



REGIONAL SCHOOL DISTRICT 17

EMPLOYEE HANDBOOK

2022-2023

Table of Contents

Office of the Superintendent of Schools	1
Welcome	2
About this Handbook	2
District Mission	2
District Core Values	2
Vision of the Graduate—Skills	3
Vision of the Graduate—Dispositions	3
Promoting Equity and Social Justice	4
District Information	5
Board of Education Overview	5
Board of Education Members	5
Central Office Directory	6
Directory of Schools	7
Regular School Hours	7
School Calendar	8
Employment Rights	9
Non-Discrimination	9
Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990	9
Prohibition of Sex Discrimination and Sexual Harassment in the Workplace	9
Alcohol, Tobacco and Drug-Free Workplace	10
Professional Responsibilities	10
Code of Ethics and Professional Responsibility	10
Connecticut Code of Professional Responsibility for Teachers	11
Connecticut Code of Professional Responsibility for School Administrators	11
District Expectations	11
Change of Address/Change of Name	11
Food Guidelines	11
Display of Disruptive Symbols	12
Keys	12

Confidentiality	12
Teacher Interaction with Students	13
Electronic Communication	13
Employee Use of the District’s Computer Systems and Electronic Communications	13
General Email Usage Guidelines	14
Social Media Use	15
Netiquette	16
Use of Cell Phone or Other Electronic Devices	16
Media Guidelines	17
Safe School Climate	18
School Climate Committee	18
Threat Protocol	18
Reporting Responsibilities	18
Responsibility to Report Bullying, Discrimination and Harassment	18
Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees	19
Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder	19
Reporting Safety Hazards	20
Attendance	21
Staff and Student Injuries	21
Compensation and Benefits	22
Compensation	22
Health, Dental and Vision Insurance	22
Workers’ Compensation	22
Life Insurance	22
Flexible Spending Plan	22
Retirement Savings Plan—403(b)	22
Employee Assistance Program	23
Vacations	23
Holidays	23
Leave Provisions	23
Family and Medical Leave Act (FMLA)	23

Childbearing (Maternity) and Child Rearing Leaves of Absence	23
Jury Duty	24
Personal Days	24
Funeral Leave	24
Military Leave of Absence	24
Business and Travel Expense	24
Payroll Calendar	24
General Procedures	25
Delayed Opening and Emergency School Closing	25
Early Dismissal Information	25
Emergency Absences	26
Health Offices	26
Automatic External Defibrillator (AED)	26
Secure Classrooms Throughout the Day	26
Safety Drills/Procedures	27
Employee Badges	29
Personnel Records	29
Performance Evaluation	29
Probationary Period	29
REPORT OF SUSPECTED BULLYING BEHAVIORS OR TEEN DATING VIOLENCE	30



Regional School District #17

Office of the Superintendent of Schools



"The student is the foremost reason for the existence of the profession."

-Preamble, Connecticut Code of Professional Responsibility for Teachers

September 1, 2022

Dear Faculty and District Employees,

Every year, employees receive a copy of this handbook to serve as both a guide and a resource regarding the school system's policies, procedures, and benefits. With the issuance of the 2022-2023 Employee Handbook, I would like to emphasize two important components. First, **every employee** should model the behavior that we expect from our students. This is particularly important with regard to professionalism and how we treat one another. Second, **every single employee** must participate in creating a positive learning environment for our students as well as for our colleagues. We all need to be leaders in the education of compassion, respect, and empathy. We all need to work hard to ensure that all of our activities, curricular and co-curricular, are safe for our students - socially, emotionally, intellectually and physically. This requires modeling and constant supervision of our learning environments.

As an employee of RSD 17 you are expected to become familiar with all information contained within this handbook. Information contained herein is supplemented and complemented by RSD 17 Board of Education Policies, Administrative Regulations, Collective Bargaining Agreements, Unaffiliated Contracts and state and federal law where applicable. In many instances, a brief summary of a policy is included in this handbook with a reference to the complete text, which is available on the website, www.rsd17.org.

As members of the school community, whether in fiscal, clerical, health care, building and grounds or maintenance, you are expected to familiarize yourself with the information contained in this handbook as it pertains to work rules and District expectations. Every effort has been made to ensure consistency with all contracts between the RSD 17 Board of Education and unions or unaffiliated agreements. Throughout the school year, we will continue to keep you up-to-date on important information. Administrative Letters are emailed to faculty and staff as they are approved. In addition to the Employee Handbook, every member receives information at the beginning of each school year regarding current operational information, as well as other important policies and procedures that you must be familiar with and adhere to. A good rule of thumb is - if in doubt - ask your supervisor/administrator.

I appreciate your attention to this handbook.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Wihbey".

Mr. Jeffrey Wihbey
Superintendent of Schools

Welcome

Welcome to Regional School District 17 (RSD 17), a dynamic and creative school environment where employees make a difference in the lives of students every day. We prepare every graduate of the RSD 17 School District to be a compassionate critical thinker, who collaborates to solve problems, and is prepared to contribute to improving our world.

About this Handbook

The purpose of this handbook is to provide information and pave the way for a successful year. It describes many of your responsibilities as an employee and outlines working conditions, expectations and benefits. One of our collaborative objectives is to provide a work environment that is conducive to professional and personal growth.

This handbook is for informational purposes only and does not constitute a contract between Regional School District No. 17 Board of Education and its employees. The policies and practices referenced in this Handbook may be changed or modified at any time necessary. Many policies in this Handbook have been paraphrased for brevity, but can be accessed through the District's website under District, Board of Education, Policies and Resources. Should a question arise regarding a policy issue, it is best to refer to the full text of the referenced policy on the District's website or contact your immediate supervisor. Each employee is responsible for the contents of this Handbook and RSD 17 Board of Education policies.

After reading the complete handbook, employees are required to electronically sign the **Employee Handbook Acknowledgement Form** to document receipt of and understanding of the contents of the handbook. If an employee has questions about the information in the handbook prior to submitting the Acknowledgment form, he/she should consult their immediate supervisor or the HR Benefits Specialist.

District Mission

The Mission of Regional School District 17 is to engage students in an educational community that challenges them with high standards and builds their capacity for success and their aspiration to improve themselves and their society.

District Core Values

Children	Guarantee a quality education based on the belief that all children have the natural disposition to learn.
Curriculum	Provide a curriculum that engages and challenges all students.
Responsibility	Foster a community that recognizes that education is a responsibility shared among students, families, and schools.
Ethics	Require all members of the school community to exhibit integrity, model responsible behavior, and show respect for others.

