

NORWICH BOARD OF EDUCATION
EMPLOYEE HANDBOOK
2021/2022

EDUCATION DIRECTORY

Norwich Board of Education 90
Town Street
Norwich CT 06360
www.norwichpublicschools.org Board
of Education Members

- Robert Aldi, Chairperson
- Mark Kulos, Vice-Chairperson
- Carline Charmelus, Secretary
- Joshua Chapman
- Aaron Daniels
- Christine DiStasio
- Heather Fowler
- Gregory Perry
- Kevin Saythany

CENTRAL OFFICE

- Superintendent: Dr. Kristen E. Stringfellow
- Assistant Superintendent: Tamara Gloster
- Business Administrator: Robert Sirpenski
- Director of Student Services: Jamie Bender

NTA at CASE STREET EARLY LEARNING CENTER

30 Case Street
Norwich CT 06360
Phone: 860.892.4354
Fax: 860.892.4357
Jamie Bender, Director of Student Services

SAMUEL HUNTINGTON SCHOOL

80 West Town Street Norwich
CT 06360
Phone: 860.823.4204
Fax: 860.823.4241
Grades PK – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Peter Fragola

MAHAN SCHOOL

94 Salem Turnpike
Norwich CT 06360
Phone: 860.823.4205
Fax: 860.823.4243
Grades K – 5
8:10am – 2:55pm (Early Dismissal 8:10am – 12:55pm)
Principal: Ashley Favello

MORIARTY ENVIRONMENTAL SCIENCES MAGNET SCHOOL

20 Lawler Lane
Norwich CT 06360
Phone: 860.823.4206
Fax: 860.823.4246
Grades K – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Kate O’Donnell

STANTON SCHOOL

386 New London Turnpike
Norwich CT 06360
Phone: 860.823.4207
Fax: 860.823.4250
Grades: PK – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Susan Lessard

UNCAS NETWORK SCHOOL

280 Elizabeth Street Extension
Norwich CT 06360
Phone: 860.823.4208
Fax: 860.823.4251
Grades: K – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Peter Camp

VETERANS’ MEMORIAL SCHOOL

80 Crouch Avenue
Norwich CT 06360
Phone: 860.823.4209
Fax: 860.823.4252
Grades: K – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Adam Rosenberg

WEQUONNOCARTS AND TECHNOLOGY MAGNET SCHOOL

155 Providence Street
Taftville CT 06380
Phone: 860.823.4210
Fax: 860.823.4253
Grades: K – 5
8:50am – 3:35pm (Early Dismissal 8:50am – 1:35pm)
Principal: Zach Maher

KELLY STEAM MAGNET MIDDLE SCHOOL

25 Mahan Drive
Norwich CT 06360
Phone: 860.823.4211
Fax: 860.892.4302
Grades: 6-8
8:00am – 2:45pm (Early Dismissal 8:00 – 12:45)
Principal: Brandi Lumpri s

TEACHERS MEMORIAL GLOBAL STUDIES MAGNET MIDDLE SCHOOL

15 Teachers Drive
Norwich CT 06360
Phone: 860.823.4212
Fax: 860.823.4277
Grades: 6 – 8
8:00am – 2:45pm (Early Dismissal 8:00 – 12:45)
Principal: Alexandria Lazzari

Adult Education Director:

Jody Lefkowitz
191 Hickory Street
Norwich CT 06360

EMPLOYEE BENEFITS (DEPENDENT UPON CONTRACT LANGUAGE)

Benefits available to employees are dependent upon contract language but may consist of the following:

Life Insurance AD&D/Disability
Health Insurance – Medical and Prescription
Dental
Voluntary Benefit Programs

Additional benefits available to employees dependent upon contract language may include:

Vacation Leave – to be used at the employees’ discretion as long as it doesn’t negatively impact the business – must receive supervisor pre-approval
Personal Leave – to be used for personal business that cannot be conducted outside of the normal workday, such as: attorney’s appointments, court, PPT’s for your own children, illness of family members, bereavement (unless bereavement leave is specifically outlined in the contract) etc...Requests may be questioned if it appears to be suspicious in nature. Personal leave may not be used for recreational purposes.
Sick Leave – to be used for your medical and sick leave
Paid Time Off (PTO) – for certain groups that do not have Vacation, Personal and Sick Holiday – defined in each contract
Tuition Reimbursement – defined in each contract, if applicable
Professional Day – pre-approved paid day (does not impact personal benefit time)
Flexible Spending – Health Reimbursement and Dependent Care Reimbursement 403B Plans and State of Connecticut 457 Plan (Prudential)

Changes/additions/deletions to health insurance coverage may be made during the annual open enrollment period which is typically the months of May/June each year. Additionally, changes may be made when there is a life status change as defined by the IRS. To make a change/addition or deletion, please contact the district’s Human Resources at 823.6284 x 2003.

Direct deposit is required of everyone.

An employee assistance plan (EAP) is available to all employees and their household members at no cost to the employee. The plan is completely confidential. The EAP gives families access to the support they need whether they are seeking guidance with marital or family difficulties, financial or legal problems, stress and emotional difficulties, or problems caused by alcohol, drugs or gambling. Call – 1.800.964.3577 or www.thehartford.com/employeebenefits .

UPON HIRE

All employees must submit to all of the following:

Fingerprints – paid for by the employee. Norwich Police department will do fingerprint cards for employees who are residents of Norwich.
Drug Testing – paid for by the BOE through Concentra
Physical (employees eligible for town pension plan) – paid for by the BOE through Concentra

Forms to be completed:

State tax forms	Federal Fingerprints	Direct Deposit	DCF Background
Federal tax forms	Drug Testing Information	I-9 forms	State 16-67 Forms
Benefit forms	State fingerprints		

All employees are required to wear an ID at all times. ID's are available through Central Office.

UPON TERMINATION

Return keys and/or keycard – if applicable

Return uniform and/or shirts – if applicable

Return equipment – if applicable

Each employee is minimally expected to give two weeks advance notice; some contracts may require and specify a definite period of notice. Refer to your contract for guidelines.

See supervisor for other “close out” types of activities such as handing off teachers’ gradebooks, lesson plans etc...

WORKERS’ COMPENSATION

If you have a work related injury or illness you need to report it immediately to your supervisor. Your supervisor will immediately work with you to complete an accident report and notify the human resource office.

If you seek further attention you will be referred to Concentra Medical Center, One Connecticut Ave, Norwich CT 06360 – Phone 860.859.5100. Concentra is the initial center designated by the Norwich Board of Education. If it is not feasible to go to Concentra due to the time of day or severity of the incident, you should go to Backus Hospital’s emergency room for treatment.

Additional approved locations are the Norwichtown Backus Health Family Center and PhysicianOne Urgent Care.

If your treating physician prescribes medication for your work related injury or illness, you may obtain a prescription drug card from the business office.

If you need to see a specialist, you will refer you to a specialist within our Preferred Provider Network.

FAMILY MEDICAL LEAVE

Family Medical Leave (FMLA) is offered based on the Family Medical Leave Act of 1993. To be eligible and employee must have worked for the Board of Education for at least twelve (12) months and at least 1,250 hours in the prior twelve (12) months. FMLA is granted for the following reasons:

- Birth and/or care of a child of the employee within one year of birth
- Placement of a child into the employee’s family by adoption/foster within one year of placement
- Care of spouse, child or parent who has a serious health condition
- Inability to perform functions due to a serious health condition

- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on covered active duty

An eligible employee may take up to 26 workweeks of FMLA in a single 12 month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member (military caregiver leave).

