

**East Windsor Public
Schools
EMPLOYEE MANUAL**

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INTRODUCTORY STATEMENT

This handbook is presented to provide you with information about your employment with East Windsor Public Schools. It has been prepared as a guide and reference only. This employee handbook is not a contract either expressed or implied. East Windsor Public Schools adheres to the policies of **EWEA, EWAA, EW Paraeducator Contract, and CSEA.**

East Windsor Public Schools reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and at its sole discretion. Changes in Board policy can be reviewed on the district website at www.eastwindsork12.org.

It is your responsibility to read it and to understand the policies outlined within it. If you have any questions, please contact your direct supervisor or building administrator.

Employment at Will Statement

Nothing contained in this policy manual or in any other materials or information distributed by the East Windsor Public Schools creates a contract of employment between an employee and the East Windsor Public Schools. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the East Windsor Public Schools retains that same right. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement, except for the Superintendent of Schools and even then, such an agreement must be set forth in a written employment contract with the employee.

The policies in this manual are intended for all employees of the East Windsor Public Schools and its divisions and subsidiaries. The East Windsor Public Schools reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

For an up-to-date list of all Board of Education Policies please see the district website at www.eastwindsork12.org/board-education

Community Relations

Our students and families are very important to us. Every employee represents East Windsor Public Schools to students and families and to the public. Our students and families judge all of us by how we treat them. One of the highest priorities at East Windsor Public Schools is to help any student and family or potential student and family. Nothing is more important than being courteous, friendly, prompt, and helpful to our student members, their families and the community.

Your contacts with the public, your telephone manners, and any communications you send home reflect not just on you but also on the professionalism of East Windsor Public Schools. Good community relations can build greater community loyalty.

Ref. BOE policy 4118.2

ADA - Americans with Disabilities Act

East Windsor Public Schools is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities or life-threatening illnesses. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees and employees with life-threatening illnesses, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

East Windsor Public Schools is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. East Windsor Public Schools will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Medical information on any employee is confidential. East Windsor Public Schools will take reasonable precautions to protect medical information from inappropriate disclosure. Administrators and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

This policy is neither exhaustive nor exclusive. East Windsor Public Schools is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. If you feel you have been unlawfully discriminated against, immediately inform the Human Resources Department at 860-623-5843 or ext. 7408. You can be assured that your complaint will be thoroughly investigated.

Ref. BOE Policy 0521

Absenteeism

East Windsor Public Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the East Windsor Public Schools. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. If you know in advance that you will need to be absent, please request this time off by completing the appropriate forms and submitting them to your administrator.

East Windsor Public Schools is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. **Sick days / Emergency / Vacation / Personal days** have been provided for this purpose. Absence from work for three consecutive days without notifying your school administrator or the Human Resource manager will be considered a voluntary resignation.

If you are unable to report to work, or if you will arrive late, please contact Kelly Services or the school to which you are assigned immediately. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

If you are absent because of an illness for three or more successive days, the Human Resource manager may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. Other factors, like the degree and reason for the lateness or absence, will be taken into consideration. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Kelly Automated Scheduling System (KASS)

KASS is an easy-to-use system utilizing the AESOP technology for communicating absences and arranging for substitute teacher coverage. You will be able to utilize this system either via Interactive Voice Response (IVR) telephone technology or visually through the Internet. www.kellyeducationalstaffing.com. This technology enables employees to manage their absences, and arrange for substitute teacher coverage.

If you are having technical difficulties, please call 1-800-KELLY-38.

Ref. BOE policy 4118, 4215

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The East Windsor Public Schools has plans on file showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the Superintendent's Office at (860) 623-3346, ext. 7404.

Ref. BOE policy 3516.11

Automobile - District Business

Reimbursement

The East Windsor Public Schools will reimburse employees for actual miles driven in personal automobiles used for district business. The rate of reimbursement will be the rate determined by Board of Education policy.

East Windsor Public Schools will reimburse employees for reasonable, pre-approved travel expenses directly related to accomplishing travel objectives, for example, meals (excluding alcohol), lodging, and other expenses. Employees are expected to limit expenses to reasonable amounts.

When travel is completed, employees must submit completed travel expense reports within 30 days. Receipts for all individual expenses must accompany reports. Employees should contact their administrator for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other travel issues.

