



Hebron Public Schools
High Expectations, Bright Futures
Employee Handbook
2023-2024

MISSION

Hebron Public Schools inspires all children to be resilient, confident, respectful, and prepared to discover and follow their dreams.

VISION

All students are champions for equity who demonstrate innovation, academic and artistic excellence, compassion, wellness, and leadership.

BOARD OF EDUCATION

Heather Petit, Chair
Joseph Margaitis, Vice Chair
Sera Coppolino, Secretary
Kim Hills
Eleisha LeMay
Nicole Matthews
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ADMINISTRATION OFFICE

580 Gilead Street, Hebron, CT 06248
Phone: 860-228-2577, Fax: 860-228-2235
Dr. Thomas Baird, Superintendent of Schools
Dr. Donald Briere, Director of Educational Services
Mrs. Kaitlyn Shelar, Business Manager

The Hebron Board of Education prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, religion, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, veteran status, or any other basis in accordance with Titles VI, VII, of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and appropriate state laws. The Hebron Board of Education reserves the right to modify, change or update the policies contained herein.

Table of Contents

MISSION	2
VISION	2
BOARD OF EDUCATION	2
ADMINISTRATION OFFICE	2
ACADEMIC CALENDAR 2023-2024	4
SCHOOL INFORMATION	5
FY24 PAY PERIODS	6
HOLIDAYS 2023-24	7
SCHOOL HOURS	8
HEBRON BOARD OF EDUCATION MEETINGS	8
UPON HIRE	8
UPON RESIGNATION/TERMINATION	10
EMPLOYEE BENEFITS (DEPENDENT UPON CONTRACT LANGUAGE)	10
ELECTRONIC TIMECARDS & DAILY SCHEDULES	11
CALLING OUT	11
JURY DUTY	11
WORKERS' COMPENSATION	12
FAMILY MEDICAL LEAVE	15
UNIONS (ASSOCIATIONS)	21
HOURLY EMPLOYEES	21
CANCELLATIONS, DELAYS, EARLY RELEASES	21
TRANSPORTING SCHOOL CHILDREN	22
MEALS	22
DRIVERS OF SCHOOL VEHICLES	22
ARREST NOTIFICATION	22
SEE SOMETHING, SAY SOMETHING	22
EMPLOYEE ASSISTANCE PLAN	22
HAZARD COMMUNICATION PROGRAM/CHEMICAL HYGIENE PLAN	23
NOTICE REGARDING ELECTRONIC MONITORING	26
SOCIAL NETWORKING	26
VIDEO SURVEILLANCE	27
PHYSICAL ACTIVITY, UNDIRECTED PLAY, AND STUDENT DISCIPLINE	27
VIDEO AND DIGITAL TOOLS IN THE CLASSROOM	27
BIRTHDAY CELEBRATION PRACTICES/PARTIES AND INVITATIONS	29
CODE OF ETHICS FOR BOARD OFFICIALS AND EMPLOYEES	29
DCF REPORTING PROCEDURES	35
ANNUAL NOTIFICATIONS	36

ACADEMIC CALENDAR 2023-2024

HEBRON PUBLIC SCHOOLS 2023-2024 CALENDAR

(BOE Approved: 11/10/2022)

28 Staff Development Day 29 Staff Development Day 30 First day of School	AUGUST 2023 (2)					16 Early Dismissal (PD) 19-20 President's Day Recess	February 2024 (19)				
	M	T	W	Th	F		M	T	W	Th	F
		1	2	3	4					1	2
	7	8	9	10	11		5	6	7	8	9
	14	15	16	17	18		12	13	14	15	16+
	21	22	23	24	25		19	20	21	22	23
	28	29	30	31			26	27	28	29	
4 Labor Day 22 Early Dismissal (PD)	SEPTEMBER 2023 (20)					1 Early Dismissal (PD) 21 Day and Evening Parent Conferences 29 Good Friday	March 2024 (19)				
	M	T	W	Th	F		M	T	W	Th	F
					1						1+
	4	5	6	7	8		4	5	6	7	8
	11	12	13	14	15		11	12	13	14	15
	18	19	20	21	22+		18	19	20	21	22
	25	26	27	28	29		25	26	27	28	29
9 Columbus Day 27 Early Dismissal (PD)	OCTOBER 2023 (21)					5 Early Dismissal (PD) 8-12 School Recess	April 2024 (17)				
	M	T	W	Th	F		M	T	W	Th	F
	2	3	4	5	6		1	2	3	4	5+
	9	10	11	12	13		8	9	10	11	12
	16	17	18	19	20		15	16	17	18	19
	23	24	25	26	27+		22	23	24	25	26
	30	31					29	30			
7 Day and Evening Parent Conferences/Election Day 10 Veterans Day Observed 22 Early Dismissal 23-24 School Recess	NOVEMBER 2023 (18)					7 Staff Development Day Referendum Day 27 Memorial Day	May 2024 (21)				
	M	T	W	Th	F		M	T	W	Th	F
			1	2	3				1	2	3
	6	7	8	9	10		6	7	8	9	10
	13	14	15	16	17		13	14	15	16	17
	20	21	22+	23	24		20	21	22	23	24
	27	28	29	30			27	28	29	30	31
6 Early Dismissal (PD) 22 Early Dismissal 25-29 School Recess	December 2023 (16)					10 180th Day - Last Day Early Dismissal* * If weather or other emergencies require the closing of school, the last days will be made up by extending the school year in June up to 9 days. If additional days are needed, they will be taken from April Recess, beginning April 12th.	June 2024 (6)				
	M	T	W	Th	F		M	T	W	Th	F
					1		3	4	5	6	7
	4	5	6+	7	8		10+	11	12	13	14
	11	12	13	14	15		17	18	19	20	21
	18	19	20	21	22+		24	25	26	27	28
	25	26	27	28	29						
1 School Recess 12 Early Dismissal (PD) 15 M.L. King Jr Day	January 2024 (21)					<div> <div>No School</div> <div>+</div> <div>Early Dismissal</div> </div> <div> First Day of School: August 30, 2023 Last Day of School: June 10, 2024 1st Marking Period: August 30th - December 1st 2nd Marking Period: December 4th - March 8th 3rd Marking Period: March 11th - June 10th Parent/Teacher Conferences: November 7th, March 21st </div>					
	M	T	W	Th	F						
	1	2	3	4	5						
	8	9	10	11	12+						
	15	16	17	18	19						
	22	23	24	25	26						
	29	30	31								

