

# JOHN F. KENNEDY MIDDLE SCHOOL

Enfield, Connecticut

**RESPECT, RESPONSIBILITY,  
READINESS AND POSITIVE  
RELATIONSHIPS.**

## STUDENT HANDBOOK 2017 - 2018

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*Assistant Principals:* Mr. David Iacobucci – Red House  
Mrs. Sarah Horan – White House  
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## Table of Contents

<b>Principal's Message</b>	
<b>Mission Statement</b>	
<b>Special Notes.....</b>	<b>Pages 3-4</b>
NON-DISCRIMINATION	
SEARCH FOR ILLEGAL MATERIALS	
AND DANGEROUS WEAPONS	
<b>Attendance and Absences.....</b>	<b>Pages 4-6</b>
CALLING IN YOUR STUDENT ABSENT	
HOMEWORK REQUEST	
TARDINESS	
TRUANCY	
EARLY DISMISSAL	
NO SCHOOL/DELAYED OPENINGS	
<b>Discipline.....</b>	<b>Pages 6-7</b>
DETENTION POLICY	
SUSPENSIONS	
<b>Student Behavior.....</b>	<b>Pages 7-8</b>
ANTI-BULLYING	
SUBSTANCE ABUSE	
SMOKING AND TOBACCO RESTRICTION POLICY	
SEXUAL HARASSMENT POLICY	
<b>Expectations for JFK Students.....</b>	<b>Pages 8-10</b>
BUSES	
BEHAVIOR ON SCHOOL GROUNDS	
TELEPHONES	
DRESS CODE	
<b>Academics.....</b>	<b>Pages 10-12</b>
HONOR ROLL	
REPORT CARD/PROGRESS REPORTS	
PROMOTION	
HOMEWORK	
DEPARTMENTAL GRADING REQUIREMENTS	
<b>Student Services.....</b>	<b>Pages 13-14</b>
GUIDANCE	
SCHOOL NURSE INFORMATION	
ADMINISTRATION OF MEDICATIONS	
LIBRARY	
<b>Extra-Curricular Activities.....</b>	<b>Pages 14-15</b>
ATHLETICS	
CLUBS	
NATIONAL JUNIOR HONOR SOCIETY	
<b>Visitors.....</b>	<b>Page 15</b>
FINAL NOTE	
<b>Enfield Board of Education Policy.....</b>	<b>Pages 16-26</b>
STUDENT RECORDS AND CONFIDENTIAL	
VOLUNTEERS IN SCHOOL	
RELATIONS WITH ENFIELD POLICE DEPARTMENT	
TRANSPORTATION OF STUDENTS AND APPEALS	
PEST MANAGEMENT PROGRAM	
BULLYING, TEEN VIOLENCE PREVENTION AND INTERVENTION POLICY	
<b>District Safe School Climate Plan.....</b>	<b>Pages 27-38</b>
<b>Report of Suspected Bullying or Teen Dating Violence Forms A-E.....</b>	<b>Pages 39-45</b>
<b>School Map.....</b>	<b>Page 46</b>
<b>JFK Middle School Important Telephone Numbers.....</b>	<b>Page 47</b>

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## **PRINCIPAL'S MESSAGE**

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Welcome to John F. Kennedy Middle School. This student handbook has been put together with your success in mind. This handbook serves as a resource to the expectations we have for our students at JFK. Here at JFK, we believe in the 4Rs (Respect, Responsibility, Readiness, and Positive Relationships) will prepare students to be well rounded learners. I encourage all students to become involved in various school activities and to be active learners in and out of the classroom. There is no substitute for hard work and dedication.

I hope you have a great school year!  
Steven Sargalski  
Principal

## **MISSION STATEMENT**

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The mission of John F. Kennedy Middle School is to provide a secure, nurturing and academically rigorous environment that meets the individual needs of our diverse community. We prepare students to become college and career ready citizens who can contribute responsibly in a global community.

This mission empowers students:

- To become compassionate, productive, and ethical members of the community.
- To be resourceful thinkers who independently and cooperatively strive to solve complex problems.
- To develop fluency in the use of technology in all disciplines.

We recognize that this endeavor is a shared responsibility of student, home, school and community.

## **SPECIAL NOTES**

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### **NON-DISCRIMINATION** **(Title VI, Title IX, Section 504)**

It is the policy of the Enfield Board of Education not to discriminate on the basis of race, color, sexual orientation, national origin, sex or handicap in its educational programs, activities, or employment policies as required by Title VI, Title IX, and Section 504. All courses and activities offered by Enfield Schools are open to any student.

### **Non-Discrimination – Title IX**

It is the policy of the Enfield Board of Education not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, or on any other basis prohibited by Connecticut State and/or Federal Non-Discrimination Laws.

Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator. The Board of Education appoints the Superintendent of Schools or his designated agent as Title IX Coordinator.

Grievance forms are available from Title IX Coordinator, Director of Human Resources, Coordinator of Pupil Services, Administrators and Guidance Offices.

Reference: Policy #5410

Revised: 2012

The Title VI coordinator (race, color, national origin) is Mrs. Julie Carroll, 1010 Enfield St., Enfield, CT 06082, 253-6500.

The Title IX coordinator (sex equity) is Mr. Andrew Longey, Deputy Superintendent of Schools, 1010 Enfield St., CT 06082, and 253-6500. The Section 504 coordinator (handicapped) is Mrs. Nancy Hayes (Grades K-6) and Mrs. Bridgette Birchall (Grades 7-12), Special Education Coordinators, 1010 Enfield St, CT 06082, 253-6518. All inquiries regarding compliance should be directed to your building principal.

### **SEARCH FOR ILLEGAL MATERIALS AND DANGEROUS WEAPONS**

As authorized by Section 10-221 of the General Statutes for the maintenance of discipline in the school: The Principal of a school or his assistant may search a student's locker or desk and seize the items herein-after set forth providing the following conditions exist:

There is reasonable suspicion to believe that said locker or desk contains items or materials which are illegal for the student to possess under the statutes and laws of the State of Connecticut, or pose a serious threat to the maintenance of discipline and order, or threatens the health, safety, or welfare of students; provided however, that in the event said Principal or his assistant has reasonable suspicion to believe that there are dangerous weapons or materials in said locker or desk, even if said items are legally in the possession of said student, said Principal or assistant shall have the right to search said locker and desk and seize said weapons or materials. Students are to be advised that the above stated is policy and is in effect.

### **Environmental Reports**

All environmental hazard reports (i.e. asbestos, pesticide, lead paint) can be found in the school office.