Automobile Liability

East Windsor Public Schools is not responsible for damage to your personal auto when you are using it for district business. Employees who are involved in an accident while traveling on district business must promptly report the incident to their administrator.

Vehicles owned, leased, or rented by East Windsor Public Schools may not be used for personal use without prior approval. No relatives, spouses, children of Board of Education employees are allowed to operate any vehicles belonging to or the responsibility of the Board of Education.

Abuse of this travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Ref. BOE 4133; 4233

Benefits

East Windsor Public Schools sponsors a benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by East Windsor Public Schools.

A good benefits program is a solid investment in East Windsor Public Schools' employees. East Windsor Public Schools benefit program (Sec 125 Plan) is in accordance with the bargaining units' contracts. The Open Enrollment period July 1st of each year. There are certain events which may take place that make you eligible to make a mid-year change. If an employee has any questions or concerns regarding their benefits, please refer to your bargaining units' contract language or contact the Central Office at (860) 623-5843, ext. 7408. East Windsor Public Schools reserves the right to modify, add or delete the benefits it offers.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

A Summary Plan Description (SPD) and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department at (860) 623-5843, ext. 7408 for more information about health insurance benefits.

Bullying

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

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. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying 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**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, 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 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 East Windsor 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 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;
- (3) require school employees who witness acts of bullying or receive reports of bullying 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, 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 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;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying 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 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;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain

a list of the number of verified acts of bullying 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 against a single individual or recurrently perpetrated bullying 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;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the Safe School Climate Coordinator or appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (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 (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;
- (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. 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 East Windsor 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.

Safe School Climate

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 sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior 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 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 and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board 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. 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.
- D. Students who engage in bullying behavior 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 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 an evidence-based model 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 education for bullying prevention and social emotional learning in kindergarten

through high school, (5) individual interventions with the student found to have engaged in bullying or other similar behaviors, parents and school employees, and interventions with the targeted child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer mentoring, support, and (8) promotion of parent involvement in facilitating a safe school climate 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.

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 every other month during the school year to discuss issues relating to safe school climate in the school district and to make recommendations concerning amendments to the district’s Plan.
5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services (Such training only required once.)
6. In coordination with the Superintendent and/or Assistant Superintendent, oversee the development and implementation of a curriculum addressing social emotional learning competencies and continuous improvement of safe school climate.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal or his/her designee of each school shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school in conjunction with the Safe School Climate Coordinator.

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 social emotional learning and bullying prevention 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, except when such inclusion may compromise the confidentiality of students.
- B. The district Safe School Climate Plan will support the following five Standards:
 - Standard 1: Develop a shared vision and plan for promoting, enhancing and sustaining a positive school climate.
 - Standard 2: Develop policies that promote social, emotional, ethical, civic, and intellectual learning as well as systems that address barriers to learning.
 - Standard 3: Implement practices that promote the learning and positive social, emotional, ethical and civic development of students and student engagement as well as addressing barriers to learning.
 - Standard 4: Create an environment where all members are welcome, supported, and feel safe in school: socially, emotionally, intellectually and physically.
 - Standard 5: Develop meaningful and engaging practices, activities and norms that promote social and civic responsibilities and a commitment to social justice.
- C. The Safe School Climate 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.
- D. 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.
- E. 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 districts 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 and all reports shall be forwarded to the Safe School Climate Coordinator 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 Coordinator 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 complaints 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 complaint, 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 complaint.
- 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, in conjunction with the Safe School Climate Coordinator shall be responsible for reviewing any anonymous reports of bullying and shall investigate 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, in conjunction with the Safe School Climate Coordinator will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist or Coordinator 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, in conjunction with the Safe School Climate Coordinator 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, in conjunction with the Safe School Climate Coordinator 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 separate meetings to communicate the measures being taken by the school to ensure the safety of the student/target and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII. A., as it must include a description of the school's response to such acts, along with consequences, as appropriate.
- C. If bullying is verified, the Safe School Climate Specialist, in conjunction with Safe School Climate Coordinator and mental health personnel in the school 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. 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.

VIII. Notice to Law Enforcement

- A. If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, the Safe School Climate Coordinator, on behalf of the principal, 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 Safe School

Climate Coordinator, on behalf of the principal, may consult with the school resource officer, and other individuals deemed appropriate.

- B. 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 or disability), the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.).