SCHOOL INFORMATION

Gilead Hill School

PreK through Grade 2

580 Gilead Street, Hebron, CT 06248

Phone: 860-228-9458, Fax: 860-228-1106

Mrs. Katie Uriano, Principal

Hebron Elementary School

Grade 3 through Grade 6

92 Church Street, Hebron, CT 06248

Phone: 860-228-9465, Fax: 860-228-1378

Mr. Michael Larkin, Principal

FY24 PAY PERIODS

FY24 Pay Periods						
Pay Date	Start Date	End Date	12 Month Employees	10 Month - 22 Pay Employees	10 Month - 26 Pay Employees	Deductions Notes
07/13/2023	7/1/2023	7/9/2023	1			No dues, LTD, medical/dental insurance, or TRB
07/27/2023	7/10/2023	7/23/2023	2			No dues, LTD, medical/dental insurance, or TRB
08/10/2023	7/24/2023	8/6/2023	3			No dues, LTD, medical/dental insurance, or TRB
08/24/2023	8/7/2023	8/20/2023	4	1	1	No dues, LTD, medical/dental insurance, or TRB
09/07/2023	8/21/2023	9/3/2023	5	2	2	
09/21/2023	9/4/2023	9/17/2023	6	3	3	
10/05/2023	9/18/2023	10/1/2023	7	4	4	
10/19/2023	10/2/2023	10/15/2023	8	5	5	
11/02/2023	10/16/2023	10/29/2023	9	6	6	
11/16/2023	10/30/2023	11/12/2023	10	7	7	
11/30/2023	11/13/2023	11/26/2023	11	8	8	No dues, LTD, medical/dental insurance, or TRB
12/14/2023	11/27/2023	12/10/2023	12	9	9	
12/28/2023	12/11/2023	12/24/2023	13	10	10	
01/11/2024	12/25/2023	1/7/2024	14	11	11	
01/25/2024	1/8/2024	1/21/2024	15	12	12	
02/08/2024	1/22/2024	2/4/2024	16	13	13	
02/22/2024	2/5/2024	2/18/2024	17	14	14	
03/07/2024	2/19/2024	3/3/2024	18	15	15	
03/21/2024	3/4/2024	3/17/2024	19	16	16	
04/04/2024	3/18/2024	3/31/2024	20	17	17	
04/18/2024	4/1/2024	4/14/2024	21	18	18	
05/02/2024	4/15/2024	4/28/2024	22	19	19	
05/16/2024	4/29/2024	5/12/2024	23	20	20	
05/30/2024	5/13/2024	5/26/2024	24	21	21	No dues, LTD, medical/dental insurance, or TRB
06/13/2024	5/27/2024	6/9/2024	25	22	22	
06/27/2024	6/10/2024	6/23/2024	26		23	
07/11/2024	6/24/2024	7/7/2024	1		24	No dues, LTD, medical/dental insurance, or TRB
07/25/2024	7/8/2024	7/21/2024	2		25	No dues, LTD, medical/dental insurance, or TRB
08/08/2024	7/22/2024	8/4/2024	3		26	No dues, LTD, medical/dental insurance, or TRB

HOLIDAYS 2023-24

The Hebron Public Schools observe, with time off with pay, the following holidays, regardless of the day on which they fall. If any holiday falls on a school day, the holiday will be replaced with a floating holiday. An employee's designation of their floating holiday will not be unreasonably denied by the administration. Floating holidays will be taken in the same school year they are earned.

Full-year employees shall be those employees whose regularly scheduled hours are 6.5 hours or more, and their work year is 12 months. These employees shall receive the following paid (14) holidays:

New Year's Day (1/1)
Martin Luther King Day (1/15)
President's Day (2/19)
Good Friday (3/29)
Memorial Day (5/27)
Independence Day (7/4)
Labor Day (9/4)
Columbus Day (10/9)
Veteran's Day (11/10)
Thanksgiving (11/23)
Friday after Thanksgiving (11/24)
Christmas Day (12/25)
Day before or after Christmas (12/26)
Floating Holiday

Employees who are regularly scheduled to work 10 months and 6.50 hours or more per day shall receive the following (10) paid holidays:

New Year's Day (1/1)
Martin Luther King Day (1/15)
President's Day (2/19)
Good Friday (3/29)
Memorial Day (5/27)
Labor Day (9/4)
Columbus Day (10/9)
Thanksgiving (11/23)
Friday after Thanksgiving (11/24)
Christmas Day (12/25)

Employees who are regularly scheduled to work less than 6.50 hours per day and 10 months per year shall receive the following (6) paid holidays:

New Year's Day (1/1)
President's Day (2/19)
Good Friday (3/29)
Labor Day (9/4)
Thanksgiving (11/23)
Christmas Day (12/25)

SCHOOL HOURS

AM Preschool	8:45 a.m. - 11:10 a.m. (M, T, TH, F)
PM Preschool	12:05 p.m. - 2:30 p.m. (M, T, TH, F)
Full Day Preschool	8:45 a.m. - 2:30 p.m.
Grades K-6	8:30 a.m. - 3:10 p.m.

Early Dismissal Days (scheduled)

AM Preschool	8:45 a.m. - 10:20 a.m.
PM Preschool	10:50 a.m. - 12:30 p.m.
Full Day Preschool	8:45 a.m. - 12:30 p.m.
Grades K-6	8:30 a.m. - 1:10 p.m.

Early Dismissal Days (unplanned, likely due to weather)

AM Preschool	8:45 a.m. - 11:10 a.m.
PM Preschool	Canceled
Full Day Preschool	8:45 a.m. - 12:30 p.m.
Grades K-6	8:30 a.m. - 1:10 p.m.

Delayed Opening Days

AM Preschool	10:45 a.m. - 12:25 p.m.
PM Preschool	12:55 p.m. - 2:30 p.m.
Full Day Preschool	10:45 a.m. - 2:30 p.m.
Grades K-6	10:30 a.m. - 3:10 p.m.

HEBRON BOARD OF EDUCATION MEETINGS

The Hebron Board of Education meets on the second Thursday of each month at 7:00 p.m. in the Gilead Hill School Activity Room or Music Room. Families and community members are able to share their ideas and opinions with the Board during the Public Comment portions of the meeting. It is an important way for families to understand decision-making at the Board of Education level.