## **GENERAL SCHOOL INFORMATION**

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### **ATTENDANCE**

#### **ABSENCES**

Connecticut law requires that children attend school regularly during the hours and terms that the public school is in session, unless specifically exempted from attendance by law. The Superintendent of Schools shall establish such procedures as deemed necessary to determine the cause of habitual truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof. (Board Policy 5113)

Experience indicates that regular school attendance is important for school success. These regulations reflect our belief that classroom learning activities are an essential part of the curriculum for all students and are intended to reduce tardiness and absence from class. It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the tenth and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

In cases of an excused absence other than family-initiated travel, appropriate provisions will be made by school staff regarding assistance with missed assignments, homework and tests. When an excused absence is the result of family initiated travel, teachers are under no obligation to

provide advance assignments or to review work missed during the period of absence. However, students must be allowed to take make-up tests. The student's Principal/Assistant Principal must be notified in writing of extended absences due to family-initiated travel.

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school and must meet the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (additional documentation required);
  5. The lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation is required for this reason); or
  6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

### **Calling in Your Student Absent**

If a student is absent from school, parents are required to:

1. CALL the school at 860-763-8855 before 9:00 a.m. to report the absence. Simply follow the prompts to report the absence on the attendance voicemail line.
2. Follow up with a written excuse to the homeroom teacher, brought to school by the student on the day he or she returns. Please include the following:
  - Student's full name and homeroom
  - Date or dates of absence
  - Reason for absence
  - Parent's signature.

Please see Board Policy 5113 (found on our website at ([www.enfieldschools.org](http://www.enfieldschools.org)) for more detailed information regarding Attendance, Early Dismissal and Tardy to School policies.

### **Homework Requests**

If your child is absent from school for three days or less, he or she is to use the Homework Buddy System and call a classmate for assignments. There is a directory in the back of the homework agenda for students to list their homework buddies' names and phone numbers.

If your child is absent for an extended period of time (four days or more) and is able to do some work at home, please contact his or her house office (phone numbers listed below) to request homework assignments. The following information will be needed:

Student's full name

Student's grade and homeroom

The first day the student was out of school and how long you expect him or her to be out.

Homework assignments will be available in the main office for pick up by parents after 2:00 p.m. on the next day following the receipt of your request.

Upon return from an absence, it is the student's responsibility to ask teachers what materials and information have been missed and to make arrangements to make up lost work. Work is to be made up within a timeframe worked out between the teacher and the student. Generally, a student is given a day for each day absent to make up the work

**Red House and  
Homeroom 39**

Mrs. Grinuk  
860-763-8863

**White House and  
Homerooms 34 & 40**

Mrs. Melendez  
860-763-8867

**Blue House**

Mrs. Havourd  
860-763-8865

**TARDINESS**

Tardy to school is defined as a student that enters the school building after the start of the school day or homeroom period. Ensuring that a student arrives to school on time is a parental responsibility. If a student arrives late to school, they need to report to the school office/house office to sign in. The student needs to bring a signed note from a parent(s)/guardian(s) to explain their tardiness.

**TRUANCY**

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year. Students who stay out of school for an entire school day without parental or school consent are considered truant. Students will receive a zero (0) for all schoolwork on the day of truancy and may be cause for disciplinary action, suspension, parent/guardian conferences, counseling and the use of community services to address student needs.

**EARLY DISMISSAL**

Any dismissal from school can only be authorized by the school office or building administrator(s). Parent(s)/guardian(s) that wish their child to be dismissed early should send the student to school with a signed note stating the time of dismissal. This note should be presented to the school administration before homeroom period or in the morning on the day of the dismissal. Parent(s)/guardian(s) are to sign out their child in the main office. For the protection and safety of the student, dismissals are routinely made only to the parent(s)/guardian(s) of that student. If there are special circumstances that necessitate someone other than the parent(s)/guardian(s) to pick up the student, their name should be stated in the dismissal note.

**NO SCHOOL/DELAYED OPENINGS**

In case school is canceled because of snow or any other reason, an announcement will be made over local radio/TV stations, social media, you can call the **snow line at 253-5170** or sign up for a School Messenger robo call.

Should a 2 hour delay occur, JFK will open at 9:48 A.M. and the busses will run 2 hours later than usual. Dismissal will be at 2:36 P.M.

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**DISCIPLINE**

The Enfield Public Schools' discipline policy (5131) governs student behavior in all Enfield Schools and will be sent home during the first week of school.

## **DETENTION POLICY**

A teacher may assign a detention to any student for the violation of any school policy or procedure. The teacher will notify the parents, in writing, of the offense and the time when detention will be served.

## **SUSPENSION**

Suspension is a disciplinary action taken by the school when all other means have failed to change the student's disregard for standard school procedures. Prior to the student's re-entry to school a parent conference may be required with the school administration.

In-school suspension is a disciplinary action used for continued minor infractions of school regulations. Continued violations that are seriously disruptive to the learning environment will result in suspensions from school.

# **STUDENT BEHAVIOR**

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## **ANTI BULLYING POLICY**

The Enfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, teen dating violence, harassment, and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying, teen dating violence behavior on school grounds; at school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased, or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education. Students who engage in bullying, teen dating violence behavior shall be subject to school discipline, suspension and expulsion consistent with state and federal law.. (See Policy 5131.9)

## **SUBSTANCE ABUSE POLICY**

Through the use of a K-12 curriculum, classroom activities, community support and resources, a strong and consistent student support system, and referral and disciplinary procedures, the Enfield Public Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, steroids, mood altering substances, nicotine, tobacco and its related products by the entire student population K-12.

"A student will be in violation of this policy if on a school bus, school grounds, during a school session, or anywhere at a school-sponsored activity, or at a bus stop, he or she is under the influence of alcohol, drugs, steroid or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of mood altering substances or over-the-counter drugs or drug paraphernalia. Such students shall be subject to discipline and intervention pursuant to the provisions and procedures outlined in this Administrative Regulation.