Safety	Maintain a safe environment for all members of the school district.
Stewardship	Ensure responsible stewardship to the communities for the resources and facilities they provide.
Communication	Build collaborative relationships with the entire community through ongoing and transparent communication.
Diversity	Provide an environment that respects diversity.

Vision of the Graduate—Skills

Contribute Productively includes the ability to:

- Take control of one's learning by planning and organizing oneself to complete tasks
- Demonstrate independence and initiative in doing one's best work
- Collaborate positively on a team project or shared endeavor
- Seek leadership or take a supportive role within a group in a manner that works best for oneself, others, and the outcome
- Think creatively and flexibly to design and develop innovative solutions, strategies, and outcomes

Think Critically includes the ability to:

- Inquire and formulate questions to gather information and expand upon ideas
- Research and distill information from reliable resources representative of multiple perspectives
- Evaluate information for credibility, bias, and point of view
- Analyze and interpret information and data to generate solutions to problems
- Reflect upon the accuracy or viability of solutions or conclusions

Communicate Effectively includes the ability to:

- Organize thoughts to articulate and justify one's position or perspective with clarity
- Construct, refine, and present arguments supported by evidence
- Actively listen to understand and interpret the ideas and reasoning of others
- Use a variety of verbal, written, or visual methods appropriate for the message and audience

Vision of the Graduate—Dispositions

Maintain a Growth Mindset

Involves believing in oneself, having an open mind, and demonstrating perseverance and resilience.

Examples of demonstrating a Growth Mindset include:

- Apply sustained effort to understand concepts, acquire skills, and achieve to one's greatest potential
- Reflect upon feedback or mistakes as opportunities to adapt and improve upon learning
- Show determination to accomplish one's goals
- Explore ideas to expand thinking
- Encourage a growth mindset in others

Demonstrate Respect, Empathy and Kindness

Involves caring for and showing compassion for oneself and others.

Examples include:

- Seek to understand one another's experiences, circumstances, and perspectives
- Embrace diversity and recognize the value of all persons by promoting equity and inclusivity
- Maintain self-respect and advocate for oneself and others
- Be kind and act to enhance the climate of our schools and community

Display Character, Courage, and Integrity

Involves having confidence in oneself to make sound decisions.

Examples include:

- Do the right thing, even when no one is looking
- Take the initiative to provide or seek help for oneself or others
- Stand up for oneself or others when faced with unkind, disrespectful, or discriminatory behavior
- Actively engage in discourse that addresses difficult topics or situations to improve conditions for all



Promoting Equity and Social Justice

Regional School District 17 is committed to promoting [Equity & Social Justice](#) through multicultural education. Our strategic approach involves reviewing and enhancing the school district's efforts to effectively address topics of multiculturalism, black history (including racism and systemic racism), and diverse perspectives to foster greater knowledge, empathy, acceptance, tolerance and mutual respect.

District Information

Regional School District 17 is the school district for the towns of Haddam and Killingworth. Haddam is uniquely situated near the Connecticut River and is the only town in Connecticut divided by the Connecticut River. Five villages make up Haddam: Hidden Lake, Higganum, Shailerville, Tylerville on the west side of the river, and Haddam Neck on the east side.

Killingworth is approximately 35.8 square miles and is surrounded by Chester, Clinton, Madison, and Durham. The town has miles of country roads and hundreds of acres of woods and streams. Killingworth is the home of “A Place Called Hope,” a rehabilitation center for birds of prey. Chatfield Hollow State Park is a scenic park featuring fishing, freshwater swimming, picnicking, and challenging hiking trails.

Board of Education Overview

Regional School District 17 has an eleven-member, non-partisan Board of Education with six members from Haddam and five members from Killingworth. Board of Education members are local residents charged by Connecticut law to oversee the school district. Members of the Board of Education are elected by district citizens and are volunteers who serve without compensation for a four-year term. Regional School District 17 Board of Education has a [School Board Member Handbook](#) that contains a summary of various policies, protocols and practices of the Board of Education. In addition to the handbook, Board of Education bylaws are on the District’s website until Board of Education, Policies & Resources, [Series 9000](#).

Board of Education Members

Name	Town	Term
Buzzi, Brenda	Haddam	12/01/21-11/30/25
Connelly, Lisa	Killingworth	12/01/21-11/30/25
D’Angelo, Joel	Killingworth	12/01/19-11/30/23
Favalora, Jennifer	Higganum	12/01/19-11/30/23
Goldfarb, Shawna	Higganum	12/01/19-11/30/23
MacPhail, Hamish	Higganum	12/01/21-11/30/25
Rivera, Nelson	Killingworth	12/01/19-11/30/23
Roberts, Corey	Higganum	12/01/21-11/30/25
Sack, Suzanne	Killingworth	12/01/19-11/30/23
Sonski, Peter	Higganum	12/01/19-11/30/23
Zandi, Kathleen	Killingworth	12/01/21-11/30/25

Central Office Directory

Superintendent's Office

Jeffrey Wihbey, Superintendent of Schools
Jennifer Miller, Assistant Superintendent of Schools
Pamela Hensel, Administrative Assistant to the Superintendent
Sarah Kaiser, Administrative Assistant to C.O. and the Board of Education
Michelle Apelquist, Human Resources/Benefits

Operations Office

John Mercier, Director of Operations
Brianna Hill, Administrative Assistant of the Director of Operations
Rob Albert, Facilities Maintenance Lead
Denis Recchia, Information Technology Lead

Finance Office

David Solin, Director of Fiscal Operations
Aileen Kosecki, Accountant
Vacant, Accounts Payable
Shannon Romero, Payroll Specialist

Student Services Office

Dr. Kris Lindsay-Stevens, Director of Student Services
Tonya Gorgone, Student Services Coordinator
Becky Templeton, Elementary Coordinator
Jacqueline Morrow, Administrative Assistant for Student Services

Curriculum Office

Jennifer Beermuender, Curriculum Coordinator for Language Arts and Social Studies
Heather Rigatti, Curriculum Coordinator for Math, Science, and Technology

Food Services Office

Sharon Shettleworth, Director of Food Services

HK Cubs Child Care Center

Kelly Camporeale, Director of HK Cubs Child Care Center

Directory of Schools

Burr Elementary School--792 Killingworth Road, Higganum, CT 06441

Principal: Brienne Whidden

Telephone: 860-345-4584

Killingworth Elementary School—340 Route 81, Killingworth, CT 06419

Principal: Dennis Reed

Telephone: 860-663-1121

Haddam-Killingworth Intermediate School—451 Route 81, Killingworth, CT 06419

Principal: Eric Larson

Telephone: 860-663-1241

Haddam-Killingworth Middle School—451 Route 81, Killingworth, CT 06419

Principal: Dolores Bates

Telephone: 860-663-1241

Assistant Principal: Heather Persson

Telephone: 860-663-1241

Haddam-Killingworth High School—95 Little City Road, Higganum, CT 06411

Principal: Donna Hayward

Telephone: 860-345-8541

Assistant Principal: Adam Apicella

Telephone: 860-345-8541

Regular School Hours

Certified staff will be informed of wrap around time from their school principal.