IX. Documentation and Maintenance of Log

- A. Each school shall maintain written complaints 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. There is no one prescribed response to verified acts of bullying. Traditional disciplinary action against the perpetrator of such bullying, whether, and to what extent, to impose disciplinary action is a matter for the professional discretion of the building principal (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. 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 practices or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences up to and including suspension and expulsion. Anonymous complaints, however, shall not be the basis for disciplinary action.

iii. Interventions for Bullied Students

The building principal or his/her designee shall intervene in order to address incidents of bullying against a single individual. A student who is the target of bullying will have a Safety and Support Plan which may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;

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. 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 is likely to occur;
- c. Inclusion of grade-appropriate social emotional learning and bullying prevention curricula in kindergarten through high school, which will include instruction regarding building safe and positive school communities including developing healthy relationships, sexual abuse education and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the targeted student, parents and school employees;
- e. School-wide training related to safe school climate, which may include Title IX/sexual harassment training, Section 504/ADA training, mental health first aid, sexual abuse prevention and intervention, 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 mentoring, education and support;
- g. Promotion of parent involvement in bullying prevention through meetings, trainings and individual interventions;
- h. Implementation of an evidence-based model approach for safe school climate and for the prevention of bullying, including any such program identified by the Department of Education;
- i. Use of discipline strategies that promote social and civic learning;
- j. Planned professional development addressing prevention and intervention strategies, which may include building health relationships, preventing sexual abuse and dating violence, school violence prevention, with a focus in evidence based practices
- k. Use of peer mentors to help support a healthy school
- 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 that promotes a physically, intellectually, and emotionally safe and supportive teaching environment;
- o. Building a community that celebrates individual and collective accomplishments and promotes a collaborative and supportive atmosphere.

- B. In addition to prevention and intervention strategies, administrators, teachers and other professional employees educate students about socially appropriate behavior. Administrators, teachers and other professional employees will intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

XI. 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.

XII. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, 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.

Ref. BOE Policy 4131; 5131.91; 5131.911

COBRA - Benefits Continuation

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under East Windsor Public Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include but are not limited to: resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at East Windsor Public Schools' group rates. East Windsor Public Schools provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under East Windsor Public Schools' health insurance plan. The notice contains important information about the employee's rights and obligations.

Ref BOE 4151.9/4152.4; 4251.9/4252.4

Complaints - Problem Resolution

East Windsor Public Schools is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from East Windsor Public Schools Administration. East Windsor Public Schools strives to ensure fair and honest treatment of all employees.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure outlined in the bargaining unit contract procedures. No employee will be penalized, formally or informally, for voicing a complaint with East Windsor Public Schools in a reasonable, proper manner, or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the grievance provisions of their contract.

REFER TO YOUR BARGAINING UNIT CONTRACT or refer to BOE policy 5145.5 for specific steps in the grievance procedure.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Ref. BOE Policy 5145.5

Communications and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are East Windsor Public Schools property intended for business use and as such, all electronic and telephonic communication and information transmitted by, received from, printed from, or stored in these systems are the property of the East Windsor Public Schools and as such are to be used solely for job-related purposes.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of East Windsor Public Schools and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

East Windsor Public Schools reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. All messages on the e-mail system can be traced to their author even after they are deleted.

East Windsor Public Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, East Windsor Public Schools does not have the right to reproduce such software for use on more than one computer. East Windsor Public Schools prohibits the illegal duplication of software and its related documentation.

Incidental personal use of the district's computers, networks and Internet services is acceptable as long as it does not interfere the employee's job performance or district operations or the job performance of any other employee. However, employees using this equipment for personal purposes do so at their own risk.

Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized district representative.

Employees may be held personally liable for any violations of this policy. Behaviors that may result in disciplinary action up to and including termination or referral to law enforcement may include but not be limited to the following:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Participating in the viewing or exchange of pornography or obscene materials

- Any malicious use or disruption of the school unit's computers, networks and Internet services or breach of security features;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Engaging in any other illegal activities
- Posting or transmitting unacceptable comments which may include but are not limited to: sexual comments or images; racial slurs; gender-specific comments; or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- Opens or forwards any e-mail attachments (executable files) from unknown sources and/or that may contain viruses
- Attempts to access unauthorized sites;
- Using a password, access a file, or retrieve any stored communication without authorization
- Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization;
- Soliciting membership in or support of any non-school-sponsored organization;
- Fundraising for any non-school-sponsored purpose, whether for-profit or not-for-profit.
- No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator.
- Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator for other designated administrator;
- * Any misuse or damage to the school computer equipment
- * Engages in inappropriate communication with students

Employees of the East Windsor Public Schools may only communicate with students enrolled in the East Windsor Public Schools through district supported email or online learning platforms or district approved applications, such as those for athletic coaches or band directors etc....

