

**PLAINVILLE BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

**OPENING OF SCHOOL BULLETIN
September 2014**

In order that the clerical work of this office may proceed as efficiently as possible, the following bulletin has been prepared.

ATTENDANCE REPORT

The following attendance report is required:

The State Law requires that all cases of absence and tardiness be accounted for by written excuses signed by a parent or guardian, giving the date and the reason for such absence or tardiness. Excuses are due at the **FIRST** session the student attends thereafter.

- A. Excuses written in a foreign language are acceptable.
- B. Keep all excuses on file in your desk for the entire year. They should be available for inspection at any time. High school teachers will receive instructions from their principal on this item.

ATTENDANCE

One element important to student success is good attendance that is secured by persistent efforts on the part of the teacher. Follow up on cases of prolonged absence or irregular attendance and report cases of suspected truancy to the office immediately.

LANGUAGE DOMINANCE

If any parent or guardian answers two or more questions as a language other than English, please send a copy of the form to Tawana Graham-Douglas in the Curriculum Conference Area at PHS so that the ESL database may be updated. This will ensure proper educational planning.

CARE OF TEXTBOOKS

All books should be stamped, numbered, or otherwise identified as school property, and recorded in your textbook record book before they are issued to pupils. New books should be covered. Torn or loose pages should be repaired as soon as they are discovered. **DO NOT ALLOW PUPILS TO CARRY PAPERS IN BOOKS** - Notebooks for that purpose are provided. Books unfit for use should be authorized for disposal in accordance with Policy 3260.

KEEPING ACCURATE RECORDS OF BOOKS AND EQUIPMENT IS A VITAL PART OF OUR RECORD SYSTEM. INABILITY TO ESTABLISH AN ACCURATE ACCOUNT OF BOOKS AND EQUIPMENT CREATES A PROBLEM WHEN IT BECOMES NECESSARY TO ASK FOR NEW FUNDS.

NOTICE OF DISEASE TO BE GIVEN PARENT OR GUARDIAN

Subject to the provisions of Section 10-210, notice of any disease or defect from which any child is found by such school medical advisor to be suffering shall be given to the parent or guardian of such child, with such advice or order relating thereto as such medical advisor deems advisable, and such parent or guardian shall cause such child to be treated by a reputable physician for such disease or defects. When any child shows symptoms of any communicable disease, notice shall also be given to the director of health or board of health and such child shall be excluded from attendance at such school and not permitted to return without a permit from the town, city or borough director of health.

ADEQUATE PLANNING

Teaching, like any other activity, is most effective when adequately planned. It is expected that all teachers will have plans of their work available. Before leaving school on Friday, have your plans for the next week available. It is important to write your plans in such a manner that they are easily understood by a substitute. Emergencies are sure to arise, and if each teacher's work is planned a week in advance, anyone coming in to take over can do so with a minimum of loss to the children.

PAYROLL DATES

2014 -	September 3	February 4
	September 17	February 18
	October 1	March 4
	October 15	March 18
	October 29	April 1
	November 12	April 15
	November 26	April 29
	December 10	May 13
	*December 23	May 27
2015-	January 7	June 10
	January 21	

*Early pay due to school vacation

The last paycheck will be the check without Retirement, TSA or Insurance Deductions. Credit Union deductions will be made from every paycheck. Please plan accordingly.

SALARY DEDUCTIONS

(See Payroll Deductions - page 28-31 of Teachers' Contract)

The employee contribution toward insurance costs (for EAP Members) will be deducted from twenty (20) checks starting on September 4, 2013. The employee contribution will equal the following amounts for each check:

		Medical	Dental
Century Preferred Medical:	Individual	\$131.46	\$3.14
	Two Person	\$351.94	\$8.17
	Family	\$411.29	\$10.31
Teachers HSA Medical:	Individual	\$47.86	\$3.14
	Two Person	\$89.77	\$8.17
	Family	\$127.45	\$10.31

In addition to those payroll deductions required by the law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorized forms.

