regarding concussions and head injuries. A new form is required to be read, signed, dated and kept on file by their associated school district annually to comply with Public Act No. 14-66 AN ACT CONCERNING STUDENT ATHLETES AND CONCUSSIONS.

A concussion is the immediate and transient alteration of neurological function in the brain caused by mechanical acceleration and deceleration forces.

Part I – SIGNS AND SYMPTOMS OF A CONCUSSION

- A concussion should be suspected if any one or more of the following signs or symptoms are present, OR if the coach/evaluator is unsure.

1. Signs of a concussion may include (what the athlete looks like):

- | | |
|---|--|
| • Confusion/disorientation/irritability | • Act silly/combative/aggressive |
| • Trouble resting/getting comfortable | • Repeatedly ask same questions |
| • Lack of concentration | • Dazed appearance |
| • Slow response/drowsiness | • Restless/irritable |
| • Incoherent/ slurred speech | • Constant attempts to return to play |
| • Slow/clumsy movements | • Constant motion |
| • Loss of consciousness | • Disproportionate/inappropriate reactions |
| • Amnesia/memory problems | • Balance problems |

2. Symptoms of a concussion may include (what the athlete reports):

- | | |
|----------------------------|--|
| • Headache or dizziness | • Oversensitivity to sound/light/touch |
| • Nausea or vomiting | • Ringing in ears |
| • Blurred or double vision | • Feeling foggy or groggy |

Note: Public Act No. 14-66 requires that a coach MUST immediately remove a student- athlete from participating in any intramural or interscholastic athletic activity who (A) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or (B) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete a qualified school employee must notify the parent or legal guardian within 24 hours that the student athletes has exhibited the signs and symptoms of a concussion.**

Part II – RETURN TO PARTICIPATION (RTP)

Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut Law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (Physician, Physician Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.

Concussion management requirements:

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (Physician, Physicians Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals mentioned above directing them into a well defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions) , final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

Sport _____

Please check one: _____ JFK _____ Fermi _____ Enfield

Medical Clearance RTP protocol (Recommended one full day between steps)²

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping Intensity <70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport Specific Exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact Training drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full Contact Practice	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider

Part III - HEAD INJURIES

– Injuries to the head includes:

- Concussions: (See above information). There are several head injuries associated with concussions which can be severe in nature including:
 - a) Second Impact Syndrome - Athletes who sustain a concussion, and return to play prior to being recovered from the concussion, are also at risk for Second Impact Syndrome (SIS), a rare but life-altering condition that can result in rapid brain swelling, permanent brain damage or death; and
 - b) Post Concussion Syndrome - A group of physical, cognitive, and emotional problems that can persist for weeks, months, or indefinitely after a concussion.
- Scalp Injury: Most head injuries only damage the scalp (a cut, scrape, bruise or swelling)... Big lumps (bruises) can occur with minor injuries because there is a large blood supply to the scalp. For the same reason, small cuts on the head may bleed a lot. Bruises on the forehead sometimes cause black eyes 1 to 3 days later because the blood spreads downward by gravity;
- Skull Fracture: Only 1% to 2% of children with head injuries will get a skull fracture. Usually there are no other symptoms except for a headache at the site where the head was hit. Most skull fractures occur without any injury to the brain and they heal easily;
- Brain Injuries are rare but are recognized by the presence of the following symptoms:
(1) difficult to awaken, or keep awake or (2) confused thinking and talking, or (3) slurred speech, or (4) weakness of arms or legs or (5) unsteady walking" (American Academy of Pediatrics – Healthychildren, 2010).