UPON HIRE

All employees must submit to all of the following:

Fingerprints

As of July 1, 2001, each local and regional Board of Education shall require all newly hired and potential employees to submit to State and National criminal history records checks for a period of THIRTY (30) days from the date of employment. The employee shall be responsible for the fingerprinting fee and the fee required by the state for the fingerprinting process.

Background Check Policy and Procedure

All offers of employment at Hebron Public Schools are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees as deemed necessary.

Background checks will include:

Social Security Verification: validates the applicant's Social Security number, date of birth and former addresses.

Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.

Personal and Professional References: calls will be placed to individuals listed as references by the applicant.

Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

The nature of the crime and its relationship to the position.

The time since the conviction.

The number (if more than one) of convictions.

Whether hiring, the applicant would pose an unreasonable risk to the schools and its habitants.

Procedure

Final candidates must complete a background check authorization form and return it to the Human Resources Specialist, who will order the background check upon receipt of the signed release form. The HR Specialist will review all results. In instances where negative or incomplete information is obtained, the appropriate administrator will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Hebron Public Schools reserves the right to modify this policy at any time without notice.

All employees must complete the following forms:

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

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

UPON RESIGNATION/TERMINATION

Return keys and/or keycard – if applicable

Return equipment – if applicable

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

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

EMPLOYEE BENEFITS (DEPENDENT UPON CONTRACT LANGUAGE)

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

Medical, Dental, Prescription

Group Life Insurance

Long-Term Disability

403B Plan

Workers’ Compensation

Employee Assistance Program

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

Vacation Leave – to be used at the employees’ discretion as long as it doesn’t negatively impact the district – must receive supervisor pre-approval.

Personal Leave – to be used for personal business that cannot be conducted outside of the normal workday, such as: attorney’s appointments, court, PPT’s for your own children, illness of family members, bereavement etc. Requests may be questioned if there is reasonable suspicion of abuse.

Sick Leave – to be used for your medical and sick leave

Generally, a combined 5 sick/personal days for ten month employees and 7 sick/personal days for twelve month employees may be used to care for a seriously ill member of the immediate family. Immediate family is defined to include parents, spouse, siblings, or any person living in the employee’s household. Consult your specific contract for specifics regarding this district policy.

Paid Time Off (PTO) – for certain groups that have Vacation, Personal and Sick

Holiday – defined in each contract

Tuition Reimbursement – defined in each contract, if applicable

Professional Day – pre-approved paid day (does not impact personal benefit time)

Flexible Spending – Health Reimbursement and Dependent Care Reimbursement
403B

Changes/additions/deletions to health insurance coverage may be made during the annual open enrollment period which is typically the month of June each year. Additionally, changes may be made when there is a Qualifying Event as defined by the IRS. To make a change/addition or deletion, please contact the district's Human Resource Specialist.

ELECTRONIC TIMECARDS & DAILY SCHEDULES

All non-exempt employees are required to swipe in and out daily. This swipe is your "signature" on your electronic timesheet. Please make every effort to ensure you are minimizing any missed swipes.

If you do miss a swipe (due to forgetting, system malfunction, etc.) you must immediately contact HR Specialist, Genny Heffernan with the time of arrival/departure, and the reason for the missed swipe, and she will make the necessary adjustment. (Please note: no other employees are authorized to adjust your time card on your behalf.) You can do this by:

Email - to payroll@hebron.k12.ct.us with a CC to your supervisor

Frontline - on rare occasions, you may not realize a swipe was missed until you return to the kiosk to swipe again. In those cases, please enter a comment

All employees have a regular daily schedule to meet the needs of our schools and our students. It is expected that employees arrive and leave on time. If a change to your schedule is necessary, you must first seek approval from your supervisor. Variances in work schedules will be reviewed by our Office of Resource Management team and chronic schedule adjustments will be reviewed with supervisors.

CALLING OUT

Each school and/or department has certain steps you must follow if employees must call out sick.

If you must call out sick (or for some other reason), you must create an absence in your Frontline profile account. Your absence must be submitted prior to 6:30am the day of the absence. Please text or call Nancy Simmons (Substitute Coordinator) at 860-310-9919 if you are unable to log in to the Frontline system for any reason. Please refer to your contract(s) regarding rules requesting personal days and/or vacation days.

JURY DUTY

Hebron Public Schools supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence. Any employee who is called for jury duty shall

receive the necessary leave to fulfill this legal obligation under provisions of current Connecticut State law.

Teachers

A teacher shall be remunerated for jury duty service at a rate of pay equal to the difference between the regular net salary and the jury fee. A teacher called to jury duty shall inform the Superintendent's Office as soon as possible of such call to jury duty, by providing a copy of the notice of the call to jury duty, including compensation received. The teacher will be compensated for the difference, if any, between their regular net salary and jury compensation. In case of subpoenas arising out of the performance of assignments, the teacher involved shall receive full pay for their time in court. This leave shall be in addition to any other leave allowed. These days will not be charged to personal days.

Non-Certified/Unaffiliated Employees

The employee shall receive their regular pay for the first five (5) days of jury duty. Thereafter, they shall receive a rate of pay equal to the difference between the regular net salary and the jury fee. In case of subpoenas arising out of the performance of assignments, the employees involved shall receive full pay for their time in court. This leave shall be in addition to any other leave allowed. These days will not be charged to personal days.

WORKERS' COMPENSATION

Workers' compensation provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Hebron Public Schools pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify your supervisor and the Human Resource Specialist immediately. The employee will complete an injury report with the school nurse and the nurse will submit the report to the Human Resource Specialist. The Human Resource Specialist will then file the claim with the insurance company.

In cases of true medical emergencies, report to the nearest emergency room. Otherwise, or if you seek further attention, you will be referred to Middlesex Health Marlborough Medical Center Emergency Room, 12 Jones Hollow Rd Marlborough CT 06447 – Phone 860.358.3200. Middlesex Health is the initial center designated by Hebron Public Schools. If it is not feasible to go to Middlesex Health Center due to the time of day, you should go to the nearest urgent care center.

The Connecticut Interlocal Risk Management Agency (CIRMA) is the utilization review company chosen to review the medical care and services provided to you for work-related injuries and

illnesses. Their telephone number is 860- 652-4762. PLEASE IDENTIFY YOUR EMPLOYER AS THE HEBRON PUBLIC SCHOOLS.