FMLA is not necessarily paid leave. If the condition fits the criteria for use of sick, personal or vacation time – use of benefit time may be approved to be used concurrently.

Completed forms should be returned to the business office with as much notice as possible. Blank forms may be obtained from the Business Office.

COVID – there are additional leave types potentially available in 2020 due to the COVID pandemic. Any questions regarding your specific situation should be directed to Human Resources at 860.823.6284 x 2004.

MEETINGS

The Norwich Board of Education meetings are held monthly (except for the month of July and August) throughout the year. They are held on the second Tuesday of every month at 5:30 pm in the Kelly Middle School Community Room. These meetings are open to the public and are usually recorded and broadcast on channel 14. “Live” broadcasts are on channel 12.

Other Board and District committees that meet throughout the year and are open to the public are:

- | | |
|--------------------|--------------------------------|
| Policy | TEVAL/Professional Development |
| Budget Expenditure | Building and Space |

UNIONS (ASSOCIATIONS)

Union (Association) members pay dues to their organization via payroll deduction. Shortly after being hired, if you are a member of one of the unions (associations) listed below, you will receive an enrollment card from one of the officials. If a union - after returning your completed card to the appropriate union official, they will forward information to payroll to begin payroll deductions. Shortly thereafter you will receive your union card in the mail at your home.

- | | | | |
|---------------------------|----------------|------------------------|--------|
| Administrative Assistants | ParaEducators | Custodians/Maintainers | Nurses |
| Teachers | Administrators | Food Service Workers | |

HOURLY EMPLOYEES

Hourly employees complete handwritten time sheets and submit them to their supervisor in accordance with the timelines established by the supervisor. **No employee is allowed to modify their work schedule without pre-approval from their supervisor.**

CANCELLATIONS, DELAYS, EARLY RELEASES

In the event the Superintendent needs to cancel, delay or release early school – Listen to the radio stations listed below or watch the television stations listed below. You should find out from your supervisor or school principal to see how these situations are handled in your department or location.

A “no school” announcement means there will be NO TRANSPORTATION to Norwich Public Schools, St. Patrick Cathedral School, Sacred Heart, Wildwood Christian, Norwich Free Academy, Norwich Regional Technical School, Grasso Southeastern Technical School, Ledyard High School, Bacon Academy, Waterford High School, Magnet Schools, and Charter schools.

Office employees and 12 month employees are expected to work on canceled, delayed or early release school days unless informed otherwise.

School changes will be broadcast on the following AM radio stations: WICH-1310, WNLC-1510; on the following PM radio stations: WBMW-106.5, and WCTY-97.7; and on the following television stations: NBC Connecticut, WTNH, WFSB, FOX CT. Additionally, School Messenger calls will go out to staff and families as well as updates posted on our Facebook page.

The Non-Public schools (Sacred Heart School, St. Patrick Cathedral School and Wildwood Christian) all follow whatever schedule we have for these days.

WHERE TO PARK

Please check with the office at each school to determine the appropriate places for staff to park. If in doubt, ask. You wouldn't want to be blocked in at the end of the school day or to be in the way of any of the buses unloading or loading.

TRANSPORTING SCHOOL CHILDREN

Children are not to be transported by staff members unless they are doing so under the supervision and regulations of the Connecticut Department of Motor Vehicles. If an employee is under 18, they are also not to be transported without following certain guidelines. Please see your supervisor for guidelines if this becomes necessary.

MEALS

Staff may purchase meals through Food Services for \$5.00 per meal. See your food service manager for details.

ARREST AND NOTIFICATION

Since we are in the business of educating children we must be role models in our communities. If you are ever in a situation where you have been charged with a misdemeanor or a felony, you must notify your supervisor immediately. The supervisor will discuss the issue with the superintendent and determine the course of action, if any. Failure to notify within 24 hours may result in discipline up to and including termination.

CALLING OUT

All absences should be input into Frontline. Kelly Educational Services will work to provide subs for Teachers and ParaEducators. Other groups will continue to arrange for subs through the sub coordinator.

SMOKING

Smoking and the use of tobacco products are prohibited at all times within all school buildings, on all school property, and all school buses, including field trips and at other school sponsored activities.

DRUGS AND ALCOHOL

The Norwich Board of Education prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by its employees in the workplace. As a condition of employment, employees must abide by this policy and may be required to submit to a drug test if the Board has a reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect the employee's job performance.

The Norwich Board of Education also prohibits its employees from being on the job, on Board premises, operating Board equipment or vehicles, or operating any other equipment or vehicles on Board business while under the influence of any controlled substance. "Under the influence" is defined as any controlled substance in the employee's system in an amount that constitutes a positive test result.

Employees must not be on the job, on Board premises, or operating Board equipment or vehicles while on Board business while under the influence of any drug – legal or illegal – that renders the employee unfit for duty.

SEXUAL HARASSMENT

Policy 4118.112a – It is recognized by the Norwich Board of Education that sexual harassment is forbidden by federal and state law and will not be tolerated by Norwich Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed.

DISTRICT EQUIPMENT

All equipment that is owned by the Norwich Board of Education is intended for the sole purpose of conducting official business only. District employees will be subject to disciplinary action for violation of applicable policies.

INTERNET

Website:	www.norwichpublicschools.org	Blog:	www.norwichpublicschools.com
YouTube:	Norwich Public Schools		
Facebook:	Norwich Public Schools	Twitter:	NorwichPS
Pinterest:	NorwichPS	Instagram:	NorwichPublicSchools

JURY DUTY

An employee who is officially summoned for jury duty shall be paid their regular salary while on jury duty. However, any compensation that is received for jury duty must be turned over to the Business Office.

Employees must submit their Jury Duty Notification to the Business Office and must request time off through the attendance process.

Norwich Board of Education
Medical Care Plan

To All Employees:

The Norwich Board of Education has elected to become a participating employer in an Employers Medical Care Plan filed with the Connecticut Workers' Compensation Commission. The Employer Medical Care Plan allows the Norwich Board of Education to direct employees to a list of medical providers for treatment of work-related injuries and illnesses. Employees are obliged to obtain treatment from providers in the approved plan; failure to do so may suspend an employees' right to receive workers' compensation benefits, subject to the order of a Worker's Compensation Commissioner. The Norwich Board of Education Employer Medical Care Plan is part of The MCMC CareSys Medical Care Plan, of FutureComp., the employer's risk management firm.

As an employee of the Norwich Board of Education, you must report a work-related injury or illness to your supervisor, who will complete a First Report of Injury Form before the end of the shift. If you require medical intervention or evaluation for your injury, you will be directed to Concentra to receive treatment. If you require further medical treatment, contact the Business Office. If you have a medical emergency, go to the nearest emergency department.

You may obtain follow-up medical care from providers listed on The MCMC CareSys Medical Care Plan directory, which is available through the Business Office. Should your injury require specialty treatment not available in The MCMC CareSys Medical Care Plan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment.

If you are out of work as a result of your work-related injury, you will be contacted regularly by the Business Office and/or The MCMC CareSys Medical Care Plan Claims Coordinator to determine that your medical needs are met. Each of you is an important member of the Norwich Board of Education. The purpose of this program is to ensure you receive appropriate medical treatment in a timely manner to facilitate recovery.