Employees may not text, call, "friend", message or otherwise communicate with students enrolled in the East Windsor Public Schools through social media including but not limited to: Facebook, SnapChat, Twitter, or other like products. Employees may be held personally liable for any violations of this directive

Staff may not take pictures or videos of students or staff unless they have been requested to do so or have express permission to do so by their building administrator. These pictures or videos would be solely for use by East Windsor Public Schools to promote or highlight events or significant achievements by students and staff and shared only on

district supported social media, district communications (verbal or written) or within district buildings. At no time are staff permitted to post pictures or videos of students or staff to their personal social media accounts.

Employees must notify their administrator or the Director of Technology upon learning of violations of this policy or be subject to disciplinary action, up to and including termination.

Ref BOE policy 4118.5/4218.5

Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, East Windsor Public Schools expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of infractions that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal substances
- * Possession, distribution, sale, transfer, or use of alcohol or illegal substances in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Negligence or improper conduct leading to damage of employer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other forms harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Unauthorized absence from work station during the workday
- * Unauthorized disclosure of confidential information
- * Employees should not put themselves in a position where personal interest or activities conflict with that of the East Windsor Public School system.
- * Violation of Board of Education policies

Ref BOE Policy 4118.2; 4118.22;

Drug Free Workplace

It is East Windsor Public Schools' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work appropriate mental and physical condition to perform their jobs in a satisfactory manner.

A. Introduction

The following policy statement is made pursuant to the Drug-Free Workplace Act of 1988:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all school buildings and grounds, properties or vehicles owned by or under the direction of the East Windsor Board of Education. Appropriate disciplinary actions will be taken against East Windsor Board of Education employees for violation of this prohibition.

“Controlled substance” for purposes of this statement means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S. C. Section 812), and as further defined and amended by federal regulations (21 C.F.R. Sections 1300.11 through .15). This list includes, but is not limited to, marijuana, heroin, PCP, cocaine and amphetamines.

B. Procedure

A requirement of employment for work under grants received by the East Windsor Board of Education from any federal agency is that each employee directly engaged in the performance of work funded by such a grant will:

1. Abide by the terms of this statement, and;
2. Notify the East Windsor Board of Education of his or her criminal drug statute conviction for any violation occurring in the workplace of the East Windsor Board of Education no later than 5 days after such conviction.
 - a. **“Conviction”** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State (including the District of Columbia) criminal drug statutes.
 - b. **“Criminal drug statute”** means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

C. Action

Disciplinary action will be taken against any employee so convicted. Within 30 days after receiving notice of the conviction:

- a. The East Windsor Board of Education will take appropriate disciplinary action against such employee, up to and including non-renewal or termination of

the individual's employment contract or;

- b. The Board of Education may require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency.

Drug Testing

Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. Job applicants will be required to submit to drug testing prior to employment. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

This notice supplements, and does not replace, personnel rules applicable to all employees of the East Windsor Board of Education.

Tobacco

The East Windsor Board of Education is committed to maintaining and improving the health and well-being of all employees. The Board of Education has adopted the following policy for all employees and visitors.

1. Smoking or use of smokeless products (vaping) of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
2. Smoking or use of smokeless products (vaping) of any kind is prohibited on school grounds at any time.

Ref BOE Policy 4118.231

Equal Employment Opportunity (EEOC)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at East Windsor Public Schools will be based on merit, qualifications, and abilities. East Windsor Public Schools does not discriminate in employment opportunities or practices on the basis of race, color, citizenship status, religion, creed, gender, sexual orientation, national origin, ancestry, age, physical or mental disability, marital status, veteran status, political affiliations, or any other characteristic protected by law.

East Windsor Public Schools will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their administrator or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Ref. BOE Policy 0521; 2111

ERISA

Statement Of Employee Retirement Income Security Act (ERISA) Rights

As a participant of Town of East Windsor's plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor including detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan members and beneficiaries. No one, including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the plan reviewed and your claim reconsidered.

