

# **Monroe Board Of Education**



**MONROE PUBLIC SCHOOLS**  
— MONROE, CONNECTICUT —

## **Personnel Policy Manual**

### **Certified & Non-Certified Personnel**

**Series 4000 Policies**

**MONROE BOARD OF EDUCATION PERSONNEL POLICY MANUAL  
CERTIFIED & NON-CERTIFIED PERSONNEL - SERIES 4000**

## **Personnel -- Certified/Non-Certified**

### **Introduction to Personnel Policies**

The personnel policies of a school system are an essential part of the program of public education in a community.

Through its personnel policies, the Monroe Board of Education (“the Board”) seeks to establish conditions that will attract and retain the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Cooperation and participation of the employees' organizations, administration and the Board are essentials in the formulation of personnel policies.

The long-range goals on which these policies are based are:

1. To recruit, select, and employ the highly qualified personnel to staff the district's schools.
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
3. To provide an in-service training program for all employees to improve their performance.
4. To conduct an employee evaluation program that will contribute to the continuous improvement of staff performance.
5. To assign personnel to ensure that they are used as effectively as possible.

Provisions for the implementation of adopted personnel policies will include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected, may voice their opinions.

To keep its personnel policies and the corresponding administrative regulations in the highest state of effectiveness to achieve the above purposes, the Superintendent of Schools is responsible for establishing the procedures needed.

Policy Adopted: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Application of Personnel Policies and Contract Disclaimer**

These personnel policies are applicable to all employees of the Board provided they are not in direct conflict with any collective bargaining agreements or individual contracts and with the exceptions as noted below under “Scope”.

#### **Contract Disclaimer**

Since these personnel policies are only a summary of the Board’s expectations compiled for the convenience of its employees, it is not intended to cover all topics or circumstances. Additionally, these policies and procedures are not to be construed as an expressed or implied contract of employment or a guarantee of any terms or conditions of employment.

#### **Revisions**

In order to adapt to the Board’s changing needs and to respond to specific situations as they may arise, these policies may change from time to time. As such, the Board reserves the right to revise, discontinue, suspend, or modify any part(s) of these policies at any time with or without prior notice. The Board’s actions, from time to time, may also vary from these policies and procedures, or any subsequent policies and procedures that may be implemented. This personnel policy manual replaces (supersedes) any and all other or previous Board employee manuals and/or personnel policies or practices, whether written or oral, which are contrary to the policies contained herein.

#### **Scope**

The terms of these policies shall not apply to any volunteer personnel or independent contractors of the Board. While the above categories of personnel shall not be eligible for any of the benefits set forth in these policies, they will be expected to comply with the Board’s rules and regulations regarding conduct while performing services for the Board.

#### **Application**

These policies shall serve as a guide to the administration of a personnel system. The policies are not all inclusive and final discretion as to the interpretation or the appropriate course of action concerning a particular personnel matter shall be that of the Superintendent of Schools under the supervision of the Board.

Policy Adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

The Board recognizes the diversity of the people who live in this school district and believes that this diversity should have an important bearing on all aspects of the school system's activities.

The Board believes it is especially important that this diversity of population be recognized in the recruitment, hiring, promotion and assignment of personnel.

The Board is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Board considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, pregnancy, marital status, veteran status, sexual orientation, genetic information, gender identity/expression or any other legally protected status, and is committed to providing equal opportunities in terms of its recruiting and hiring practices.

The Superintendent of Schools shall be responsible for developing specific recruiting procedures and appropriate interviewing and evaluation instruments to implement the Board's policy. All such procedures and instruments shall comply with federal and state requirements.

In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in effective teachers.

Each candidate will:

1. Submit evidence of meeting the certification requirements of the state.
2. Submit an official college transcript to the personnel office.
3. Submit a record of teaching and other work experience to the personnel office. Salary increments are based upon years of creditable service.
4. Appear, unless unusual hardship prevents, for a personal interview.

The Superintendent will ensure that all recruitment and selection procedures are in compliance with applicable law and that candidates and employees are notified about:

- The education and experience required of all new instructional employees;
- Any credentials that current instructional employees must acquire;
- A timetable for the satisfaction of any new requirements;

- The consequences for employees who fail to comply.

All employees will be advised of the revisions of any handbooks or manuals and of any implications for existing personnel.