The Norwich Board of Education Medical Care Plan includes a utilization review company which is available to you should there be any questions or disputes about the level and/or quality of care.

MCMC CareSys LLC is the utilization review company chosen to review the medical care and services provided to you for work-related injuries and illnesses. Their telephone number is 1-800-992- 5531 ext. 7257. PLEASE IDENTIFY YOUR EMPLOYER AS A FUTURECOMP ACCOUNT. A detailed description of Caresys's services is available to you from PMA Management Corp.

The Management staff at the Norwich Board of Education, FutureComp., and MCMC CareSys LLC are available to assist you from the time of your injury through recovery and return to work.

TWELVE QUESTIONS

You Ask About Workers' Compensation Protection.

1. What is Workers' Compensation?

The purpose of Workers' Compensation is to provide injured workers and those who depend upon them with a means of support when they are unable to work because of a work-related disability. Its purpose also is to bring about a prompt recovery. Workers' compensation is basically a no-fault system with benefits paid, no matter who is responsible.

2. What is a "Work-Related Injury or Illness?"

The term "Work-Related Injury or Illness" is used to describe any injury or disease which results from work or working conditions and which occur during the employee's service to the employer.

3. Who handles a Workers' Compensation claim?

Future Comp is the claims administrator for the Norwich Board of Education. They administer all compensation benefits an injured worker is entitled to receive. If you have any questions about workers' compensation, contact your program coordinator or FutureComp.

4. How do you get benefits?

Report the injury to your supervisor immediately! Just specify what, where, when and how it happened, enough information so that he/she can complete the First Report of Injury form.

Prompt reporting is the key. Benefits are automatic for work-related injuries or illnesses. But, nothing can happen until your employer knows about the injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

5. What if you need prescription drugs?

All prescriptions needed because of a workers' compensation illness or injury are reimbursed by workers' compensation insurance.

6. What is the compensation for total disability?

Compensation for Total Disability is money that you receive if the Medical Provider certifies that your illness or injury causes you to lose more than three (3) days of work. You can expect that the amount will be 75% of your net earnings, subject to a minimum and maximum determined by law.

The Norwich Board of Education and FutureComp work closely with the Medical Provider. When the Medical Provider releases you to return to full duty, the temporary disability wage support stops.

7. What if the doctor releases you to modified work?

Bring your physician's written instructions to the Business Office immediately. The Norwich Board of Education will try to provide you with a temporary modified duty position to meet your doctor's specified restrictions. If the pay rate for your modified duty position is less than the pay rate for your regular position, your weekly compensation will be 75%, or the difference in the after tax earnings between the two positions.

8. What is permanent disability?

Permanent disability is a term, which describes the lasting effect of an on-the-job injury or illness. If you have a permanent physical limitation from your injury or illness, FutureComp provides you with additional payment. As you would expect, the amount of payment depends upon the effect of the injury. The State of Connecticut Workers' Compensation law establishes a schedule for payment of permanent disability injuries or illnesses based on your percentage of disability, as determined by your physician and your salary at the time of the injury.

9. Where do you obtain medical treatment?

Prompt medical care is a key element to a fast recovery from an injury or illness. Emergency medical care and medical follow-up treatment can often mean the difference between complete recovery from an injury or lasting physical disability. If you become injured at work, GET EMERGENCY MEDICAL CARE IMMEDIATELY FROM THE NEAREST EMERGENCY DEPARTMENT OR MEDICAL CARE PLAN MEDICAL CENTER.

If you are injured during regular working hours, you should report your injury to your supervisor and proceed to a plan primary care center. If you become injured when the centers are closed, you should go to the nearest emergency department.

10. What if you need continuing medical treatment?

In the event an employee's injury requires additional medical care beyond the initial visit to the emergency department, a choice of a primary care physician will continue to provide necessary treatment and referrals to specialists when needed.

Should your injury require specialty treatment not available in The MCMC CareSys Medical Care Plan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment

Employees are required to obtain treatment from providers in the approved plan. Failure to do so may suspend an employee's right to receive workers' compensation benefits, subject to the order of a Workers' Compensation Commissioner.

11. What if you have further questions?

If you have further questions regarding your workers' compensation benefits, contact your program coordinator or FutureComp.

12. What if you question your medical treatment?

MCMC CareSys can review the medical care and services being provided to you. They can be contacted at 1-800-992-5531 ext 7257.

403(B) Program Availability

The Norwich Board of Education is pleased to offer its employees an opportunity to participate in its 403(b) plans. Plan participation is on a voluntary basis.

A 403(b) plan is designed to help you save for your retirement. The amounts you contribute to the 403(b) plan are not subject to current Federal (and in most cases, State) income taxation. Taxes on the amounts you contribute are deferred until these amounts are distributed. Investment earnings also accumulate with Federal and State income taxes deferred until they are distributed. All distributions of income are subject to ordinary income tax and withdrawals of amounts attributable to salary deferrals before age 59 ½ are generally prohibited unless you have terminated employment and where allowed may, together with other withdrawals, be subject to an additional 10 percent penalty tax.

ELIGIBILITY

In general, all employees must be provided the opportunity to defer a portion of their compensation pursuant to a salary reduction agreement. This is commonly referred to as the “universal availability” requirement. This universal availability rule means that if an employer permits one employee to defer salary into a 403(b) plan, the employer must extend this offer to all employees. However, certain employees may be excluded from the plan:

- Employees who will contribute \$200 annually or less
- Those employees who participate in a 401(k) or 457 plan, or in another 403(b) plan
- Non-resident aliens
- Employees who work less than 1,000 hours in the previous plan year, or new employees expected to work less than 1,000 hours in their first 12 months of employment
- Students performing services described in section 3121(b)(10)

CONTRIBUTION LIMITS

Federal tax law sets an annual limit on the maximum you may contribute to your 403(b) retirement savings plan. You may start with as little as \$25 per pay period. You may change the amount of your contribution within tax law and program limitations.

Tax Year 2020

Calendar Year Limit

\$19,500

Add'l Age 50 Catch-up Contributions

\$6,500

Additional catch-up contributions under the 403(b) plan may be available for employees who have completed at least 15 years of service with certain eligible employers (ex. Schools). See your 403(b) provider for details.

DISTRIBUTIONS

A 403(b) plan is designed as a source of retirement income so there are restrictions on withdrawing funds and any earnings before you reach age 59 ½ .

A distribution may be taken from the program before age 59 ½ for the following reasons:

- Severance from employment
- Financial hardship
- Disability
- Death
- The amount distributed as a “qualified reservist” distribution

LOANS

You may be able to take out a loan from your 403(b) plan. Loans are not subject to any tax or penalty. In many cases you may borrow up to one-half of your nonforfeitable account balance, as long as your new loan doesn't exceed \$50,000 (reduced by your highest outstanding loan balance within 12 months of taking the new loan).

Loans must of course, be repaid within the limitations specified by federal tax law. Principal and interest payments must be made on a substantially level basis at least quarterly, and the term of the loan generally cannot exceed 5 years. Any loan not repaid within the specified timeframe will be considered in default. Defaulted loans are treated as a distribution from the 403(b), and may be subject to ordinary income taxes and a 10% Federal penalty tax if prior to age 59 ½ .

INSERVICE EXCHANGES

Employees may exchange all or a portion of their 403(b) contract value by transferring it to another 403(b) contract approved under the 403(b) plan. Exchanges may be subject to the issuing company's withdrawal or contingent deferred sales charge.

