

Goodwin University Magnet School System



Employee Handbook 2024 - 2025

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GOODWIN UNIVERSITY MAGNET SCHOOLS



AUGUST (3)					SEPTEMBER (20/23)					OCTOBER (22/45)				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
NOVEMBER (17/62)					DECEMBER (15/77)					JANUARY (20/97)				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	31
FEBRUARY (17/114)					MARCH (20/134)					APRIL (17/151)				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
											1	2	3	4
3	4	5	6	7	3	4	5	6	7	7	8	9	10	11
10	11	12	13	14	10	11	12	13	14	14	15	16	17	18
17	18	19	20	21	17	18	19	20	21	21	22	23	24	25
24	25	26	27	28	24	25	26	27	28	28	29	30		
					31									
MAY (21/172)					JUNE (6/180)									
M	T	W	Th	F	M	T	W	Th	F					
			1	2	2	3	4	5	6					
5	6	7	8	9	9	10	11	12	13					
12	13	14	15	16	16	17	18	19	20					
19	20	21	22	23	23	24	25	26	27					
26	27	28	29	30	30									

*Snow days will be added to the end of the year

2024-2025 SCHOOL CALENDAR

Salvatore Menzo, Superintendent

AUGUST 22-27	Teacher professional Development
AUGUST 28	First Day of School for Scholars
JUNE 9	Last Day of School for Scholars
HOLIDAYS (STUDENTS AND STAFF OFF)	
SEPTEMBER 2	Labor Day
OCTOBER 14	Indigenous Peoples' Day
NOVEMBER 11	Veterans Day
NOVEMBER 28-29	Thanksgiving
DECEMBER 23-31	Holiday Recess
JANUARY 1	New Year's Day
JANUARY 6	Three Kings Day
JANUARY 20	Martin Luther King Day
FEBRUARY 17-18	Presidents' Day Recess
APRIL 18	Good Friday
APRIL 14-18	April Recess
MAY 26	Memorial Day
JUNE 19	Juneteenth
REGIONAL PD DAYS (STUDENTS OFF - STAFF REPORT)	
AUGUST 21	New Teacher Prof. Development
AUGUST 22-27	All Staff Professional Development
NOVEMBER 5	Staff Development Day
FEBRUARY 4	Staff Development Day
MARCH 28	Staff Development Day
JUNE 10	All Staff Professional Development
EARLY DISMISSAL	
SEPTEMBER 13, 20	JANUARY 10, 17, 31
OCTOBER 11, 25	FEBRUARY 14, 28
NOVEMBER 22, 27	APRIL 4, 25
DECEMBER 6, 13	MAY 9, 16, 23
PARENT/TEACHER CONFERENCES (EARLY DISMISSAL)	
NOVEMBER 6-8	
MARCH 12-14	

1 Riverside Drive, East Hartford, CT 06118 • 860.727.6940 • www.goodwinmagnetsystem.org

GOODWIN UNIVERSITY MAGNET SYSTEM SCHOOL HOURS

<p>Riverside Magnet School Start Time: 8:30 AM End Time: 3:15 PM</p>	<p>Connecticut River Academy Middle Level Program Start Time: 7:30 AM End Time: 2:15 PM</p>
<p>Connecticut River Academy Start Time: 7:30 AM End Time: 2:15 PM</p>	<p>Early College Advanced Manufacturing Pathway (ECAMP) Start Time: 8:00 AM End Time: 2:45 PM</p>

Meet the Central Office Team



Title IX Coordinator

Daniel Moleti

Assistant Superintendent of Human Resources and Talent

dmoleti@goodwinmagnetsystem.org

504 Coordinator

Sarah J. Burke

Assistant Superintendent Student Support Services

O: 860-727-6795 | C: 860-893-3818

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FOREWORD

This employee handbook (“Handbook”) is designed to acquaint you with the Goodwin University Magnet School System (“GUMSS”) and Goodwin University Magnet School System Board of Education (the “Board”) and provide you with information about some of the policies and procedures affecting your employment. You should read, understand, and comply with all provisions of this Handbook, which describes many of your responsibilities as an employee.