I have read and understand this document the "Student/Parent - Concussion Education Plan & Consent Form" and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name: _____ Date _____ Signature _____
(Print Name)

Parent name: _____ Date _____ Signature _____
(Print Name)

References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.
<http://www.nfhs.org>.
2. McCrory, Paul MBBS, PhD; Meeuwisse, Willem MD, PhD; Johnston, Karen MD, PhD; Dvorak, Jiri MD; Aubry, Mark MD; Molloy, Mick MB; Cantu, Robert MA, MD. Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, November 2008. Clinical Journal of Sport Medicine: May 2009 - Volume 19 - Issue 3 - pp 185-200
http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx.
3. Centers for Disease Control and Prevention. Heads Up: Concussion in High School Sports. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
4. U.S. Department of Health and Human Services Centers For Disease Control and Prevention. A Fact Sheet for Coaches.(2009). Retrieved on June 16, 2010.
http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf
5. American Academy of Pediatrics - Healthychildren. Symptom check: Head Injury. Retrieved on June 16, 2010.
<http://www.healthychildren.org/english/tips-tools/symptom-checker/pages/Head-injury.aspx>

Resources:

- Centers for Disease Control and Prevention. Injury Prevention & Control: Traumatic Brain Injury. Retrieved on June 16, 2010.
<http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. Heads Up: Concussion in High School Sports Guide for Coaches. Retrieved on June 16, 2010.

ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT

STUDENTS

5131.61

Conduct:

Smoking/Tobacco Restriction Policy

A. Introduction

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

1. Chewing of tobacco or like substance, ~~or~~ smoking of any kind ***or electronic nicotine delivery systems (e-cigarettes and vapor products)*** is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
2. Possession of any smoking material, ***electronic nicotine delivery systems (e-cigarettes and vapor products)***, chewing tobacco or any tobacco-like substance of any kind is prohibited in any building or transportation vehicle under the direction of the Board of Education at any time.
3. Chewing of tobacco or like substance, ~~or~~ smoking of any kind ***or electronic nicotine delivery systems (e-cigarettes and vapor products)*** is prohibited on school grounds when school is in session from 5:00 AM until 5:00 PM.
4. Possession of any smoking material, ***electronic nicotine delivery systems (e-cigarettes and vapor products)***, chewing tobacco or the like of any kind is prohibited on school grounds when school is in session from 5:00 AM until 5:00 PM.

B. Disciplinary Action

Any individual found to be in violation of this policy shall be subject to disciplinary action established by the administration with proper notification to the student body.

Policy Adopted:	August 31, 1987
Policy Revised:	November 8, 1994
Policy Revised:	February 28, 1995
Policy Reviewed:	September 22, 2009
Policy Revised:	Draft – April 16, 204

Proposed Changes to Existing Administrative Regulation #5140.1

**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

**Administrative
Regulation 5140.1**

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

1. Scope of Administrative Regulation

~~———— This Administrative Regulation applies not only to employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.~~

2. Definitions

~~For the purposes of this administrative regulation:~~

~~"Abused" is a non-accidental injury to a child which, regardless of motive, is inflicted or allowed to be inflicted by the person responsible for the child's care and includes~~

- ~~• any injury which is at variance with the history given~~
- ~~• maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.~~

~~"Neglect" is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, **moral well-being, emotional well-being,** supervision, and/or education; **or abandonment of the child by such person; or abuse of the child by such person; or the permitting of abuse of the child by such person.**~~

~~"Mandated Reporters" include school teachers, principals, guidance counselors, and paraprofessionals. Mandated reporters also include: registered or licensed practical nurses, psychologists, social workers, physical therapists, or any other person paid to care for a student in any school program, while acting in their professional capacity.~~

3. What Must Be Reported

~~A report must be made when any employee of the Board of Education in his/her capacity as an employee of the Board, has reasonable cause to suspect or to believe that a child under the age of eighteen has been abused, neglected or is placed in imminent risk of serious harm by a person responsible for the child's health, welfare or care, or by a person given access to the child by the responsible period.
(Connecticut General Statutes 17a – 101a)~~

4. Reporting Procedures for Mandated Reporters

~~———— The following procedures apply to mandated reporters~~

- a) ~~When a mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected, the following steps shall be taken:~~