The exchange of 403(b) contract value to vendors not available under the plan may not be permitted.

Important New Restrictions regarding Exchange or Transfer of TSA/403(b) Contracts

On July 26, 2007, the IRS issued new final 403(b) regulations that govern all aspects of tax-sheltered annuity plans, also known as 403(b) or TSA plans. These new regulations overhaul, in large part, existing IRS rules, many of which have applied to TSA/403(b) contracts for more than forty years.

Although many of the new IRS requirements set forth in the regulations will not apply until January 1, 2009, one important rule change regarding Contract Exchanges will take effect much sooner on September 24, 2007. This Notice explains how this new rule may affect you. It also explains the elimination of plan to plan transfers of the Board's 403(b) Plan with other 403(b) Plans.

What is a Contract Exchange?

A Contract Exchange occurs when a participant replaces an existing 403(b) contract he or she has at one vendor with a new 403(b) contract with a different vendor. As part of the Contract Exchange, the account value in the first contract is transferred into the second contract. In the past, Contract Exchanges would often occur if a participant wanted to establish an investment contract with a company for their 403(b)/TSA account that was not one of the approved vendors through the School District (currently the Norwich Public Schools 403(b) vendor list contains 5 approved companies).

If done correctly (as first outlined by the IRS in guidance known as Revenue Ruling 90-24), a Contract Exchange did not produce a taxable distribution for the participant.

Example: A participant has a \$50,000 account value in a TSA with MetLife, and the Participant wants to establish a new TSA contract with a different vendor--for example, Ameriprise Financial --and have the \$50,000 transferred into the new Ameriprise Financial contract. If the Contract Exchange occurred in the correct manner and the new contract was set up with the same 403(b) restrictions in place for the first contract, then the Contract Exchange would not produce any taxable income to the participant at the time of the transfer, whether or not Ameriprise Financial was on Norwich's list of approved vendors.

How are Contract Exchanges being changed by the new rules?

The new IRS regulations will continue to allow these Contract Exchanges on a non-taxable basis if they occur on or before September 24, 2007. However, after September 24, 2007, no Contract Exchanges will be permitted into companies that are not shown on the Norwich Public Schools' 403(b) Plan's approved investment line-up. This means that if you complete a non-approved Contract Exchange for your TSA/403(b) plan after September 24, 2007, then the exchange will be treated as a taxable distribution to you of your TSA benefits—for example, the \$50,000 in the above example would be taxable income to you when the transfer to Ameriprise Financial occurred.

Are there any exceptions to these new Contract Exchange rules?

- Yes, the IRS continues to permit a transfer from a 403(b)/TSA contract to a defined benefit governmental pension plan in order to purchase permissive service credit in that pension plan. This type of transfer, common in Connecticut for teachers who have out-of-state service that can be purchased under TRB, is not treated as a taxable Contract Exchange under the new rules. The permissive service credit transfer, because it is not treated as a distribution under 403(b), may be made as an in-service transfer during your employment with the Norwich Public Schools.
- The new rules also continue to allow plan-to-plan transfers or rollovers that occur following an employee's retirement, termination of employment or other distributable event, such as disability or the attainment of age 59½. So, to the extent the terms of your 403(b) contract so allow, upon your retirement or separation from service from the Norwich Public Schools, you would be eligible to complete a non-taxable rollover distribution into an IRA or 403(b) retirement account at your new employer, so long as the distribution is an eligible rollover distribution.

Why is the IRS changing these Contract Exchange rules now?

For many years, the IRS has been concerned that the TSA and 403(b) vendors have not been properly enforcing key features of 403(b) programs, such as the hardship withdrawal rules and the restrictions on plan loans from 403(b)/TSA contracts. Part of the IRS's solution to this problem is to require that all 403(b) contracts be issued pursuant to a written 403(b) plan document maintained by the employer. Under that plan document, all responsibilities regarding the administration of the plan must be properly allocated to a responsible party, whether that is the employer, the vendor, or a third party administrator. The plan document will also provide for the allowable investments, and identify which companies are allowed to issue investments pursuant to the plan. Only listed companies in the plan document are approved for investing the employees' 403(b) contributions. Under the plan document, the Employer and the listed vendors must agree to share information regarding the employees' contributions and other information about their TSA contracts.

The IRS believes its new regulations will strengthen enforcement and administration of the TSA/403(b) contracts in accordance with the requirements of the Internal Revenue Code set forth in Section 403(b).

What will happen to Contract Exchanges that occurred before September 24, 2007?

Under the new 403(b) regulations, these pre-September 24th Contract Exchanges are grandfathered and are not affected by the new regulations. Accordingly, they will continue to remain non-taxable transfers, and only when distributions are taken from those contracts will the employee have taxable income.

Will plan-to-plan transfers be allowed between the Board's 403(b) Plan and other 403(b) Plans maintained by other entities?

No, starting September 25, 2007, plan-to-plan transfers into or from the Board's 403(b) Plan that involve another entity's 403(b) Plan are no longer permitted. However, an employee who retires or otherwise terminates employment with the Board may continue to elect a rollover of their eligible rollover distribution of the 403(b) account or TSA balance in the Board's 403(b) Plan into another eligible retirement plan, including an IRA Account or another employer's 403(b) Plan.

List of active 403(b) plans:

Hooker and Holcombe Retirement Services

Attn: Gino Burgio
65 LaSalle Road
West Hartford CT 06107
PH:
860.521.8400x23
8 Fax: 860.521.3742
gburgio@hhconsultants.com

(First Investors) Foresters Financial

127 Washington Ave
North Haven CT
06473 PH:
203.423.4026
Fax: 203.234.1056

Voya Financial Advisers

45 Glastonbury Blvd
Glastonbury CT 06033
PH: 800.262.3862 or 888.410.9482
Fax: 860.633.2198

Ameriprise Financial

Suite 500
111 Founders Plaza
East Hartford CT
06108 PH:
800.862.7919
Fax: 860.289.1756
glen.x.nicholes@ampf.com

Great American

Attn: Dino Verrelli
409 Canal Street, 2nd Floor
Plantsville CT 06479
PH: 800.4138.3398 x 17197
dino@applegatebrokerage.com

State 457 Plan

Prudential Retirement
844.505.SAVE (7283)
Linda.Mangan@prudential.com

BloodBorne Pathogens

The Three most deadly bloodborne pathogens are:

Hepatitis B (HBV)

Hepatitis C (HCV)

Human Immuno Deficiency Virus (HIV) HBV

and HIV are the most common

Hepatitis B (HBV)

- Causes serious liver disease
- 50% of people infected with HBV have no symptoms
- Symptoms include jaundice, fatigue, loss of appetite, abdominal pain, occasional nausea or vomiting
- Most HBV sufferers recover, however, 10% retain the disease for life
- HBV causes 5,000 deaths per year

Hepatitis C (HCV)

- Causes serious liver disease known as Hepatitis C Viral Infection
- May cause symptoms similar to Hepatitis B
- 85% infected with HCV have chronic infections
- 3 Million in US are chronically infected with HCV
- Many people show no symptoms
- This is the leading cause of liver transplants
- Up to 10,000 die annually from HCV
- No vaccine to prevent HCV

Human Immuno Deficiency Virus (HIV)

- Attacks a person's immune system and causes it to break down
- The infected person becomes seriously ill when the immune system loses its ability to fight infection
- Some infected persons may go on to develop AIDS
- There is no preventative vaccine for HIV

The Three As

- Awareness – Be aware of the dangers around you
- Attitude – Have the right attitude about your personal well-being
- Action – Take the necessary actions to protect yourself – follow Universal Precautions

Universal Precautions

Treat all human blood and body fluids as though they are known to be infectious

Transmission

- Spread most easily through contact with blood, semen, vaginal secretions and any other body fluids and tissue with visible blood
- Occurs most frequently from needles and unprotected sex
- At work, the diseases are spread by blood entering your body through cuts, wounds, or splashing that enter the mucous membranes of the eyes, nose or mouth

You must wear gloves whenever contact with a potentially infectious material is possible. Never re-use disposable single use gloves. While both hands are gloved, carefully peel one glove off from the wrist to the fingertips – then hold it in the gloved hand – with the exposed hand, peel the 2nd glove off the same way, tucking the 1st glove inside the 2nd glove. Dispose of gloves promptly and NEVER touch the outside of the glove with your bare skin. Always wash your hands with soap and running water as soon as possible.

