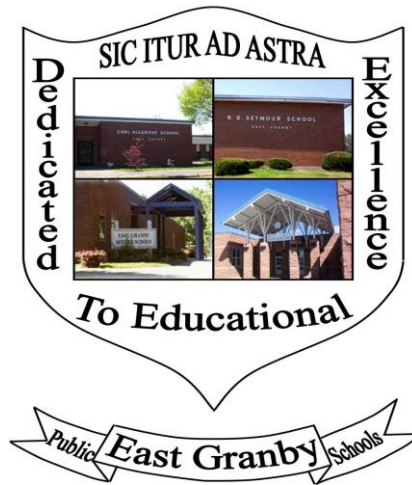


# East Granby Public Schools

## Volunteer Handbook

2017-2018



*Dr. Christine Mahoney, Superintendent*  
[www.eastgranby.k12.ct.us](http://www.eastgranby.k12.ct.us)

### **East Granby Board of Education Vision and Mission Statement**

East Granby Public Schools is a student centered organization that empowers learners to develop as critical thinkers who nimbly innovate and create, demonstrate intellectual acuity and mindfulness, and hone artistic sensibility and global acumen.

Our mission in the East Granby Public Schools is to create high impact learning opportunities, implement educational programs that integrate and support diverse teaching and learning strategies, stimulate personal growth, and promote the development of Technologically and Intellectually Agile Learners.

### **Notice of Non-Discrimination**

In accordance with Title IV, Title VII, Title IX, Section 504 and the Americans with Disabilities Act, East Granby Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. East Granby Public Schools does not discriminate in any employment practice, education programs, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history or mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** East Granby Public School does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding East Granby Public Schools' nondiscrimination policies should be directed to: Karen Gogel, Director of Student Support Services or Dr. Christine Mahoney, Superintendent of East Granby Public Schools at P.O. Box 674, East Granby, CT 06026, 860-653-6486, [kgogel@eastgranby.k12.ct.us](mailto:kgogel@eastgranby.k12.ct.us), [cmahoney@eastgranby.k12.ct.us](mailto:cmahoney@eastgranby.k12.ct.us).

# **East Granby Public Schools**

## **Volunteer Handbook**

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## **WELCOME TO OUR VOLUNTEERS**

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Board of Education encourages the use of volunteers to: (1) provide enrichment experiences for students, (2) allow for the effective utilization of staff time and skill; and (3) promote greater community involvement.

Volunteers have an important role in enabling the school to provide services to support teaching and learning and in order to coordinate volunteer services so they best meet the district's needs, we are implementing practices that are required the State of Connecticut as well as the school district's policy. To that end we ask you read carefully all of the information provided in our handbook so that you will have a productive experience as a school volunteer in the East Granby Public Schools.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, question and concerns.



### **East Granby Board of Education Central Office**

33 Turkey Hills Road  
East Granby, Connecticut 06026  
(860) 653-6486 Fax (860) 413-9075

**Susan C. Greco, Business Manager**  
*sgreco@eastgranby.k12.ct.us*

The Business Office of the East Granby Public Schools is dedicated to supporting the educational goals and objectives of the Board of Education by assuring financially sound and effective allocation of resources. The duties and responsibilities of this office include budgeting, accounting, and state reporting, management of state and federal grants, purchasing, accounts payable, payroll, employee benefits and insurance.

# Department of Student Support Services

185 Hartford Avenue  
East Granby, Connecticut 06026  
(860) 413-9079

## **Karen Gogel, Director of Student Support Services**

*kgogel@eastgranby.k12.ct.us*

The East Granby Board of Education is responsible for providing a free, appropriate public education to students with disabilities ages three to twenty-one. The Department of Special Education, in coordination with each building principal, is responsible for the overall referral, identification and programming for children and youth with disabilities who require special education instruction and special services.

East Granby Public Schools is committed to educating students within an inclusive setting and within the student's Least Restrictive Environment (LRE). We also believe that a continuum of placement options must be available for unique and individual needs of learners. The district has developed Scientific Research Based Interventions (SRBI), a state and federal mandate assigned to improve the quality of instruction for all students. Student intervention teams are in place at each building level, providing specific strategies and interventions to support struggling students.

## **School Mission Statements**



### **Carl D. Allgrove School**

33 Turkey Hills Road  
East Granby, Connecticut 06026  
*Pre-K – Grade 2*  
(860) 653-2505 Fax (860) 413-9080

**Maylah Uhlinger, Principal**  
*muhlinger@eastgranby.k12.ct.us*

**Jennifer Lovoi, School Counselor**  
*jlovoi@eastgranby.k12.ct.us*

## **Our Mission**

*Our mission is to foster a kind, caring, healthy and safe community where all children are valued as unique individuals. Together, in partnership with families, we strive to inspire children to be thinkers, creators and problem solvers through rigorous and engaging learning experiences. We encourage a*

*sense of curiosity, creativity and self-express. Carl D. Allgrove School is a place where learning is celebrated and children are nurtured to discover and confidently share their potential.*

\*\*\*\*\*

Each child entering Carl D. Allgrove School is warmly welcomed every morning. As an educational community, we take seriously our responsibility for building academic skills and nurturing the love of learning in an environment that develops and values caring and respectful individuals. Our staff is committed to providing rich learning experiences that encourage children to realize and strive towards their full potential in all areas.

Carl D. Allgrove School includes Prekindergarten through grade 2. Our small school community affords us the opportunity to focus on the development of each student's foundational reading, math and writing skills as well as their creative and critical thinking skills. It is our goal that students leaving Carl D. Allgrove School are prepared to meet the increasing challenges of their continuing school experiences with the necessary skills along with a joy for new learning.



## **R. D. Seymour School**

185 Hartford Avenue

East Granby, Connecticut 06026

*Grades 3-5*

(860) 653-7214 Fax (860) 413-9084

**Robert McGrath, Principal**  
bmcgrath@eastgranby.k12.ct.us

**Jennifer Lovoi, School Counselor**  
jlovoi@eastgranby.k12.ct.us

## **Our Mission**

We are R. D. Seymour School, a community of students, parents, and educators who celebrate learning. At R. D. Seymour School, curiosity, self-awareness, individuality, and a desire for personal best are nurtured as students learn in a safe and kind environment. We embrace creativity and innovation and foster a spirit of generosity. We are R. D. Seymour School – building bridges to the future.