Proposed Changes to Existing Administrative Regulation #5140.1

- (1) ~~Conn. Gen. Stat. 17a-101A requires, as soon as practicable, but not later than twelve hours after forming reasonable belief of abuse, neglect, or imminent risk of serious harm, that an oral report be made to the DCF Hotline (1-800-842-2288). This must be followed with a written report (DCF-136) within 48 hours of the telephone call to the Hotline. (DCF-136 attached)~~
- (2) ~~In a case where the suspected abuser is a school employee, the employee shall also immediately make an oral report to the Superintendent or his/her designee. A copy of the written report to DCF is to be forwarded to the Superintendent within 48 hours.~~

Should the Superintendent be unavailable or away from his/her office, the employee shall make the oral report to the Assistant Superintendent of Schools and in the absence of the Assistant Superintendent, the oral report shall be made to the Director of Pupil Services. The investigation of the report regarding a school employee will be conducted by the Superintendent or the Superintendent's designee.
- (3) ~~The Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made, unless the parent(s) is/are the alleged perpetrator(s).~~
- (4) ~~The employee's oral report to the Commissioner of Children and Families should provide all the information listed under Section 6 below. Within 48 hours of making an oral report, the employee shall submit a written report (DCF-136) to the Commissioner of Children and Families or his/her representative containing all of the required information and to the Director of Pupil Services.~~
- (5) ~~The employee shall immediately submit a written report to the Building Principal or, in the Head Start Program, the Head Teacher, who should forward a copy to the Director of Pupil Services. A copy of the completed DCF-136 will suffice.~~
- (6) ~~If a report prepared in accordance with section 3, above, concerns reasonable cause to suspect abuse or neglect by a certified school employee, the Superintendent shall submit a written report to the Commission of Education or his/her representative.~~
- (7) ~~Any follow-up paperwork received shall be forwarded to the Director of Pupil Services.~~

5. Reporting Procedures for Employees Other Than Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters:

- a) ~~When an employee who is not a statutory mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected, the following steps shall be taken:~~
 - (1) ~~The employee shall immediately upon having reasonable cause for suspecting or believing that a child has been abused or neglected, and in no case later than twelve hours after having such a suspicion or belief, make an oral report by telephone or in person to the Building Principal or his/her designee, to be followed by an immediate written report on form DCF-136 to~~

Proposed Changes to Existing Administrative Regulation #5140.1

~~the Director of Pupil Services. This report may be filled out jointly by the employee and the Building Principal or his/her designee.~~

- ~~(2) The Building Principal or his/her designee shall immediately upon having reasonable cause for suspecting or believing that a child has been abused or neglected, and in no case later than twelve hours after having such a suspicion or belief, make an oral report by telephone by calling the DCF Child Protection Careline, 1-800-842-2288. This should be followed by a written report submitted on Form DCF-136.~~
- ~~(3) The Building Principal or his/her designee shall immediately notify the child's parent or guardian that such a report has been made, unless the parent(s) are the alleged perpetrator(s).~~
- ~~(4) The oral report of the Building Principal or his/her designee to the Commissioner of Children and Families should provide all the information under Section 6 below. Within 48 hours of making an oral report the Building Principal or his/her designee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.~~
- ~~(5) If the report prepared in accordance with section 3 above concerns suspected abuse or neglect by a school employee, the Building Principal shall submit a written report to the Superintendent.~~

6. Contents of Reports

~~Any report made pursuant to this administrative regulation 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.~~
- ~~h) The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and~~
- ~~i) Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.~~

7. Investigation of the DCF-136 Report

Proposed Changes to Existing Administrative Regulation #5140.1

~~If the suspected abuser is a school employee, the Superintendent or the Superintendent's designee shall thoroughly investigate the report. To the extent feasible, this investigation shall be coordinated with the Commissioner of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent or his/her designee shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child prior to conducting an interview with a child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators of the alleged abuse.~~

~~The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay, may place the employee on administrative leave with pay, or change the assignment of the employee pending the outcome of the investigation.~~

a) Evidence of Abuse by Certified School Employee

~~If the investigation undertaken by the Commissioner of Children and Families produces evidence that a child has been abused by a certified employee in a position requiring a certificate, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits. Within 72 hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or his representative, of the reasons for and the conditions of the suspension. Any decision of the Superintendent concerning such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Connecticut General Statutes Section 10-151.~~