Information contained in this Handbook is supplemented and complemented by the GUMSS Student/Family Handbook, GUMSS policies, administrative regulations and procedures, relevant state and federal law. In many instances, summaries of GUMSS policies are included in this Handbook with a reference to the complete text, which is available on the [GUMSS website](#).

Every effort has been made to ensure consistency with all contracts between the GUMSS and applicable unions. This Handbook does not supersede the [Goodwin Education Association](#) or the [Goodwin Administrators Organization Collective Bargaining Agreement](#).

MISSION

The Goodwin University Magnet School System breaks down barriers while celebrating the many talents within our community. Partnering with families, educators, and the community, we challenge our scholars to take ownership of their learning through authentic, innovative pathways.

VISION

All members of the Goodwin University Magnet School System are empowered to advocate for a just and sustainable world while developing competencies for future success within a transformative PreK-early college system.

MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

Welcome to another school year in the Goodwin University Magnet School System. We are ready for an incredible year filled with new learning and opportunities. We ask that you read this handbook and review all materials. It is important that you take the time to do so in order to be prepared for the upcoming school year.

Please remember that our system is committed to the following five core values and beliefs.

CORE VALUES

Demanding equity, providing access, facilitating growth, encouraging leadership and expecting excellence is at the core of GUMSS. The daily decision-making and operations of GUMSS will function according to these tenets that support our community, which includes our scholars, families, staff and external partners.

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EQUITY – All teachers and members of the learning community will demand equity to provide all scholars with a voice and choice toward a high-quality, integrated education. They will challenge biases, share and listen to differing perspectives, and become passionate co-conspirators.

ACCESS – All members of the learning community will provide access to unique and once-in-a-lifetime opportunities for our community. They will open doors to exceptional academic and professional careers.

GROWTH – All teachers and members of the learning community will facilitate growth and understanding in our community through compassionate and diverse methods of communication and education. They will welcome the development of our community’s physical, mental and spiritual well being through supportive and open-minded practices.

LEADERSHIP – All teachers and members of the learning community will encourage leadership and accountability amongst our community members to prepare scholars to move forward in the world as active citizens, change-makers, innovators, critical thinkers and problem solvers.

EXCELLENCE – All teachers and members of the learning community will expect excellence from our community, whether that be academically, professionally or personally. We will empower ourselves and each other to uphold high standards in everything we do.

In conjunction with the Eagle Statement of Core Values and Beliefs, I also want to ensure that everyone focuses on our district Equity Statement as well. As a Sheff Magnet School, we stand committed to high quality integrated education. We, as privileged staff to work within the Sheff Magnet system, need to maintain our focus on breaking down barriers for our scholars and families as they access rigorous academic programming.

EQUITY STATEMENT

The Goodwin University Magnet School System intentionally disrupts the historical imbalance of power and privilege that continues to marginalize our scholars and community. As a reflective system, we strive to eradicate the biases and prejudices of race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion that impact our scholars as they pursue their education. Therefore, we honor and affirm the diverse experiences of others to empower scholars to create a more just and equitable world.

I am confident that the information in this handbook will provide you with some of the necessary tools for success as a member of the Goodwin University Magnet School System learning community. Thank you for joining our team of dedicated professionals!



Salvatore Menzo

OUR SCHOOLS

THE RIVERSIDE MAGNET SCHOOL (RMS)

[Kimberlee Matthews](#) - Principal 860.709.6800 [Meaghan Freeman](#) - Assistant Principal

RMS provides young children with opportunities to engage in exciting curriculum while building their cognitive, social, language, creative and physical skills. Rooted in the Reggio-Emilia approach, the school immerses children in an interactive, developmental curriculum that keeps them actively engaged in their learning and helps them become reflective problem solvers. Parents, as their child's first teachers, are heavily involved in the curriculum and the program. The school has a uniquely designed learning environment, offering ongoing access to nature. Highly qualified early childhood teachers plan customized curriculum based on children's interests and needs, encouraging expression through many forms of art, media and language. More information about RMS can be found in the [School Handbook](#).