### ***Goals That Sustain Us as an Educational Community***

- To provide a challenging and rigorous academic program supported by a committed faculty.
- To encourage responsible risk-taking in order to stimulate and support curiosity and creativity.
- To recognize, accept and respect individual differences as important to the sustenance of a united, diverse community.
- To differentiate educational programs to meet individual needs.
- To challenge learners to apply personal knowledge to new situations.
- To be a spirited and joyful place that encourages resilience in the face of the unexpected.
- To remain open to continuous learning and to resist complacency.
- To foster a collaborative relationship with the community through reflection, social action and thoughtful service.
- To provide a safe atmosphere where everyone feels confident and capable.

R. D. Seymour School is a *community of teachers and learners* in the best and truest sense of the word! Good teaching, the school's heart and soul, has long been our trademark. As we work to humanize the learning environment and provide children with rich learning experiences that honor their human potential, we join them as seekers of common truths and uncommon ideas.



## **East Granby Middle School**

95 South Main Street

East Granby, Connecticut 06026

*Grades 6-8*

(860) 653-7113 Fax (860) 413-9126

**Melissa F. Bavaro-Grande, Principal**  
mbavaro@eastgranby.k12.ct.us

**Anne McCluskey, School Counselor**  
amclluskey@eastgranby.k12.ct.us

## **Our Mission**

Our mission at East Granby Middle School is to educate each student in a safe and nurturing environment; to maximize the potential of every student academically, socially, emotionally, artistically, and physically through active engagement in student-centered instruction; to encourage understanding and

respect in a diverse society; and to promote life-long learners. Our Mission is driven by the following beliefs:

- All students need to feel safe, valued, and appreciated in order to be able to learn
- All learners require respectful, powerful, and engaging schoolwork to develop their individual capacities so that they become fulfilled and productive members of society
- Students who are the same age differ in their readiness to learn, their interests, their styles of learning, their experiences, and their life circumstances
- The differences in students are significant enough to have a major impact on how students are taught, the pace at which they learn content, and the support they need from teachers and others to learn content well
- Students will learn best when they can make a connection between the curriculum and their interests and life experiences
- Teachers and other adults need to help learners accept responsibility for their own growth and progress

\*\*\*\*\*



## **East Granby High School**

95 South Main Street

East Granby, Connecticut 06026

*Grades 9-12*

(860) 653-2541 Fax (860) 413-9092

**Antonio DeMelo, Principal**  
[ademelo@eastgranby.k12.ct.us](mailto:ademelo@eastgranby.k12.ct.us)

**Tim Phelan, Assistant Principal**  
[tphelan@eastgranby.k12.ct.us](mailto:tphelan@eastgranby.k12.ct.us)

**Emma Duraio, Guidance Counselor**  
[ecordiano@eastgranby.k12.ct.us](mailto:ecordiano@eastgranby.k12.ct.us)

**Tara DiSorbo, Guidance Counselor**  
[tdisorbo@eastgranby.k12.ct.us](mailto:tdisorbo@eastgranby.k12.ct.us)

## **Our Core Values and Beliefs**

East Granby High School fosters life-long learning through the development and strengthening of 21<sup>st</sup> century skills. These intellectual, creative, social and civic skills will empower students to become responsible and productive citizens in an ever-changing global society.



## ***EGHS Learning Expectations***

1. Demonstrate language proficiency through effective communication.
2. Demonstrate proficiency in the use of technology to communicate, research, and problem-solve.
3. Apply a variety to mathematical methods and utilize appropriate technology to compute, reason, and solve problems.
4. Apply scientific concepts and critical thinking skills to reach logical and reasoned conclusions.
5. Demonstrate creative expression through communication or the arts.
6. Demonstrate an understanding of the impact of cultural and linguistic diversity in our global society.
7. Demonstrate personal responsibility.
8. Identify personal interests and plan for areas of strength and areas of growth.
9. Demonstrate knowledge of civic rights, duties and responsibilities of American citizenship.



## **East Granby Board of Education Vision and Mission Statement**

East Granby Public Schools is a student centered organization that empowers learners to develop as critical thinkers who nimbly innovate and create, demonstrate intellectual acuity and mindfulness, and hone artistic sensibility and global acumen.

Our mission in the East Granby Public Schools is to create high impact learning opportunities, implement educational programs that integrate and support diverse teaching and learning strategies, stimulate personal growth, and promote the development of Technologically and Intellectually Agile Learners.

## **East Granby Board of Education Goal Statements**

- Ensure all students master learning standards to meet or exceed the highest state performance levels, eliminating any achievement gap between student subgroups
- Ensure students graduate demonstrating global acumen and are college, career and workforce ready.
- Strengthen partnerships with parents and community members to support efforts to achieve student learning outcomes.
- Establish coherence in the EGPS to sustain a student centered learning community that supports students' development as Technologically and Intellectually Agile Learners.
- Provide opportunities for high impact job embedded professional learning that enables educators to implement best practices to improve student and institutional performances
- Expand the capacity of the school district to effectively engage all learners in 21<sup>st</sup> century integrated learning experiences and opportunities.
- Continue to implement strategies that increase efficiency and effectiveness of organizational structures, and operate in a fiscally responsible manner to support school and district improvement.

## EGPS Belief Statements

### WE BELIEVE THAT:

- Instruction in the East Granby Public Schools must address the needs of all learners.
- Everyone in EGPS must be both a learner and teacher to be successful in the 21<sup>st</sup> century
- Teachers and students in EGPS must be purposefully engaged in the integration of technology to transform learning
- Every graduate from the EGPS must emerge with significant credentials that empower them to be uniquely college, career and workforce ready
- Student achievement is enhanced by the sincere and deliberate involvement of caring adults in a supportive environment
- EGPS efforts and student success are enhanced by effective school, community, higher education, and business partnerships
- There is value and power in collaborative conversations with stakeholders.
- Resources when utilized in a fiscally responsible manner to support optimum learning conditions will enable high performance levels in the East Granby Public schools

## Areas of Focus for the 2017-2018 School Year

### “We Do Well When We All Do Well,” Eleanor Roosevelt

#### Improve Student Performance, Increase Academic Rigor, and Implement State Requirements

**Implement research supported best practices and a variety of resources to improve instruction and student performance in Reading, assess student understanding and knowledge of content in complex texts, and enable students to demonstrate higher performance levels.**

- ✓ Utilize standardized assessments, formative assessment data (Fountas & Pinnel, Measurement of Academic Progress), assessments designed to measure mastery learning, and other sources of information to identify students’ deficiencies in reading comprehension of complex informational texts.
- ✓ Provide additional professional development for faculty, staff and administration with a focus on Mastery Based instructional strategies and models that recognize the implication of changes in the content area standards. Elementary schools and East Granby Middle School will continue to be TC Project schools.
- ✓ Improve student and school performance through on-going review of data, and adjustment and realignment of the curriculum to the Next Generation Science, Social Studies, ELA, Math, and CTE Standards, emphasizing 21<sup>st</sup> Century learning expectations.