Students may also be subject to discipline for the conduct listed above when such conduct results in a felony arrest or arrest of a serious nature, occurring both inside and outside of school activities on or off school property. Students who engage in such conduct outside of school activities and off school property shall be subject to disciplinary action with regard to participation in athletics and other co-curricular activities." (See Policy 5131.6)



## **SMOKING/TOBACCO RESTRICTION POLICY**

1. Chewing of tobacco or like substance, or smoking of any kind or electronic nicotine delivery system (e-cigarettes and vapor products) is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
2. Possession of any smoking material or electronic nicotine delivery system (e-cigarettes and vapor products) chewing tobacco or any tobacco-like substance, of any kind, is prohibited in any building or transportation vehicle under the direction of the Board of Education at any time. (See Policy 5131.61)

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success; or
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

All reported incidents of sexual harassment will be promptly and thoroughly investigated.(See Policy 5145.4)

## **EXPECTATIONS FOR JFK STUDENTS**

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It is important for you to realize that John F. Kennedy Middle School belongs to all of us - to you, to your teachers and to all the people of Enfield. We are proud of our pupils, our building and its grounds; we are proud of the high quality of instruction offered here. In fact, we are proud of everything connected with JFK. With partial ownership of JFK comes responsibility and certain behavioral expectations. JFK students are expected to behave and conduct themselves in a manner that brings honor to our school and to their parents. We expect you to conduct yourselves appropriately with regard to the following areas:

### **BUSES**

As stated in the bus transportation policy of the Enfield Board of Education (5131.1), bus transportation is not an unlimited right granted the student. Of utmost importance is the safety of everyone on the bus or at the bus stop. Thus, students will be held to reasonable regulations, which, if not followed, may cause them to be excluded from bus transportation. The school administration, authorized by the Board of Education in this same policy, will “suspend transportation services for any student whose conduct while awaiting or receiving transportation to and from school endangers persons or property.” Any behavior that may distract the bus driver or infringe upon the rights of other students will also result in disciplinary action, including suspension from school.

**The rules for the conduct of students using the school buses are as follows:**

1. Students shall always be courteous to the bus driver and follow his/her instructions.

2. No student may ride on a bus other than the one to which he/she is assigned unless authorized by the school administration. **Written parental permission is required if the student is to ride a different bus on any given day.** Special situations might necessitate riding on a different bus; however, visitations to other students' homes are not an acceptable reason.
3. Students must not stand on the traveled portion of the highway while awaiting the bus. Students should get on and off the bus only when the bus is fully stopped. They must take a seat when they enter and remain seated while the bus is in motion.
4. Students shall enter or leave the bus only at the front door except in cases of emergency. When entering or leaving the bus, students should avoid crowding or in any way disturbing others.
5. If a student **MUST** cross the street to get on or off the bus, he/she **MUST** cross in front of the bus. The bus will not proceed until the student is safely off the traveled portion of the street.
6. Students must not at any time extend their arms or head out of the bus windows.
7. Students shall assist in keeping the bus clean and orderly. Papers or other objects may not be thrown on the bus or out of the windows. Students are to refrain from causing any disturbance that may distract the bus driver from proper and safe operation of the school bus.
8. Eating, drinking, or any disciplinary code infractions as noted in Enfield Board of Education Policy 5131.1 will not be permitted on school buses by anyone at any time.
9. Profanity and/or inappropriate language is not allowed on the bus.
10. Missing the bus is not a valid excuse for tardiness or absence from school.

Any student who commits any violation of these rules will be reported to the school administration by the bus driver.

### **BEHAVIOR ON SCHOOL GROUNDS**

Students are expected to:

- remain on their assigned bus until given the signal to disembark by the driver.
- assemble outside their assigned wing and remain on school grounds after arrival in the morning.
- remain outside the building until 7:41 A.M. except in bad weather, when at the discretion of the administrator they may enter the building.
- enter through the wing to which they are assigned.

### **BUILDING AND CLASSROOM BEHAVIOR**

Students should behave appropriately in the halls, and in the classroom. They are expected to:

- treat their teachers and each other with respect at all times.
- respect school property and the property of others.
- refrain from chewing gum at any time or eating food, except in the cafeteria.
- use appropriate language at all times. No swearing, ranking, teasing or shouting.

- walk at all times in the building; stay on right side of hall.
- stay on right side going up and down stairs.
- follow directions of all staff the first time given.

### **TELEPHONE**

Cell phones may not be used during the school day. Calls to parents are to be made in the house offices. Only calls that are emergencies will be allowed from the house offices. Possession or use of any mobile telecommunication device (i.e., cell phone, walkie-talkie, etc.) is prohibited by state statute. All cell phones must be picked up by a parent/guardian if confiscated.

### **DRESS CODE**

1. The Enfield Board of Education (Policy 5132) declares that appropriate dress is essential in order to create and maintain the best educational environment for the students in the Enfield Public Schools. This environment must allow all students to learn and teachers to teach without distraction or disruption to the learning environment as well as be indicative of the dignity, pride and respect which our students have for our school, our community and for themselves.
  - A. Restrictions on freedom of student dress shall be applied whenever the mode of dress in question:
    - 1) Is not clean, modest, and appropriate to the school situation;
    - 2) Disrupts the educational process;
    - 3) Constitutes a safety or health hazard for the student or those around the student;
    - 4) Damages school property;
    - 5) Is contrary to law.
2. Restrictions on freedom of dress and adornment may not:
  - A. Reflect discrimination as to civil rights;
  - B. Enforce particular codes of morality or religious tenets.
3. The Superintendent of Schools shall develop administrative regulations with respect to student dress through cooperative planning with staff, students and parents. Such regulations would be subject to approval by the Board of Education.

## **ACADEMICS**

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### **HONOR ROLL**

<u>High Honors:</u>	3.6 average with no grade lower than a B-.
<u>Honors:</u>	3.0 average with no more than one (1) C.

### **REPORT CARD /PROGRESS REPORTS**

Report Cards are issued four times a year. Halfway between each report card date or at any other time needed, progress reports are sent home. These notices can apply to any subject and may indicate good work as well as unsatisfactory progress. Suggestions for improvement may be included in the notice. As a student, you should follow your teacher's recommendations or suggestions in order that you will be working to your full capacity at the end of the quarter. A Progress Report and Report Card are invitations for your parents to call or come to school to discuss your progress with the teacher. We urge you to do this. If you are issued a Progress Report you will sign your name to it. Take it home for your parent's signature and then return it to the teacher from whom you received it.

## **PROMOTION**

A minimum average of 1.7 (C- ) is required to advance from Grade 6 to 7, Grade 7 to 8 and Grade 8 to high school. All students not achieving the required 1.7 may have the opportunity to go to summer school to attain the required grade point average. Students returning to either grade for a second year shall be required to repeat the course of study prescribed for that grade.

## **HOMEWORK**

**(The homework policy will be sent home during the first week of school.)**

An important part of your success as a student is dependent upon your ability to study independently. Homework helps to reinforce your understanding of what you have been taught in the classroom.

**The student agenda has been issued to every student at JFK.** Its purpose is to teach and encourage the practice of good study skills. Recording your assignments on a daily basis gives you and your parents the information you need to successfully plan and complete your homework assignments.

Parents should insist that students use this book and check daily assignments. Students who lose their agenda book will be able to buy one in the school store for \$5.00.

If absent from school, use the **Homework Buddy System** in the back of the homework book and call a classmate for assignments.