~~If the contract of employment of a certified school employee is terminated as a result of the investigation, the Superintendent shall notify the Commissioner of Education, or his representative, within 72 hours of such termination. 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 by a certified school staff member.~~

b) Evidence of Abuse by Other School Staff or 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 by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.~~

8. 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.~~

Proposed Changes to Existing Administrative Regulation #5140.1

9. Special Reporting Procedures Concerning Suspected Abuse or Neglect of Mentally Retarded Persons (Intellectually Disabled)

~~IN ADDITION TO the reporting procedures set forth above, Section 46a-11b of the Connecticut General Statutes requires that mandatory reporters (including teachers, licensed nurses, psychologists, and social workers) report any incident where there is reasonable cause to suspect abuse or neglect of mentally retarded (intellectually disabled) persons over the age of eighteen (18).~~

(a) Definitions

~~For the purposes of this section:~~

~~“Abuse” means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person’s health or safety.~~

~~“Neglect” means a situation where a mentally retarded (intellectually disabled) person either is living alone or is not able to provide for himself or herself the services, which are necessary to maintain his/her physical and mental health, or is not receiving such necessary services from the caretaker.~~

(b) Reporting Procedures

~~If an employee has reasonable cause to suspect that a mentally retarded (intellectually disabled) person has been abused or neglected, he/she shall, within five calendar days, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities to be followed by a written report within five additional calendar days, OR shall immediately notify the Superintendent in order for the Superintendent to make oral and written reports to the Office of Protection and Advocacy. In the event that an employee makes a report to the Office of Protection and Advocacy, the employee shall immediately notify the Superintendent.~~

(c) Contents of Report

~~Any such report shall contain the following information:~~

- ~~(1) the name and address of the allegedly abused or neglected person;~~
- ~~(2) a statement from the reporter indicating a belief that the person is mentally retarded (intellectually disabled), together with information indicating that the person is unable to protect himself or herself from abuse or neglect;~~
- ~~(3) information concerning the nature and extent of the abuse or neglect; and,~~
- ~~(4) any additional information which the reporter believes would be helpful in investigating the report or in protecting the mentally retarded (intellectually disabled) person.~~

(d) Investigation of the Report

~~If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, following the procedures regarding the investigation of reports of child abuse set forth in section 7, above. If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a mentally retarded (intellectually disabled) person has~~

Proposed Changes to Existing Administrative Regulation #5140.1

~~been abused by a school employee, the Superintendent and/or the board, as appropriate, may take disciplinary action, up to and including termination of employment.~~

(e) Records

- ~~(1) 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, as defined above, employed by the Board, 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.~~
- ~~(2) Notwithstanding the provisions of CT General Statutes § 10-15c, 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 may 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.~~

10. Disciplinary Action for Failure to Follow Board Policy or Administrative Regulation

~~Any employee who fails to comply with the requirements of this administrative regulation or Board policy shall be subject to discipline, up to and including termination of employment.~~

11. Non-Discrimination Policy

~~The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes, a report pursuant to this administrative regulation or Board policy, or testifies or is about to testify in any proceeding involving abuse or neglect.~~

12. Review of Policy

~~Policy #5140.1 shall be reviewed annually by all school employees employed by the Board.~~

13. Training

~~All new 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.~~

Proposed Changes to Existing Administrative Regulation #5140.1

~~_____ All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.~~

14. Distribution of the DCF-136 Report

~~_____ Original Mailed or Faxed to DCF
_____ Copy to Special Education Director (s)
_____ Copy to Building Administrator (s)
_____ Copy to School Nurse
_____ Copy to School Counselor
_____ Copy to the reporter~~

Legal References:

Connecticut General Statutes:

~~_____ Section 10-151
_____ Section 17a-101 et seq.
_____ Section 17a-103
Public Act 13-53 "An Act Concerning Responsibilities of Mandated Reporters of Child Abuse and Neglect"~~

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm 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, or imminent risk of serious harm, 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, 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

Proposed Changes to Existing Administrative Regulation #5140.1

being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

***"School employee"** (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.*

***"Statutory mandated reporter"** means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. 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 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 a child:

- a) has been abused or neglected;*
- b) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or*
- c) is placed at imminent risk of serious harm.*

4. Reporting Procedures for Statutory Mandated Reporters

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

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, 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 having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children*

Proposed Changes to Existing Administrative Regulation #5140.1

and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.

- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his or her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect then the employee shall notify the Superintendent or the Superintendent's designee directly.*
- (4) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.*
- (4) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.*
- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.*
- (6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).*

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated 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, 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 or placed at imminent risk of serious harm. 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.*

Proposed Changes to Existing Administrative Regulation #5140.1

(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, 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 and/or neglect 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;*
- h) *the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;*
- i) *the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;*
- j) *any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and*
- k) *whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.*

7. *Investigation of the Report*

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

Proposed Changes to Existing Administrative Regulation #5140.1

- 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 a child has been abused or neglected by a school employee, as defined above, and has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, 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 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 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.*

9. *Evidence of Abuse or Neglect 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 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. *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.

12. *Non-discrimination Policy/Prohibition Against Retaliation*

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect 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. 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 testifying in any proceeding involving child abuse or neglect.

13. *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.

14. *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.*

Proposed Changes to Existing Administrative Regulation #5140.1

- 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.*

15. 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, as defined above, employed by the Board, 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 14-186 "An Act Concerning The Department Of Children And Families And The Protection Of Children"

ADOPTED: February 22, 1985

Revised: June 22, 1994

Revised: March 20, 1998

Revised: June 7, 2006

Revised: June 9, 2006

Revised: October 18, 2012

Revised: March 25, 2014

Revised: Draft – April 16, 2015

Proposed Changes to Existing Administrative Regulation #5140.1

The following appendices 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 A

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.*

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.

Proposed Changes to Existing Administrative Regulation #5140.1

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

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

Emotional Maltreatment-Abuse

Proposed Changes to Existing Administrative Regulation #5140.1

Emotional Maltreatment-Abuse is:

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

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

*rejecting;
degrading;
isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or
exposing the child to brutal or intimidating acts or statements.*

Indicators of Adverse Impact of emotional maltreatment-abuse 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;
and/or trust issues.*

Physical Neglect

A child may be found neglected who:

*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;*

Proposed Changes to Existing Administrative Regulation #5140.1

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.

Proposed Changes to Existing Administrative Regulation #5140.1

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:

Proposed Changes to Existing Administrative Regulation #5140.1

*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 B

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;

Proposed Changes to Existing Administrative Regulation #5140.1

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

Vague somatic complaint;

Excessive school absences;

Inadequate supervision at home;

History of urinary tract infection or vaginitis;

Complaint of pain; genital, anal or lower back/abdominal;

Complaint of genital itching;

Any disclosure of sexual activity, even if contradictory.

PHYSICAL

Discomfort in walking, sitting;

Evidence of trauma or lesions in and around mouth;

Vaginal discharge/vaginitis;

Proposed Changes to Existing Administrative Regulation #5140.1

Vaginal or rectal bleeding;

Bruises, swelling or lacerations around genitalia, inner thighs;

Dysuria;

Vulvitis;

Any other signs or symptoms of sexually transmitted disease;

Pregnancy.

BEHAVIORAL

Low self-esteem;

Change in eating pattern;

Unusual new fears;

Regressive behaviors;

Personality changes (hostile/aggressive or extreme compliance);

Depression;

Decline in school achievement;

Social withdrawal; poor peer relationship;

Indicates sophisticated or unusual sexual knowledge for age;

Seductive behavior, promiscuity or prostitution;

Substance abuse;

Suicide ideation or attempt;

Runaway.

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Proposed Changes to Existing Administrative Regulation #5140.1

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none);

Failure to thrive;

Speech disorder;

Lag in physical development;

Signs/symptoms of physical abuse.

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior;

Emotional or cognitive developmental delay;

Extremes in behavior - overly aggressive/compliant;

Depression;

Suicide ideation/attempt.