**Continue efforts to increase rigor in the Fifth-Year High School Associates in Science Degree Program to promote intellectual agility and increase opportunities for students to earn critical credentials**

- ✓ Complete the revision of the Manufacturing Engineering and Technology (MET) curriculum, amend course titles and content, and update courses to reflect 21<sup>st</sup> century Career and Technical Education (CTE) Standards and learning expectations
- ✓ Continue to develop the Certificate and Associates degree program in Business and implement steps to expand opportunities to earn a degree in Child Development
- ✓ Continue meetings with:
  - Asnuntuck Community College (ACC), East Granby Manufacturers, school counselors and teachers to share program updates and discuss learning opportunities, co-teaching, and map curriculum implementation;
  - Advisory Board to provide updates and share ideas for program improvement;
  - Bradley Chamber of Commerce to implement the Unpaid Experiential Learning Program (UELP) and enhance public relations efforts to advertise the program, and identify opportunities for field study and field trips.

**Improve Student and School Performance and eradicate achievement gaps by emphasizing implementation of curriculum aligned with Connecticut Content Standards, expanding intensive learning intervention opportunities, and implementation of Mastery Based and Project Based Learning.**

- ✓ Improve student learning through the implementation of focused interventions to assist students in developing positive mindsets, strengthening habits of mind, and achieving or exceeding the new

performance indices.

- ✓ Ensure the effective implementation of best practices that positively impact teaching and learning. Engage the school administration, faculty, and staff in discussions and implementation of strategies focused on Mastery Based and Project Based Learning.
- ✓ Continue efforts to ensure a successful realignment of the curriculum to the new content standards. Increase the rigor in the curriculum and course offerings by expanding the number of Advanced Placement courses; and place greater emphasis on Mastery Based Teaching and Learning to further diversify instructional pedagogy.

### **Technology Integration**

- ✓ Expand the use of technology to utilize a wider variety of online learning resources and formative assessments to transform teaching, increase student progress toward achieving learning goals, and enhance student development of technological agility.
- ✓ Expand efforts of the Library Media Curriculum and Technology Integration Specialist to ensure the purposeful integration of technology in instruction, particularly in Reading, MET, and in the on-going efforts to revise the curriculum and support implementation.
- ✓ Continue to implement strategies to upgrade the school libraries to support 21<sup>st</sup> century learning.
- ✓ Continue to promote the use of Edivate as a professional learning platform and newly acquired technologies to access resources to enhance teaching and learning, and provide opportunities for students to practice and improve academic performance while developing intellectual and technological agility.

### **Business and Finance Operations**

- ✓ Continue to develop and emphasize adherence to procedures and protocol in business operations in the district.
- ✓ Complete negotiations process with the EGAA bargaining unit and execute the new personnel insurance benefit plans.
- ✓ Continue efforts to fully implement the online electronic systems and business operation protocols to handle personnel functions and data more efficiently.
- ✓ Prepare documents for Boards of Education and Finance in anticipation of the 2018-2019 budget process.
- ✓ Continue to engage community partners in efforts to support the schools

### **Communication**

- ✓ Share educational resources and research supported best practices information with faculty, staff and administration to further enhance and support teaching and learning.
- ✓ Upgrade the district website and on-line platforms to improve communication, school operations and professional learning. Continue training in the use of Edivate, Atlas Rubicon and Plus Portals.
- ✓ Engage district administrators and school board members in video recorded conversations about the schools, educational program, and the school budget.

## **Leadership and Professional Development**

- ✓ Engage administrators in on-going study of best practices in school leadership, especially in the area of effective teacher observation and evaluation, development of leadership agility, and capitalizing on the power of positive mindsets to improve school climate, culture, and student performance.
- ✓ Provide on-going opportunities for professional learning in technology applications that support teaching and learning.
- ✓ Provide opportunities for focused professional learning through participation in a variety of webinars related to “Leadership” to ensure coherence, and implementation of leadership strategies that incorporate the latest research in cognitive sciences.

## Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

2. **Persons Not Allowed to Serve as Volunteers.** No person who is a “registered sex offender,” may serve as a volunteer. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person’s name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. (Connecticut Public Act No. 16-67) An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor’s Name from Summary Process Complaints (PAGE 21).

3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer organizations, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer’s name and address to the Principal.

4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records or any other personally identifiable information (P.A. 16-67). Any matter arising while the volunteer is serving in an assigned role must be referred to faculty or the administration.

5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer’s qualifications and availability and the school’s needs. A volunteer will be assigned to a staff member by the school administration and only with the staff member’s consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school’s main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

*(A background check on volunteers will be conducted prior to any volunteer serving in the schools. These administrative procedures are in alignment with state required processes.)*

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the students, faculty or school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor’s instructions, breaching confidentiality and committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule. SCHOOL VOLUNTEERS SHALL NOT DISCLOSE ANY INFORMATION ABOUT ANY STUDENT, PERSONNEL OR ACTIVITY IN THE SCHOOL UNLESS REQUESTED BY THE BUILDING ADMINISTRATION OR SUPERINTENDENT OR SUBPEOENAED TO DO SO FOR LEGAL REASONS.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The principal and staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

8. **Expectations.** A volunteer should always be a good role model for students. Volunteers must report directly to their assignment after registering in the main office. Examples of unacceptable behavior includes, but are not limited to visiting a classroom without prior permission, swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in an inappropriate manner, failing to dress appropriately or violating any school rules. Volunteers will be dismissed from current and future duties for unacceptable behavior.

Regulation approved: July 16, 2007 EAST GRANBY PUBLIC SCHOOLS

Regulation amended: January 9, 2012 East Granby, Connecticut

## **Responsibilities of the Volunteer**

- Report to the school office upon arrival and departure.
- Familiarize yourself with the school's policies and procedures, especially emergency response procedures.
- You should direct all parent communications through the principal promptly.
- You should confer with the principal concerning any problems you have in adjusting to a particular class, or assignment.
- All information learned about students is confidential information and **MUST** be treated as such by you. The divulging of such information is deemed to be highly unethical and may have unfortunate results for all concerned, including the dismissal of the volunteer.
- Inform the principal immediately if an emergency arises and promptly report all issues to the administration.
- Dress neatly, appropriately and professionally.