The Superintendent will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The Superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at higher rates than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## **4112.2**

### **Personnel -- Certified**

#### **Certification**

Every instructional employee shall be certified according to the provisions of law.

It is the responsibility of the employee to see that his/her credential is submitted to the school system. The school system will record the credential as required by law.

It shall be the responsibility of the certified employee to see that his/her credentials for certification are completed before the date of expiration and to file the completed certification with the school system.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## **Personnel – Certified/Non-Certified**

### **Employees with AIDS**

The Board will comply with all applicable laws regarding employees afflicted with Acquired Immune Deficiency Syndrome (AIDS) and in so doing will also ensure that the public school provides a safe environment for all of its students and employees.

Typically, with the approval of the employee's physician and the school medical advisor, employees with AIDS will be allowed to continue working in their regular setting. Under certain circumstances, an employee with AIDS may pose a risk of transmission to others, and therefore, will not be qualified to continue working in the regular setting. The school medical advisor, in consultation with the employee, the employee's physician and other interested parties, shall determine whether the employee can appropriately work in the regular setting according to the following factors:

- the nature of the risk (how the disease is transmitted)
- the duration of the risk (how long the employee will be infectious)
- the severity of the risk (the harm if the disease is transmitted to third persons)
- the probability of transmission
- the employee's ability to fulfill the requirements of work in his/her regular setting

An employee with AIDS, as with any other immunodeficient employee, may need to be removed from the regular work setting for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision will be made by the employee's physician and the employee in consultation with the School Medical Advisor and the Superintendent of Schools.

If the employment of an infected employee is discontinued, the employee shall be entitled to use any available sick leave and to receive any available medical disability benefits provided by contract.

The school must respect the privacy of the individual; therefore, knowledge that an employee is afflicted with AIDS will be confined to those persons with a direct need to know.

Policy adopted: October 18, 2004  
Revised: October 21, 2013





**4112.5**

**4212.5**

**Personnel -- Certified/Non-Certified**

**Security Check/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified/Non-Certified**

**Reference Checks**

References on applicants will be checked prior to an offer of employment. The administration will make a documented good faith effort to contact an applicant's former employer(s) for recommendations and information about the person's fitness for employment prior to an offer of employment. References will be checked with prior employers listed on the application, even if those references are not specifically listed on the "references" section of the employment application.

The Superintendent of Schools or his/her designee is responsible for developing guidelines pertaining to the checking of applicant references.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified/Non-Certified  
Personnel Records**

Personnel records shall be kept on all current employees and shall include information which is used or has been used by the district to determine such employee's eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action, including an employee evaluations or reports relating to such employee's character, credit and work habits. A personnel file shall further be kept for all employees who have resigned, been terminated or retired in accordance with applicable legal guidelines.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by employee or collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Records maintained or kept on file by the Board, which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by the Superintendent.

All written materials filed shall be made available for inspection by the employee involved and a collective bargaining representative, if any, involved at an off-duty time in the presence of an administrator. Employees shall be notified of any evaluations, additions, or changes in their personnel file. Upon request, an employee will be provided a copy of supervisory records and reports maintained in said employee's personal file as a guide to evaluation of performance.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Policy adopted: October 18, 2004

Revised: October 21, 2013



**Personnel-Certified/Non-Certified**

**Use and Disclosure of Employee Medical Information (HIPAA)**

The Superintendent or his/her designee shall take the necessary steps to ensure compliance with the Health Insurance Portability Act of 1996 (HIPAA). Compliance activities shall include conducting an audit to determine applicability of HIPAA to district operations, recommending policies to the Board, implementation of administrative regulations, including record keeping procedures, preparation of necessary documents, employee training and all other activities necessary to ensure compliance.

Administrators and employees should contact the Assistant Superintendent of Schools for the appropriate forms regarding the release and transmission of Protected Health Information.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified**

**Orientation**

The administration shall conduct appropriate orientation sessions for all new employees and transferred employees.

Policy adopted: October 18, 2004

## **Personnel -- Certified**

### **Job-Sharing**

Employees are eligible to request job-sharing.

Job-sharing occurs when two unit members share one full-time position. It is distinct from team teaching which requires both teachers to be on the job full time. Job-sharing is also distinct from part-time teaching where the position itself calls for less than a full-time teacher.