If you are out of work as a result of your work-related injury, you will be contacted regularly by the Human Resource Specialist and/or CIRMA'S Coordinator to determine that your medical needs are met. Each of you is an important member of the Hebron Public Schools. The purpose of this program is to ensure you receive appropriate medical treatment in a timely manner to facilitate recovery. Hebron Public Schools and CIRMA work closely with the Medical Provider. When the Medical Provider releases you to return to full duty, the temporary disability wage support stops.

The team at the CIRMA are available to assist you from the time of your injury through recovery and return to work.

FREQUENTLY ASKED QUESTIONS ABOUT WORKERS' COMPENSATION PROTECTION

1. What is Workers' Compensation?

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

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

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

3. Who handles a Workers' Compensation claim?

CIRMA is the claims administrator for Hebron Public Schools. They administer all compensation benefits an injured worker is entitled to receive. If you have any questions about workers' compensation, contact your Human Resource Specialist.

4. How do you get benefits?

Report the injury to your supervisor and Human Resource Specialist immediately! The employee will complete an injury report with the school nurse and the nurse will submit the report to the Human Resource Specialist. The Human Resource Specialist will then file the claim with the insurance company. Prompt reporting is the key. Benefits are automatic for work-related injuries or illnesses. But, nothing can happen until your employer knows about the injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

5. What if you need prescription drugs?

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

6. What is the compensation for total disability?

Teachers- Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of their employment, they shall be paid their regular net

salary (less the amount of any workers's compensation award made for temporary disability due to such injury) for the period of such absence, to the extent of available sick leave. Such absence shall be charged to their annual or accumulated sick leave on a prorated basis proportionate to the local salary contribution.

Non-Certified/Unaffiliated employees- Compensation for injuries or illness arising out of and in the course of employment shall be governed by the provisions of the Worker's Compensation Act, Contained in Title 31 of the Connecticut General Statutes. Please see your HR Specialist for details.

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

Bring your physician's written instructions to the Human Resource Specialist immediately. The district will try to provide you with a temporary and/or modified duty position to meet your doctor's specified restrictions.

8. What is permanent disability?

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

9. Where do you obtain medical treatment?

In cases of true medical emergencies, report to the nearest emergency room. Otherwise, or if you seek further attention, you will be referred to Middlesex Health Marlborough Medical Center Emergency Room, 12 Jones Hollow Rd Marlborough CT 06447 – Phone 860.358.3200. Middlesex Health is the initial center designated by Hebron Public Schools. If it is not feasible to go to Middlesex Health Center due to the time of day, you should go to the nearest urgent care center.

The Connecticut Interlocal Risk Management Agency (CIRMA) is the utilization review company chosen to review the medical care and services provided to you for work-related injuries and illnesses. Their telephone number is 860- 652-4762. PLEASE IDENTIFY YOUR EMPLOYER AS THE HEBRON PUBLIC SCHOOLS.

10. What if you need continuing medical treatment?

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

Should your injury require specialty treatment not available in CIRMA network, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment

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

11. What if you have further questions?

If you have further questions regarding your workers' compensation benefits, contact your claims coordinator at CIRMA or your Human Resources Specialist.

12. What if you question your medical treatment?

CIRMA can review the medical care and services being provided to you. They can be contacted at 860-652-4762.

FAMILY MEDICAL LEAVE

PURPOSE

The purpose of this policy is to establish guidelines for leaves taken by employees of the Hebron Board of Education (the "Board") under the Federal Family and Medical Leave Act of 1993 ("FMLA").

ELIGIBILITY

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

REASONS FOR LEAVE

Leaves under the FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position; or
- to care for an injured or ill service member (see below – Length of Leave – for further information); or

- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources office.
- short-notice deployment;
- military events and related activities;
- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the member's covered active duty;
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

(b) Leave to Care for an Injured or Ill Service Member

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) an injured or ill service member who is the employee's spouse, parent, child or next of kin, and who incurred the injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or, (ii) an injured or ill covered veteran who is the employee's spouse, parent, child or next of kin.

For service members, the injury or illness must render the service member medically unable to perform the duties of his/her office, grade, rank or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and s/he (1) was a member of the Armed Forces (including the National Guard or Reserves); (2) was discharged or released under conditions that were other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran. The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of
 - which the covered veteran has been enrolled in the Department of
 - Veterans Affairs Program of Comprehensive Assistance for Family
 - Caregivers.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for an injured or ill service member, the 12-month period begins on the day such leave actually commences.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent or their designee.

If intermittent or reduced schedule leave is medically required, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period). For purposes of this policy, an instructional employee is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

(b) Both Spouses Working for the Same Employer

If both spouses are employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

(c) Light Duty

Should an employee be offered a light duty opportunity during a period of FMLA leave, time spent performing the light duty assignment will not count against the employee's FMLA leave entitlement. The employee's right to restoration to his or her job will be held in abeyance during the light duty assignment, or until the end of the applicable 12-month FMLA leave period.

(d) Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

REQUESTS FOR LEAVE

Requests for a family or medical leave must be submitted to the personnel department at least thirty (30) days before the leave is to commence, if possible. If thirty (30) days' notice is not possible, requests must be submitted as soon as practicable under the circumstances.

For leaves taken because of the employee's or a qualifying family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins, if possible. This form may be obtained from the personnel department. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the Board's request for the medical certification.

If an employee takes leave to care for his or her own serious health condition, immediately upon return to work the employee must provide medical certification that the health condition which created the need for the leave no longer renders the employee unable to perform the functions of the job. This certification must be submitted to the personnel department.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic

information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

USE OF PAID LEAVE

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee agrees with the Board to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain his or her regular weekly income level.

MEDICAL INSURANCE AND OTHER BENEFITS

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay their share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During an FMLA leave, an employee shall not accrue benefits for seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under Board's attendance policy.

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the HR Specialist, Superintendent or their designee. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees of political subdivisions

Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

UNIONS (ASSOCIATIONS)

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

HOURLY EMPLOYEES

Hourly employees record their hours by punching in/out via sign IN/OUT computer located in school's main office by the end of their shift on Friday (unless a holiday necessitates Central Office needing it sooner – which will be communicated via email) electronic timecards will be reviewed and approved by their supervisor. **(Employees are not allowed to modify their work schedule without pre-approval from their Supervisor.)**

CANCELLATIONS, DELAYS, EARLY RELEASES

At times, school schedules may be adjusted due to a sudden change in the weather or other emergency. On delayed opening days, school starts 2 hours later than the typical start time.