## **Policies and Procedures**

### **SEXUAL HARASSMENT - EMPLOYEES/EMPLOYEES, STUDENTS/STUDENTS, STUDENTS/EMPLOYEES**

#### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of Civil Rights Act of 1964 as well as Connecticut General Statutes § 46a-60 (a) (8)1. Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical actions of a sexual nature.

#### **POLICY STATEMENT:**

5145.5

It is the policy of the East Granby School District to maintain a learning and working environment that is free from sexual harassment. The school district therefore prohibits any form of sexual harassment in the workplace and school buildings, or at school-sponsored activities and events where staff and/or students are in contact with each other.

It shall be a violation of this policy for any student or employee of the district to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy or as prohibited by law.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the district.

#### **Definitions and Examples**

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical contact or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education environment.

Any sexual harassment as defined herein when perpetrated upon a student or staff member shall be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

- Verbal harassment or abuse of a sexual nature

- Subtle pressure for sexual activity
- Inappropriate or unwelcomed touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or an employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- Use of sexually or gender degrading words or comments, verbal or written (ex., graffiti)
- Display in the school, on school grounds, or at school-sponsored events or sexually suggestive a third party designated by the Superintendent.

In determining whether the alleged conduct constitutes sexual harassment, the school district shall consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constituted sexual harassment requires a determination based upon all facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods, documents, or interviews deemed pertinent by the investigator.

In addition, the school district may take immediate steps at its discretion, to protect the complainant and/or other students and employees pending completion of an investigation of alleged sexual harassment.

The investigating party shall make a final written report, which shall include a recommendation as to the validity of the complaint, to the Superintendent and the Human Rights Officer(s) upon completion of the investigation, but no later than (30) days from the initial receipt of the complaint. If the Superintendent is the subject of the complaint, the final report shall be submitted to the Board of Education and the Human Rights Officer(s).

### **School District Action**

Upon receipt of the final written report, the Superintendent or his/her designee shall take appropriate action based upon the results of the investigation. If the Superintendent is the subject of the complaint, such action shall be taken by the Board of Education.

The result of the investigation of each complaint filed under these procedures shall be reported to the complainant and the accused by the Superintendent or his/her designee. If the Superintendent is the subject of the complaint, such report shall be made to the Board of Education. The report shall document any disciplinary action taken as a result of the complaint.

The district may take disciplinary action against any person found to have maliciously filed a false complaint.

### **Reprisal Prohibited**

The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in the investigation, proceeding, or hearing related to a sexual harassment complaint. Retaliation includes, but is not limited to,

any form of intimidation, reprisal, or harassment.

## **Right to Alternate Complaint Procedures**

These procedures do not deny or limit the right of any individual to pursue other avenues of recourse which may include filing charges with the State Department of Human Rights, the Equal Employment Opportunity Commission, initiating civil action or seeking redress under the State Criminal Statutes and/or Federal Law. Discipline Any school district action taken pursuant to this policy will be consistent with the requirement of applicable bargaining agreements, state law and school district policies. The school district shall take the disciplinary action it deems necessary and appropriate to end sexual harassment and to prevent its recurrence. Such disciplinary action may include, but is not limited to, the issuance of a warning, reprimand, counseling, suspension, or discharge.

Legal Reference:

Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998) 5145.5(d) Students Sexual Harassment Legal Reference (continued)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843 (U.S. Supreme Court, May 24, 1999).

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: July 11, 2005

EAST GRANBY PUBLIC SCHOOLS

East Granby, Connecticut

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **BULLYING POLICY**

C.G.S. Section 10-222d

#### **5131.911 Bullying**

The Board of Education promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

“Bullying” means the repeated use by one or more students of a written, verbal or electronic

communication, such as cyber bullying, or a physical act or gesture directed at another student attending school *in the same school district* that:

- causes physical or emotional harm to such student or damage to such student's property;
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment (a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate) at school for such student;
- infringes on the rights of such student at school, or
- substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (CSDE 9/12/2011)

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

The Statute also provides that bullying policies may include provisions addressing bullying outside of the

school setting if it has a direct and negative impact on a student's academic performance or safety in school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the school district page of Edline under "Board of Education". Public Act 11-232, *An Act concerning the strengthening of school Bullying Laws*, can be viewed at [www.cga.ct.gov/coc](http://www.cga.ct.gov/coc). The administration will involve law enforcement officials as they deem necessary.

## **CYBERBULLYING POLICY**

### **5131.913 (b) Cyberbullying**

"Cyber bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. Further, "mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital photographs are taken or transmitted. Finally, "electronic communication means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

(CSDE 9/12/2011)

Both the East Granby Public Schools computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purposes of harassment. All forms of harassment by students over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of state law and East Granby Public Schools acceptable computer use policy and regulations.

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

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator or East Granby Public Schools Director of Technology Services.

The administration shall fully investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats to kill or hurt a staff member or student. The administration will involve law enforcement officials as they deem necessary.

Policy Adopted by the East Granby Board of Education: January 23, 2012

### **TOBACCO USE/SMOKING**

#### **Statement of Policy: East Granby Board of Education - No Smoking in School Buildings/Grounds 5131.6**

Connecticut laws strictly prohibit any smoking on school property and in school buildings.

To provide an environment that protects the health and well-being of all employees, students, and community members, no smoking will be permitted on school grounds, in school buildings, or at school activities at any time.

Ongoing dissemination of information regarding wellness and the significant health impact of smoking will occur through areas such as curriculum, student advisee or counseling programs, and other parent-student forums.