Each request for job-sharing will be considered on its own merit - without setting precedent for future decisions on job-sharing.

The Board reserves the right to deny job-sharing requests when the Board determines that it is not in the best interest of the school system.

### **Application**

In applying for a job-sharing position, the requesting employees will submit to the Superintendent a proposal which must include precise statements concerning the following:

- their existing or prior relationship
- the proposed division of tasks between them
- time scheduling
- provisions for communication between them
- provisions for communication between them and the rest of the staff
- benefits to students
- benefits to them
- benefits to the school system

Such application shall be subject to the recommendation of the Superintendent of Schools and the Board.

### **Salary and Fringe Benefits**

The staff members participating in a job-sharing program shall be governed by the salary and fringe benefit terms of the existing teaching contract pro-rated to time employed.

Job-sharing teaching experience for purposes of placement on the salary schedule: full-time employment for advancement on the salary schedule shall mean 50% or more of a full-time salary; 25% but less than 50% shall mean two school months count as one month; less than 25% shall mean three school months count as one month of full-time employment.

### **Job Coverage**



In the event either teacher is unable to fulfill the responsibilities of the assignment due to illness, disability or termination, the remaining job-sharing teacher agrees to assume the entire teaching responsibility until a replacement teacher can be found. The job-sharing partners also agree to substitute for one another on a daily basis when necessary.

### **Communication and Coordination**

Both team members will endeavor to maintain an "on-call" basis both with each other and with the school administration during normal working days in the event that pressing questions arise to which one or the other alone has the answer.

### **Formal Agreement**

Each member of the job-sharing team will be required to sign a "job-sharing agreement" the duration of which shall be for one school year. Renewal of the job-sharing commitment is necessary at the beginning of each school year.

### **Reduction in Force**

Job-sharing teaching experience for purposes of the reduction in force policy - specifically the definition of the total years of teaching experience in the school system shall mean 50% or more is full-time; less than 50% is pro-rated as follows:

1. Twenty-five (25%) percent less than 50% means two school months count as one month.
2. Less than 25% means three school months count as one month.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## Personnel -- Certified

### Evaluation

It is universally accepted that good teaching is the most important element in a sound educational program. Student learning is directly affected by teacher competence; therefore, teacher evaluation shall be accomplished using a teacher evaluation plan which demonstrates a clear link between teacher evaluation, professional development and improved student learning.

Appraisal of teaching performance will serve three purposes:

1. To raise the quality of instruction and educational services to the children of our community resulting in improved student learning.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual teacher to grow professionally, linking district-wide teacher evaluation and professional development plans.

Evaluation of teacher performance will be a cooperative, continuing process designed to improve student learning and the quality of instruction. The Superintendent shall evaluate or cause to be evaluated all certified employees. The teacher shares with those who work with the teacher the responsibility for developing effective evaluation procedures and instruments and for the development and maintenance of professional standards and attitudes regarding the evaluation process.

The Superintendent and the teachers' and administrators' representatives shall develop, consistent with the most recent Guidelines for Teacher Evaluation and Professional Development issued by the Connecticut Department of Education, a system-wide program for evaluating the instructional process and all certified personnel as one means to improve student learning and insure the quality of instruction.

The Superintendent and all employees whose administrative and supervisory duties equal at least 50% of their time shall include a minimum of fifteen hours of training in the evaluation of teachers pursuant to Section [10-151b](#), as part of the required professional development activity during each five year period for reissuance of their professional educator certificate.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified****Probationary/Tenure Status**

All certified personnel are eligible to attain tenure as provided by law. (C.G.S. [10-151](#))

The Board will conduct thorough and competent evaluations of all personnel before they become candidates for tenure.

Procedures for continuation or termination of a contract, failure to renew a teacher's contract, or appeals thereof shall be in accordance with Connecticut General Statute [10-151](#).

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified/Non-Certified**

**Nondiscrimination in Employment**

The conditions or privileges of employment in the district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religion, age, marital status, national origin, sex, sexual orientation, pregnancy, disability, veteran status, genetic information, gender identity/expression or any other legally protected status.

**Association Membership**

No employee shall suffer any professional disadvantage by reason of the employee's membership in an employee association or participation in its lawful activities.