School	Grades	Start Time	Dismissal Time
Burr Elementary School	K-3	8:40 a.m.	3:25 p.m.
Killingworth Elementary School	PreK-3	8:40 a.m.	3:25 p.m.
KES Pre-School	3 year olds	8:20 a.m.	11:10 a.m.
	4 year olds	12:10 p.m.	3:05 p.m.
HK Intermediate School	4-5	8:50 a.m.	3:35 p.m.
HK Middle School	6-8	8:05 a.m.	2:50 p.m.
HK High School	9-12	7:25 a.m.	2:10 p.m.
HK Cubs Daycare	6 wks - 5 yrs	7:00 a.m.	5:00 p.m.
<u>HK Rec After School Care</u>	K - 8	7:30 - 8:45	3:25 - 6:00

School Calendar

2022-2023

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No school for students or staff

Holiday District Closed

Professional Day - No school for students

Early dismissal for all students

Opening day of school

Professional Development

July 4 Independence Day
 Aug. 29 & 30 Staff Professional Development
 Aug. 31 Opening Day of School
 Sept. 5 Labor Day
 Sept. 23 Staff PD/Early dismissal all students
 Oct. 5 Yom Kippur
 Oct. 7 Staff Professional Development
 Oct. 10 Columbus Day
 Oct. 20 Staff PD/Early dismissal all students
 Oct. 26 & 27 Early dismissal all students;
 K-12 Parent/Teacher Conferences
 Nov. 8 No School for Students; Election Day
 Staff Professional Development
 Nov. 11 Veterans Day
 Nov. 23 Early dismissal staff & students
 Nov. 24 & 25 Thanksgiving Recess
 Dec. 1 Staff PD/Early dismissal all students
 Dec. 23 Early dismissal staff & students
 Dec. 26-Jan. 2 Holiday Recess/Christmas
 Jan. 2 New Year's Day observed

Jan. 13 Staff PD/Early dismissal all students
 Jan. 16 Martin Luther King Day
 Jan. 25 Early dismissal all students;
 portfolio day K-12
 Feb. 2 Staff PD/Early dismissal all students
 Feb. 20 -21 Presidents' Day Recess
 Mar. 6 & 7 Early dismissal all students;
 K-12 Parent/Teacher Conferences
 Mar. 10 Staff Professional Development
 No School for Students
 Apr. 7 Good Friday
 Apr. 10-14 Spring Recess
 May 29 Memorial Day
 Jun. 12 Early dismissal all students
 portfolio day for K-12 staff
 Jun. 13 Last day of school if no snow days.
 Early dismissal staff & students
 High School Graduation

BOE Approved: 1.5.21
 Revised: 4.26.22
 BOE Approved: 5.2.22

*School days lost due to cancellations can be made up through June 30th.

180 Student Days
 185 Teacher Days

Employment Rights

Regional School District 17 is committed to creating a school community that focuses on positive relationships between and among all adults and students. The District embraces a work environment where staff feels valued and supported. As employees of a school district, our collective goal is to create a safe and dynamic learning environment where all members of the school community feel accepted, respected, included, and supported.

Non-Discrimination

It is the policy of the RSD 17 Board of Education that any form of discrimination or harassment 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, or any other basis is prohibited by state or federal law. To review the policy or file a complaint, please can click here [Non-Discrimination policy](#).

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

RSD 17 prohibits any form of discrimination against individuals with a disability and recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school-sponsored programs. The District also prohibits discrimination against any person with a disability in any of the services, programs, or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact the following administrator.

Dr. Kris Lindsay-Stevens, Director of Student Services

57 Little City Rd.

Higganum, CT 06441

TEL: 860-345-4244 Email: Klindsay-stevens@rsd17.org

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

The District prohibits any form of sex discrimination or sexual harassment in its education programs and activities, whether by students, Board employees or third parties employed by the District. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties.

Employees are protected against sexual harassment under [Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964](#). Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator. The District's Title IX Coordinator is as follows.

Dr. Kris Lindsay-Stevens, Director of Student Services

57 Little City Rd.

Higganum, CT 06441

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Alcohol, Tobacco and Drug-Free Workplace

Regional School District 17 seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol, second-hand smoke and/or drug abuse.

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.

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

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

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

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

Employees should be familiar with the Board's policy on [Alcohol, Tobacco, and Drug-Free Workplace](#) as well as any language in their collective bargaining agreement or unaffiliated contract.

Professional Responsibilities

Code of Ethics and Professional Responsibility

The Regional School District No. 17 Board of Education (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.

Connecticut Code of Professional Responsibility for Teachers

The Connecticut State Department of Education has developed a set of principles for the teaching profession, [Connecticut Code of Professional Responsibility for Teachers](#). These principles are set forth on behalf of the teaching profession and the public it serves. As stated in the Preamble of the Code, "The Code adheres to the fundamental belief that the student is the foremost reason for the existence of the profession."

Connecticut Code of Professional Responsibility for School Administrators

The Bureau of Educator Standards and Certification maintains the [Connecticut Code of Professional Responsibility for School Administrators](#). "The code adheres to the fundamental belief that the student is the foremost reason for the existence of the profession. Administrators must focus the energies of schools on student learning above all else. In addition, the code recognizes the responsibility of administrators to the public, their colleagues and all staff members to foster high standards for professional educators, provide leadership, encourage diversity in curriculum and staff, and promote a quality educational program."

District Expectations

Change of Address/Change of Name

Anytime an employee changes their legal name or address, the employee must complete a [Personnel Action Form](#) with his or her building administrator and follow the [Name Change](#) requirements. All forms related to a legal name change can be found on the District's website under Staff, Frequently Used Forms, [Payroll](#).

Food Guidelines

Staff is discouraged from bringing food in for students. There is a BOE policy regarding [Management Plan & Guidelines for Students w/Food Allergies and/or Glycogen Storage Disease](#) and health code regulations are in place to ensure the safety of students and staff.