***Legal Reference: Connecticut Education Law, Sec. 1-21b.***

Board Policy adopted- July 11, 2005

**State of Connecticut  
Substitute House Bill No. 5400**

***Public Act No. 16-67***

**AN ACT CONCERNING THE DISCLOSURE OF CERTAIN EDUCATION PERSONNEL RECORDS, CRIMINAL PENALTIES FOR THREATENING IN EDUCATIONAL SETTINGS AND THE EXCLUSION OF A MINOR'S NAME FROM SUMMARY PROCESS COMPLAINTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened: Section 1. Section 10-221d of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2016): (a) Each local and regional board of education, each governing council of a state or local charter school and each interdistrict magnet school operator shall (1) require each applicant for a position in a public school with such board, council or operator to state whether such [person] applicant has ever been convicted of a crime or whether criminal charges are pending against such [person at the time of such person's application] applicant, (2) [(A) on and after July 1, 2011,] require each applicant [for a position in a public school requiring a certificate, authorization or permit issued pursuant to chapter 166] to submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to section 17a- 101k, before such applicant may be hired by such board, [and (B) on and after July 1, 2012, require each applicant for a position in a public school that does not require a certificate, authorization or permit Substitute House Bill No. 5400 Public Act No. 16-67 2 of 18 issued pursuant to chapter 166 to submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to section 17a-101k, before such applicant may be hired by such board, (3)] council or operator, (3) on and after July 1, 2016, require, subject to the provisions of subsection (d) of this section, each [person hired by the board after July 1, 1994,] applicant for a position to submit to state and national criminal history records checks within thirty days from the date of employment and may require, subject to the provisions of subsection (d) of this section, any person hired prior to said date to submit to state and national criminal history records checks, and (4) require each worker (A) placed within a school under a public assistance employment program, (B) employed by a provider of supplemental services pursuant to the No Child Left Behind Act, P.L. 107-110, or (C) [on and after July 1, 2010,] in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate pursuant to chapter 166, who performs a service involving direct student contact to submit to state and national criminal history records checks within thirty days from the date such worker begins to perform such service. The criminal history records checks required by this subsection shall be conducted in accordance with section 29-17a. If the local or regional board of education receives notice of a conviction of a crime which has not previously been disclosed by such person to the board, the board may (i) terminate the contract of a certified employee, in accordance with the provisions of section 10-151, and (ii) dismiss a noncertified employee, provided such employee is notified of the reason for such dismissal. [, is provided the opportunity to file with the board, in writing, any proper answer to such criminal conviction and a copy of the notice of such criminal conviction, the answer and the dismissal order are made a part of the records of the board.] In addition, if the local or regional board of education receives notice of a conviction of a crime by a person (I) holding a certificate, authorization or permit issued by the State Board of Education, (II) employed by a provider of Substitute House Bill No. 5400 Public Act No. 16-67 3 of 18 supplemental services, or (III) [on and after July 1, 2010,] in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate pursuant to chapter 166, the local or regional board of education shall send such notice to the State Board of Education. The supervisory agent of a private school may require any applicant for a position in such school or any employee of such school to submit to state and national criminal history records checks in accordance with the procedures described in this subsection. (b) If a local or regional board of education, governing council of a state or local charter school, operator of an interdistrict magnet school, endowed or incorporated academy approved by the State Board of Education

pursuant to section 10-34, or special education facility approved by the State Board of Education pursuant to section 10-76d requests, a regional educational service center shall arrange for the fingerprinting of any person required to submit to state and national criminal history records checks pursuant to this section or for conducting any other method of positive identification required by the State Police Bureau of Identification or the Federal Bureau of Investigation and shall forward such fingerprints or other positive identifying information to the State Police Bureau of Identification which shall conduct criminal history records checks in accordance with section 29-17a. Such regional educational service center shall maintain such fingerprints or other positive identifying information, which may be in an electronic format, for a period of four years, at the end of which such fingerprints and positive identifying information shall be destroyed. Such regional educational service centers shall provide the results of such checks to such local or regional board of education, governing council of a state or local charter school, operator of an interdistrict magnet school, endowed or incorporated academy or special education facility and to a contractor, in the case of any employee of an applicant contractor subject to such records checks. Such regional educational service centers shall provide such results to Substitute House Bill No. 5400 Public Act No. 16-67 4 of 18 any other local or regional board of education or regional educational service center upon the request of such person. No regional educational service center shall charge a fee for services under this subsection that exceeds any fee that the center may charge any applicant for a position with such center. (c) State and national criminal history records checks for substitute teachers completed within one year prior to the date of employment with a local or regional board of education, council or operator and submitted to the employing board of education, council or operator shall meet the requirements of subdivision (3) of subsection (a) of this section. A local or regional board of education, council or operator shall not require substitute teachers to submit to state and national criminal history records checks pursuant to subdivision (3) of subsection (a) of this section if they are continuously employed by such local or regional board of education, council or operator, provided a substitute teacher is subjected to such checks at least once every five years. For purposes of this section, substitute teachers shall be deemed to be continuously employed by a local or regional board of education, council or operator if they are employed at least one day of each school year by such local or regional board of education, council or operator. [(d) (1) The provisions of this section shall not apply to a person required to submit to a criminal history records check pursuant to the provisions of subsection (e) of section 14-44.] [(2)] (d) The provisions of this section shall not apply to a student employed by the local or regional school district in which the student attends school. [(3) The provisions of subsection (a) of this section requiring state and national criminal history records checks shall, at the discretion of a local or regional board of education, apply to a person employed by a Substitute House Bill No. 5400 Public Act No. 16-67 5 of 18 local or regional board of education as a teacher for a noncredit adult class or adult education activity, as defined in section 10-67, who is not required to hold a teaching certificate pursuant to section 10-145b for his or her position.] (e) The State Board of Education shall submit, periodically, a database of applicants for an initial issuance of certificate, authorization or permit pursuant to sections 10-144o to 10-149, inclusive, to the State Police Bureau of Identification. The State Police Bureau of Identification shall conduct a state criminal history records check against such database and notify the State Board of Education of any such applicant who has a criminal conviction. The State Board of Education shall not issue a certificate, authorization or permit until it receives and evaluates the results of such check and may deny an application in accordance with the provisions of subsection (i) of section 10-145b. (f) The State Board of Education shall submit, periodically, a database of all persons who hold certificates, authorizations or permits to the State Police Bureau of Identification. The State Police Bureau of Identification shall conduct a state criminal history records check against such database and shall notify the State Board of Education of any such person who has a criminal conviction. The State Board of Education may revoke the certificate, authorization or permit of such person in accordance with the provisions of subsection (i) of section 10-145b. (g) The State Board of Education shall require each applicant seeking an initial issuance or renewal of a certificate, authorization or permit pursuant to sections 10-144o to 10-149, inclusive, to submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to section 17a-101k. If notification is