**Grievances**

No employee, employee association representative, member of any employee organization or any other participant in a grievance procedure shall suffer reprisals in any other way or suffer any professional disadvantage by reason of their opposition to any unfair labor practices or because of participation in the processing of any grievance. The Superintendent shall provide procedures for alleged violations of Board policies, administrative regulations, and school district operations in general when not otherwise covered in employee organization agreements.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Workplace Harassment and Discrimination**

The Board will not tolerate verbal, graphic or physical conduct by anyone that discriminates against any employees (including any teaching, administrative and support personnel), students or other individuals in the workplace on the basis of any applicable legally protected status, or which harasses, disrupts or interferes with the work performance of any employee or student or which creates an intimidating, offensive or hostile working environment, including but not limited to any form of discrimination or harassment based on race, color, religion, national origin, sex, age, disability, pregnancy, marital status, veteran status, sexual orientation, genetic information or gender identity/expression.

Discrimination or harassment can take many forms. It may include, but is not limited to: words, conduct, adverse job action, intimidation or physical contact/violence. While all forms of discrimination and harassment based on an individual's legally protected characteristic are prohibited, it is the Board's policy to emphasize that sexual harassment is illegal. Sexual harassment includes, but is not limited to the following:

- Making unwelcome sexual conduct or requests for sexual favors as a condition of an employee's continued employment; or
- Using an employee's submission to or rejection of such conduct as the basis for making employment decisions (e.g., promotions, raises); or
- Creating a work environment in which conduct of a sexual nature interferes with an individual's work performance or creates an atmosphere that is intimidating, hostile or offensive to employees, students or others in the workplace.

Although not an inclusive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

- Unwelcome sexual advances, propositions or flirtations;
- Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, jokes, tricks or noises;
- Unwanted hugs, touches, kisses;
- Cartoons, photos, e-mails, etc. of a sexual nature.
- The threat or suggestion that continued employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Retaliation for rejecting and/or complaining about sexual harassment;

Unlawful harassment is not limited to conduct occurring solely during regular work hours or at the work site. Instances in which it can occur may include during work-related meetings out of the office, social events, or other non-work related occasions. Behavior defined in this policy as sexual harassment may occur between people of the opposite or the same gender.

All employees are further advised that sexually oriented, explicit or offensive materials have no place within Board facilities. Such material may not be posted, displayed, shared or even possessed within Board facilities. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of Board policy and will subject the individual to disciplinary action up to and including termination of employment.

Any employee who believes that the actions or words of an individual in the workplace constitute any type of unwelcome harassment or unlawful discrimination has a responsibility to report such conduct to his/her immediate supervisor if the employee is unable to make a direct request that the conduct cease or if any such direct request made is ignored. If an employee is uncomfortable raising his/her complaint with someone to whom he/she reports, or if the complaint involves someone in his/her direct line of command, then that employee should bring the complaint to the Assistant Superintendent of Schools, the Superintendent of Schools and/or the Board, as applicable. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any type of unlawful harassment or discrimination shall ensure that an investigation is promptly commenced by appropriate individuals.

The Board will take prompt action upon the receipt of a complaint of unlawful harassment or discrimination. All allegations of unlawful harassment or discrimination will be investigated promptly. Confidentiality of the individual reporting the incident and of the investigation process itself will be preserved to the extent possible in accordance with applicable law. In this regard, the reporting individual, the alleged harasser or discriminator and any other individuals aware of the incident are required to treat this information in a confidential manner.

Any employee determined to have committed unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment. Moreover, any individual who makes unwelcome advances, threatens, in any way discriminates, or harasses another individual based on a legally protected characteristic may be personally liable for monetary damages for such actions and their consequences.

The Board will not tolerate the taking of any reprisal against an employee who in good faith files a complaint of unlawful harassment or discrimination or who participates in the investigation of such a complaint. However, any individual who knowingly makes a false complaint or knowingly provides false information during the course of any investigation of unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment.

The Board will provide staff development for district administrators and will annually distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of unlawful harassment or discrimination.

Regulation approved: October 18, 2004

Revised: October 21, 2013



**Personnel – Certified/Non-Certified****Display of Religious Symbols and Decorations**

This policy applies to office, administrative, and other spaces where the instruction of students or the provision of services to students is not intended to occur and where students are not typically found.