The list below includes high-risk areas that need to be compliant with Public Health Code 19-13-842. This list is not all-inclusive:

- Potentially hazardous foods (PHFs). Examples of PHF's: whole beef, ground beef, chicken, pork, fish, eggs, cheesecake) are received at the required internal temperature;
- PHFs are cooked to the correct temperature;
- PHFs are cooled properly;
- Raw and cooked food are stored properly;
- Proper hand wash procedures;
- Minimize bare hand contact with ready to eat foods;
- Sanitizing solutions are the correct concentration; and
- Proper cleaning of food contact surfaces and utensils.

Display of Disruptive Symbols

Extremist symbols and logos create a hostile school environment or disrupt the educational process. Therefore, the display of harassing symbols, pictures or vulgar, illegal, racial, sexist or other symbols that represent discriminatory viewpoints are not acceptable on clothing, books, materials, or other items and may result in disciplinary intervention. Examples of such symbols include, but are not limited to the Confederate flag, swastika variants, anti-gay or pro gang statements.

Keys

All staff are responsible for all keys issued to them. Anyone who loses a set of keys must report the loss immediately to their supervisor. Keys must be maintained by the person they are issued to and must not be given to anyone. Do not leave keys in plain sight; be careful where you place them. Keys are collected at the end of every school year from staff who work less than 12 months and they are reissued in August. Keys may be signed out in the school office during the summer.

Substitute Plans

Instructors will be provided with substitute guidelines at the start of each school year by their school principal, along with current notification procedures for reporting absences. Instructors may be required to and should consider the following items to fulfill their professional responsibilities.

- Clear lesson plans and schedule
- Copies of needed materials, answer keys, books, and other instructional resources
- Hall passes/sign-out sheets
- Emergency information/procedures
- Behavior support protocols
- Attendance reporting information

Confidentiality

In the course of employment in the District, employees may learn things of a confidential nature about the business and records of the District, its students and its employees. It is the responsibility of the employee to respect the confidentiality of that information. Employees shall not discuss confidential information with anyone except those who have a right or need to know the information. If in doubt, employees should check with their principal or immediate supervisor.

Teacher Interaction with Students

Teacher interaction with students must always be on a professional basis. It is important to establish and maintain professional boundaries. Examples of inappropriate interaction would be loaning money, giving rides to and from school, friending current students on social media, going on vacation with students, buying groceries for a student who is not living at home or buying a student an expensive present. Such behavior might be well meaning, but it can be interpreted and create conflicts in the classroom environment. There are trained staff available and the appropriate place to refer students with personal needs in the guidance office. Referrals must be done in a timely manner.

Parent Communication

Parent/family involvement is essential to a child's education. Certified staff will communicate current teaching and learning taking place in their classrooms and foster positive relationships between school and home. Building principals will discuss this with their certified staff. It can be done in a variety of ways including, but not limited to the following.

- sharing regular newsletters
- making regular personal contact through email and phone including positive, proactive calls
- communicating when students need academic or behavioral support in a timely manner
- encouraging attendance at parent/teacher conferences, special education meetings, student events, etc.
- building relationships through proactive efforts, listening, and educating

Electronic Communication

Employee Use of the District's Computer Systems and Electronic Communications

Computers, computer networks, electronic devices, internet access, and email are effective and important technological resources, collectively referred to as "the computer systems" and are provided to enhance both the educational opportunities for our students and the business operations of the District.

In accordance with applicable laws and Administrative Regulations, the District's 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 for any reason or no reason. Typical examples include where there is a 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.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of computer systems or other electronic devices that access the computer system. Use of the computer system or other electronic devices represents an employee's acknowledgement that the employee has read and understands District policy, and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Regional School District 17 Policy Regarding Employee Use of the District's Computer Systems and Electronic Communications and Administrative Regulations are available on the District's website under the tab District, Board of Education Policies & Resources, [Series 4000](#).

General Email Usage Guidelines

All staff and faculty members receive a RSD 17 e-mail address at time of hire. It is provided through public funds and for District purposes. Employees should check their email on a regular basis (i.e. at least daily on work days), and when appropriate leave an email reply message when they will be out of the office for any length of time.

Faculty and staff are provided with email accounts to enable them to communicate in their official capacity with students, staff, parents, and other members of the school community. As with all forms of communication, e-mail communications are expected to be professional in tone and content. Please remember that emails, even those that have been deleted, may be subject to public disclosure pursuant to the Freedom of Information Act. Faculty and staff are prohibited from sending mass electronic messages to groups within the school community (e.g. all faculty or all users) without the prior approval of an administrator. Below are some general guidelines.

- Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of the email. Grammar and spelling should be checked before an email is sent.
- Email is not considered confidential and may be monitored. Be aware that email can be sent to others without one's knowledge.
- Email should be positive and informative.
- Revealing personal addresses or phone numbers of others is inappropriate.
- Email should be professional in nature, to the point and signed correctly.
- Use good judgment when forwarding any email. Ensure that privacy considerations are reviewed.
- If you are unable to receive email for an extended period of time, consider an out-of-office message. Typically, two or more days away from the email system would warrant a message.
- Sending jokes, chain letters, etc. via email is considered an inappropriate use of District equipment.

Staff to Staff

Private/home use of web-based communication and social networks with personal computers (non-RSD 17) are appropriate among staff members as long as FERPA requirements regarding student information are met. FERPA requirements are applicable to web-based communication in the same manner as they are applicable to verbal and written communication. This means that any communication involving students or student records is confidential and private and for the use of the intended recipient only. If communication is web-based the confidentiality and privacy that is

required by FERPA is compromised, therefore, any dissemination, distribution or copying of the communication is strictly prohibited.

Staff to Student and Student to Staff

Use of web-based communication between staff and students with personal computers is appropriate if the content is related to classroom and technology instruction including repetition of classroom presentations or clarification of specific questions. Professional boundaries must be maintained and the student/teacher relationship must not be compromised via access to these sites, therefore, personal comments or opinions are not appropriate by either party, nor are the use of endearments or criticism beyond the scope of the instructional dialogue.

Social Media Use

The District recognizes the importance and utility of social media and networks for employees. The laws regarding social media are continuously evolving and changing. The Regional School District 17 Board of Education Policy and Administrative Regulations provide helpful guidance to ensure District users of Social Media are informed of rules concerning District-sponsored social media and rules concerning personal online accounts. [Social Media Policy](#).