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

First Aid - Accidents

If an accident or illness should occur, no matter how slight, notify your manager or supervisor immediately so that appropriate medical treatment can be administered. Contact the school's main office to obtain medical and custodial services, as needed.

It is imperative that employees take extreme care in case of an accident. The transfer of any body fluids (blood, saliva, urine, etc.) may pass on communicable disease. Use caution to avoid contact with these body fluids. **Each first aid kit contains plastic gloves, please be sure to use them.**

On the job injuries will be handled in accordance with the Workmen's Compensation laws. Any employee who is injured while on the job must notify the Human Resources Department immediately to be eligible for coverage provided under the Workmen's Compensation Act.

FMLA - Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA) requires Companies with 50 or more employees to allow eligible employees to take up to 12 weeks of unpaid leave within any 12-month period for qualified family and medical events and be restored to the same or equivalent position upon their return. The 12-month period is calculated as follows: "Rolling" 12-month period in which the 12-month period is measured backward from the date an employee uses FMLA leave. FMLA leave taken within the 12 preceding months will reduce the amount of leave entitlement under this provision. If there are State Family Leave laws as well as the Federal Family and Medical Leave law that affect employees, the more generous provisions of the law will apply. As an employee of East Windsor Public Schools, you may be eligible for FMLA leave if you have worked for the district for at least 12 months (which need not be consecutive), and for at least 1,250 hours in the last 12 calendar months (excluding Paraeducators). Paraeducators may eligible if they have worked 950 hours in the 12 months immediately preceding an FMLA leave. You must also be employed at a worksite that has 50 or more employees within a 75-mile radius. Family Leave must be granted for any of the following reasons:

- To care for your child after birth
- To care for your child who has been placed with you for adoption or foster care. Under the above circumstances, leave must be completed within 12 months of birth, adoption or foster placement. Medical leave must be granted for any of the following reasons:
- For your own "serious health condition" which renders you unable to perform an essential function of your position.
- To care for a spouse, child or parent (covered relative), with a "serious health condition".

A "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider due to: a health condition lasting more than three consecutive days; pregnancy or prenatal care; a chronic, serious health condition which continues over an extended period of time; a permanent or long term condition for which treatment may not be effective; and any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated.

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin.

If both spouses work for the district, they may only take together a **combined** total of 12 weeks to care for the same individual. All available paid leave will first be substituted for any unpaid/family leave. However, the substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Your family/medical leave runs concurrently with other types of leave. During FLMA leave, outside employment is prohibited. You may be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay of leave. If the leave is foreseeable you

must ordinarily provide 30 days' advance notice. When the need for leave is not foreseeable, you should notify the district within two business days of learning of your need for leave, if possible. Request for Leave forms are available from the Human Resources department and on the district website. If you take leave due to your own serious health condition or to care for a covered relative, you must contact the district on 15th of each month regarding the status of the condition and your intention to return to work. We may require medical certification to support a request for leave because of your own or a covered relative's serious health condition. We may also require second or third opinions at our expense. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in delay of further leave until it is provided. Medical Certification forms are available from the Human Resource department. Leave because of a serious health condition may be taken intermittently or on a reduced schedule, if medically necessary. We will require that you, if at all possible, attempt to schedule intermittent leave in a manner that will create the least disruption to the school's operations. In addition, while you are on intermittent leave, the company may temporarily transfer you to an available alternate position that better accommodates your recurrent leave and which has equivalent pay and benefits. If leave is unpaid, we will reduce your salary based on the amount of time actually worked. During an approved FMLA leave, the district will continue to pay for its share of your group health insurance. If paid leave is substituted for unpaid family/medical leave, the district will deduct your portion of the group health premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. If your health care premium payment is more than 15 days late, we will notify you in writing to this effect. Your health care coverage will cease if your premium payment is more than 30 days late. If you elect not to return to work, you will be required to reimburse the company for the cost of the premiums paid by the company during your leave, unless you cannot return to work due to a serious health condition or circumstances beyond your control.