It is the policy of the Board that it shall neither promote nor discourage any religious belief or non-belief. Instead, the Board encourages all students and employees to have an appreciation for and tolerance of the many points of view which they may encounter among the district's many students and employees.

Consistent with this policy the Board recognizes and respects the right of all of its employees to engage in private religious activities, so long as that conduct is not disruptive and does not interfere with the rights of others to not participate in those activities or to have those activities imposed upon them. Employees whose religious beliefs require religious activity during the work day are to request of their supervisor a non-disruptive place for such practice. Time for such practice will be during break periods or non-paid time.

In some religious traditions there is an expectation that specific apparel will be worn in the workplace. Moreover, many employees occasionally, choose to wear to work clothing that suggests or implies the observance of a religious holiday. The district's policy is to balance the rights of employees to express their religious beliefs with the right of their co-employees to not have religious beliefs, customs, or practices imposed upon them. At the same time, the district requires all employees to maintain a professional appearance and to respect the integrity of the workplace. Restraint, tolerance, and respect for the traditions of other employees is both expected and required.

The use of district resources, including office supplies and equipment, including word processors, copying machines and fax machines, in connection with or in support of the personal observance of religious beliefs, is no more appropriate than the use of district resources and equipment for any non-religious personal purpose, and will not be tolerated.

Any and all decoration of work spaces by employees is expected to be done in a manner which is not disruptive and which does not interfere with work performance. Employees are expected to be sensitive to the rights and views of others. The visibility of decorations to other employees and their resulting impact upon the workplace should be considered by employees who place them in the workplace, and will be considered by the administration in monitoring adherence to this policy.

Policy adopted: October 18, 2010

Revised: October 21, 2013



## **Personnel -- Certified/Non-Certified**

### **Accommodations for Qualified Individuals with Disabilities**

The Board is committed to complying with all applicable provisions of state and federal laws protecting the rights of qualified disabled individuals. It is the Board's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation.

Consistent with this policy of nondiscrimination, the Board will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the administration aware of his or her disability, provided that such accommodation enables the individual to perform the essential functions of his or her job and does not constitute an undue hardship on the Board. Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of the job at issue should contact their immediate supervisor and/or the Assistant Superintendent of Schools and/or the Superintendent of Schools.

Upon receipt of a request for an accommodation, the district will review the potential reasonable accommodation(s) that it might make to enable the applicant or employee to perform the essential functions of the job. As part of this process, an employee or applicant may be required to provide authorization for the school district to communicate with and obtain documentation from his or her doctors regarding the medical condition(s) for which reasonable accommodation is sought, and may further be required to be evaluated by a doctor of the school district's choice. All such medical information discussed and received will be treated as confidential to the extent required and permissible by law.

## **Medical Examinations**

The Board may make pre-employment inquiries into the ability of an applicant to perform job-related functions. Medical examinations may be required after an offer of employment has been extended to an applicant and before commencement of employment duties. Any information obtained from such medical examinations will be collected and maintained on separate forms and in separate medical files and will be treated with confidentiality.

The Board further reserves the right to seek medical information and/or to conduct medical examinations at any time during employment in order to determine an employee's fitness for duty. An employee who is not qualified to perform their duties or whose medical condition or disability poses a direct threat to the health or safety of individuals in the workplace may be relieved of their duties or reassigned in accordance with any applicable legal (and/or contractual) requirements.

The Board may lawfully refuse to assign a person having a communicable disease, which is transmittable through the handling of food, to such duty or position as specified in the Federal Register Food and Drug Administration Regulations of May, 1991.

## **Privacy**

The confidentiality of medical records of applicants or employees shall be strictly observed in accordance with the state and federal laws. Medical records shall be maintained separately from an applicant or employee personnel file. Such information may be released in limited circumstances:

- A. Upon signed release by the individual;
- B. To inform supervisor or administrator about any restriction or accommodation to accomplish work or duties of the employee;
- C. Emergency medical treatment;
- D. In compliance with state or federal law.