Anything posted on a social media site has the potential to become more public than originally intended. Because of that, school employees should consider the following:

- It is not advisable to “friend” or “follow” students or parents on your personal social media account.
- Be mindful of the content on your profile pictures and whether they might show anything that might cause offense.
- Remember that humor is subjective. One person’s joke could be the next person’s offensive comment.
- Remember that Twitter is a public medium: Not only can anyone subscribe to your Tweets on Twitter, anyone can also see who you are following.
- Do not geo-tag your posts with your school location. This will lead students right to your posts.
- Remember, it is possible to take a screenshot on Snapchat. “Snaps” or Snapchat posts can last forever.
- Tip - if you set your instagram account to private, you must approve of anyone who views your posts. That will afford greater privacy.
- Remember, if you link your Instagram account with your Twitter or Facebook accounts, students may be able to see individual Instagram posts without accessing your entire profile.
- Never mention your school in any post. Even with privacy settings, your post could be found on search engines.
- All professionals, not just teachers, are advised not to discuss or complain about their job online, especially if they are followed by their school and/or co-workers.
- Never post photos of students on social media. This would be a violation of a student’s privacy and BOE policy.
- It is generally not safe to assume that any social media account is truly private. If you don’t want your students, parents, or other community members to see it, don’t post it.
- In general, if you have any doubt about the appropriateness of a comment, you are better off not posting it.

Remember that school employees are considered to be representatives of their school and community, and that means living up to certain standards when using social media.

Netiquette

Netiquette is short for network etiquette and refers to proper user behavior on electronic networks regarding your responsibility to others. Ideas to consider when using the District network.

Think About Your Audience

Before posting an article or sending a message, think about the people who will receive the information. Be mindful that people who may not know you are reading your words. Try not to say anything to others you would not say in person or to a room full of people.

Keep Mail Messages and Postings Brief but Clear

Messages that are succinct will have a greater impact. Express your thoughts clearly and ensure the article or message is easy to read and understand. Balance brevity with enough details to be understood.

Use Descriptive Titles

The subject line of the message or of an article tells the reader what to look for before they read it. Descriptive titles will enable a person to quickly decide whether or not to read the message or article.

Be Cautious with Confidences when Forwarding Email

Mail is addressed to the person(s) that the sender intended to read the message. Forwarding a message to others or including portions of it in responses to others is a violation of confidence between the originator and the original addressee. In writing a message that you specifically do not want to be forwarded, there should be a statement in your message indicating the message should not be forwarded.

Appropriate Use of a Signature

A signature should tell something about your position in the District and not be lengthy. The main purpose of a signature is to help readers locate you.

Avoid “Flames”

Flames are messages or replies that express anger or might be interpreted as anger by the reader. Being critical of others, expressing anger or humiliating someone else is a “flame.”

Use of Cell Phone or Other Electronic Devices

Electronic devices have become part of the educational process. The district recognizes their appropriate use in the classroom or other school settings, but may restrict the possession or use of such devices in order to promote learning and positive school climate. Faculty and staff should be familiar with the rules regarding student use of cell phones and other devices that are outlined in the Student/Parent Handbook.

The general rule is that the use of personal devices must not disrupt the classroom, create a safety risk or harm others. Teachers have the authority to restrict student use of personal devices in the

classroom in order to promote a positive learning environment. In addition, teachers are expected to model the appropriate use of cell phones and other personal devices when supervising students in the learning environment. Teachers may use cell phones during non-instructional time, but not in the presence of students, except in case of an emergency, field trip, or on production work.

Media Guidelines

The Superintendent of Schools believes in the dissemination of timely and factual news concerning Regional School District 17 and shall cooperate fully with the press, radio, and television to assure that news coverage is complete, balanced, and accurate.

Because schools are public institutions serving the educational needs of the community it is important that information be disseminated concerning programs, activities, and significant school events. To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with news media:

1. Spokespersons designated to speak to the media on behalf of Regional School District 17 include the Board Chair, Superintendent or Superintendent's designee.
2. New releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his office.
3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of the Principals who may issue the release themselves with the prior approval of the Superintendent of Schools.
4. Members of the press, television and radio stations will be directed by the Superintendent of Schools to the administrator directly responsible for the information.
5. All District staff who are contacted by members of the press, television and radio stations should direct the media personnel to the Superintendent of Schools.
6. All District personnel should inform the Superintendent of Schools and Principal when they have spoken to a member of the media.
7. Information provided to the media should be factual and should not involve speculation or assumptions.
8. All communication by school officials to the press shall be "on the record."
9. Reporters do have limited rights to be at public schools. While the press does have a legal right to go to our schools, there are restrictions. The Principal has the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process.
10. All media must check-in the main office of each school, provide their credentials and be escorted to their final destination.
11. Media inquiries about specific students, including inquiries in police-related matters or activities that have taken place off school grounds and not during the regular school day, should be referred to the Superintendent.

12. Media may take overall photographs of students without permission slips, so long as the students are not identified or singled out.
13. Media photographs that single out and identify students must be cleared with the Principal's office for permission to print.

Safe School Climate

School Climate Committee

Each school has a Safe School Climate Committee. The principal of each school shall establish this committee (or designate at least one existing committee) to be responsible for and to address issues related to fostering a safe school climate including bullying. This committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal, at least one teacher selected by the principal, medical and mental health personnel assigned to the school, and at least one student enrolled at the high school who is selected by the school principal. Schools will provide all employees, at the beginning of each school year, a written or electronic copy of the Safe SchoolClimate Plan.

Safe School Climate Plan

Threat Protocol

A threat made by a student to school staff, students or other persons, while on or off school grounds, or at any school-sponsored event, is an activity that leads to discipline in the RSD 17 school. This could include suspension or in some cases, expulsion.

The following procedures are in effect:

1. Any staff member aware of a threat being made by a student must report it to an administrator immediately;
2. The administrator will activate the RSD 17 Threat Protocol which includes contacting the parent, and possibly the police (depending on the nature of the threat);
3. Any staff member who is the subject of a threat shall be informed by the administrator;
4. Any incident that is reported shall be documented in the district threat protocol which is retained by the administrator and forwarded to the Director of Student Services;
5. In addition to the above procedures, other measures may be taken (e.g. short or long term counseling support in school, increased supervision, change in class schedule, etc.). Staff members will be made aware of students who have a history of making threats against others to ensure appropriate supervision is in place at all times.

Reporting Responsibilities

Responsibility to Report Bullying, Discrimination and Harassment

Bullying, discrimination, and harassment on school property or at school-sponsored activity is prohibited. All staff members who observe bullying, discrimination or harassment are obligated to report it. RSD 17's **Bullying Prevention and Intervention Policy** demonstrates the District's commitment to creating and maintaining a school environment that is physically, emotionally and

intellectually safe and free from bullying, teen dating violence, harassment and discrimination. [Bullying forms A - E](#) are included in the policy. Ensuring our schools are safe and free from bullying, discrimination and harassment is everyone's responsibility.

Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees

All school employees who have reasonable cause to suspect or believe that any child under eighteen years of age has been abused or neglected, has had nonaccidental physical injury, or injury which is not consistent with the explanation provided or has been placed at imminent risk of serious harm or is a victim of sexual assault by a school employee, must make an oral report or electronic report as soon as practicable, **but not later than 12 hours** from having reasonable cause or suspicion.

School personnel are responsible for following the policy and should inform their immediate supervisor when they make a report. A written report to the Commissioner of the Department of Children and Families must be made within forty-eight hours after making an oral report. All school employees must be familiar with the Board's policy for [REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES](#).

Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder

There are specific reporting requirements for 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. It is the policy of the Regional School District No. 17 Board of Education (the "Board") to require ALL EMPLOYEES of the Board to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

In the public school context, the term "statutorily mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

If a statutorily mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, **but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect**, make an oral report to:

Abuse Investigation Division
Department of Developmental Services ("DDS")
460 Capitol Avenue
Hartford, Connecticut 06106
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, “reasonable attempts” means documented efforts to contact DDS by phone, electronic mail or in person.

The statutorily mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

The following procedures apply only to employees who are not statutorily mandated reporters, as set forth above.

a) If an employee who is not a statutorily mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS’ Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

(1) The employee shall as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS’ Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS’ Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

All employees must be familiar with the Board’s policy on [Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder](#) .

Reporting Safety Hazards

RSD 17 schools are committed to protecting and promoting the health and safety of its employees and students. RSD 17 operations ensure that safety standards are met and/or exceeded and that employees, students, the environment and the public are protected.

RSD 17 employees are an integral part of the safety program and are able to promote safe practices by identifying safety needs, adhering to safe work practices, and reporting identified hazards to supervisors.

All employees are responsible for obeying all safety rules, following safe work practices, wearing personal protective equipment, participating in safety training programs, and information supervisors of unsafe work conditions.

Attendance

The District expects employees to make every reasonable effort to report to work. Employees are expected to adhere to their assigned schedule, unless the employee has an approved absence or leave. For the schools to operate effectively, all employees are expected to perform all assigned duties and work scheduled hours during each designated workday.

Employees who are unable to report to work shall follow the applicable procedures:

- A. All absences should be reported in Frontline Absence Management. To access the Frontline website go to [Frontline Absence Management](#).
- B. Employees will have planned absences approved by their supervisors.

Any time off during an employee's scheduled workday must be accounted for in Frontline Absence Management. The District will monitor attendance and absence patterns.

Staff and Student Injuries

All major incidents occurring **on school grounds or during a school-sponsored event** are to be verbally **reported** to an **administrator** and a **school nurse** as soon as possible. A written/typed incident report, [Student & Visitor Injury - Accident Form](#) or [Staff Injury Form](#), must be completed for all student, visitor, and staff accidents and injuries, occurring on school grounds, during athletic events, or field trips to the School Nurse.

In the event of a minor injury occurring off campus, during a school-sponsored activity such as a field trip, production job, or athletic event, staff will assist the student self-care and treatment of the injury or defer care to an athletic trainer when available. First Aid Kits should be taken on all RSD 17 offsite trips. Injured students are **not** to be driven back to school solely for treatment by the school nurse.

Accidents with RSD 17 vehicles must be reported to supervisors and central office immediately. Accident report forms (see above hyperlinks) are in the glove compartment of all vehicles.

The responsible instructor or coach must submit the incident report to the School Nurse within 24 hours of the incident or on the next scheduled school day, if the incident occurs immediately before a weekend, holiday or vacation. The school nurse will then submit a copy of the original report along with the SNAP Nursing Accident Report to an administrator.

Additionally, accident/injury reports are to be sent to the **HR Benefits Specialist** immediately following receipt of the report by the principal/school nurse or immediate supervisor. The HR Benefits Specialist will follow up with the employee regarding **Workers' Compensation**. Please note that each employee must receive initial as well as ongoing medical treatment from a member of the Workers' Compensation provider [network](#) in order to avoid denial or suspension of benefits.

The Principal or designee will follow up with the parents or legal guardian(s) of an injured student. Accident/incident reports are on file in the School Nurse's office or Central Office with the HR Benefits Specialist.

Compensation and Benefits

Compensation

Salary information is available in collective bargaining agreements or through annual contracts for unaffiliated employees. Salaries are typically based on the fiscal year for Regional School District 17, which begins on July 1 and ends on June 30.

Health, Dental and Vision Insurance

District employees may participate in the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan. The Plan is available to the employee and eligible dependents up to age 26. Information about the CT Partnership Plan and related documents are on the District website, under the heading Staff, Health. The [CT Partnership Plan information and POS medical benefit summary](#) provides a comprehensive summary of plan provisions including vision and dental services. Employees must meet the [Health Enhancement Program](#) criteria to continue to receive the discounted premium rate. They are encouraged to make an account to track the information.

Workers' Compensation

The safety and welfare of all employees is a primary concern of the District. Safe working conditions and practices are of vital importance to the District and to each employee. The District provides workers' compensation insurance benefits for any employee who is injured or becomes ill or disabled as a result of their employment responsibilities in Regional School District 17. The [Workers Compensation Procedure](#) will be followed and the [Staff Injury Form](#) is used when accidents or injuries occur.

Workers' compensation insurance benefits are applicable only for job-related injuries or illnesses sustained while an employee is engaged in their authorized duties.

Life Insurance

All employees are enrolled in the United of Omaha Life Insurance Company plan. Specific details about life insurance coverage can be found in your collective bargaining agreement or unaffiliated contract. The form to enroll in the District's life insurance program can be accessed through the District's website under the Staff heading, and [Frequently Used Forms](#).

Flexible Spending Plan

The District offers a Section 125 Flexible Spending Plan for all employees. The plan year is July 1 to June 30. RSD 17 Flexible Spending Plan Highlights and Enrollment instructions are available on the [District's website](#).

Retirement Savings Plan—403(b)

Employees have the opportunity to save for retirement by participating in the Regional School District 17 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public school districts, tax-exempt organizations and ministries. Information about RSD 17's plan can be accessed on the District's website under the Staff tab, Frequently Used Forms, 403(b). The 403(b) section on the [website](#) provides a list of vendors, the enrollment form and the universal availability notice.