The district will require at least two days' advance notice of your intent to return to work, if you wish to return earlier than expected. In addition, we may require a fitness for duty report from your healthcare provider. If you do not intend to return to work, we require that you provide a written statement to this effect. *Except as mandated by law, the district may revise this policy as needed at its discretion.*

Ref. BOE Policy 4152.6/4252.6

Funeral or Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their administrator immediately.

East Windsor Public Schools will grant funeral/bereavement leave to all employees as listed in the bargaining unit's contracts

East Windsor Public Schools defines "immediate family" as the employee's spouse, parent, child, sibling, grandparent; the employee's spouse's parent, child, or sibling, grandparent or any blood relative who is domiciled in such employee's home.

Green Cleaning Program

The East Windsor Public Schools is committed to the implementation of the Green Cleaning Program (CT Public Act 09-81) by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of school district's green cleaning program as well as making it available on its web site annually. No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect. If you have questions concerning this program, please contact the Facilities Director at 860-623-3361 ext. 7226.

Ref. BOE Policy 7230.2

Harassment

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that he or she is free from harassment or interference based on factors such as race, color, age, pregnancy, gender, disability, religion, national origin, ethnic background, military service, citizenship and sexual orientation. Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment.

Examples of what may be considered harassment, depending on the circumstances, include but are not limited to:

- Questions or comments that unnecessarily infringe on personal privacy
- Offensive, sexist, or off color remarks
- Jokes, slurs or propositions or comments that disparage a person or group on the basis of factors listed above
- Derogatory posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action

Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

- Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or
 - (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.
- Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress.

- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Complaints

Any employee who believes he/she has experienced such conduct by anyone, including an administrator, co-worker or by persons doing business with or for the East Windsor Public Schools should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their administrator or to the Title IX Coordinator.

The East Windsor Public Schools prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Title IX Coordinator listed will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Ref. BOE Policy 0521

HIPAA

The Health Insurance Portability and Accountability Act of 1996

HIPAA was signed into law on 8/21/96. HIPAA's provisions limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; guarantee renewability and availability of health coverage to certain employers and individuals; and protect many workers who lose health coverage by providing better access to individual health insurance. Your Insurance Carrier will probably handle most of HIPAA's rules and regulations. See your Plan Administrator for more details.

HIPAA Special Enrollment (Federal Register Section 54.9801-6T) - The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods are to apply to you and/or your spouse and/or your child/ren if **you have a new dependent as a result of marriage, birth, adoption or the placement for adoption**. Under these rules, a group health plan is required to provide a special enrollment period for these individuals should they request enrollment within **30 days** after a special enrollment event has occurred.

HIPAA Special Enrollment for Declining Enrollment - If you are declining enrollment for yourself or your dependents (including your spouse) and **you state in writing that you and/or your dependents have coverage under another group health plan** or health insurance coverage as the reason for declining to enroll, then special enrollment rules may apply to you and/or your spouse and/or your child/ren in the **event you and/or your dependents have lost this other coverage due to the loss of eligibility**.

Ref. BOE Policy 4112.61/4212.61

Holidays

East Windsor Public Schools will grant holiday time off to all employees on the holidays listed in the bargaining unit's contracts.

Jury Duty

Employees must show the jury duty summons to the administrator as soon as possible so that the administrator may make arrangements to accommodate the absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either East Windsor Public Schools or the employee may request an excuse from jury duty if, in East Windsor Public Schools' judgment, the employee's absence would create serious operational difficulties.

Subject to the terms, conditions, and limitations of the applicable plans, East Windsor Public Schools will continue to provide health insurance benefits for the full term of the jury duty absence.

Key Fob

East Windsor Public School district is issuing a key fob to you for your printing needs and for access to the school building. If it is lost or destroyed, you are responsible for the replacement. The key fob is meant for your use only. Sharing it with an unauthorized user will result in disciplinary action up to and including termination.

Leaves (Paid or Unpaid)

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within the FMLA Policy.

Both paid and unpaid time off may be granted to eligible employees. Please consult the Human Resource Manager's office for further information.

Leaves – Personal Days

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with East Windsor Public Schools. See your bargaining unit's contract regarding requesting these days.

As soon as eligible employees become aware of the need for a personal day, they should request a leave from their administrator.

If an employee fails to report to work promptly at the expiration of the approved leave period, East Windsor Public Schools will assume the employee has resigned.

For Medical Leaves exceeding 3 days, see FMLA (Family Medical and Leave Act).