The stations listed below will provide this information. Announcements begin about 6:00 a.m. and will be broadcast over the following stations:

Television:

Channel 3

Channel 30

Channel 8

FOX 61

The School Messenger System will send an automated email and/or text message to the phone numbers and email address as set up by each employee in the School Messenger system. In addition, we will post closing on our website and social media accounts. You should find out from your supervisor or school principal to see how these situations are handled in your department or location. Office employees and 12 month employees are expected to work on canceled, delayed or early release school days unless informed otherwise.

TRANSPORTING SCHOOL CHILDREN

Students are not to be transported by staff members unless they are doing so under the supervision and regulations of the Connecticut Department of Motor Vehicles and approval of their supervisor.

MEALS

Staff may purchase meals through Food Services. Breakfasts are \$2.00 and lunches are \$4.00 per meal. See your food service manager for details.

DRIVERS OF SCHOOL VEHICLES

Drivers of school vehicles – or employees who drive personal vehicles on school business – are expected to obey all traffic laws and regulations and maintain a valid license in good standing. Accordingly, all citations and/or tickets including, but not limited to, those related to a driver's license, failure to wear a seatbelt, speeding, distracted driving, or DUI violations are the sole responsibility of the employee to either pay or successfully contest; the school assumes no obligation for any fines or fees. The employee's employer is responsible for "fix-it"-related citations and/or tickets on school's vehicles only.

ARREST NOTIFICATION

Since we are in the business of educating children, we must be role models in our communities. If you are ever in a situation where you have been charged with a misdemeanor or a felony, you must notify the Superintendent immediately. Failure to notify within 24 hours may result in discipline up to and including termination.

SEE SOMETHING, SAY SOMETHING

If you ever witness anything concerning, even if you are not sure that you should feel concerned, with a student, parent/community member, or fellow staff member, bring this concern to the attention of your supervisor as soon as possible.

EMPLOYEE ASSISTANCE PLAN

An employee assistance plan (EAP) is available to all employees and their household members at no cost to the employee. The plan is completely confidential. The EAP gives families access to the support they need whether they are seeking guidance with marital or family difficulties, financial or legal problems, stress and emotional difficulties, or problems caused by alcohol, drugs or gambling. Get 24/7 support, advice and resources. Call Resource Advisors toll free at 1-888-209-7840 and ask for Resources Advisors. Or visit: www.resourceadvisor.anthem.com then login with the program name: AnthemResourceAdvisor.

HAZARD COMMUNICATION PROGRAM/CHEMICAL HYGIENE PLAN

1. It is the intention of the Hebron Public Schools to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 is implemented and shall be enforced. The Facilities Director serves as the Chemical Hygiene Officer.
2. This program has been established to provide guidelines for all employees, and for the Hebron Public Schools to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which is known to be present on the premises to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the Hebron Public Schools Central Office.
3. Hazardous Chemicals Listings: The Hebron Public Schools has established and will maintain a list of all the hazardous chemicals used on the premises. The Facilities Director will be responsible for the maintenance of this list.
4. Labeling of Hazardous Chemicals: Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier or shipped to a third party will also have the name and address of the manufacturer or the responsible party. It is the responsibility of the Hebron Public Schools to assure that the identity and the hazard warning are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Facilities Supervisor to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).
5. Material Safety Data Sheets (MSDS): The MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS file for our facilities are located in the custodial office at each location.
When ordering a new hazardous chemical, it is the responsibility of the Facilities Supervisor to assure an MSDS file is kept updated. Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemical(s) should contact the Facilities Director.
6. Information & Training: Hebron Public Schools provides an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace.
7. Contractor Work: When it is necessary for an outside contractor to perform work at the Hebron Public Schools, it shall be the responsibility of the Facilities Director to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed.
It is also the responsibility of the Facilities Director to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the Hebron Public Schools' employees. Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Facilities Director about the hazardous chemicals to which they may be exposed. Such information will include, but not limited to specific hazards associated with the chemicals, protective measures (i.e. PPE, work practices, engineering controls, etc.) and emergency procedures.

HAZARDS – WHAT GOES ON THE LABELS

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

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

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

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

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

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

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

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

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

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

HAZARDS – THE MATERIAL SAFETY DATA SHEET (MSDS)

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

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

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

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

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

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

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

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

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

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

HAZARDS – STEP BY STEP

Read labels and MSDS sheets and identify hazards before you start a job

Know where to find information about your chemicals

Follow warnings and instructions

Use proper protective clothing and equipment

Learn emergency procedures and basic first aid measures

Practice sensible, safe work habits

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

NOTICE REGARDING ELECTRONIC MONITORING

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

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

The following specific types of electronic monitoring may be used by the Board in its workplaces: Monitoring of e-mail and other components of the Board’s computer systems for compliance with the Board’s policies and regulations concerning use of such systems.

Video and/or surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.

Monitoring of employee usage of the school district’s telephone systems.

Monitoring of employees when employees are engaging in remote teaching or use of a digital teaching platform.

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

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

SOCIAL NETWORKING

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

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

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

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

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. For more information, see Board of Education Policies 5023 (Video Surveillance) and 5024 (Video Cameras on School Buses).

PHYSICAL ACTIVITY, UNDIRECTED PLAY, AND STUDENT DISCIPLINE

It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day. The board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (PPT) may develop a different schedule for students requiring special education and related service. In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in instances where the student's behavior poses a health and/or safety concern or as determined by a student's Section 504 of planning and placement team. For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day. Any employees who fail to comply with the requirements from this policy may be subject to discipline, up to and including termination of employment. For more information, see Board of Education Policy 5022 (Physical Activity, Undirected Play, and Student Discipline)

VIDEO AND DIGITAL TOOLS IN THE CLASSROOM

Use of films or film clips (i.e., online video, videotapes, DVDs, cable channel broadcast, hereinafter, films) as well as digital tools (i.e., apps and any other website or resource students access electronically, hereinafter, digital tools) need to be considered carefully before being used in the classroom. Before they are used with students, all films and digital tools must be carefully previewed in full and evaluated by the teacher that they meet identified learning objectives. Professional

judgment must always be exercised when selecting films and digital tools for classroom use and copyright guidelines should be followed. Building Principals are responsible for the implementation of this policy within their school.