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism;

Frequent visits to school nurse with nonspecific complaints;

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

Child frequently unattended; locked out of house;

Proposed Changes to Existing Administrative Regulation #5140.1

Parental inattention to recommended medical care

No food intake for 24 hours;

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

Family member addicted to drugs/alcohol.

PHYSICAL

Hunger, dehydration;

Poor personal hygiene, unkempt, dirty;

Dental cavities/poor oral hygiene;

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

Constant fatigue or listlessness;

Unattended physical or health care needs;

Infestations;

Multiple skin lesions/sores from infection.

BEHAVIORAL

Comes to school early, leaves late;

Frequent sleeping in class;

Begging for/stealing food;

Adult behavior/maturity (parenting siblings);

Delinquent behaviors;

Drug/alcohol use/abuse.

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

CHILD ABUSE/NEGLECT

5140.1

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

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

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

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

Policy Adopted: **June 26, 1990**

Policy Amended: **August 23, 1994**

Policy Amended: **May 29, 1998**

Policy Revised: **May 23, 2006**

Policy Reviewed: **September 22, 2009**

Policy Reviewed: **May 13, 2014**

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

CONCUSSIONS AND HEAD INJURIES

5141.7

In conjunction with the State of Connecticut and the Connecticut Interscholastic Athletic Conference (CIAC), Enfield public schools will educate all coaches, athletes and parents regarding concussions and head injuries. Student athletes exhibiting any signs or symptoms of a concussion during any athletic contest or practice will be removed and the parent/guardian shall be notified within 24 hours.

The Superintendent or his/her designee shall be responsible for developing administrative regulations for concussion education and awareness for student athletes and parents. The concussion and head injuries information will be provided by the Athletic Department through the Athletic Trainer and/or Sports Medicine Physician. The regulation will follow all CIAC guidelines in conformity with the provisions of applicable state statutes and regulations.

Legal References: Connecticut General Statutes – Substitute House Bill No. 5133
Connecticut Public Act 14-66
CIAC Concussion and Head Injury Annual Review

Administrative Regulation: #4215 Concussion Training for Athletic Coaches

Policy Adopted: Draft – April 16, 2015

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

~~Policy on Safety~~ SCHOOL SECURITY AND SAFETY 5142.

~~The safety of each student, visitor, and employee of the Enfield Public Schools is considered to be of paramount importance.~~

~~All physical facilities shall be maintained with the highest standards for public safety.~~

Each school operating under the jurisdiction of the Enfield Board of Education will create and implement an all-hazards school security and safety plan to bolster its existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. This plan will adhere to the requirements of state law and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan should be kept securely and will only be provided to the Board of Education, school staff and administration, members of state and local law enforcement, first responders and local municipal officials. Pursuant to Connecticut General Statutes § 1-210 (b)(19), the plan will not be available to the public.

Legal References:

State Law:

Public Act 13-3, An Act Concerning Gun Violence Prevention and Children's Safety, Sections 86, 87, 88

Conn. Gen. Stat. § 1-210 (b)(19)

Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection, School Security and Safety Plan Standards, December 30, 2013.

Federal Emergency Management Agency, Guide for Developing High-Quality School Emergency Operations Plans, June 2013

Approved: April 22, 1978
Reviewed: September 22, 2009
Revised: August 28, 2012
Revised: Draft - April 16, 2015

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administrative
Regulation #5142.1

SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS

I. Security and Safety Committee

In order to create a fully individualized safety plan for each district school, each school will establish a school security and safety committee.* The committee is responsible for assisting in the development of the school's plan and in administering the plan. The committee will meet at least annually to review and update the school's security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator. Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

[This committee may be the same as the Safe School Climate Committee as long as the Safe School Climate Committee has the required members listed below.]

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher, a building administrator, a mental health professional, and a parent or guardian of a student at the school **[and any other person the Board deems necessary such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, and school nurse]**. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

II. Security and Safety Plan

Each school's all-hazards school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security in conjunction with the Connecticut State Department of Education. The Board will submit the finalized school security and safety plan for each school to the Department of Emergency Services and Public Protection. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan,

filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

III. Training and Orientation for School Employees

Each school employee at the school shall receive an orientation on the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and shall include local law enforcement, fire, emergency management, and emergency medical services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

IV. Assessments

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the school's security and safety plan.