Ref. BOE Policy 4152.6/4252.6

Sick Leave Benefits

The East Windsor Public Schools Sick Leave benefit is per each bargaining unit's contract. East Windsor Public Schools provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Vacation Benefits

Vacation policies are outlined in each bargaining unit's contract.

Accrued but unused vacation time may be carried over with prior approval from the superintendent. Accrued vacation time will be paid out upon termination of employment.

Mail - Personal

The use of East Windsor Public Schools paid postage for personal correspondence is not permitted.

Occasionally we receive mail addressed to an employee's attention and marked "Personal and Confidential." Sometimes these pieces of mail are inadvertently opened, and sometimes they are opened because the addressee is not here and it is believed that the piece of mail is an important business-related item that requires immediate attention. Accordingly, the company assumes that it has each employee's permission to open any piece of mail received at the office address. For this reason, it would be wise to direct your personal non-business mail to another address.

Mandated Reporting

Suspected Cases of Child Abuse and Neglect

Who must report?

“Connecticut General Statutes (state law) identifies professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect.”

All persons, employees and/or voluntary personnel are mandated to adhere to the East Windsor School District expectations for reporting suspected child abuse and neglect.

In all circumstances a “reasonable cause to suspect” is necessary. This means that the expectation is to report on what a mandated reporter has heard, observed, and/or suspected. All reports received in good faith are legally protected and confidential unless in specific circumstances the name is required to be reported by law.

Notes For Suspected Child Abuse and Neglect

- All School employees are considered to be “mandated reporters”.
- Reasonable cause to suspect includes what is observed, what is told or said, knowledge from professional training and experience.
- Suspicion is enough to file a report based upon what you observe or have been told. (all reports in “good faith” do not implicate the reporter in any way)
- Upon believing there is reasonable cause, the reporter will immediately inform the school social worker, psychologist, and/or nurse. Upon being notified, one of these persons will inform the Behavioral Intervention Specialist.
- If it is determined that a report will be filed, the building administration, nursing or the clinical staff will notify DCF of the concerns, while the identified “first responder” will file the report together with a clinical staff.
- Subsequent to the collaboration with the DCF representative by the school personnel it is determined that a report *will not* be filed, the first responder can file a report with DCF independently from the School District.
- Under no circumstances should a mandated reporter conduct any kind of investigation prior to making a report to DCF.
- This above will be considered a district-wide practice.

(Est. 08/2013)

Ref. BOE Policy 5141.4

Military Leave

East Windsor Public Schools will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your Administrator advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resources Department for more information.

Ref. BOE Policy 4151.9/4152.4; 4251.9/4252.4

News Media

To ensure that all district related information is accurate and up to date, all requests for comment are to be referred to **the Superintendent's Office** for a response.

No statement which involves the East Windsor Public Schools, its policies, students or employees is to be released verbally or in writing without the expressed permission of the Superintendent.

Ref. BOE Policy 1112

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

All overtime must be approved in advance by your administrator.

Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what students and staff think about the East Windsor Public Schools.

During business hours or whenever you represent the East Windsor Public Schools, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with students and families in person.

If your administrator finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your administrator if you are not sure about the correct clothing standards for your job.

Where necessary, the East Windsor Public Schools may make a reasonable accommodation to this policy for a person with a disability.

Ref. BOE Policy 4118.23/4218.23

Personal Property

East Windsor Public Schools cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property into the classroom or building, you are responsible to keep track of them.

If you do bring personal property onto school grounds, you need to understand that it will not be covered under the district's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

East Windsor Public Schools prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups; alcohol or illegal substances; or firearms or other weapons.

Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies.

Personnel Files

East Windsor Public Schools maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and records of training and other employment records.

Personnel files are the property of the East Windsor Public Schools and access to the information they contain is restricted. Generally, only administrators and management personnel of East Windsor Public Schools who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Manager. With reasonable advance notice, employees may review their own personnel files.

Personal Data Changes

It is the responsibility of each employee to promptly notify the East Windsor Public Schools of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resource Manager's Office.

Ref. BOE Policy 4112.6/4212.6

Pesticides in School

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, effective July 1, 2000, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school building or on school grounds.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the pesticide application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the district shall provide the school contact person (Supervisor of Maintenance, Head Custodian) with notice at least seventy-two (72) hours prior to the date and time the pesticide application will occur, including in such notice the brand name, concentration, and rate of application.

The applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make required postings in accordance with all applicable statutes and with district policy and regulations. The name and address of the applicator shall be a part of any postings.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the school year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Ref. BOE Policy 3516.11; 3524.1

Safety

We want East Windsor Public Schools to be a safe and healthy place for employees, students, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, emails, memos, or other written communications.

You are expected to obey all safety rules. You must immediately report any unsafe condition to the appropriate administrator. If you violate the East Windsor Public Schools safety standards, you may be subject to disciplinary action, up to and including termination of employment.

It is very important that you tell the appropriate administrator immediately about any accident that causes an injury, no matter how minor it might seem at the time.

Telephone (Personal Use)

When necessary, use of the office telephone for local personal calls is permitted.

Personal long-distance calls charged to the company are prohibited. Ask the operator to charge the call to your home telephone number or to your credit card number.

It is expected that you will not abuse the privilege of making personal calls either from the school office phone, classroom or desktop phones in other staff work areas or your personal cell phones during work time and that calls will be short and to the point.

Unless it's an emergency, personal calls or texts will be made during break or lunch times.

If responding to a call or text is deemed an emergency, staff will obtain coverage for their assigned duty and step out of the classroom. Staff will return to their assigned duty immediately or speak with their supervisor if a longer period of time is needed to address an urgent situation.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

East Windsor Public Schools may schedule a meeting at the time of employment termination. The meeting will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to East Windsor Public Schools, or return of East Windsor Public Schools-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Ref. BOE Policy 4117.1; 4117.4

Wellness Policy (Student Nutrition and Physical Activity)

The East Windsor Public School Board of Education Policy 6142.101 specifies goals and guidelines for promoting student wellness. Excerpts of that policy are included below.

Food in Classrooms

Foods are allowed in classrooms only when it is used to meet specific curriculum/IEP plans. These exceptions must be approved by the Superintendent or designee as well as the school nurse. Once approved teachers may bring in food to meet curriculum plans however these foods must be outlined on the district form (Appendix 5). This list will include all ingredients and must have parent approval. Parents and students are not allowed to provide foods for curriculum lesson plans. Culinary class and/or Family and Consumer Science class is an exception that does not require administrative approval for the use of food in the classroom as this is a food based curriculum. Gum/candy allowed in IEP plans is restricted for use during physical education or health class due to the choking hazard.

Celebrations

The district strongly discourages the use of food for student celebrations. Parents, students and teachers may not provide food to share in the classroom for celebrations. In order to ensure allergen safety teachers may contract with the cafeteria to provide food and beverages for student celebrations. (Appendix 2). A list of non-food items for use in celebrations is attached. (Appendix 3)

Access to Drinking Water

Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water that does not contain added sugars, sweeteners, artificial sweeteners, or caffeine, should be made available for purchase by students and staff. East Windsor Public Schools are required to make free potable water available where meals are served. Drinking fountains qualify as free potable water. Students are allowed to bring in water bottles from home to drink during the school day. The Superintendent or designee has the right to revoke that privilege at any time based on misuse of the water bottle or its contents.

Sharing of Foods

Students shall not share their foods or beverages with one another during meal or snack times, given concerns with allergies and other restrictions on some children's diets.

Teacher-to-Student Incentives and Punishments

Schools shall not use foods or beverages as rewards for academic performance or good behavior, unless this practice is allowed by a student's individualized education plan (IEP). Alternative rewards should be developed and promoted (Appendix 4).

Schools shall not withhold foods or beverages (including food served through school meals) as a punishment.

To review the complete Student Nutrition and Physical Activity policy:

<http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=eastwindsor>

Ref. BOE Policy 6142.101

Workers' Compensation Insurance

East Windsor Public Schools provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their administrator and school nurse immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The administrator or school nurse should complete a "Supervisor's Report of Accident" form immediately and forward it to the business office within 24 hours of the accident.

If medical attention is sought, East Windsor Public Schools has established a preferred provider network Concentra Medical Centers for worker's compensation injuries. Concentra Medical Centers has eight locations throughout Connecticut. All work related injuries/illnesses must report to Concentra Medical Centers for the initial evaluation and treatment.

Neither East Windsor Public Schools nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by East Windsor Public Schools.