received that the applicant is listed as a perpetrator of abuse or neglect on the Department of Children and Families child Substitute House Bill No. 5400 Public Act No. 16-67 6 of 18 abuse and neglect registry, the board shall deny an application for the certificate, authorization or permit in accordance with the provisions of subsection (i) of section 10-145b, or may revoke the certificate, authorization or permit in accordance with the provisions of said subsection (i). (h) Notwithstanding the provisions of subsection (f) of section 31- 51i, the Department of Education shall, upon request of a local or regional board of education, governing council of a state or local charter school or an interdistrict magnet school operator, make available to such local or regional board of education, governing council or interdistrict magnet school operator requesting information concerning an applicant for a position with such board, council or operator (1) any information concerning the applicant's eligibility for employment in a position with such board, council or operator requiring a certificate, authorization or permit issued pursuant to chapter 166, (2) whether the department has knowledge that the applicant has been disciplined for a finding of abuse or neglect or sexual misconduct, as defined in section 10-222c, as amended by this act, and any information concerning such a finding, and (3) whether the department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges. The provisions of this subsection shall not be construed to cause the department to investigate any such request. Sec. 2. Section 10-222c of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2016): (a) No local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator shall offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to such board, council or operator: Substitute House Bill No. 5400 Public Act No. 16-67 7 of 18 (1) Requiring of such applicant: (A) To list the name, address and telephone number of each current or former employer of the applicant, if such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children; (B) A written authorization that (i) consents to and authorizes disclosure by the employers listed under subparagraph (A) of this subdivision of the information requested under subdivision (2) of this subsection and the release of related records by such employers, (ii) consents to and authorizes disclosure by the Department of Education of the information requested under subdivision (3) of this subsection and the release of related records by the department, and (iii) releases those employers and the department from liability that may arise from such disclosure or release of records pursuant to subdivision (2) or (3) of this subsection; and (C) A written statement of whether the applicant (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated, (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an Substitute House Bill No. 5400 Public Act No. 16-67 8 of 18 investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; (2) Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under subdivision (1) of this subsection. Such review shall be conducted using a form developed by the Department of Education in accordance with section 3 of this act that shall request (A) the dates of employment of the applicant, and (B) a statement as to whether the employer has knowledge that the applicant (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated; (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an

allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of section 31-51i, not later than five business days after any such current or former employer of the applicant receives a request for such information, such employer shall respond with such information. A local or regional board of education, council or operator may request more information concerning any response made by a current or former employer, and, notwithstanding the provisions of said subsection (f), such employer shall respond not later than five business days after receiving such request; and (3) Requesting information from the Department of Education concerning (A) the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit issued pursuant to chapter 166, (B) whether the department has knowledge that a finding has been substantiated by the Department of Children and Families pursuant to section 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and (C) whether the department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges. (b) Notwithstanding the provisions of subsection (f) of section 31- 51i, any local or regional board of education or council or operator that receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct shall notify the Department of Education of such information. (c) No local or regional board of education or council or operator shall employ an applicant for a position involving direct student contact who does not comply with the provisions of subdivision (1) of subsection (a) of this section. (d) A local or regional board of education or council or operator may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending such board's review of information received under this section, provided: (1) The applicant complied with subdivision (1) of subsection (a) of this section; (2) The board, council or operator has no knowledge of information Substitute House Bill No. 5400 Public Act No. 16-67 10 of 18 pertaining to the applicant that would disqualify the applicant from employment with the board, council or operator; and (3) The applicant affirms that the applicant is not disqualified from employment with such board, council or operator. (e) No local or regional board of education, council or operator shall enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any other contract or agreement or take any action that: (1) Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee; (2) Affects the ability of the local or regional board of education, council or operator to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or (3) Requires the local or regional board of education, council or operator to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the board, unless after investigation such allegation is dismissed or found to be false. (f) No local or regional board of education, council or operator shall offer employment to a person as a substitute teacher, unless such person and the board comply with the provisions of subsection (a) of this section. The board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. No board, council or operator shall hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the board, council or operator as a substitute teacher, as described in subsection (c) of section 10-221d, as amended by this act, provided the board, council or operator does not have any knowledge of a reason that such person should be removed from such list. (g) In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all information required of an applicant under subparagraphs (A) and (C) of subdivision

(1) of subsection (a) of this section and a written authorization under subparagraph (B) of said subdivision. Such contractor shall contact any current or former employer of such employee that was a local or regional board of education, council or operator or if such employment caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of section 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of said subsection (f), immediately forward such information to any local or regional board of education with which the contractor is under contract, either telephonically or through written communication. Any local or regional board of education, council or operator that receives such information shall determine whether such employee may work in a position involving direct student contact at any school under the board's jurisdiction. No determination by a local or regional board of education that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract. (h) Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of Substitute House Bill No. 5400 Public Act No. 16-67 12 of 18 subsection (a) of this section shall be subject to discipline by the employing local or regional board of education, council or operator that may include (1) denial of employment, or (2) termination of the contract of a certified employee, in accordance with the provisions of section 10-151. (i) Any employer who provides information in accordance with subdivision (2) of subsection (a) of this section or subsection (g) of this section and the Department of Education for the provision of information requested in accordance with subdivision (3) of said subsection (a) shall be immune from criminal and civil liability, provided the employer or department did not knowingly supply false information. (j) Notwithstanding the provisions of section 10-151c and subsection (f) of section 31-51i, a local or regional board of education, council or operator shall provide upon request by any other local or regional board of education, council or operator for the purposes of an inquiry pursuant to subdivision (2) of subsection (a) of this section or subsection (g) of this section or to the Commissioner of Education pursuant to subsection (b) of this section any information that the board, council or operator has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry. (k) For purposes of this section and section 10-221d, as amended by this act, (1) "sexual misconduct" means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student; and (2) "abuse or neglect" means abuse or neglect as described in section 46b-120, and includes any violation of section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a- Substitute House Bill No. 5400 Public Act No. 16-67 13 of 18 72b or 53a-73a. (l) Prior to [hiring any person] offering employment to an applicant, a local or regional board of education, council or operator shall make a documented good faith effort to contact [previous employers] each current and any former employer that was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children of the [person] applicant in order to obtain information and recommendations which may be relevant to the [person's] applicant's fitness for employment, provided such effort shall not be construed to require more than three telephonic requests made on three separate days. (m) No local or regional board of education shall offer employment to any applicant who had any previous employment contract terminated by a board, council or operator or who resigned from such employment, if such person has been convicted of a violation of section 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated. Sec. 3. (Effective from passage) Not later than June 30, 2016, the Department of Education shall make available to local and regional boards of education, councils and operators a standardized form of questions to be directed to an employer to provide information pursuant to subdivision (2) of subsection (a) of section 10-222c of the general statutes, as amended by this act, or subsection (g) of said section to a local or regional board of education, council or operator requesting such