Handwashing

- The number one protection against infection
- Keeps you from infecting people or other objects
- Wash your hands after contacting blood, body fluids, excretions or secretions, even if you are wearing gloves
- Wash hands with soap and running water for 10-15 seconds
- Rub vigorously over all surfaces including above your wrists
- Rinse thoroughly and dry with clean paper towel and discard
- Using clean paper towel, turn off faucet
- Anti-microbial soaps or cleaners should only be used when indicated since they remove your skin's natural protective defenses

Common sense work practices

- You should not eat, drink or smoke where you are likely to be exposed to blood or body fluid
- Do not handle contact lenses or apply cosmetics or lip balms where exposure is possible
- Never keep food or drink in places where blood or other potentially infected materials are present
- Clean all blood and fluid spills promptly according to district policy
- Keep work surfaces and protective coverings clean
- Be careful to prevent exposure of your clothing and skin

If you feel you have been exposed – exposure does not mean you will automatically become infected. Most people exposed to bloodborne pathogens never become infected

- Wash area immediately as described above
- Report to the school nurse in your building
- Complete an incident report (First Report of Accident/Injury) w assistance from nurse
- School nurse will arrange for medical followup
- Remember to request and keep copies of all medical testing and/or treatment

Hazard Communications

1. It is the intention of the Norwich Public Schools to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 is implemented and shall be enforced.
2. This program has been established to provide guidelines for all employees, and for the Norwich Public Schools to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which is known to be present on the premises to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the Norwich Public Schools Business Office, 90 Town Street, Norwich, CT 06360 for review at all times.
3. **Hazardous Chemicals Listings**
The Norwich Public Schools has established and will maintain a list of all the hazardous chemicals used on the premises. The Facilities Supervisor will be responsible for the maintenance of this list.
4. **Labeling of Hazardous Chemicals**
Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier or shipped to a third party will also have the name and address of the manufacturer or the responsible party.
It is the responsibility of the Norwich Public Schools to assure that the identity and the hazard warning are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Facilities Supervisor to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).
5. **Material Safety Data Sheets (SDS)**
The SDS file will contain an SDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The SDS file for our facilities are located in the custodial office at each location.
When ordering a new hazardous chemical, it is the responsibility of the Facilities Supervisor to assure an SDS file is kept updated. Employees wishing to gain access to the SDS file or a copy of SDS for specific chemical(s) should contact the Facilities Supervisor.
6. **Information & Training**
It is the policy of the Norwich Public Schools to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace.
7. **Contractor Work**
 - a. When it is necessary for an outside contractor to perform work at the Norwich Public Schools, it shall be the responsibility of the Facilities

Supervisor to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed.

It is also the responsibility of the Facilities Supervisor to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the Norwich Public Schools' employees

8. Hazard of Non-Routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Facilities Supervisor about the hazardous chemicals to which they may be exposed. Such information will include, but not limited to specific hazards associated with the chemicals, protective measures (i.e. PPE, work practices, engineering controls, etc.) and emergency procedures.

HAZARDS – WHAT GOES ON THE LABELS

There are seven types of hazards: Corrosive, explosive, flammable, irritant, radioactive, reactive and toxic. A corrosive chemical can cause bad burns to the skin while an explosive chemical can cause a sudden release of pressure, gas and heat when subjected to a high temperature, pressure or sudden shock.

A chemical with a flash point below 100 degrees Fahrenheit is called a flammable liquid. The flash point is the temperature at which liquid will give off enough flammable vapor to ignite. An irritant is a chemical that can cause swelling and skin rashes from contact. A radioactive hazard is any material or combination of materials that gives off harmful radiation.

The last two types of hazards are reactive and toxic. A reactive hazard is a substance that will self-explode or react violently when mixed with another substance or under certain pressure, shock or temperature. A toxic hazard can cause illness or death simply by being exposed to it. It can harm the body through the skin, by breathing it in or by contact with body openings.

There are four primary routes of entry a chemical can take to enter the body: through the skin, through the lungs, contact with body openings and through the digestive system. Some chemicals can enter and contaminate the blood system by penetrating the skin. These chemicals can also cause skin irritations, rashes and burns when they come in contact with the skin.

Chemicals that give off fumes and vapors can enter the lungs when you breathe in through the nose and throat. The substance flows through to the lungs where it then enters the blood system. Chemicals can enter the body if they come in contact with body openings such as the eyes or cuts on the hands. Protect yourself by wearing proper protective equipment such as gloves and eye protection.

The last route of entry is through the digestive system. Chemicals can be accidentally swallowed if they come in contact with food or drinks in the work area. This can occur if the chemical is spilled or splashed onto your food, or if the chemical is on your hands when you touch your food. It is very important that food and drinks never be stored or eaten in the same areas where chemicals are present.

Every container of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. The label may use words and/or symbols to tell you: The name of the chemical; the name, address and emergency phone number of the company that made or imported the chemical; the physical hazards (will it explode or catch fire; is it reactive; is it radioactive); any important storing or handling instructions; the health hazards (is it toxic; could it cause cancer; is it an irritant); the basic protective clothing, equipment, and procedures that are recommended when working with this chemical. Before you move, handle, or open a chemical – READ THE LABEL – and follow the instructions.

The Department of Transportation labels are diamond shaped with the following color codes: Orange means explosive, red means flammable, red striped represents a solid flammable, white means toxic, black and white means corrosive, yellow represents an oxidizer, and yellow and white means radioactive.

The American national Standards Institute labels place chemicals into four categories: Toxic, flammable, corrosive and reactive. Extreme hazards are labeled “danger”. Moderate hazards are labeled “warning”. The least hazardous chemicals are labeled “caution”.

The least commonly used container label is the National Fire Protection Association’s label. It uses four color coded squares and a zero to four ratings scale. On the color coded squares, red means flammability, blue means health, yellow represents reactivity and white means special hazards. On the ratings scale, zero means the chemical is non- hazard while four means it is extremely hazardous.

HAZARDS – THE SAFETY DATA SHEET (SDS)

This tool gives details on chemical and physical dangers, safety procedures, and emergency response techniques. The SDS sheet details everything that is known about the chemical.

Identity – Who makes it, their address, emergency phone number and the date prepared

Hazardous Ingredients – The hazardous components, chemical ID and common names are listed as well as a worker’s exposure limits. If the chemical is a trade secret you may not find the identity but you will still find the hazards and safety measures required.