Employee Assistance Program

RSD 17 provides an Employee Assistance Program (EAP) administered by Mutual of Omaha Insurance Company. Employee Assistance Program benefits are provided through the District and there is no cost to the employee for utilizing the services. An employee, or eligible dependent of RSD 17, can access benefits through telephone access 24 hours a day, seven days a week. Employees can read more about the [Employee Assistance Program](#) and make an informed decision if they want to access the services offered by the program.

Vacations

Employees are granted vacation as per their collective bargaining agreement or unaffiliated contract. All requests for vacation must be approved by the employee's immediate supervisor and vacation requests must be made through [Frontline Absence Management](#).

Holidays

Twelve-month employees are entitled to holidays as outlined in collective bargaining agreements or unaffiliated contracts.

Leave Provisions

Sick Leave is provided to employees as per their collective bargaining agreement or unaffiliated contract. All employees must enter sick leave absences in Frontline Absence Management.

Family and Medical Leave Act (FMLA)

The District follows the Federal Family and Medical Leave Act (FMLA). Municipalities, school districts and regional school districts are exempt from the provisions of the CT Family and Medical Leave Act. An employee requesting leave for her/himself must complete the [Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act](#) form and send it to the HR Benefit Specialist. For a family member's serious health condition, the employee must complete the form for [Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act](#) and send it to the HR Benefit Specialist.

Childbearing (Maternity) and Child Rearing Leaves of Absence

Employees are entitled to Childbearing or Child Rearing leave in accordance with federal and state laws. It is prudent for employees to review language in their collective bargaining agreement or unaffiliated contract.

Jury Duty

Employees summoned to jury duty shall be granted the difference between jury pay and their regular pay for the length of service. The employee should provide the HR Benefits Specialist with a notice from the judicial department indicating the duration of service and compensation received for fulfilling jury duty. “Jury Duty” is an option to select in Absence Management. Employees should review their collective bargaining agreement or unaffiliated contract for additional information.

Personal Days

Employees shall be granted personal leave in accordance with the terms and conditions in their collective bargaining agreement or unaffiliated contract. In most instances, employees should make the request for personal days a minimum of two days in advance of the day requested unless it is an emergency. It is recommended that employees check their [collective bargaining agreement](#) or unaffiliated contract for specific language regarding the request for and approval of personal days.

Funeral Leave

Employees shall be granted funeral leave in accordance with their collective bargaining agreement or unaffiliated contract. During this difficult time, it is recommended the employee reach out to an immediate supervisor regarding the request.

Military Leave of Absence

Military leave shall be granted in accordance with Connecticut General Statutes and applicable federal law.

Business and Travel Expense

The District reimburses for mileage and related expenses for prior approved RSD 17 travel. Business and travel expenses are submitted to the immediate supervisor on the District approved [Form](#).

Payroll Calendar

Checks are typically deposited into an employee’s account biweekly on Thursday. When a holiday occurs on the Thursday payroll date, checks are deposited into an employee’s account on Wednesday. The District [Payroll Calendar 2022-23](#) is on the RSD 17 website.

General Procedures

Delayed Opening and Emergency School Closing

There may be instances when school will be delayed or canceled due to weather or extenuating circumstances such as a power outage. Staff, students, and parents will be notified by RSD 17's emergency alert system, School Messenger, of any delays or cancellations that arise. Cancellations will also be broadcast on local radio and TV stations as well as the District website and Facebook page.

Two-Hour Delayed Opening Information

2-Hour Delayed Opening			
School	Arrival	Dismissal	Notes
Burr Elementary School	10:40 AM	3:25 PM	Lunch is served
Killingworth Elementary School	10:40 AM	3:25 PM	Lunch is served
KES PM Pre-School	12:10 PM	3:05 PM	No AM Pre-School
HK Intermediate School	10:50 AM	3:35 PM	Lunch is served
HK Middle School	10:05 AM	2:50 PM	Lunch is served
HK High School	9:25 AM	2:10 PM	Lunch is served
HK Cubs Daycare	8:45 AM	5:00 PM	2-Hour delay like the schools
HK REC Before-School Care		Canceled	

Early Dismissal Information

Early Dismissal			
School	Arrival	Dismissal	Notes
Burr Elementary School	8:40 AM	1:05 PM	Lunch is served.
Killingworth Elementary School	8:40 AM	1:05 PM	Lunch is served
KES AM Pre-School	8:20 AM	11:10 AM	No PM Pre-School
HK Intermediate School	8:50 AM	1:15 PM	Lunch is served.
HK Middle School	8:05 AM	12:35 PM	Lunch is served.
HK High School	7:25 AM	11:55 AM	Lunch is not served.
HK Cubs Daycare	6:45 AM	5:00 PM	May remain open or contact families to pick up children early depending on road/weather conditions.
HK REC After-School Care	Canceled		

Emergency Absences

If an employee has an emergency prior to the work day, an absence request should be entered into Frontline Absence Manager. Requests for emergency time off are typically entered as personal day requests. Employees should refer to their collective bargaining agreement or unaffiliated contract for clarification regarding personal day requests.

There may be instances when an employee does not have personal time at the onset of an emergency. In such instances, the employee or immediate family member of an employee should notify the employee's immediate supervisor of the situation.

Health Offices

The School Health Offices are open and staffed by RNs and/or /LPNs during regular school hours. The School Nurse is available to students for the treatment of illness and injury, as allowed under the Health Office standing medical orders and individual student medical orders.

Staff should consult their personal healthcare provider for routine illness and injuries not incurred in the workplace and for chronic illness care such as routine diabetes care and blood pressure monitoring. School nurses do not treat faculty other than providing immediate first aid.

The school nurse treats both student and staff medical information as confidential. By law, the school nurse can only disclose student medical information to a staff person when there is a "legitimate need to know". That is only the information absolutely necessary to keep a student safe and healthy in the classroom or trade/technology area. A medical alert list is made available to administrators and instructors near the beginning of the school year and is updated as needed.

Automatic External Defibrillator (AED)

In order to assist individuals who may experience cardiac arrest on school property, the district has acquired external defibrillators for use in school buildings and on school grounds. Automatic External Defibrillators (AEDs) are available for use in the event of sudden cardiac arrest where CPR is needed before the arrival of local EMS. Use of an AED in addition to CPR increases survival rates in cases of Cardiac Arrest.

The school nurse oversees the AED program in each school. School-based responders are the school nurse and any volunteer trained in CPR and AED who wishes to be added to a list maintained by the school nurse. Anyone who possesses a CPR/AED certificate is encouraged to speak to the school nurse about being part of the school's volunteer responder list.

Secure Classrooms Throughout the Day

1. Every room that is a potential area of shelter such as classrooms and offices will be equipped with a door frame magnet.
2. The door frame magnet will be used while the school is in session. The door should remain locked during the day and the magnet placed over the strike plate. In the case of a lockdown, a staff

member would remove the magnet from the strike plate and pull the door closed, locking the occupants inside.