## **DEPARTMENTAL GRADING REQUIREMENTS**

### **ENGLISH DEPARTMENT**

- Test/Quizzes: 50%
- Classwork: 30%
- Homework - 20%

### **SOCIAL STUDIES DEPARTMENT**

- 40% Tests
- 20% Quizzes
- 40% Classwork/Homework

### **SCIENCE DEPARTMENT**

- Tests and Quizzes 40%
- Classwork 40%
- Homework 20%

### **MATHEMATICS DEPARTMENT**

- Test/Quizzes (Tests are weighted as 1.0, quizzes as 0.5) 60%
- Classwork/Homework 25%
- Other (Notebook, participation, etc.) 15%

### **READING DEPARTMENT**

#### ***Assisted Reading***

- Classwork 40%
- Assessments 30%
- Daily Reading 20%

- Homework 10%

### ***Strategic Reading***

- Classwork 40%
- Tests 25%
- Quizzes 25%
- Homework 20%

## **MUSIC DEPARTMENT**

### ***General Music Classes***

- Performance Assessments 20%
- Classwork and homework 20%
- Projects 20%
- Participation 20%
- Tests 20%

### ***Misc Ensemble Classes***

- Performance Assessments 50%
- Classwork 40%
- Homework 10%

## **WORLD LANGUAGE DEPARTMENT**

- Reading 20%
- Writing 20%
- Speaking 20%
- Listening 20%
- Homework 20%

## **VISUAL ARTS DEPARTMENT**

- Projects 60%
- Presentation 20%
- Critiquing 10%
- Analyzing 10%

## **PHYSICAL EDUCATION DEPARTMENT –Health and PE**

- Participation/effort 60%
- Written/performance tests 40%

## **COMPUTER TECHNOLOGY DEPARTMENT**

- Homework 10%
- Projects 50%
- Blog 20%
- Quizzes 10%
- Participation 10%

## **TECHNOLOGY EDUCATION DEPARTMENT**

- **Projects 60%**
- **Participation 20%**
- **Tests and Quizzes 20%**

## **STUDENT SERVICES**

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### **GUIDANCE**

The school counselors and other guidance workers offer you, as well as your parents and teachers, the opportunity for conferences to assist in planning your present and future progress. It is our hope that these personnel will be fully utilized by you, your parents and teachers. If at any time you wish to see your counselor, come to the Guidance Suite before 7:56 in the morning and get a pass from your counselor. If your counselor is not available, fill out the "Counselor Conference Request" form and give it to the guidance secretary. Please follow the above procedure and you will avoid being disappointed when you want to see your counselor. The guidance phone number is: **763-8876**. The guidance secretary will be happy to connect you to your child's counselor.

The school counselor protects the confidentiality of information received in the counseling process as specified by law and ethical standards. School counselors are to inform the appropriate authorities when a counselee's condition indicates a clear and imminent danger to the counselee or others. This is to be done after careful deliberation and, where possible, after consultation with other professionals. The State of Connecticut requires that school personnel, including counselors, report child abuse, child neglect, suspected child abuse and/or a child under 13 with venereal disease to the Connecticut Department of Children and Families.

### **SCHOOL NURSE INFORMATION**

John F. Kennedy Middle School has two full time nurses and one part-time nurse on staff. The nurses' office is located in the main administrative wing. If you feel sick or have an injury, you must ask your teacher for a pass to the nurses' office. You will get a nurses' pass to return to class. Parents will be called if it becomes necessary to dismiss a student due to illness or injury. Parents will also be called to inform them of concerns or issues with their student as they arise. If students request to call their parent, they will be allowed to use the school phone to call. If your student texts or calls from their cell phone to be dismissed due to illness, please be sure they have been to the nurses' office.

Emergency numbers are most important in case parents are unavailable. Parents must sign in at the main office when dismissing a student. No student will be allowed to walk home. Students will not be dismissed without proper parent or emergency-person authorization. Parents can call the school nurses' office (763-8880) with questions about their student's health and well-being. Voice mail is on at all times.

CT State Law requires that every child be immunized before entering school. All students must be in compliance or they will be excluded from school until all immunizations are completed and documented. There are no exceptions to this Statute. All grade 6 students are required to have a complete physical (on a St of CT blue form) dated between the day after school ends in 5th grade and the day before the first day of school for 7th grade. Letters and forms will be mailed throughout the school year.

In addition, CT State Law mandates screenings to be done during the school year by the nurses. Scoliosis screenings are required in grades 6, 7 & 8. All students will be screened by the school nurses in Physical Education classes (students not in PE will be screened in the nurses' office). Letters will be mailed home if the nurse finds the need for a doctor's examination. Students with known scoliosis will be mailed referrals for updating. Hearing screenings are required for all 8th graders. Those students with a known hearing loss will be mailed a referral for updating. Vision

and hearing screenings are required for all 6th graders. Students who do not meet the passing requirements will be mailed a referral for doctor's examination.

### **ADMINISTRATION OF MEDICINES**

CT State Law, Section 10-212a, requires a written order by a physician or dentist and the written authorization of a parent or guardian for a school nurse, or in the absence of such nurse, the principal or any teacher to administer medications. Medication must be in pharmacy prepared containers and labeled with the name of the child, name of drug, strength, dosage, frequency, physician's or dentist's name, and date of original prescription. Over the counter medications must be in the original sealed container. Epi- pens and inhalers may be self- carried by the student but the proper doctor's authorization must be on file with the nurses. All other medications must be brought in and picked up by a legally responsible adult. Call the Nurses' Office (763-8880) if you have any questions concerning this policy. Medication Authorization Forms are available in the office.

### **LIBRARY**

Students come to the Library throughout the year with their teachers. The Library is open until 3:10 each day, so students may use the Library independently. Late bus passes are issued to students on Monday, Wednesday, and Thursday. To either check out books or stay after school, students must have their student ID. Parent Resource Center is also located in a quiet corner of the Library. Tapes, books, and pamphlets are available for parents to read or check out. The Center is open each day from 7:30 to 3:15. Evening programs of special interest are also scheduled throughout the year.

## **EXTRA-CURRICULAR ACTIVITIES**

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A minimum average of 1.7 and not more than one "F" are required for participation in extra curricular activities.

### **ATHLETICS**

There will be inter-scholastic sports offerings at John F. Kennedy Middle School. Tryouts will be conducted at the beginning of each season for the following sports options: boys/girls soccer; boys/girls cross country; field hockey; boys/girls basketball; baseball; softball; boys and girls track and field. All athletes must have updated physicals before participating in any sport. Students participating in our pay to play program must also meet CIAC standards of practice as outlined in the CIAC handbook. A flat fee of \$100 per student will be charged. Students who are eligible for Free Lunch will not need to pay to participate. Students on Reduced Lunch will be charged \$40. Checks should be made to "Enfield Athletics" with a memo stating "Participation Fee."