Physical and Chemical Characteristics – For example: boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

Physical Hazards – For example: fire and explosion and fire fighting equipment and procedures needed.

Reactivity – Is the substance stable and what to keep the chemical away from so it doesn't react.

Health Hazards – How can the chemical enter the body – inhaling, through the skin, swallowing. This section will also detail whether the chemical is a carcinogen. What are signs and symptoms of exposure – for example: eye irritation, nausea, dizziness, skin rashes, headache, or existing medical conditions that may be aggravated by exposure.

Emergency and first aid procedures if accidents happen.

Precautions for Safe Handling and Use – What to do if the substance spills or leaks; how to dispose of the chemical; Equipment and procedures for cleaning up spills and leaks

Additional/Plus – How to handle the chemical properly; how to store it; and any other precautions.

Control Measures – What types of controls to handle this chemical, such as: respirator, gloves, eye protection, protective clothing, and ventilation.

HAZARDS – STEP BY STEP

Read labels and SDS sheets and identify hazards before you start a job Know where to find information about your chemicals

Follow warnings and instructions

Use proper protective clothing and equipment

Learn emergency procedures and basic first aid measures

Practice sensible, safe work habits

Ask your supervisor when in doubt – know how and where to get help

How to Use a Fire Extinguisher

Pulling the pin allows you to discharge a fire extinguisher.

The extinguisher should be aimed at the base of the fire – if you aim at the flames the extinguishing agent will fly right through and make no difference. To use the extinguisher you squeeze the top handle which depresses a button to release the pressurized extinguishing agent. Use sweeping motions from side to side until the fire is completely out. Start using from a safe distance away then slowly move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Rules for fires: Fires can be dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. When a fire is discovered assist any person in immediate danger to safety, if it can be accomplished without risk to yourself and call 911 or activate the building fire alarm. The fire alarm will notify the fire department and other building occupants and shut off the air handling system to prevent the spread of smoke. If the fire is small (and only after having done these two things) you may attempt to use an extinguisher to put the fire out.

If you don't know what is burning and which type of extinguisher to use – let the fire department handle it.

Fire Safety is based upon the principle of keeping fuel sources and ignition sources separate. The Fire triangle consists of three sides: Oxygen, Heat and Fuel with Chemical Reaction at its' center.

Three things must be present at the same time to produce fire:

1. Enough oxygen to sustain combustions
2. Enough heat to reach ignition temperatures
3. Some fuel or combustible material

Together they produce the chemical reaction that is fire – take away any one of these things and the fire will be extinguished.

Fires are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you might make matters worse. It is very important to understand the four different fire fuel classifications.

- A. Wood, paper, cloth, trash, plastics – solids that are not metals
- B. Flammable liquids – gasoline, oil, grease, acetone. Includes flammable gases
- C. Electrical – energized electrical equipment. As long as it is “plugged in”
- D. Metals – potassium, sodium, aluminum, magnesium. Requires Metal-X, foam and other special extinguishing agents

Most fire extinguishers will have a pictograph label telling which types of fire the extinguisher is designed to fight. Different types of fire extinguishers are designed to fight different types of fires.

1. Water (APW)

- a. Large silver fire extinguishers that stand about two feet tall and weigh about 25 pounds when full. APW stands for “Air Pressurized Water”. It is filled with tap water and pressurized air. They take the heat element out of the fire. They are good for class A fires only – wood, paper, cloth. Computer equipment must be disconnected from its electrical source before using a water extinguisher on it.
2. Carbon Dioxide (CO₂)
 - a. The pressure in a CO₂ extinguisher is so great, bits of dry ice may shoot out of it. These cylinders are red and range in size from 5 pounds to 100 pounds or larger. They are designed for Class B and C fires only – Flammable liquids and electrical sources. These take the oxygen element out of a fire plus since CO₂ comes out very cold, it cools the fire also.
3. Dry Chemical (ABC, BC, DC)
 - a. These put out the fire by coating the fuel with a thin layer of dust to separate the fuel from the oxygen in the air. The powder also works to interrupt the chemical reaction of the fire. Dry Chemical extinguishers come in a variety of types – make sure you are using the correct extinguisher on the right type of fire.

Norwich Public Schools
Notification Concerning Asbestos Management Plan

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Norwich Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

Plans are located at:

Norwich Regional Adult Education: 191 Hickory Street., Norwich, CT Bishop
School: 526 Main St., Norwich, CT
Huntington School: 80 West Town St., Norwich, CT
Kelly STEAM Magnet Middle: 25 Mahan Dr., Norwich, CT Thomas
Mahan School: 94 Salem Tpke., Norwich, CT Norwich
Administrative Offices: 90 Town St., Norwich, CT Moriarty Magnet
School: 20 Lawler Ln., Norwich, CT Stanton School: 386 New
London Tpke., Norwich, CT
Teachers Global Magnet Middle: 15 Teachers Dr., Norwich, CT Uncas
School: 280 Elizabeth St. Ext., Norwich, CT
Veterans' Memorial School: 80 Crouch Ave., Norwich, CT 06360
Wequonnoc Magnet School: 155 Providence St., Taftville, CT Case
Street Early Center: 30 Case St., Norwich, CT 06360

Asbestos Abatement for 2008-09 was conducted at the following schools: Kelly

Middle School (again abated in 2009/2010)
Wequonnoc Magnet Elementary School
Veterans' Memorial Elementary School

Legal Reference:

Federal Law:
40 CFR 763.93

Notice Regarding Electronic Monitoring

In accordance with the provisions of Connecticut General Statutes Section 31- 48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

“Electronic monitoring,” as defined by Connecticut General Statutes Section § 31- 48d, means the collection of information on the Board’s premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board’s premises which are open to the public, or (B) which is prohibited under state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board’s computer systems for compliance with the Board’s policies and regulations concerning use of such systems.
- Video and/or surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district’s telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

Legal References: Connecticut

General Statutes:

Section 31-48b

Section 31-48d

POLICY ON SOCIAL NETWORKING 4134

The Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3, 4, 14 Conn.
Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d Conn.
Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy Adopted 12/18/84
Policy Revised 2/10/99
Policy Revised 3/10/09 Policy
Revised 2/14/17

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut

SEXUAL HARASSMENT IS ILLEGAL

AND IS PROHIBITED BY
THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT
(Section 46a-60(a)(8) of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS “ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL’S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL’S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.”

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS

Remedies for sexual harassment may include:

CEASE AND DESIST ORDERS
BACK PAY COMPENSATORY
DAMAGES
HIRING, PROMOTION, OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 450 Columbus Blvd Suite 2, Hartford CT 06103 (TELEPHONE NUMBER (860)541-3400; TDD NUMBER (860)541-3459, and Connecticut Toll Free

1(800)477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

YOUR RIGHTS UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA Leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for an employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal and State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: If you have access to the Internet visit the FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone the toll-free information and help line at 1.866.4USWAGE (1.866.487.9243): A customer service representative is available to assist with referral information from 8am to 5pm in your time zone; or log onto the home page at <http://www.wagehour.dol.gov>.

FMLA MILITARY LEAVE NOTICE

On January 28, 2008, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Administrative Assistant of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service-member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

Your Rights Under USERRA

The Uniformed Services Employment and Reemployment Rights Act

U.S. Department of Labor 1-

866-487-2365

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service; then an employer may not deny you:
 - ☆ initial employment;
 - ☆ reemployment;
 - ☆ retention in employment;
 - ☆ promotion; or
 - ☆ any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except

for service-connected illnesses or injuries.