THE CONNECTICUT RIVER ACADEMY MIDDLE GRADES PROGRAM (CTRA MIDDLE GRADES PROGRAM)

Jenna Toner - Director 860.929.3020

The CTRA Middle Grades Program serves students in grades 6 through 8 is in the heart of the Goodwin University East Hartford campus. The middle grades' thematic focus on innovative technology and creative design offers a high-tech, project-based learning environment that prepares students for the high school program at Connecticut River Academy as well as for careers of the future. More information about the CTRA Middle Grades Program can be found in the [School Handbook](#).

THE CONNECTICUT RIVER ACADEMY HIGH SCHOOL (CTRA HIGH SCHOOL)

[JT Foster](#) - Principal 860.913.2200 [Windy Peterson](#) - Assistant Principal

CTRA High School is an early college high school located in East Hartford. Situated beside the historic Connecticut River, the academy's advanced manufacturing and environmental science programs are united under a theme of sustainability. Scholars can select one of five college pathways; Advanced Manufacturing, Computer Science, Business, Liberal Arts, and CNA/Medical to earn early college credit. CTRA graduates will use their gifts to contribute to a more just and sustainable world. More information about CTRA High School can be found in the [School Handbook](#).

GOODWIN UNIVERSITY MAGNET SCHOOL SYSTEM POLICIES FOR STAFF SIGN-OFF

All staff are required to read each policy in its entirety and acknowledge doing so for the following policies:

SERIES 4000

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER

Policy 4001

[Abuse or Neglect of Disabled Adults](#) | [Maltrato o Negligencia de Adultos con Discapacidad Intelectual](#) 8
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Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services.

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

Policy 4002

[Alcohol, Tobacco and Drug-Free Workplace](#) | [Lugar de Trabajo Libre de Alcohol, Tabaco y Drogas](#)

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a 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, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

ADMINISTRATIVE REGULATIONS REGARDING BLOODBORNE PATHOGENS

Policy 4004

[Bloodborne Pathogens](#) | [Patógenos Transmitidos por la Sangre](#)

The Board is committed to promoting a safe and healthful work environment for its staff. In pursuit of this goal and in accordance with the United States Department of Labor, Occupational Safety and Health Administration ("OSHA") regulations dealing with "Safe Workplace" standards relating to exposure to bloodborne pathogens, refer to the policy to read the procedures of the Board for at-risk personnel.

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Policy 4005

[Child Abuse, Neglect, and Sexual Assault Reporting](#) | [Informes de Abuso, Negligencia en Cuidado de Niños o Agresión Sexual](#)

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority.

CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY FOR PERSONNEL

Policy 4006

[Code of Ethics](#) | [Código de Ética](#)

The Board requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Policy 4009

[Employee Use of District Computer Systems](#) | [Uso de los Empleados de los Sistemas Informáticos del Distrito](#)

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The Board's computers, computer networks, electronic devices, Internet access, and e-mail are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

EMPLOYMENT AND STUDENT TEACHER CHECKS

Policy 4011

[Employment and Student Teacher Checks](#) | [Verificaciones de Empleo de Estudiantes y Maestros](#) Each applicant for a position with the district, and each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing their student teaching experience in the district, shall be asked to provide in writing: (1) whether they has ever been convicted of a crime; (2) whether there are any criminal charges pending against them at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

FAMILY AND MEDICAL LEAVE

Policy 4012

[FMLA](#) | [Licencia Familiar y Médica](#)

Employees who have worked for the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours, or, in the case of school paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the [FMLA](#).

NON-DISCRIMINATION

Policy 4016

[Non-discrimination \(Personnel\)](#) | [No Discriminación](#)

The Board of Education (the "Board") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

Policy 4018

[Psychotropic Drugs](#) | [Medicamentos Psicotrópicos](#)

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and

related services.

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EMPLOYEES AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Policy 4019

[Section 504/ADA \(Personnel\)](#) | [Sección 504/ADA](#)

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

Policy 4020

[Sex Discrimination and Harassment in the Workplace](#) | [Discriminación de Género y el Acoso Sexual en el Lugar de Trabajo](#)

It is the policy of the Goodwin University Magnet School System Board of Education (the “Board”) for the Goodwin University Magnet Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee’s sex and free from discrimination based on sex.

SOCIAL MEDIA

Policy 4021

[Social Media](#) | [Redes Sociales](#)

The “Board”) 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.