### **CLUBS**

Clubs are formed when enough students express an interest in an activity to warrant its organization. Interested teachers sponsor these clubs which meet after school. Clubs which were extremely active during past years are as follows: Color Guard, Craft Club, Drama Club, Mural Club, Percussion Ensemble, Prime Time Silent Reading Club, Rachel's Challenge, Solo Club, Student Council Tennis Club, and Volleyball Club.

### **NATIONAL JUNIOR HONOR SOCIETY**

Eighth Grade students selected for membership in the National Junior Honor Society must possess specific criteria in the areas of academic performance, community service and leadership

positions. The selection process will begin during the second semester of their eighth grade year.

## **VISITORS**

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Anyone who visits the school at any time during the school day will be buzzed in at the main entrance of the school. There are no other entry points to JFK Middle School throughout the school day. Additionally, all visitors must present a photo identification upon entry. This photo identification will need to remain in the office for the duration of the visit. All visitors must wear a visitor pass, which will be provided at the sign-in table.

Student visitors must have the prior permission of the principal to attend JFK Middle School.

### **FINAL NOTE**

**Each student will receive a packet of school policies and forms during the first week of school. We assume you will familiarize yourself with the contents of the student packet as well as our electronic version of our student handbook. Should you have any questions about the content of either or need a hard copy of the student handbook please contact the school administration.**



**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**POLICY ON STUDENT RECORDS & CONFIDENTIAL 5125.2**

The Enfield Board of Education supports the need of student records for each pupil that will reflect the academic, physical, emotional, and social development of the student. An educational record shall be maintained for each student from his/her entrance into the school system through the twelfth grade. The basic purpose of these records is to use them for the benefit of the student.

Administrative regulations will protect the privacy rights of parents and students in accordance with Federal and State Statutes.

**Submitted: December 5, 1978**

**Approved: December 12, 1978**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**VOLUNTEERS IN SCHOOLS 1240.1**

**Participation by the Public - Citizens' Assistance to School Personnel:**

The Board of Education recognizes that volunteers can make valuable contributions to our schools. The Board encourages community residents to take an active role in improving schools and to become school volunteers subject to adherence to suitable regulations and safeguards.

Procedures shall be established to:

ensure effective registration, orientation, and assignment of all volunteers serving the schools;

secure background checks (including reviews of National and Connecticut databases checking for involvement with criminal and child protective services) for all volunteers unless explicitly exempt as described in the regulation;

provide for the safety of students as they work with volunteers.

A request to volunteer or to continue volunteering will be denied if:

1) a background check reveals that a volunteer might pose a threat/hazard to students;

2) if in the judgement of the school administration the volunteer behaves in any manner that demonstrates s/he is not a good role model to students or whose behavior is detrimental to the school environment.

**Policy Adopted: 06-09-09**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**RELATIONS WITH THE ENFIELD POLICE DEPARTMENT 1411 28**

The Enfield Board of Education and the Enfield Police Department are engaged in a cooperative relationship that extends across a wide range of mutual interests to serve students, district employees, and the public. The police wish to provide an effective and appropriate police response to protect the safety of all persons engaged in the everyday business of the school district and safeguard the school buildings and property.

Whenever possible in cases involving students, administrators or their designees are expected to be present to witness all police activity. Designees will be judiciously assigned by administrators to accommodate the best interests and comfort of the students.

Finally, the relationship extends the Board of Education's cooperation with the efforts of the Enfield Police Department's Community Policing program.

#### **A. Police response to calls originating in the schools.**

All calls to police should be made with the approval of the building administrator. Normally such approval will be prior to any call. If an emergency call must be made, the principal should be notified immediately afterward.

1) *Emergency calls* - Should a case arise when school officials determine they do not have the capacity or expertise to manage a situation safely, they may decide to call the Enfield Police for assistance.

2) *Non-emergency calls directly involving the presence of suspects* - Police may be summoned by school personnel to situations wherein criminal offense may have been committed on school grounds; for example, smoking in a public building, disorderly conduct, assault, or discovery of drugs or alcohol. In cases where an identified suspect is involved, the police action is subject to the formal instructions contained in the Enfield Police Department General Orders, particularly Chapter 44 regarding Juvenile Operations insofar as they accurately reflect applicable statutes.

In cases involving the apprehension, questioning, and arrest of adults, the administrator(s) or designee(s) are responsible to assure that police actions occur with as much order and decorum as possible to avoid a disturbance affecting students and staff who are otherwise not directly involved.

3) *Non-emergency calls not involving the presence of suspects* - In other situations, police may be summoned to investigate a condition in which no identifiable suspect is immediately and directly involved; for example an instance of vandalism or burglary. The building administrators will cooperate with the police in making the complaint and filing the appropriate reports.

#### **B. Police questioning of students in school**

Individual students or employees of the Enfield School system may from time to time become proper subjects of police interrogation as complainants, victims, witnesses, or suspects in matters not directly connected to their status in the school system.

Normally, such interrogations should occur off school grounds outside of school hours. When, in an unusual situation an interrogation at school facilities during regular school hours cannot be avoided, police will contact the building administrator to explain the situation, including reasons why the student or school employee must be interviewed in the school. If the administrator concurs, he or she will make arrangements for as inconspicuous an interview as possible. If the administrator does not concur, the interview will not take place.

#### **C. Community Policing**

Community Policing is an activity of the Enfield Police Department dedicated to promoting the positive aspects of law enforcement in a free society and educating citizens about the functions of the police within the community. The Enfield Board of Education believes that schools are appropriate sites to promote understanding, trust, and cooperation among citizens and police. To achieve these goals, police officers selected and trained by Police Department officials and approved by the building

administrators will make frequent visits to all town schools during regular school hours. The visits may be random or scheduled. Officers will be highly visible to the students and staff. These officers are not to be assigned to patrol school buildings and grounds without the expressed approval of the Board of Education. Their function in community policing is to interact socially and informally with students, administrators, faculty, and staff.

At the same time the Board recognizes that police officers are sworn to uphold the law, and thus compelled to react officially to any criminal activities they witness or are called upon to investigate while they are on school premises even in community policing or unofficial capacities.

**References: Connecticut General Statutes Sections 10-233a through 10-233i (Statutes relating to School Discipline and Security.) Enfield Police Department General Orders.**

**Adopted: January 8, 1963**

**Revised: April 8, 1997**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**TRANSPORTATION OF STUDENTS 3545.1**

**I. Transportation of Students 7**

The Board of Education will provide transportation for pupils under provisions of state law and regulations. The superintendent of schools shall administer the operation.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. Parents may be reimbursed for transportation of eligible pupils whenever such practice is more economical or convenient.