ENFORCEMENT

☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at

<http://www.dol.gov/elaws/userra.htm>.

☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.

☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

1-800-336-4590

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address:

<http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.

U.S. Department of Justice

FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

Alcohol and Drug Free Workplace 4118.231/4218.231

PURPOSE

The purpose of this policy is to establish a workplace that 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.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them 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) or vapor product, and the use of tobacco products on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity. For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances 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, including, but not limited to, electronic cigarette liquid. The term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product.

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 school and administrative office buildings 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.

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:

Public Act 19-13

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

Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

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

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

Policy Revised: 6/19/07
Policy Revised: 3/10/09
Policy Revised: 6/13/17 Policy
Revised: 12/10/19

Norwich, Connecticut

**State Department of Education Complaint Resolution
Procedure Elementary and Secondary Education Act
34 Code of Federal Regulations (CFR) Part 299(10)(a)**

I. Filing of Complaint

A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

B. Review of and Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

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If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

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Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content and Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

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Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure:

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reserved or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies and procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report upon written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities, including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Administrative Assistant of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

Indoor Air Quality in New and Existing Facilities

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

The District's Indoor Air Quality Coordinator is the Facilities Supervisor. The Facilities Supervisor shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, based on the U.S. Environmental Protection Agency's IAQ Tools for Schools Program.

In accordance with statutory requirements, prior to January 1, 2008 and every five (5) years thereafter, for any District facility that has been constructed, extended, renovated or replaced on or after January 1, 2003, the District shall provide reports to the State Department of Education in a manner as required, on its indoor air quality program. Furthermore, all facilities not required to provide such reports shall also be asked to participate in the indoor air quality program in the interests of providing quality environments for all building users.

**GREEN CLEANING PROGRAM IN
SCHOOLS
(CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Norwich Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. This program information will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: **Green Seal or Eco Logo**
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.

Any questions concerning the program can be directed to:

Matthew Brown, Facilities Supervisor

Bishop School, 526 Main St., Norwich CT 06360

Phone 860.859.5015 x 2114

Reports of Suspected Abuse or Neglect of Children

Conn. Gen. Stat. Section 17a-101 et seq. requires certain educational personnel (school teachers, school administrators, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. 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, in accordance with the procedures set forth below.

1. Scope of Policy

This policy 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 policy:

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

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

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, school coaches, paraprofessionals, registered and licensed practical nurses, psychologists, social workers, mental health professionals, certified alcohol and drug counselors and any other licensed professional counselor.

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 under the age of eighteen:

- a) has been abused or neglected;

- b) has had non-accidental 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.
- (2) The employee shall also make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.
- (3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or their designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Within 48 hours of making an oral report the employee shall submit a written report to the Commissioner of Children and Families or their representative containing all of the required information.
- (5) The employee shall immediately submit a copy of the written report 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 Superintendent shall submit a copy of the written report to the Commissioner of Education or their representative.

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 their designee, to be followed by an immediate written report to the Superintendent or their designee.
 - (2) If the Superintendent or their 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, set forth above.
- 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 their parents or other person responsible for their 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 their 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 Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. Recognizing the fact that the Department of Children and Families (“DCF”) is the lead agency for the investigation of child abuse and neglect reports, the Superintendent’s investigation shall be coordinated with DCF and/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 shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child to 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, or where DCF has indicated that obtaining such consent will interfere with its investigation.

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 or may place the employee on administrative leave with pay, pending the outcome of the investigation.

- a) Evidence of Abuse by a School Employee Holding a Certificate, Authorization or Permit Issued by the State Department of Education

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 by a school employee who holds a certificate, permit, or authorization issued by the State Department of Education, and that the Commissioner has recommended that such employee be placed on the child abuse and neglect registry, the Superintendent shall make a written request to the Commissioner that he or she provide all records, whether or not created by DCF, concerning such investigation to the Superintendent. In addition, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits.

Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or their representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose records received from DCF 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. For certified personnel, such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151.

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 school staff member who holds a certificate, permit or authorization issued by the State Department of Education.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or their representative, within seventy-two (72) hours after such termination.

b) Evidence of Abuse by Other School Staff

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.

9. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 10 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.

10. 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, 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.

Legal References: Connecticut

General Statutes:

Section 10-151 Section
17a-101 et seq. Section
17a-103

Norwich Public Schools
Pesticide Plan
Norwich, CT 06360

Pest to be Controlled:

Pest controlled include roaches, ants, rodents, occasional invaders, and nests of stinging insects. Pests immediately outside of structure that pose a possible infestation threat are included.

General:

Norwich Public Schools will be inspected by Waltham Services for the purpose of identifying potential problem areas that may be contributing to pest infestation within the facility, making recommendations for corrective measures that should be implemented and developing a comprehensive IPM plan. The IPM plan will utilize all methods of pest control which may include structural maintenance, sanitation, monitoring for pest populations, mechanical and biological control and the judicious use of pesticides. These methods will help to eliminate food, moisture and harborage for pests, making their survival more difficult. Pesticides will not be applied on a routine basis, however, they may be used as a tool to maintain pest populations at or below an acceptable level. The selection of pesticides that may be used will be based on a pre-determined hierarchy which will utilize least toxic products as first choice.

Proper implementation of this program will reduce the volume, toxicity and frequency of application of pesticides, thereby reducing the risk of potential exposure of building occupants who may be sensitive to their use.

The PCO and head of maintenance at each school will meet to discuss areas that have been problematic or sensitive. Areas that are sensitive to pesticide use will also be discussed. Once these areas have been identified, the two will discuss various pest control options and determine the speed of control necessary as well as threshold/action levels based on population and species.

Recommendations:

Waltham Services will submit recommendations for corrective measures in writing to the head of maintenance prior to the application of any pesticides. He/she is responsible for scheduling and coordinating structural maintenance of the facility and will act on the recommendations as soon as possible. He/she will report in writing which recommendations will not be followed and state the reasons if no action is to be taken as required by RCSA Sec.22a-66I-1 ©.

Otherwise, all IPM methods that are recommended will be followed.

Pest Control Services will be supervised by Billie Jean Moran (S-5005) and performed by Shaun Donahue (02231), Randy Hall (17268), Mike Lawrencle (S-1111), Robert Lenkiewicz (S-4776), or Gary Mahoney (21623) of Waltham Services (B-0095). The IPM program will begin on 10/1/14 with monthly

visits or as needed depending on pest pressure. Service calls will be scheduled throughout the month on a bi-monthly basis per school, before school begins or after school closes and will include a visual inspection of potential problem areas and monitoring devices; application of pesticides where pest populations exceed their threshold levels. Records will be completed at the conclusion of each service call and will include written recommendations of corrective measures that need to be made by building maintenance personnel. A member of the custodial staff should be available to allow the pest control technician to access areas that may be locked.

Records:

The pest control technician will indicate pest problem areas and provide written recommendations for structural, sanitary or procedural modifications on the pest control service report form or substantially similar substitute. These forms will be kept in a file that will be maintained by head of maintenance. He/she will act as a liaison between the pest control company and department supervisor and will be responsible for notifying the appropriate personnel of corrective actions that are needed.