information. Sec. 4. Subsection (a) of section 10-145 of the 2016 supplement to the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2016): (a) No teacher, supervisor, administrator, special service staff Substitute House Bill No. 5400 Public Act No. 16-67 14 of 18 member or school superintendent, except as provided for in section 10- 157, shall be employed in any of the schools of any local or regional board of education unless such person possesses an appropriate state certificate, nor shall any such person be entitled to any salary unless such person can produce such certificate dated prior to or on the first day of employment, except as provided for in section 10-157; provided nothing in this subsection shall be construed to prevent the board of education from prescribing qualifications additional to those prescribed by the regulations of the State Board of Education and provided nothing in this subsection shall be construed to prevent any local or regional board of education from contracting with a licensed drivers' school approved by the Commissioner of Motor Vehicles for the behind-the-wheel instruction of a driver instruction course, to be given by driving instructors licensed by the Department of Motor Vehicles. No person shall be employed in any of the schools of any local or regional board of education as a substitute teacher unless such person (1) holds a bachelor's degree, provided the Commissioner of Education may waive such requirement for good cause upon the request of a superintendent of schools, and (2) is on a list maintained by the local or regional board of education pursuant to subsection (f) of section 10-222c, as amended by this act. Sec. 5. Section 10-66rr of the 2016 supplement to the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2016): [(a)] On and after July 1, 2015, the State Board of Education shall require members of the governing council of a state or local charter school and members of a charter management organization to submit to a records check of the Department of Children and Families child abuse and neglect registry, established pursuant to section 17a-101k, and to state and national criminal history records checks before the state board grants initial certificates of approval for charters pursuant Substitute House Bill No. 5400 Public Act No. 16-67 15 of 18 to section 10-66bb, or before such members may be hired by the governing council of a state or local charter school or charter management organization. The criminal history records checks required under this subsection shall be conducted in accordance with section 29-17a. [(b) On and after July 1, 2015, the] The governing council of a state or local charter school shall require each [applicant for a position in a state or local charter school and each] contractor doing business with a state or local charter school, who performs a service involving direct student contact, to submit to a records check of the Department of Children and Families child abuse and neglect registry, established pursuant to section 17a-101k, and to state and national criminal history records checks before such applicant may be hired or such contractor begins to perform such service. The criminal history records checks required under this subsection shall be conducted in accordance with section 29-17a. Sec. 6. Section 53a-61aa of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2016): (a) A person is guilty of threatening in the first degree when such person (1) (A) threatens to commit any crime involving the use of a hazardous substance with the intent to terrorize another person, to cause evacuation of a building, place of assembly or facility of public transportation or otherwise to cause serious public inconvenience, or (B) threatens to commit such crime in reckless disregard of the risk of causing such terror, evacuation or inconvenience; (2) (A) threatens to commit any crime of violence with the intent to cause evacuation of a building, place of assembly or facility of public transportation or otherwise to cause serious public inconvenience, or (B) threatens to commit such crime in reckless disregard of the risk of causing such evacuation or inconvenience; [or] (3) commits threatening in the second degree as provided in section 53a-62, as amended by this act, Substitute House Bill No. 5400 Public Act No. 16-67 16 of 18 and in the commission of such offense [he] such person uses or is armed with and threatens the use of or displays or represents by [his] such person's words or conduct that [he] such person possesses a pistol, revolver, shotgun, rifle, machine gun or other firearm; or (4) violates subdivision (1) or (2) of this subsection with the intent to cause an evacuation of a building or the grounds of a public or nonpublic preschool, school or institution of higher education during preschool, school or instructional hours or when a building or the grounds of such preschool, school or institution are being used for preschool, school or institution-sponsored activities. No person shall be found guilty of threatening in the first degree under subdivision (3) of this subsection and threatening in the second

degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information. (b) For the purposes of this section, "hazardous substance" means any physical, chemical, biological or radiological substance or matter which, because of its quantity, concentration or physical, chemical or infectious characteristics, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health. (c) Threatening in the first degree is a class D felony, except that a violation of subdivision (4) of subsection (a) of this section is a class C felony. Sec. 7. Section 53a-62 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2016): (a) A person is guilty of threatening in the second degree when: (1) By physical threat, such person intentionally places or attempts to place another person in fear of imminent serious physical injury, (2) (A) such person threatens to commit any crime of violence with the Substitute House Bill No. 5400 Public Act No. 16-67 17 of 18 intent to terrorize another person, or [(3)] (B) such person threatens to commit such crime of violence in reckless disregard of the risk of causing such terror, or (3) violates subdivision (1) or (2) of this subsection and the person threatened is in a building or on the grounds of a public or nonpublic preschool, school or institution of higher education during preschool, school or instructional hours or when a building or the grounds of such preschool, school or institution are being used for preschool, school or institution-sponsored activities. (b) Threatening in the second degree is a class A misdemeanor, except that a violation of subdivision (3) of subsection (a) of this section is a class D felony. Sec. 8. (NEW) (Effective October 1, 2016) The Board of Pardons and Paroles shall grant an absolute pardon to any person who applies for such pardon with respect to a conviction of a violation of subdivision (4) of subsection (a) of section 53a-61aa of the general statutes, as amended by this act, or subdivision (3) of subsection (a) of section 53a-62 of the general statutes, as amended by this act, if (1) such person committed such offense prior to attaining the age of eighteen years, (2) at least three years have elapsed from the date of such conviction or such person's discharge from the supervision of the court or the care of any institution or agency to which such person has been committed by the court, whichever is later, (3) such person has no subsequent juvenile proceeding or adult criminal proceeding that is pending, (4) such person has attained the age of eighteen years, and (5) such person has not been convicted as an adult of a felony or misdemeanor during the three-year period specified in subdivision (2) of this section. Sec. 9. (NEW) (Effective October 1, 2016) Any individual who reports an act of threatening described in subdivision (4) of subsection (a) of section 53a-61aa of the general statutes, as amended by this act, shall have an absolute defense to any civil action brought as a result of having made such report, provided such individual exercised due care Substitute House Bill No. 5400 Public Act No. 16-67 18 of 18 when making such report and at all times acted in good faith while making such report. Sec. 10. Subsection (a) of section 47a-26h of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2016): (a) A summary process judgment shall bind (1) the named defendants and any minors holding under them; (2) any occupant who first commenced occupancy of the premises after service of the notice to quit upon which the summary process action was based, unless such occupancy was commenced or continued with the consent of the plaintiff or under a right to occupy equal or superior to the rights of the plaintiff; (3) if the plaintiff has properly named and served each occupant whose presence is known with a notice to quit and a writ, summons and complaint in accordance with the provisions of sections 47a-23 and 47a-23a, any occupant who first commenced occupancy of the premises prior to service of the notice to quit and (A) who the plaintiff and his agents did not know was in occupancy of the premises, or (B) of whose presence the plaintiff or his agent knew but whose name they did not know. If a minor, who is or will be bound by a summary process judgment under subdivision (1) of this subsection, is named in a summary process complaint, the court, upon motion of any party or upon its own motion, may order the name of such minor to be stricken from the record of the action and the clerk shall remove or arrange for the removal of such minor's name from the record of the case maintained on the Internet web site of the Judicial Branch. Sec. 11. Section 10-221w of the 2016 supplement to the general statutes is repealed. (Effective July 1, 2016) Approved June 2, 2016