SUDDEN CARDIAC ARREST AWARENESS

Policy 4022

[Sudden Cardiac Arrest Awareness](#) | [Conciencia Sobre Paro Cardíaco Súbito](#)

Prior to each season of any Board of Education intramural or interscholastic athletics, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any Board of Education intramural or interscholastic athletics, must provide each participating student’s parent or legal guardian with a copy of the informed consent form regarding sudden cardiac arrest developed by the State Board of Education and obtain such parent’s or legal guardian’s signature, attesting to the fact that that such parent or legal guardian has received a copy of such form and authorizes the student to participate in the intramural or interscholastic athletics.

SERIES 5000 BULLYING PREVENTION AND INTERVENTION

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Policy 5003

[Bullying Prevention and Intervention Plan](#) | [Politica de Prevencion del Bullying](#)

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

CHILD SEXUAL ABUSE AND ASSAULT RESPONSE AND REPORTING PROCEDURE

Policy 5005

[Child Sexual Abuse and Assault Response Policy and Reporting Procedure](#) | [Abuso y Agresión Sexual Infantil](#) [Politica de Respuesta y Procedimiento de Denuncia](#)

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program.

STUDENTS AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Policy 5023

[Section 504 of the Rehabilitation Act of 1973](#) | [Sección 504 de la ley de Rehabilitación de 1973](#) Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

Policy 5031

[Title IX Sex Discrimination and Harassment \(Scholars\)](#) | [Política con Respecto al Título IX de las Enmiendas de Educación de 1972: Prohibición de la Discriminación por Género y el Acoso Sexual \(Estudiantes\)](#)

Any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing

regulations (“Title IX”) and Connecticut law not to discriminate in such a manner.

Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

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SERIES 1000

GREEN CLEANING PROGRAMS

Policy 1003

[Green Cleaning Products Notification](#) | [Programas de Limpieza Verde](#)

It is the policy of the Board to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

PESTICIDE APPLICATION ON SCHOOL PROPERTY

Policy 1005

[Pesticide Application Policy](#) | [Aplicación de Pesticidas en Propiedad Escolar](#)

It is the policy of the Board to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Goodwin University Magnet School, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

ADDITIONAL ANNUAL NOTICES

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (“USERRA”) The Uniformed Services Employment and Reemployment Rights Act (“USERRA”) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. [USERRA](#) also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services.

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.

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.

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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.

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 or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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).

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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 an 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.

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III. Notification of Complaint and Investigation

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

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 of 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

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, reversed 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 or 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.

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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 on 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 Secretary 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.

NOTIFICATION OF SUPERVISOR OF CRIMINAL CHARGE OR CONVICTION

As reflected in the code of ethics policy, an employee's failure to report a criminal charge or conviction as required within the specified time period may result in an adverse employment action including possible dismissal. Upon receiving notification of an employee's criminal charge or conviction, a supervisor shall notify Human Resources. Such notification alone will not necessarily result in an adverse employment action. Each situation will be assessed on a case-by-case basis in accordance with applicable law.

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The Board requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board's policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill their professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill their professional duties.
13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of their duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year

or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.
15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.
16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

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

Legal References:

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Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators

ELECTRONIC MONITORING

As part of its security measures and to help ensure a safe workplace, GUMSS has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity

on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter, Facebook, LinkedIn and YouTube.

MANDATED REPORTER REPORTING RESPONSIBILITIES

DCF-136 - REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

1. Record the information on the DCF136 and call the report in to 1-800-842-2288 [DCF 136 form](#)
2. Once you have completed the DCF136 report form, signed it, and called it in, follow the instructions given to you by the careline worker as to where to send the completed 136.
3. Email a copy of the completed form to the Assistant Superintendent of Student Support Services and cc the EA for Student Support Services as well as your building administrator.
4. Follow the procedure for filing the paper copies of these reports in your building.
5. When you get an email response regarding your filing, please forward this to the Assistant Superintendent of Student

Support Services and cc the EA for Student Support Services and your building administrator.
6. If there is a link (READ SECURE MESSAGE), download the response and then send it to the Assistant Superintendent of Student Support Services and cc the EA for Student Support Services and your building administrator.