Local law enforcement and other public safety officials including the local emergency management director, fire marshal, building inspector and emergency medical services representative shall evaluate, score and provide feedback on fire drills and crisis response drills at each school in the district. By July 1st of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency and feedback related to the fire drills and crisis response drills.

Legal References:

State Law:

Public Act 13-3, *An Act concerning Gun Violence Prevention and Children's Safety*

Conn. Gen. Stat. § 1-210 (b)(19) Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection,
School Security and Safety Plan Standards, December 30, 2013.

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

Current

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Policy on Safety

5142.

~~The safety of each student, visitor, and employee of the Enfield Public Schools is considered to be of paramount importance.~~

~~All physical facilities shall be maintained with the highest standards for public safety.~~

References:

CT Education Law Sec. 10-214a, Eye Protective Devices

Approved: April 22, 1978

Reviewed: September 22, 2009

Revised: August 28, 2012

[illegible]

5142

Each school operating under the jurisdiction of the Enfield Board of Education will create and implement an all-hazards school security and safety plan to bolster its existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. This plan will adhere to the requirements of state law and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan should be kept securely and will only be provided to the Board of Education, school staff and administration, members of state and local law enforcement, first responders and local municipal officials. Pursuant to Connecticut General Statutes § 1-210 (b)(19), the plan will not be available to the public.

State Law:

Connecticut Department of Emergency Services and Public Protection,
School Security and Safety Plan Standards, December 30, 2013.

Draft: April 16, 2015
Adopted:

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

5/42.1
New
Administrative Regulation #

SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS

I. Security and Safety Committee

In order to create a fully individualized safety plan for each district school, each school will establish a school security and safety committee.* The committee is responsible for assisting in the development of the school's plan and in administering the plan. The committee will meet at least annually to review and update the school's security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator. Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

[This committee may be the same as the Safe School Climate Committee as long as the Safe School Climate Committee has the required members listed below.]

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher, a building administrator, a mental health professional, and a parent or guardian of a student at the school **[and any other person the Board deems necessary such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, and school nurse]**. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

II. Security and Safety Plan

Each school's all-hazards school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security in conjunction with the Connecticut State Department of Education. The Board will submit the finalized school security and safety plan for each school to the Department of Emergency Services and Public Protection. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A

reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

III. Training and Orientation for School Employees

Each school employee at the school shall receive an orientation on the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and shall include local law enforcement, fire, emergency management, and emergency medical services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

IV. Assessments

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Conn. Gen. Stat. § 1-210 (b)(19) Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection,
School Security and Safety Plan Standards, December 30, 2013.

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

Draft: April 16, 2015

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

STANDING COMMITTEES OF THE BOARD

9133.

The Board of Education shall maintain four Standing Committees as set forth herein in sections 1 – 5 below.

The chairperson, with approval of the Board, may appoint any special committee and/or advisory committees to the Board. Committees considered Special or Advisory will receive their duties at the time of appointment and the committee shall be considered dissolved when its final report has been made to the Board or upon being dissolved by the Board

The Chairperson of the Board shall appoint up to three (3) Board members to each committee and shall be an ex officio member of each committee. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Board shall act as a committee of the whole in final consideration of all matters except where otherwise authorized by law.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

Section 1: ~~Executive, Personnel and Administrative~~ Leadership Committee

The ~~Executive~~ **Leadership** Committee shall be composed of the Board of Education Committee Chairperson, Vice-Chairperson, and two other members of the Board constituting an equal representation from both major parties. The Chairperson of the Board shall be chairperson of the ~~Executive~~ **Leadership** Committee and shall appoint a secretary. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the ~~Executive~~ **Leadership** Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the ~~Executive~~ **Leadership** Committee since the last meeting of the Board shall be reported to the Board.