3. It is the responsibility of the teacher/staff member in that room to make sure that the door is locked during the school day. At no time should a door be left in an unlocked position.
4. Before leaving for the day, teachers/staff members in the room will move the door magnet so that it is not covering the door plate and close the door.
5. At the end of the day, custodians will ensure that the door magnet is not covering the door strike.
6. Lost magnets must be reported to the school office within 24 hours.
7. In cases of a crisis requiring a lockdown, please use the following procedure.
 - a. Push the red lockdown button found in hallways.
 - b. Call 911 and notify the police of the emergency and need for immediate police assistance.
 - c. The PA system will announce, "The school is in lockdown."
 - d. Areas where the announcement is not easily heard will have a blue strobe light.

Safety Drills/Procedures

Administration will plan drills that comply with statutory requirements. These may be unannounced.

A **Secure School/lockout** will be utilized to counteract a threat coming from outside of the school.

- During a lockout drill all exterior doors are closed and locked.
- No one will be allowed to remain outside of the school.
- Any parents or guardians present outside of school that has been determined not to be a threat can enter the building before the doors are locked, or they are required to leave the school grounds immediately.
- Once the doors have been locked, only law enforcement officials will be allowed to enter the school.

A **lockdown** is used to handle a threat emanating from inside of the school.

- During a lockdown drill all interior and exterior doors are closed and locked.
- No one will be allowed to remain in the hallways or unprotected areas.
- Students and staff are required to move into their scheduled classrooms or the nearest safe locations.
- Individuals determined not to be a threat will be allowed into the nearest room.
- In addition, classroom doors will be locked, lights turned off, blinds drawn (if present/appropriate), and students moved to a safe place within the classroom/shop.
- Classes outside the building should not attempt to re-enter the building. During recess, the duty teacher will sound the air horn found in the recess bag and students will immediately run to the designated area or, if necessary, find shelter in neighborhood homes.
- Throughout the drill, no one, except law enforcement officials, will be allowed to enter the building.
- Ignore the fire alarm (unless observable smoke/fire). If the building needs to be evaluated, classrooms will be informed.
- Teachers should remain in their classrooms until released by First Responders or an administrator.

A **fire drill** is an evacuation of a school. Other evacuations will be performed for a variety of reasons including, but not limited to, explosive threat, weather conditions, and health concerns.

- An evacuation drill will begin with the use of the fire alarm notification system.
- Once activated, all staff, students, and visitors are required to leave the school and assemble at a predetermined location.
- Once outside the school attendance will be taken and further instructions may be given.
- No one will be allowed to leave the assembled location without permission from the school administration.
- Staff members must be aware of the procedures to be followed during a drill. The fire evacuation route for each classroom must be posted and explained to students.
- The students who are leaving from a particular room are to remain with that group under the teacher's supervision during the entire drill.
- Classroom doors and windows should be closed during a fire drill. Teachers should outline, to each of their groups, proper procedures and exit routes when the fire alarm goes off.
- Teachers should ascertain the presence of physically disabled students and follow the individualized plan for those students.
- Teachers are expected to remind the students to remain with their groups during a fire drill and to file out of the building quietly.
- Teachers are responsible for checking attendance outside the building.
- With the exception of the custodians and fire patrol, all personnel is expected to evacuate the building and follow other fire drill procedures.

Quick Checklist for Teachers

1. Check the corridor for heat; if hot, do not open the door! Exit room by secondary exit if available. If there is no other means of egress, block the door and await evacuation by fire personnel;
2. Check the corridor for smoke; use the exit route that is away from the fire and smoke;
3. Assemble the students, take your attendance register, and lead an orderly and quick evacuation to the nearest accessible exit;
4. Assemble the students away from the building and take student attendance;
5. Report students who are not accounted for to the designated collector; and
6. Maintain order during the evacuation.

A **shelter in place** - This is for potential severe weather or immediate environmental hazard(s) and can be used when conditions are safer inside the building than outside.

- For severe weather sheltering, students and staff are held in the building safe areas and interior rooms or basements away from windows.
- For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off.
- Limited movement is allowed.

Staff is responsible for following individual health plans for students with disabilities during school emergencies and safety drills. Computer labs may have special instructions.

Employee Badges

Employee badges are issued at the Central Office as part of the onboarding process. If an employee needs a replacement badge they should contact the Central Office Administrative Assistant to the Director of Operations right away.

Personnel Records

Employee personnel records are maintained at the Central Office in the Superintendent's Office. All onboarding information, annual evaluations, certification documents, and personnel activity forms are maintained in the Superintendent's Office. Medical information, Family and Medical Leave Act documents, and workers' compensation information is maintained in the office of the HR Benefits Specialist at the Central Office. Employees wishing to review their personnel files should schedule an appointment with the Administrative Assistant to the Superintendent to review non-medical records and with the HR Benefits Specialist to review their medical or workers' compensation records.

Performance Evaluation

Administration expects employees to perform their duties competently and will conduct annual performance evaluations. Certified staff are evaluated by the Board of Education adopted Teacher and Administrator Evaluation Documents. All other employees are evaluated with the District evaluation document for their respective position. Employees should be familiar with performance evaluation language in their collective bargaining agreement or unaffiliated contract.

Probationary Period

Employees are responsible for checking their collective bargaining agreements or unaffiliated contracts to determine if a probationary period applies to their position and commencement of benefits. Collective bargaining agreements can be accessed on the RSD 17 website under the District tab, [Business Office](#).

Form A

REPORT OF SUSPECTED BULLYING BEHAVIORS OR TEEN DATING VIOLENCE

(School Employees Should File with the School Principal)

(Parents and Students May File with the School Principal or Any Other School Employee)

Name of Person Completing Report: _____

Date: _____

Target(s) of Behaviors/Violence:

Relationship of Reporter to Target (self, parent, teacher, peer, etc.):

Report Filed Against: _____

Date of Incident(s): _____

Location(s): _____ Time: _____

Describe the basis for your report. Include information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

Indicate if there are witnesses who can provide more information regarding your report. If the witnesses are not school district staff or students, please provide contact information.

Name

Address

Telephone Number

Have there been previous incidents? (circle one)

Yes

No

If "yes", please describe the behavior of concern, or the violence that occurred; include the approximate date(s) and the location(s):

Were these incidents reported to school employees? (circle one)

Yes

No

If "Yes", to whom was it reported and when?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter

Date Submitted

Received By

Date Received