A. Eligibility

Resident public and private nonprofit school pupils living outside of the defined walking limits (subparagraph 1. below), based on the most direct route from the pupil's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas, will be furnished transportation by the Board of Education. Pupils will be eligible for school transportation if one or more of the following criteria are present:

1. The walking distance for the pupil, either to school or to the nearest bus stop, is in excess of the following distances:
  - (a) For pupils enrolled in grades K through 3, up to one (1) mile;
  - (b) For students enrolled grades 4 through 6 one and one quarter (1.25) miles;
  - (c) For pupils enrolled in grades 7 through 12, one and one half (1.5) miles.

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**TRANSPORTATION APPEALS**

The duty of transporting public school children is placed by statute in the hands of local Boards of Education. While there is no exact distance established by law in our state as to how far a child must walk to school or to a school bus line, the State Board of Education has consistently found that elementary children between the ages of six and sixteen years should not be expected to walk more than one and one-half miles to school or to a school bus line and secondary students (junior and senior high school students) under sixteen years of age should not be expected to walk more than two miles to such points.

In situations involving hazardous conditions, the State Board of Education takes into consideration such factors as the type of hazard present, the length of time children are exposed to the hazard, the number and ages of the children involved.

Section 10-186, 1958 Revision of the General Statutes, establishes procedures which parents may use when they believe that the local board of education is failing to provide reasonable and necessary transportation for their children. In general, this section of the statutes provides that:

1. Any parent or guardian of a child who is over six and under sixteen years of 264 age may petition the local board of education in writing for a hearing concerning the transportation of his or her own child or children. (It is recommended that such a petition be sent to the secretary of the local board of education by registered mail with a return receipt requested so that the parent is informed as to when the petition was received).

1. The local board of education is required to give a petitioning parent or 271 guardian a hearing within ten days from receipt of the written petition.

1. The local board of education is required to make a finding within ten days 274 after it holds the hearing noted in item 2 above.

1. If a local board of education fails to give a hearing or fails to make a finding 277 within ten days after holding such hearing, or is any parent or guardian is aggrieved by the decision of the local board, he may then appeal in writing to the State Board of Education for a hearing. (Group appeals or petitions are not acceptable for State Board of Education purposes; a separate petition of appeal must be filed for each family. Such petitions may be for any number of children within one family who are between six and sixteen years of age.)

1. Upon receipt of a petition of appeal, the State Board of Education will cause 285 a hearing to be held by its hearing agent in the town in which the complaint arises. (Each case is decided on its own merit. However, a number of appeals may be heard at anyone hearing.) The report of the hearing is made

to a subsequent meeting of the State Board of Education. The State Board then makes its finding and notifies the parties involved.

The Commissioner of Education has advised local boards to follow certain procedures in dealing with transportation appeals:

1. See that the forms recommended by the State Department of Education for 295 transportation hearings and appeals are used.

1. Request that parents who ask a hearing before the local board of education 298 specify in writing the conditions which they are citing to substantiate any claim of hazardous conditions making transportation reasonable and necessary.

1. In cases where requests for transportation are denied after a hearing, notify 303 the parent of the finding of the local board and specify in writing the board's reasons for holding that such transportation is not reasonable or desirable.

1. Before arriving at a decision in transportation hearings, see that the 307 following is done:

a. Have the distances involved measured by a member or an agent of the board.

b. Secure a report and recommendation from the chief of police or other traffic authority concerning such items as road conditions, speed and density of traffic, natural hazards, etc.

c. Determine possible means of eliminating hazardous conditions by consultation with the responsible authorities.

d. Seek to bring about the elimination of hazardous conditions in order to avoid appeal from the local board's decision.

**ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT**

**PEST MANAGEMENT PROGRAM 3512.**

**1.0 Administration**

1.1 The Superintendent is responsible for the overall program. Principals are responsible for their schools.

1.2 A Pest Management Coordinator shall be appointed to assist the Superintendent in developing an Integrated Pest Management Program in all the schools. The Coordinator's Position Description shall require that she/he develop administrative procedures to implement this Board Policy, to define regulatory compliance, and to distribute information to the schools.

**2.0 Definition**

2.1 A "pesticide", under Public Act No. 99-165, means a fungicide used on plants, an insecticide, a herbicide, or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent, or pesticide bait.

2.2 A "pesticide applicator", under Public Act No. 99-165, means an individual with supervisory certification under section 22a-54 of the Connecticut General Statutes or an individual with operational

certification under section 22a-54 of the General Statutes under the direct supervision of a supervisory pesticide applicator.

2.3 An "integrated pest management program", under Connecticut General Statutes Section 22a-661, is a program which incorporates all available pest control methods which include sanitation, structural maintenance, mechanical and biological control along with the judicious use of pesticides. The goal of an IPM program is to reduce the amount of pesticides applied while maintaining pest populations at or below an acceptable level. By reducing the amount of pesticides applied, the risk of exposure for building occupants is also reduced.

2.4 A "restricted use pesticide", under Connecticut General Statutes Section 22a-47, is a pesticide which can only be applied by a "pesticide applicator".

### **3.0 Integrated Pest Management Program**

3.1 The Pest Management Coordinator shall implement a pest management program that is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under Section 22a-661 of the Connecticut General Statutes.

3.2 The Pest Management Coordinator shall, on and after July 1, 2000 at the beginning of each school year, provide the staff of each school and the parents or guardians of each child enrolled in each school a written statement of the policy on pesticide application, and a description of any pesticide applications made in the previous year (including parents or guardians of any child who transfers to a school during the school year).

### **4.0 Notification 58**

4.1 On and after July 1, 2000 parents or guardians of children in any school and school staff may register for prior notice of any pesticide application at their school.

4.2 Each school shall maintain a registry of persons requiring prior notice of pesticide applications at their facility.

4.3 The Pest Management Coordinator shall provide for notice to parents and guardians who have registered prior to the application of a pesticide.

4.4 The Pest Management Coordinator shall provide for notice, by any means practical, to school staff who have registered for such notice.

4.5 The notice shall include the names of the active ingredient of the pesticide being applied, the target pest, the location and application on school property, the date of the scheduled application, and the name of the Pest Management Coordinator or a designee who may be contacted for further information.

### **5.0 Pesticide Application 80**

5.1 In determining when to control pests and whether to use mechanical, physical, chemical or biological means, the Enfield Public Schools shall follow the principals of Integrated Pest Management (IPM). The Superintendent or his/her designee, shall ensure that the District follows Integrated Pest Management procedures so as to use the most appropriate and least toxic method of control.

5.2 Procedures shall include the following:

- a. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or feasible. The full range of alternatives, including no action, will be taken.
- b. Selected non-chemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
- c. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
- d. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with EPA registered label directions.
- e. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. Such storage and any disposal of the pesticide shall be in accordance with EP registered label directions.
- f. Staff, students and parents/guardians shall receive information about the district's Integrated Pest Management policy and procedures and notification of any upcoming pesticide treatments. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.
- g. The following records shall be maintained at each school site:
  - Records of pesticide use at the site for a period of five years.
  - Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments.
- h. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of Integrated Pest Management (IPM).
- i. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and to eliminate routine spraying.
- j. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision.

(Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment).

k. No application of pesticide, after July 1, 2000, may be made in any building or on school grounds during, regular school hours or during planned activities at the school except an emergency application.

l. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

m. In cases of an emergency application, effective July 1, 2000 prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested such notice.

**Adopted: June 27, 2000**

**Revised: February 24, 2009**

**ENFIELD PUBLIC SCHOOLS  
ENFIELD, CONNECTICUT**

**BULLYING, TEEN VIOLENCE PREVENTION AND INTERVENTION POLICY**

**5131.9**

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

The Board also prohibits any form of bullying, teen dating violence behavior outside of the school setting if such bullying, teen dating violence (i) creates a hostile environment at school for the student against whom such bullying, teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying, teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying, teen dating violence is likewise prohibited.

Students who engage in bullying, teen dating violence behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying, Teen Dating Violence**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, teen dating violence directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or



more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Enfield Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying, teen dating violence to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying, teen dating violence;
- (3) require school employees who witness acts of bullying, teen dating violence or receive reports of bullying, teen dating violence to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, teen dating violence, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying, teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying, teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying, teen dating violence;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying, teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying, teen dating violence and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying, teen dating violence;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying, teen dating violence in such school and to maintain a list of the number of verified acts of bullying, teen dating violence in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying, teen dating violence against a single individual or recurrently perpetrated bullying, teen dating violence incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying, teen dating violence;
- (13) direct the development of student safety support plans for students against whom an act of bullying, teen dating violence was directed that address safety measures the school will take to protect such students against further acts of bullying, teen dating violence;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying, teen dating violence constitute criminal conduct;
- (15) prohibit bullying, teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased

or used by the local or regional board of education, and (B) outside of the school setting if such bullying, teen dating violence (i) creates a hostile environment at school for the student against whom such bullying, teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying, teen dating violence. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Not later than January 1, 2012, the Enfield Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

**Legal References: Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws***

**Conn. Gen. Stat. 10-145a**  
**Conn. Gen. Stat. 10-145o**  
**Conn. Gen. Stat. 10-220a**  
**Conn. Gen. Stat. § 10-222d**  
**Conn. Gen. Stat. 10-222g**  
**Conn. Gen. Stat. 10-222h**  
**Conn. Gen. Stat. §§ 10-233a through 10-233f**

**Policy Adopted: December 10, 2002**  
**Policy Revised: November 25, 2008**  
**Policy Revised: January 24, 2012**  
**Policy Revised: May 12, 2015**

**Enfield Public Schools**  
**Enfield, Connecticut**

Administrative  
Regulation 5131.9

## **DISTRICT SAFE SCHOOL CLIMATE PLAN**

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying and teen dating violence behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

### **I. Prohibition Against Bullying, Teen Dating Violence and Retaliation**

- A. The Board expressly prohibits any form of bullying and teen dating violence behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process;
- D. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

### **II. Definition of Bullying**

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at or referring to another student attending school in the same district that:

1. causes physical or emotional harm to such student or damage to such student's property;
  2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  3. creates a hostile environment at school for such student;
  4. infringes on the rights of such student at school; or
  5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

### III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and

intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.
- J. **"Teen dating violence"** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

#### **IV. Leadership and Administrative Responsibilities**

##### A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;

3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

**V. Development and Review of Safe School Climate Plan**

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is

included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

## **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.



## VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement
- If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the

school resource officer, if any, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

### **VIII. Teen Dating Violence**

- A. The school strictly prohibits, and takes very seriously an instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

### **IX. Documentation and Maintenance of Log**

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct

acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

## **X. Other Prevention and Intervention Strategies**

- A. Bullying and teen dating violence behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying:

- i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students and victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student may include the following:

- a. Referral to a school counselor, psychologist or other appropriate social or mental health service;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

- g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur;
- c. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of

bullying and teen dating violence, including any such program identified by the Department of Education;

- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
  - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;
  - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
  - l. Avoidance of sex-role stereotyping;
  - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
  - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
  - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
  - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

## **XI. Improving School Climate**

Enfield recognizes that a positive school climate is crucial in reducing or eliminating bullying, teen dating violence, harassment or similar behavior/conduct in its schools. The measures described in this Safe School Climate Plan are designed to promote a positive school climate, and their successful implementation involves a partnership among administrators, teachers, other staff members, parents and students themselves. This Plan is subject to periodic review and revision to assure that it effectively promotes a positive school climate. All members of the school community are encouraged to participate in that effort by conveying to the Safe School Climate Coordinator

their questions, concerns and recommendations regarding this Plan and its implementation.

Annually, each school in Enfield shall review its own Safe School Climate Plan in order to meet the requirements of this District Plan.

## **XII. Annual Notice and Training**

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. After July 1 2014, any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

## **XIII. School Climate Assessments**

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

**Adopted: January 24, 2012**

**Revised: May 12, 2015**

### Legal References:

Public Act 11-232, An Act Concerning the Strengthening of School Bullying  
Laws

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,  
Series 2008-2009 (March 16, 2009)





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; the approximate dates and the location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**ENFIELD PUBLIC SCHOOLS**

**REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

***For Staff Use Only:***

---

School \_\_\_\_\_ Date \_\_\_\_\_

Location(s) \_\_\_\_\_

**Reporter Information:**

Anonymous student report \_\_\_\_\_

Staff Member report \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian report \_\_\_\_\_ Name \_\_\_\_\_

Student report \_\_\_\_\_ Name \_\_\_\_\_

**Student Reported as Committing Act:** \_\_\_\_\_

**Student Reported as Victim:** \_\_\_\_\_

**Description of Alleged Act(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time and Place:** \_\_\_\_\_

**Names of Potential Witnesses:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action of Reporter:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Administrative Investigation Notes (use separate sheet if necessary):**  
\_\_\_\_\_  
\_\_\_\_\_

**Bullying Verified?** Yes \_\_\_\_ No \_\_\_\_

**Remedial Action(s) Taken:**

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**If Bullying Verified, Has Notification Been Made to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?**

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

**Date of Meetings:**

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**If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?**

Y      N

**Name of Investigator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Attach bullying complaint and witness statements. If bullying is verified, attach notification to parents of students involved, invitations to parent meetings, and records of parent meetings).**

**ENFIELD PUBLIC SCHOOLS**

**Report of Bullying/Consent to Release Student Information**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

---

To Parent/Guardian:

A report of bullying has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the Enfield Public Schools may wish to disclose the fact that this complaint has been filed in connection with this investigation.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_ I do **NOT** give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_  
Signature of Parent/ Guardian      Date

\_\_\_\_\_  
Name (Please print)

**ENFIELD PUBLIC SCHOOLS**

**Report of Teen Dating Violence/Consent to Release Student Information**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

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To Parent/Guardian:

A report of teen dating violence has been made on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the report, the Enfield Public Schools may wish to disclose the fact that this complaint has been filed in connection with this investigation.