This committee will provide input to the Board of Education Chairperson and the Superintendent on the construction of Board meeting agendas. The committee shall advise the school administration on personnel policy development and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

Other responsibilities may include:

- Recommends an evaluation system for various categories of personnel;
- Implements the Superintendent's evaluation program;
- Appoints the Chairpersons of the negotiating teams;
- Recommends salary annually for the supervisory and confidential personnel;
- Reviews staffing requirements periodically;

- Reviews position descriptions and functional requirements periodically;
- Acts as the initial Board contact on all personnel and grievance matters;
- Represents the Board in liaison sessions with the faculty and bargaining units;
- Recommends action to the entire Board that the committee deems appropriate for the Board to consider.

Section 2: Curriculum Committee

The chairperson of the Curriculum Standing Committee shall appoint a secretary for the committee. The Chief Academic Officer shall be the Leadership Cabinet liaison to the committee. This committee shall consider and make recommendations concerning the District's Board policies of education and research. This committee reviews major areas of curriculum development, regular/special education services, pupil assessment, long-term program review and program revisions. Committee members consider the Board's priorities in curriculum areas. The committee reports its findings to the Board and suggests programs and policy modifications that may be appropriate in curriculum and program areas. New program activities undertaken by the district, the implementation of new curricula, or the piloting of new programs would be topics of particular interest. The committee shall review research on the curriculum and program changes and report its recommendations to the Board. The committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.

Other responsibilities may include:

- Conduct or coordinates curriculum studies undertaken by the Board;
- Periodically reports to the Board on the status of the curriculum and suggest area in need of study;
- Periodically studies and reports on student progress and on standardized test results;
- Reviews and recommends textbook usage;
- Evaluates curriculum in view of school population trends;
- Recommends budget changes in view of curriculum developments;
- Assumes like responsibilities for extra-curricular and co-curricular activities.

Section 3: Student Issues Committee

The chairperson of the Student Issues Standing Committee shall appoint a secretary for the committee. The Deputy Superintendent shall be the Leadership Cabinet liaison to the committee. This committee shall review matters affecting students of the District, normally those not relating to the academic program, consider proposals on such matters, report and provide recommendations thereon to the Board as may be required.

Other responsibilities may include:

- Reviewing Fundraising Policies;

Proposed Changes to Existing BOE Policy #9133

- Reviewing Public Relation Policies;
- Reviewing the Transportation Policies;
- Hearing appeals concerning school transportation and making recommendations to the entire Board for their official action;
- Recommending action to the entire Board that the committee deems appropriate for the Board to consider.

Section 4: Finance, Budget Committee

The chairperson of the Finance and Budget Committee shall appoint a secretary for the committee. The Chief Finance Officer of the District shall be the Leadership Cabinet liaison to the committee. This committee shall be concerned with the preparation of the budget and periodic reviews of the actual expenditures as compared to the budget. The committee works with the Superintendent of Schools in developing a recommended budget for the Board. As such, the committee reviews the budget development process, analyzes the budget document and makes public presentations as necessary. The committee shall offer recommendations regarding accounting procedures and alternative expense saving suggestions. The committee will insure an audit annually and report to the Board of Education when it is completed. The committee shall monitor the fiscal activities of the school district, including reviewing the monthly financial statement and annual end of year transfer report, and shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities.

Other responsibilities may include:

- Recommends special internal audit needs;
- Reviews and reports on accounting and purchasing procedures;
- Recommends the annual budget schedule and parameters;
- Represents the Board during various budget preparation stages.

Section 5: Policy Committee

The chairperson of the Policy Standing Committee shall appoint a secretary for the committee. The Deputy Superintendent shall be the Leadership Cabinet liaison to the committee. This committee shall review all Board policies and By-Laws to identify areas needing update for conformity with changes in local, state and federal law. All other standing committees shall recommend policy changes when appropriate to the Policy Standing Committee for advancement to the entire Board for consideration and adoption.

Adopted: November 25, 1997

Revised: October 22, 2002

Revised: February 12, 2008

Revised: October 9, 2012

Revised: December 10, 201

Revised: Draft – 04-16-15