Films:

1. Films must be selected and assigned to give support directly to instructional learning objectives contained within the district curriculum. Staff shall utilize professional resources to guide their selection of digital content. All films greater than twenty minutes in length must be approved by the Building Principal and families must sign a permission slip prior to the film being shown to students. Videos and digital media that are explicitly written into the district curriculum do not need further approval.
2. Films shall not be used for recreation or entertainment during instructional times or for other than planned instructional purposes unless deemed appropriate by the Building Principal. Films should be shown in a way that only the video itself is being seen by students (full screen) and no other content from on-line platforms (Netflix, YouTube, etc.) are shown such as “other suggested videos”. Educators must exercise good judgment when using personal on-line streaming accounts to only allow students to see and access the film or clips previewed by the Teacher and approved by the Building Principal.
3. Acknowledging Fair Use Guidelines, classroom use of a copyrighted film is permissible only when all of the following conditions are met:
 - The performance must be shown by instructors or by pupils.
 - The performance is in connection with face to face teaching activities.
 - The entire audience had the opportunity to participate in the teaching activity.
 - The entire audience is in the same room or same general area.
 - The teaching activities are conducted by a non-profit educational institution.
 - The performance is of legally obtained copyrighted work.

Digital Tools:

Before digital tools are used with students, they must be reviewed and evaluated by the Building Principal and by the Director of Technology. The Building Principal will evaluate the alignment of the digital tool to the district curriculum. The Director of Technology will evaluate the need for a data privacy agreement and obtain such an agreement as required under CT Public Act 16-189 An Act Concerning Student Data Privacy and CT Public Act 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016. Educators should not allow students to use any digital tool that is not specifically referenced as a resource in district curriculum documents without first obtaining approval from the Director of Technology. All digital tools referenced within the approved district curriculum have already been approved. All approved digital tools that collect student information are listed on

the district website. Educators can initiate the review process by completing the electronic form on the staff portion of the district website.

Legal References:

Publication 94-553; The Copyright Act of 1976, 17 U.S.C., 101 et seq. and 1980 amendments.
Sections 17 U.S.C. §106 and 17 U.S.C. § 106A, the fair use of a copyrighted work

Technology, Education, and Copyright Harmonization (TEACH) Act 2001-2002 S.487.ES

CT Public Act 16-189 An Act Concerning Student Data Privacy

CT Public Act 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016

ADOPTED: 6/9/2022

BIRTHDAY CELEBRATION PRACTICES/PARTIES AND INVITATIONS

The Hebron School District has introduced a practice for student birthday celebrations. The School Wellness Committee decided on a non-food birthday celebration policy. Not only does this help promote the idea of healthy eating in school, it helps reduce the potential for exposure to allergens for students with allergies. When food is a part of a classroom celebration or lesson, our School Nurse will be available to check food ingredients. This practice in no way takes the “celebration” out of birthdays in school. Each classroom teacher has adopted a birthday celebration plan for their classroom. These plans will be shared with students and parents at the beginning of the school year. At the beginning of the school year, parents will be asked to give permission for their child’s phone number, address and email to be shared with classmates only. Regarding parties outside the classroom, we prohibit the distribution of party invitations within the classroom unless every child in that classroom is being invited. Please refer to our full Wellness Policy on our district website under the Board of Education Policy section.

CODE OF ETHICS FOR BOARD OFFICIALS AND EMPLOYEES

Policy Statement:

The purpose of this Code of Ethics is to guide elected and appointed Board of Education officials and Board of Education employees by establishing standards of ethical conduct for Board of Education officials and Board of Education employees.

Definitions:

As used in this policy, the following words or phrases are defined as follows:

Board of Education Employee: Any employee of the Hebron Board of Education, full or part time, receiving wages or other compensation for services rendered.

Board of Education Official: Any elected or appointed Board of Education member.

Business: Any for profit or not for profit business entity, including, but not limited to an association, corporation, firm, franchise, partnership, self-employed person, or sole proprietorship.

Business with which one is associated: A business of which the person or a member of their immediate family is a director, officer, owner, or employee.

Confidential Information: Any information, whether transmitted orally or in writing, which is obtained by reason of the school district employment or Board of Education office held and is not a matter of public record.

Financial Interest: Any interest representing an actual or potential economic gain or loss.

Gift: Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a Board of Education official and Board of Education employee or an immediate family member of a Board of Education official or Board of Education employee. Excluded from gifts are: 1) a meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the Board of Education official and/or Board of Education employee participates in his/her official capacity; 2) unsolicited gifts in-kind of nominal value given to a Board of Education employee and tendered on gift-giving occasions generally recognized by the public, such as holidays and end of year celebrations, provided the gift does not impair the employee's independent judgment or action in the performance of the employee's official duties; or 3) gifts in-kind of nominal value given to a Board of Education official not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public.

Immediate Family: Any spouse, child, parent, sibling of a public official or public employee, any other individual who resides in the household of the public official or public employee, and the spouse, child, parent or sibling of any such spouse, child, parent, sibling, or other individual who resides in the household.

Official Responsibility: The authority to approve or disapprove school district activities, or to otherwise act on behalf of the school district.

Political Activity: Voting, making political contributions, buying a ticket to fundraising or other political events; taking an active role in connection with a question such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participating in political affairs; endorsing or opposing any candidate for any public office; taking any part in managing the political campaign of any such candidate, or initiating or circulating a nomination petition, working as a driver transporting voters to the polls during an election, or directly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for any such candidate; placing or wearing a sign or sticker supporting or opposing a candidate for any public office; becoming or acting as a candidate for any public office.