DCF ONLINE CPS REPORT (NON-EMERGENT)

1. Once you have completed the [online non-emergent report](#) (AND BEFORE YOU CLICK SUBMIT) you will be in a preview screen. Please right click and save a PDF of the report and send it to the Assistant Superintendent of Student Support Services and cc the EA for Student Support Services and your building administrator.

2. Follow the procedure for filing the paper copies of these reports in your building. 3. When you get an email response to your filing, please forward this to the Assistant Superintendent of Student Support Services and cc the EA for Student Support Services and

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your building administrator.

4. If there is a link (READ SECURE MESSAGE), please download and then send it to the Assistant Superintendent of Student Support Services and cc the EA for Student Support Services and your building administrator.

If you have any questions about the above directions, please call or email:

[Sarah J. Burke](#) | Assistant Superintendent
Student Support Services

Goodwin University Magnet School System

O: 860-727-6795 | C: 860-893-3818

E: sburke@goodwinmagnetsystem.org

References: Child Sexual Abuse and Assault Response Policy and Reporting (1).d... Child Abuse or Neglect Reporting.docx

*******for internal use only*******

REPORTING RESPONSIBILITIES REGARDING STAFF INJURIES

All staff injuries occurring while at work, on school grounds or during a school-sponsored activity must be reported immediately to the employee's immediate supervisor, and/or the building administrator. In emergency situations, or situations requiring immediate first aid, the school nurse should be contacted. Staff injured on school grounds or during a school-sponsored activity when there is no school nurse available should proceed as described below: Employees must report an injury to a supervisor and to the Trust Telecare at 866-730-1143. Trust Telecare is a telephonic triage & reporting provider available 24 hours/7 days a week. An injury must be reported to supervisors and the Trust Telecare within twenty-four (24) hours of the injury. If an employee requires medical treatment, an authorization for treatment form from the Telecare nurse must be sent to an approved treatment center prior to the employee seeking treatment.

MANDATORY TRAININGS

LIST OF MANDATORY TRAININGS

All trainings will be provided through Vector Solutions and are subject to change based on state, federal and/or district requirements:

- DCF Mandated Reporting
- Suicide Prevention
- Bullying, Bloodborne Pathogens and Hazard Prevention
- Sexual Harassment
- Introduction to Child Trafficking Human Trafficking (DCF)
- Identification and Prevention of Adult Sexual Misconduct Against Children (DCF)
- 504, IEP, Med, Epipen Training, Safety Plans/BIP Training
 - For [School Employees - follow this link](#) to access the on-line Mandated Reporter Training for School Employees.
 - For [School Employees - follow this link](#) to access the on-line Identification and Prevention of Adult Sexual Misconduct Against Children Training for School Employees.

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HUMAN RESOURCES FAQs

COLLECTING MONEY

All revenues collected outside of the school main office (e.g. athletics, production, Student Activity Funds) must be given to the school main office / administrative assistant for deposit. If the main office is closed (e.g. evening athletic events), the revenues must be kept in a locked and secure location. The revenues must then be given to the main office at the beginning of the next business day.

All revenues must be deposited intact and may not be:

- Taken home for safe keeping;
- Used to cash personal checks or as an automated teller machine (ATM);
- Used for loans; or
- Used to pay immediate expenses.

EDUCATOR AND SUPPORT STAFF ATTENDANCE

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination.

Attendance is extremely important to student learning and supervision. Attendance is a condition of employment and will be reviewed regularly in accordance with professional responsibility as well as the performance evaluation process. Any instances of abuse to attendance shall be addressed in the form of progressive discipline. Exceeding the accrual time allowance shall be addressed in the form of progressive discipline unless an approved leave of absence is in place.

EMERGENCY SCHOOL CLOSING

School will be in session every school day as specified in the [school calendar](#). Any changes in this schedule will be publicized in advance.

EMPLOYEE PHOTOGRAPHS AND IDS

Employees will be issued a photo ID badge at the time of hire. Departments may have different procedures regarding when employees must wear the badges. Wearing badges helps students and parents identify employees and is part of the Safety and Emergency Plan for each site. Please check with your department leader regarding the procedures for your position.