Pest sighting report logs provided by Waltham Services will be reviewed by the pest control technician at the beginning of each service call. The log will be maintained in head of maintenance office and will serve as tool to facilitate communication between all personnel and the pest control technician. All pest sightings should be reported in the logs. Whenever possible, a sample of the insect will be provided to the pest control technician for ID purposes.

Monitoring:

Service call/monitoring inspections will be limited to the kitchen, food storage, teacher's lounge, and cafeteria.

Glue boards will be used for the duration of the IPM program to monitor pest populations and activity. They will be placed in areas where pest activity has been identified or is likely to occur. The dates of installation and servicing will be indicated on each monitor and the pest control technician will create diagrams or maps indicating their placement. The diagrams will be maintained as part of the pest control company's service record. Visual inspections of the glue boards will help the pest control technician to identify specific areas of infestation, if any, and assess the need for further action.

Pests: Cockroaches

Due to the fact that German cockroaches can reproduce rapidly, have been attributed to causing asthma and are known to trans-locate bacteria and viruses to food and prep surfaces, their control will be a high priority. Other cockroach species are also of concern and measures will be taken to reduce or eliminate their population whenever possible. Close and careful attention should be given to eliminating conditions that are conducive to pest infestation. All pests need food, moisture, and harborage. By eliminating one or more of these, it is more difficult for pests to survive. Also pests reproduce at a slower rate when conditions are not conducive for their survival.

Food, paper goods and other supplies should be visually inspected upon arrival for cockroach infestation. Cockroaches will often hide in the corrugation of cardboard boxes. Supplies should be unpacked and stored properly and their shipping cartons disposed of as soon as possible.

Sanitation and elimination of moisture sources is also an important factor in cockroach control. Areas where food is prepared and consumed should be swept or vacuumed daily. Particular attention should be given to areas underneath counters and appliances. Food residue should be washed off of any preparation surface or equipment. Grease residues should also be eliminated as much as possible as it is a food source and will render some pesticides ineffective. Bulk foods should be stored in tightly covered bins. Moisture sources should be eliminated as much as possible by repairing faucets, drying sinks and counters at the end of each day.

If 3-5 cockroaches are observed during any monitoring visit in any one area, bait such as Avert Bait Gel, Vendetta roach gel or Avion Roach Gel will be placed according to the product label recommendations. The bait will be utilized along with glueboards for monitoring purposes and will be replaced as needed during regular monitoring inspections. Pesticide baits could be used for monitoring purposes in situations where no cockroaches have been observed but the likelihood of infestation is greater (such as in the kitchen). The amount of bait consumed will indicate pest activity and will be the first step of control of the problem.

For moderate cockroach infestation (6-10 observed in one area) an intensive crack and crevice treatment will be performed using Suspend or Temprid. Bait stations will be placed throughout the infested area once the crack and crevice application has been completed. Glueboards will also be used for monitoring purposes. Bait stations may be applied in adjoining rooms where conducive conditions may also exist. The infested area will be re-inspected on a regular basis and baits and glueboards replaced as needed. If pest population has not decreased after six weeks have passed, re-treatment may be performed. Every effort must be made by the facility to eliminate conditions that are conducive to infestation. It is imperative that recommendations made by the pest control company be implemented as soon as possible. The recommendations are likely to include improving sanitation, modifying storage practices or caulking cracks or voids where cockroaches may hide.

For heavy cockroach infestation (10 or more in one area) an intensive crack and crevice treatment will be performed using Suspend or Phantom. NIC or Drione dust may also be applied to ceiling wall and or floor voids. Treated voids should be patched/plugged/caulked as soon as possible to eliminate harborage sites.

Consideration will be given to applying a fogging agent insecticide in harborage sites. Glueboards will be placed appropriately for monitoring purposes. The area will be monitored weekly and re-treatment may be performed if the cockroach population remains high. Once the intensive treatments have been completed, Maxforce, Avert, or Avione bait will be placed in the area according to the pesticide label directions. The infested area will be re-inspected weekly and baits and glueboards will be placed as

needed. Implementation of these pest control methods will require written consent of the Head of maintenance. This type of treatment, particularly fogging, may only be appropriate in areas where there is an absolute zero tolerance for infestation and speed of control is essential.

Ants:

Ants and many other pests can be excluded by caulking and patching cracks and voids in the walls, floors, and sidewalks. Branches of trees and shrubs should be trimmed away from the building to eliminate pest access. Organic matter, wood debris, and other trash should be raked away from the of the foundation wherever possible. If ants are seen within the building, they will usually be foraging for food. The pest control tech will properly id the pest ant species and any conditions that may be conducive to infestation. Proper id will enable the pest control tech to determine appropriate measures of control for the particular ants species. Also, the pest control tech will attempt to locate nest location. Written recommendations will be made to correct conducive conditions. Depending upon the ant species and where they are seen, baits such as Maxforce or Advion may be utilized within the building. Ants outside of the building may be treated using baits such as maxforce granular, however steps should be taken to eliminate conducive conditions as much as possible. A crack and crevice application of NIC dust may be made in walls or other voids only if it has been determined that ants are nesting in a particular location.

Rodents:

Pelleted, seed or loose meal bait will only be used for outdoor application and placed in a manner to limit the risk of exposure to unprotected persons and non-target animals. Bait blocks will be anchored to prevent mice from canying bait off to other locations. Action should be taken to rodent proof building areas by directing maintenance staff in sealing up holes. Non-toxic glue boards will be used to trap and monitor for rodent populations within the building. If greater controls are needed, such as pesticides, tamper resistant bait stations will be anchored outside and inside, and placed in areas where children cannot access them.

Occasional Invaders and Bees/Wasps:

Pesticide application will not be performed to control occasional invaders unless they present an immediate health hazard or are unduly disruptive. The pest control tech will identify the pest and make recommendations to correct conditions that are conducive to infestation. Pest that are considered occasional invaders may include flies, gnats, earwigs, spiders, sowbugs, and centipedes.

They can usually be controlled by improving sanitation and removing organic debris, which will reduce their food supply. Elimination of moisture sources is also helpful.

Pests that may pose an immediate health threat such as bees and wasps will be treated using Suspend or Multicide. NIC or Apicide dust may be used where nests are located underground or in a wall void.

Complaints of unseen biting insects will be investigated, however, no pesticide will be applied unless the pest has been identified and no other pest control options are available.

Stored Product Pest:

Stored product pests can usually be controlled with proper sanitation, storage, and inventory control. Products should be stored in clean air-tight containers. The products should be checked frequently for signs of infestation and disposed of if infested. A crack and crevice application of Suspend or Tempo may be applied if it is determined by the pest control tech and Head of Maintenance that residual control would be beneficial.

Pesticide Plan

Pesticide may be applied if pest populations exceed an acceptable level. Priority is given to those pesticides having the lowest toxicity, taking into consideration the method and frequency of application and the risk of exposure to building occupants.

Pesticides selected for possible use are of follows:

First Choice (products with the lowest toxicity and/or least risk of exposure based on the formulation, method, and frequency of application).

Baits:

- a. Advion Roach Bait
- b. Vendetta ant or roach gel
- c. Uncle Alberts ant bait
- d. Maxforce Granular Insect Bait
- e. Contrac with Lumitrack rodenticide bait

Dusts:

- a. NIC

Second Choice (Products having moderate toxicity and/or risk of exposure) Crack and Crevice Sprays:

- a. Wasp and Hornet
- b. Suspend
- c. Temprid
- d. CB-123

Dust:

- a. Tempo Dust