Ethics Rules:

- A. **Business Conflicts.** No Board of Education official or Board of Education employee shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which would tend to impair his/her independent judgment or action in the performance of their official responsibilities.
- B. **Gifts.** (1) No Board of Education official or Board of Education employee shall solicit or accept any gift from any person interested in any pending matter within such individual's official responsibility. (2) If a prohibited gift is offered, the Board of Education official or Board of Education employee must refuse it, return it, pay the donor the full value of the gift, or donate it to a non-profit organization. Alternatively, it may be considered a gift to the school district provided it remains in the school district's possession permanently.
- C. **Conflict of Interest.** (1) A Board of Education official or Board of Education employee shall not vote upon or otherwise participate to any extent in any matter on behalf of the school district if he or she, a business with which he/she is associated, an individual with whom he/she is associated, or a member of his or her immediate family, has a financial interest in the transaction or contract, including but not limited to the sale of material, supplies or services to the school district. (2) If such participation is within the scope of the official responsibility of the Board of Education official or Board of Education employee, as soon as possible after he/she becomes aware of such conflict of interest, he/she shall submit written disclosure which sets forth in detail the nature and extent of such interest to his/her supervisor, and/or to the Board of Education, (3) Notwithstanding the prohibition in subsection (C)(1), a Board of Education official or Board of Education employee may vote or otherwise participate in a matter if it involves a determination of general policy of the school district.
- D. **Representing Private Interests.** (1) No Board of Education official or Board of Education employee shall appear on behalf of private interests before the Board of Education. (2) No Board of Education official or Board of Education employee shall represent private interests against the interest of the school district in any litigation or contested matter to which the school district is or may be a party.
- E. **Self-Representation.** Nothing contained in this Board of Education Code of Ethics shall prohibit or restrict a Board of Education official or Board of Education employee from appearing before the Board of Education on his/her own behalf, or from being a party in any action, proceeding or litigation brought by or against the Board of Education official or Board of Education employee to which the Board of Education is a party.
- F. **Confidential Information.** No Board of Education official or Board of Education employee shall disclose confidential information, as defined above, concerning school district affairs, nor shall such employee or official use such information for the financial interests of himself or herself or others.
- G. **Use of School District Property.** No Board of Education official or Board of Education employee shall request or permit the use of school district funds, services, school district

owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by written official Board of Education policy or contract for the use of such school district. Enforcement of this provision shall be consistent with the school district's legal obligations.

- H. **Contracts with the School District.** No Board of Education official or Board of Education employee, or a business with which he or she is associated, or member of his/her immediate family shall enter into a contract with the Board of Education unless it is awarded per the requirements of prevailing law as well as Board of Education policy.
- I. **Financial Benefit.** No Board of Education official or Board of Education employee may use his/her position or office for the financial benefit of himself or herself, a business with which he or she is associated, an individual with which he or she is associated, or a member of his/her immediate family.
- J. **Fees or Honoraria.** No Board of Education official or Board of Education employee acting in his/her official capacity shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event.
- K. **Bribery.** No Board of Education official or Board of Education employee, or member of such individual's immediate family or business with which he/she is associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the Board of Education official or Board of Education employee would be or had been influenced thereby.
- L. **Disclosure.** Any Board of Education official or Board of Education employee who presents or speaks to the Board of Education or a committee thereof during the time set aside during any meeting of the Board or a committee thereof for public comment shall at that time disclose his/her name, address, and school district affiliation, regardless of whether said affiliation is related to the matter being addressed by the speaker.
- M. **Political Activity.** No Board of Education official or Board of Education employee may request, or authorize any other Board of Education official or Board of Education employee to request that a subordinate employee of the school district actively participate in an election campaign or make a political contribution. No Board of Education employee may engage in any political activity during working hours for the school district, or with the use of school district funds, supplies, vehicles or facilities. No Board of Education official may engage in any political activity with the use of school district funds, supplies, vehicles or facilities. However, no voter may be prohibited from voting based on his/her status as a Board of Education official or Board of Education employee. Activity legally authorized by Connecticut General Statutes section 9-369b, regarding the preparation, printing and dissemination of certain explanatory materials pertaining to referendum questions and proposals, is exempt from such restriction.

Powers and Duties of Board Complaints and Investigations.

- A. Upon the complaint of any person on a form prescribed by the Board, signed under penalty of false statement, or upon its own complaint, the Board shall investigate any alleged violation of the Board of Education Code of Ethics by a Board of Education official or by the Superintendent of Schools, and hold such hearings as may be appropriate to the circumstances alleged. Alleged violations concerning Board of Education employees shall be referred to the Superintendent of Schools for investigation and remedial action, as appropriate.
- B. Any such hearing conducted by the Board concerning a Board of Education official or the Superintendent of Schools shall not be governed by formal rules of evidence. Any such hearing shall be closed to the public unless the respondent requests otherwise. The respondent shall have the right to appear, to be represented by legal counsel at his/her own expense and to examine and cross-examine witnesses.
- C. If, after a hearing concerning a Board of Education official on a complaint for which cause has been found, the Board finds by a vote of at least four of its members based on a preponderance of the evidence that any violation of the Board of Education Code of Ethics has occurred, the Board of Education shall take such actions as it may deem appropriate. Actions taken by the Board may include, but not be limited to, any combination of the following: recusal, reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office, termination of contractual status, or the pursuit of injunctive relief. No such recommendation may be acted upon in violation of federal or state law, ordinances, legally adopted policies, or contractual agreements of the Board of Education. Any discussion by the Board of Education regarding any such memorandum of decision shall be in executive session, subject to the requirements of state law, unless the affected individual requests that such discussion be held in open session.
- D. No person shall take or threaten to take official action against an individual for such individual's good faith disclosure of information to his/her supervisor, or any Board official under the provisions of the Board of Education Code of Ethics.

Former Board of Education Officials/Employees:

- A. No former Board of Education official or Board of Education employee, as defined above, shall appear for compensation before the Board at any time within a period of one year after termination of his/her service with the school district.
- B. No such former Board of Education official or Board of Education employee shall represent anyone other than the school district concerning any particular matter in which he/she participated personally and substantially while in the service of the school district.
- C. No such former Board of Education official or Board of Education employee shall disclose or use confidential information acquired in the course of and by reason of his/her official duties in the service of the school district, for financial gain for himself, herself or others.

- D. No such former Board of Education official or Board of Education employee who participated substantially in the negotiation or award of a school district contract obliging the Board of Education to pay \$100,000.00 or more, or who supervised the negotiation or award of such a contract, shall accept employment with a party to the contract other than the school district for a period of one year after such contract is finally executed.

Distribution of the Code of Ethics

The Superintendent of Schools shall cause a copy of this Board of Education Code of Ethics to be distributed to every Board of Education official within thirty days of the effective date of this Board of Education Code of Ethics or any amendment thereto. The Superintendent of Schools shall cause a copy of this Board of Education Code of Ethics to be distributed to every Board of Education employee within thirty days of the effective date of this Board of Education Code of Ethics or any amendment thereto. Each new Board of Education official or Board of Education employee shall be furnished a copy of this Board of Education Code of Ethics before entering upon the duties of his/her office or employment.