KEYS

Any lost keys or fobs to the buildings must be reported to the building administrative assistant as soon as possible. Scholars should not be given keys or fobs at any time.

MEDIA GUIDELINES

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All media requests should be referred to the superintendent or human resources department.

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OVERTIME

When required due to GUMMS' business needs, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek.

PARKING

Staff may park using the designated parking spaces. Speed limits and safety rules are to be strictly observed at all times.

PAYCHECKS

GUMSS' pay period for all employees is biweekly on Friday. If a payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. With an employee's consent, paychecks will be directly deposited into employees' checking and/or savings accounts.

RETIREMENT

GUMSS recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from HR.

TIME RECORDS

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, employees and their supervisors must sign the timesheet attesting

to its correctness before forwarding it to the HR department.

TUITION REIMBURSEMENT

GUMSS staff may apply for pre-approval of tuition reimbursement for graduate course work (not to include dissertation) from an accredited college or university, including Goodwin University, which would lead to a degree, lead to additional certification endorsement, or be a course within their subject area or related to a goal pursuant to an evaluation plan.

Courses must be completed with a grade B or higher. If a lesser mark is received and the staff member desires, extenuating circumstances may be explained to the Superintendent for the Superintendent's consideration. Courses and institutions must have prior approval of the Superintendent at least fifteen (15) days prior to the start of the course to be eligible for reimbursement.

VISITORS

In order to maximize the safety of the school community, members of the staff are not permitted to bring visitors on campus unless it is for school business. Visitors include children and other family members.

WORKING WITH STUDENTS AFTER HOURS

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In an effort to maintain the professional status of GUMSS employees and prevent any potential conflict of interest, working with students (tutoring, childcare, etc.) after school hours by employees is strongly discouraged. However, if an employee elects to work with a student for a family, all such activities must occur outside GUMSS' premises and with the understanding that such arrangement and payment for services is solely between the employee and the child's family and that GUMSS is in no way responsible for the child's care in connection with these activities. The arrangements are not sanctioned by GUMSS. Working with children should not interfere with the employee's schedule. Please be sure all families are aware of this requirement.



EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the **GUMSS'** employee handbook. I have read and agree to abide by its provisions as well as all of the policies referenced therein.

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Initial next to each policy to verify you have read and agree to abide by its provisions as well as all of the policies referenced therein:

- _____ 4001 - Abuse or Neglect of Disabled Adults
 Maltrato o Negligencia de Adultos con Discapacidad Intelectual
- _____ 4002 - Alcohol, Tobacco and Drug-Free Workplace
 Lugar de Trabajo Libre de Alcohol, Tabaco y Drogas
- _____ 4004 - Bloodborne Pathogens

- _____ Patógenos Transmitidos por la Sangre
- _____ 4005 - Child Abuse, Neglect, and Sexual Assault Reporting
Informes de Abuso, Negligencia en Cuidado de Niños o Agresión Sexual
- _____ 4006 - Code of Ethics
Código de Ética
- _____ 4009 - Employee Use of District Computer Systems
Uso de los Empleados de los Sistemas Informáticos del Distrito
- _____ 4011 - Employment and Student Teacher Checks
- _____ 4012 - FMLA
- _____ 4016 - Non-discrimination (Personnel)
No Discriminación
- _____ 4018 - Psychotropic Drugs
Medicamentos Psicotrópicos
- _____ 4019 - Section 504/ADA (Personnel)
Sección 504/ADA
- _____ 4020 - Sex Discrimination and Harassment in the Workplace
Discriminación de Género y el Acoso Sexual en el Lugar de Trabajo
- _____ 4021 - Social Media
Redes Sociales
- _____ 4022 - Sudden Cardiac Arrest Awareness
Conciencia Sobre Paro Cardíaco Súbito
- _____ 5003 - Bullying Prevention and Intervention Plan
- _____ 5005 - Child Sexual Abuse and Assault Response Policy and Reporting Procedure
- _____ 5031 - Title IX Sex Discrimination and Harassment (Scholars)
- _____ 5023 - Section 504/ADA (Students)

Employee's Name in Print

Signature of Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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Employee Date Signed by