# Revised 2017-2018 East Granby School Calendar

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/3

November 2017						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/10 Veterans Day Observed \* 11/23-24 Thanksgiving 19/19

February 2018						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2/19-2/20 President's Day Break 17/18

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/28 Memorial Day 22/22

Normal School Hours	
Allgrove School	8:35-3:05
Seymour School	8:30-3:00
Middle/High School	7:40-2:10

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 Labor Day 20/20

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/25-12/29 Holiday Break 16/16

March 2018						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3/30 Good Friday 21/21

June 2018						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/10

Early Release Times	
Allgrove School	1:20
Seymour School	1:15
Middle/High School	12:28

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/9 Columbus Day 20/21

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1 New Year's Day \* 1/15 Martin Luther King Day 21/21

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4/9-4/13 Spring Break 16/16

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/4 Independence Day

Legend	
	First & Last Day of School
	No School
	Teacher InService No School
	Teacher InService Early Dismiss
	Early Dismissal
	Conferences Early Dismiss

# 2017-2018 East Granby School Calendar

182 Instructional Days / 187 Teacher Days

## August 2017

28- New Staff Orientation  
 29- Teacher In-Service, No School  
 30-Opening Day and Meetings  
 31 - First Day of School for Students

## September 2017

4 – Labor Day, No School  
 14 - 1/2 day Teacher In-Service, Early Release

## October 2017

6 - Teacher In-Service, No School  
 9– Columbus Day, No School  
 24 - 1/2 day, Teacher In-Service, Early Release

## November 2017

9 - 1/2 day Teacher In-Service, Early Release  
 10 - Veterans Day Observed, No School  
 22 – Early Release for Holiday  
 23, 24 – Thanksgiving Holiday, No School  
 29-30 - Elem./MS/HS Parent Conferences, Early Release

## December 2017

1- Elem./MS/HS Parent Conferences, Early Release  
 22 – Early Release for Holiday  
 25 – 29 Holiday Break, No School

## January 2018

1 – New Year’s Day, No School  
 15 – Martin Luther King Day, No School  
 29 - 1/2 day Teacher In-Service, Early Release

## February 2018

16 - Teacher In-Service, No School  
 19 – 20 President’s Day Break, No School

## March 2018

27 - 1/2 day Teacher In-Service, Early Release  
 28, 29 - Elem./MS/HS Parent Conferences, Early Release  
 30 – Good Friday, No School

## April 2018

2 - Elem./MS/HS Parent Conferences, Early Release  
 9-13 Spring Break, No School  
 25 - 1/2 day Teacher In-Service, Early Release

## May 2018

25 - 1/2 day Teacher In-Service Day, Early Release  
 28 - Memorial Day, No School

## June 2018

13 - Anticipated Last Student Day of School for Students, Early Release  
 14 - Last Teacher Workday

Allgrove School 653-2505  
 Seymour School 653-7214  
 East Granby Middle School 653-7113  
 East Granby High School 653-2541



Board of Education Meetings  
 are held on the 2<sup>nd</sup> & 4<sup>th</sup>  
 Monday evenings of the month  
 in the Board of Education  
 Conference Room  
 in Allgrove School.

To verify school closings, delays or early dismissals, visit or website at [www.eastgranby.k12.ct.us](http://www.eastgranby.k12.ct.us)

or tune your TV to WFSB Channel 3



The school year calendar may be modified as necessary at the discretion of the Board of Education to reschedule lost days.

*Approved by the Board of Education  
 Approved 11-14-16  
 Revision Approved 1-23-17*

**EAST GRANBY PUBLIC SCHOOLS**  
**East Granby, Connecticut**  
**Volunteer Information Form and Waiver of Liability**

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**Information Form**

Name: \_\_\_\_\_  
*Last First Middle Telephone*

Address: \_\_\_\_\_  
*Street City Zip Code*

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

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Are you now or have you ever been a school volunteer? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

***If you answered YES, you may not volunteer in the East Granby School System.***

If requested, are you willing to consent to a criminal background investigation? \_\_\_\_\_

***If you answered NO, you may not volunteer in the East Granby School System.***

The school district will also seek information from prior employers (P.A. 16-67) to ascertain any history of involvement in child abuse.

\_\_\_\_\_  
*Signature Printed name Date*

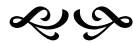
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**Waiver of Liability**

The East Granby School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher.



# East Granby Public Schools



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## East Granby Board of Education Central Office

Dr. Christine Mahoney, Superintendent  
33 Turkey Hills Road · East Granby, CT 06026  
Telephone: (860) 653-6486 · Fax: (860) 413-9075  
*Email: cmahoney@eastgranby.k12.ct.us*

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## Carl D. Allgrove School – Grades Pre-K - 2

Maylah Uhlinger, Principal  
33 Turkey Hills Road · East Granby, CT 06026  
Telephone: (860) 653-2505 · Fax: (860) 413-9080  
*Email: muhlinger@eastgranby.k12.ct.us*

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## Department of Student Support Services

Karen Gogel, Director of Student Support Services  
185 Hartford Avenue · East Granby, CT 06026  
Telephone: (860) 413-9079 · Fax: (860) 413-9081  
*Email: kgogel@eastgranby.k12.ct.us*

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## R. D. Seymour School – Grades 3 - 5

Robert McGrath, Principal  
185 Hartford Avenue · East Granby, CT 06026  
Telephone: (860) 653-7214 · Fax: (860) 413-9084  
*Email: bmcgrath@eastgranby.k12.ct.us*

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## East Granby Middle School – Grades 6 - 8

Melissa Bavaro-Grande, Principal  
95 South Main Street · East Granby, CT 06026  
Telephone: (860) 653-7113 · Fax: (860) 413-9126  
*Email: mbavaro@eastgranby.k12.ct.us*

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## East Granby High School – Grades 9 - 12

Antonio DeMelo, Principal  
Tim Phelan, Assistant Principal  
95 South Main Street · East Granby, CT 06026  
Telephone: (860) 653-2541 · Fax: (860) 413-9092  
*Email: ademelo@eastgranby.k12.ct.us*  
*Email: tphelan@eastgranby.k12.ct.us*