Severability; Conflicts with other Provisions:

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Board of Education Code of Ethics, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Board of Education Code of Ethics. Furthermore, should any such provisions of this Board of Education Code of Ethics conflict with any provisions of state or federal law, the relevant provisions of the state or federal law shall prevail.

Disciplinary Consequences:

Violation of this policy by a Board of Education employee may lead to discipline up to and including the termination of employment, consistent with state and federal law and applicable collective bargaining agreements. Violation of this policy by a Board of Education official may lead to censure and/or removal from Board office, consistent with Board policy, state and federal law.

DCF REPORTING PROCEDURES



Hebron Public Schools

High Expectations, Bright Futures

Office of Educational Services

580 Gilead Street, Hebron, CT 06248 ■ Tel: (860) 228-2577 ■ Fax: (860)-228-2235 ■ www.hebron.k12.ct.us



Thomas J. Baird, Ed. D.
Superintendent of Schools

Donald Briere, Ph.D.
Director of Educational Services

Mandated Reporter: an individual required to report suspected abuse and/or neglect of children or the sexual assault of a child by an employee. It includes all school employees, secretary, custodian, teacher, substitute, school administrator, superintendent, school counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or anyone who is a licensed behavior analyst or is issued a coaching permit.

For further information, please see the Hebron Board Policy here:

<https://hebron.k12.ct.us/common/pages/DisplayFile.aspx?itemId=23935307>

Step 1: The employee shall make an oral or electronic report as soon as practical, but no later than twelve hours after having reasonable cause to suspect or believe that a child has been abused, neglected, or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee.

If a student is at imminent risk of serious harm, the employee must make an oral report.

An oral report is made by telephone through the DCF 24-hour Child Abuse and Neglect Careline at 1-800-842-2288 or in person to the Commissioner of DCF or local law enforcement

Step 2: The employee will also make an oral report to the Building Principal and/or the Superintendent as soon as practical. If the Building Principal is the alleged perpetrator, then the employee will notify the Superintendent.

Step 3: In cases involving suspected abuse, neglect, or sexual assault of a student by a school employee, the Building Principal or Superintendent will immediately notify the child's parent or guardian that such a report has been made.

Step 4: Not later than 48 hours after making an oral report, the employee shall submit a written or electronic report to DCF using the approved form.

The employee shall respond to any inquiries within 24 hours

Employee will inform the Superintendent or Building Principal as soon as possible of further communication.

Step 5: The employee will immediately submit a copy to the Building Principal and to the Director of Educational Services.

Step 6: If the report concerns suspected abuse, neglect, or sexual assault of a student by an employee holding a certificate issued by the CSDE, the Commissioner of DCF will submit a copy of the written or electronic report to the Commissioner of Education.

Contents of the report **MUST** contain: the names and addresses of the child and his/her parent or guardian; the age of the child; the gender of the child; the nature and extent of the child's injuries or maltreatment or neglect; approximate date and time of incidence; information concerning any previous injuries, maltreatment, or neglect of child; circumstances in which the incidence became known to the reporter; name of the person(s) suspected to be responsible and the reason(s) for the incidence; any information from prior cases; and whatever actions were taken to treat, provide shelter or otherwise assist the child. (Report forms may be found in each school building main office).

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

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

ANNUAL NOTIFICATIONS



Hebron Public Schools Annual Notifications

Hebron Public Schools is obligated to provide annual notice to families and employees regarding the information and policies linked on this page.

Please note that all Board of Education Policies and Regulations can be found on our [Hebron Public Schools Board of Education Policy website](#).

- **Drug and Alcohol-Free Workplace:** Please see Policy # 400, [Policy Regarding Alcohol, Tobacco and Drug-Free Workplace](#)
- **Free and Reduced-Price Meals Eligibility:** Please see our [Food Services Page](#) for more information on free and reduced-price meals, FAQ's and eligibility. We encourage families to complete a free and reduced meal application (found on the food services page) if they fit the income guidelines.
- **Green Cleaning, Asbestos Management, Indoor Air Quality and Pest Management:** Please see Policy # 1002, [Policy Regarding Green Cleaning Programs](#). Further information regarding asbestos management plans, indoor air quality management plans and pest management can be found on the [Building and Grounds](#) section of our website.
- **Management Plan for Food Allergies, Glycogen Storage Disease and/or Diabetes:** Please see Policy # 5007, [Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes](#).
- **Safe School Climate Plan:** Policy # 5001, [Student Bullying Policy and Safe School Climate Plan](#).
- **Title IX (Personnel):** Policy # 4011 [Sexual Discrimination and Harassment Policy for Personnel](#).
- **Title IX (Students):** Policy # 5013 [Sexual Discrimination and Harassment Policy for Students](#).
- **Section 504 & Non-Discrimination Students:** Please see Policy # 5012, [Policy Regarding Students and Section 504](#) and Policy # 5008, [Non-Discrimination Policy for Students](#) for information regarding your rights and grievance procedures.

- **Section 504 & Non-Discrimination for Employees:** Please see Policy # 4014, [Policy Regarding Employees and Section 504](#) and Policy # 4007, [Non-Discrimination Policy for Employees](#) for information regarding your rights and grievance procedures.
- **Connecticut State Department of Education Complaint Resolution Procedure:** Please see the linked document on the [Procedures for Filing a Complaint](#).
- **Section 504 & Non-Discrimination for Employees:** Please see our [Policy Regarding Employees and Section 504](#) and [Non-Discrimination Policy for Employees](#) for information regarding your rights and grievance procedures.
- **Connecticut State Department of Education Complaint Resolution Procedure:** Please see the linked document on the [Procedures for Filing a Complaint](#).
- **Student Discipline:** Please see Policy # 5015 [Policy Regarding Student Discipline](#).
- **Student Records and Data Privacy:** Please see Policy # 5002, [Confidentiality and Access to Educational Records Policy](#). As well as Policy # 5017, [Student Privacy \(PPRA\) Policy](#). In addition, please click here for more information on [Student Data Privacy and our corresponding policies](#).
- **Reporting of Child Abuse (Students):** Please see Policy # 5025, [Policy and Procedures for Reporting Child Abuse](#).
- **Reporting of Child Abuse (Personnel):** Please see Policy # 4010, [Reporting Suspected Abuse or Neglect of Children](#).
- **Student Dress Code:** Please see Policy # 5016, [Policy on Student Dress](#).