***(Please check one):***

\_\_\_\_\_ I hereby give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_ I do **NOT** give permission for the Enfield Public Schools to disclose the fact that a complaint concerning my child has been filed as part of its investigation of that complaint.

\_\_\_\_\_  
Signature of Parent/ Guardian      Date

\_\_\_\_\_  
Name (Please print)

# John F. Kennedy Middle School Telephone Numbers

## Main Number 763-8855

<b>PRINCIPAL</b>	Mr. Steven Sargalski	(Mrs. Targonski)	763-8861
	<b>FAX</b>		763-8888
<b>Main Office</b>	Mrs. Sorel		763-8856

### ASSISTANT PRINCIPALS:

<b>Red House</b>	Mr. David Iacobucci	(Mrs. Grinuk)	763-8863
<b>White House</b>	Ms. Sarah Horan	(Mrs. Melendez)	763-8867
<b>Blue House</b>	Ms. Marilynn Cressotti	(Mrs. Havourd)	763-8865

<b>Guidance Dept.</b>	Mrs. Karen Garvey, Counselor		763-8875
	Mrs. Melanie Kulpeksa, Counselor		763-8873
	Mrs. Kimberly Nadeau, Counselor		763-8877
	Mrs. Shannon Kudryk, Counselor		763-8872
	Mrs. Perry, Guidance Office Secretary		763-8876
<b>Library</b>	Mrs. Lisa Burt, Library Media Specialist		763-8885
	Mrs. Karen Casale, Library Aide		
<b>Nurses' Office</b>	Mrs. Mary Lou Romano/Mrs. Diane Stack/Mrs. Paula Johnson		763-8887
<b>Resource Officer</b>	Officer Becky Leger		763-8893

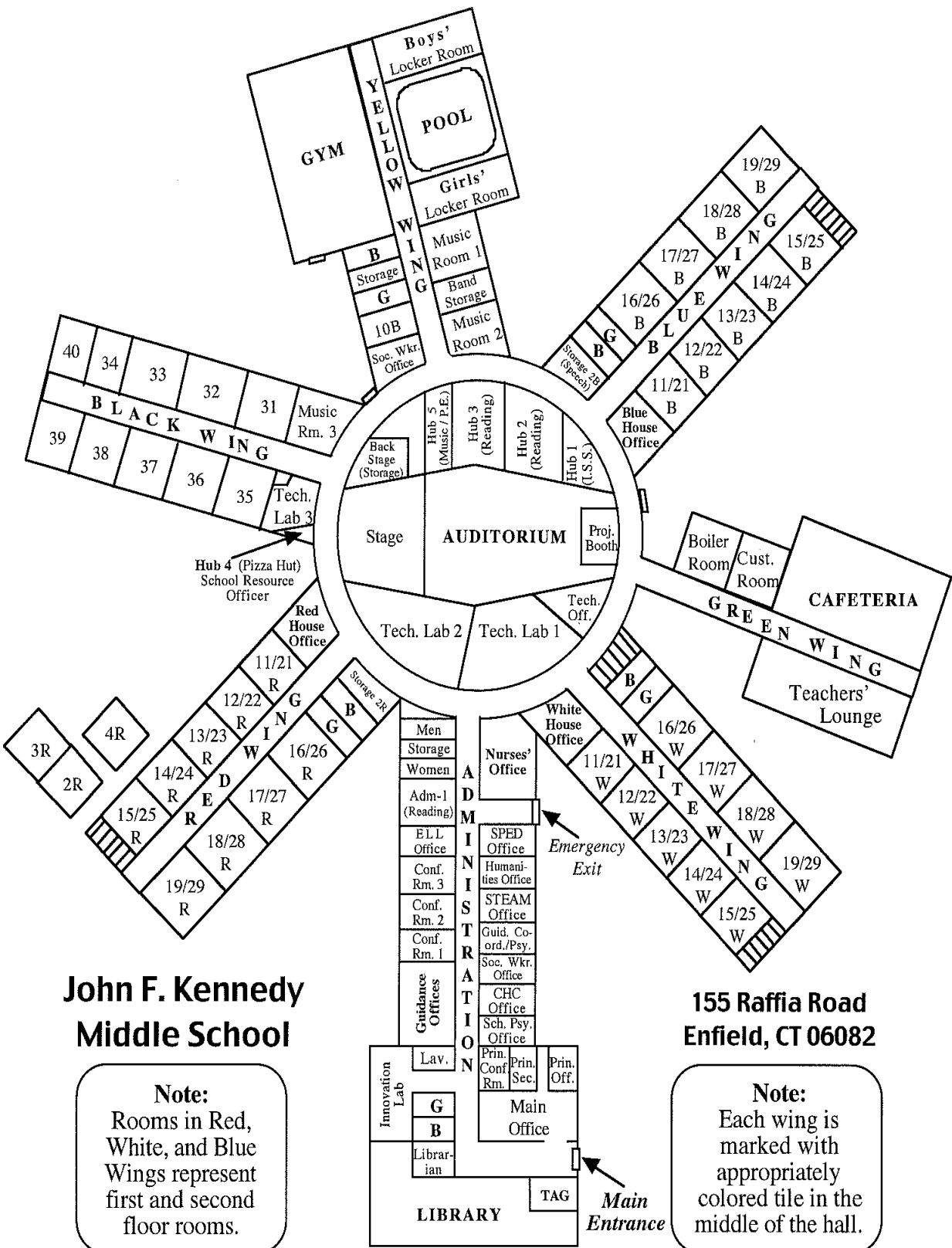
**TO REPORT A STUDENT ABSENCE**, dial 763-8855, then press 1, then 1 again,  
then press

- 1 if homeroom is in the **Red** wing,
- 2 if homeroom is in the **White** wing, or
- 3 if homeroom is in the **Blue** wing.

### TRANSPORTATION ISSUES:

Bus Discipline Concerns -Main Office	763-8856
Smyth Bus Company	623-8775

<b>SCHOOL CLOSING CONCERNS (Snow Line)</b>	253-5170
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**John F. Kennedy Middle School**

**155 Raffia Road  
Enfield, CT 06082**

**Note:**  
Rooms in Red, White, and Blue Wings represent first and second floor rooms.

**Note:**  
Each wing is marked with appropriately colored tile in the middle of the hall.