Life Insurance	Tax Sheltered Annuity Plans
Disability Insurance	Anthem Blue Cross/Blue Shield
Education Association of Plainville	United Way
Connecticut Education Association	Achieve Financial Credit Union
National Education Association	Flexible Benefit Plan (Dependent Care/Medical Reimbursement)
Aflac	

Any requests for Withholding Tax changes must be submitted on a signed W-4 Form. W-4 forms are available on the Plainville Community Schools Website.

As in the past, it is requested that other deductions, such as United Way or Professional Association Dues, be made in amounts of two dollars (\$2.00) or more.

APPROVAL OF ADVANCED STUDIES COURSES

The Advanced Studies Committee will meet at 3:45 p.m. in the Superintendent's conference area at the Plainville Municipal Center, 1 Central Square on the following dates:

September 17, 2014	October 22, 2014	January 21, 2015
March 18, 2015	May 27, 2015	June 3, 2015

Courses for approval are due in the Superintendent's office the Tuesday prior to these meetings. Please use appropriate forms when submitting requests for course approval to the committee. Please fill forms in completely. Forms are available in each principal's office or on the Plainville Community Schools Website.

ADVANCED STUDIES COMMITTEE (ASC) OPERATING GUIDELINES
IMPORTANT DATES

- October 1** - Documentation/Official Transcripts due for salary lane change to be retroactive to September 1.
- December 15** - Notification due for salary lane change for the next school year
- Advanced Studies Course Approval Form due

Six meetings per year. Check opening of school bulletin for dates.

PLACEMENT ON THE SALARY SCHEDULE

Refer to contract articles:

- 34 – Staff Salaries
- 35 – Degree Change Notification
- 36 – Degree Definitions and Salary Placement

It is strongly recommended that programs and/or course work be submitted to the ASC for approval **PRIOR** to their commencement. It is also strongly recommended that planned programs be submitted to the ASC upon approval by the university. Placement on a particular salary lane will not take place until the final program has been approved by the ASC.

Notification of degree changes must be submitted to the ASC by December 15 prior to the school year in which the degree change is to take effect (utilizing the Advanced Studies Committee Degree Change Request form).

The teacher is responsible for requesting a transcript of all courses after their completion. The documentation must be in the office of the Superintendent of Schools by **October 1** in order to receive retroactive payment to September 1. Upon receipt of this information, he/she will be notified of approval by the Board of Education through the ASC and a new statement of salary will be issued. The teacher will then be placed on the appropriate lane of the salary schedule, retroactive to September. For official transcripts received after October 1, the teacher will be placed on the new salary lane on the first pay date **AFTER** approval by the Advanced Studies Committee or by Human Resource if it is the completion of a Masters or 6th year Degree from an accredited institution.

GUIDELINES FOR PROGRAM APPROVAL

All courses must be graduate level. Traditional courses must be offered by a regionally accredited institution. Non-traditional (video courses, Internet, distance learning, etc.) must be offered by an approved Connecticut CEU provider or regionally accredited institution and will be subject to the guidelines for CEU credit.

In a program approved by the ASC leading to placement on the Master Lane or Six Year Lane,

- 1) at least 18 credits must be related to the teacher's area(s) of certification.
- 2) no more than 12 credits can be in an area outside the teacher's certification.
- 3) of the 30 credits, no more than 6 credits toward the masters or 9 credits toward the sixth year shall be derived from CEU's.

In a program approved by the ASC leading to placement on the Masters Plus Fifteen Lane,

- 1) at least 9 credits must be related to the teacher's area(s) of certification.
- 2) no more than 6 credits can be in an area outside the teacher's certification.
- 3) of the 15 credits, no more than 3 credits toward the Masters Plus Fifteen shall be derived from CEU's.
- 4) Masters Plus Thirty must be earned within 5 years of Masters Plus Fifteen