Policy approved: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified****Professional Responsibilities**

The teacher is responsible for following the approved scope and sequence of the curriculum and for encouraging each student to progress in terms of his/her ability. This requires initiative by the teacher. The teacher shall acquaint himself/herself with available instructional materials and shall effectively utilize them. The teacher shall maintain such records as are required; he/she shall observe the intent of the procedures used in reporting to parents. Good discipline is an important responsibility of the teacher and he/she should seek help whenever he/she feels that discipline of an individual student (or group of students) requires something more than the teacher has been able to develop. Appropriate standards for classroom order and neatness, attention to the health and safety of students, participation in school activities outside of regular school hours, pursuit of additional professional knowledge and skill and an awareness of the teacher's important role in public relations, may reasonably be expected from the teacher.

The teacher is directly responsible to the building principal and through the principal to the Superintendent of Schools. Each teacher shall discharge his/her duties in accordance with the policies of the Board as outlined herein, and the rules and instructions of the Board, the Superintendent of Schools and his/her principal.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified**

**Academic Freedom**

The teacher is free to think, express ideas, select and employ materials and methods of instruction, and to act within the teacher's professional group without being unlawfully restrained. Such freedom is to be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. an understanding of our democratic tradition and its methods.
2. a concern for the welfare, growth, maturity, and development of children.
3. application of good taste and judgment in selecting and employing materials and methods of instruction.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified**

### **Code of Ethics**

Certified staff must observe professional ethics and cooperate with the administration. Certified staff are also bound to the Code of Ethics in their respective areas of discipline. The Board accepts as a guide for certified staff the Connecticut Education Association Code of Ethics.

#### **1. Commitment to the Students**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall not unreasonably restrain the student from independent action in pursuit of learning.
- B. Shall not unreasonably deny the student access to varying points of view.
- C. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- D. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- E. Shall not intentionally expose the student to embarrassment or disparagement.
- F. Shall not on the basis of any legally protected status under applicable state or federal law, or on the basis of family, social or cultural background, unfairly:
  - (1) Exclude any student from participation in any program;
  - (2) Deny benefits to any student;
  - (3) Grant any advantage to any student.
- G. Shall not use professional relationships with students for private advantages.
- H. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

#### **2. Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

The educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

- A. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- B. Shall not misrepresent his/her professional qualifications.
- C. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- D. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- E. Shall not assist a non-educator in the unauthorized practice of teaching.
- F. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- G. Shall not knowingly make false or malicious statements about a colleague.
- H. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or action.

Policy adopted: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Alcohol, Drugs, and Tobacco**

To promote safe and efficient operation of the workplace and to comply with applicable state and federal laws, it is the Board's policy to maintain a work force that is free from the effects of illegal drugs and abuse of alcohol or prescription or over the counter drugs. Employees who abuse alcohol or drugs are a danger to themselves, to other employees, and to the Board's interests.

### **Alcohol and Drugs**

In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

It is a standard of conduct for employees of the Board not to use illegal drugs and not to abuse alcohol or prescription or over the counter drugs, either on or off the job. It is absolutely prohibited for any employee to use, sell, manufacture, receive, distribute, dispense, possess or be under the influence of alcohol or any illegal drug, or abuse prescription or over the counter drugs in the workplace. The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. Employees are further prohibited from engaging in any drug or alcohol-related activities outside the workplace where their behavior compromises the Board's interests, or undermines the public confidence in or harms the reputation of the Board, or adversely affects the employee's job performance, job safety and/or ability to fulfill Board responsibilities.

Employees must notify the Superintendent of Schools of any criminal drug/alcohol statute conviction no later than five (5) days after such conviction.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board. Failure or refusal of an employee to submit to any drug or alcohol testing as is lawfully requested or required will be grounds for disciplinary action up to and including denial of employment or termination.

## **Tobacco**

There shall be no smoking or other use of tobacco products on school property, on transportation provided by the Board, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

. Failure to comply with the policy will result in disciplinary action as determined by the administration. Typically, upon the first violation, an employee will receive a written warning. An employee found to be in violation of this policy a second time will typically be suspended. If the employee violates the smoking policy a third time, an employee will typically be terminated.

Policy adopted: October 18, 2004

Revised: October 21, 2013



## **Personnel – Certified**

### **Psychotropic Drug Use**

The Board prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, school counselors and the District’s Director of Special Services/Special Education may recommend that a student be evaluated by an appropriate medical practitioner.

The District shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

Nothing in this policy shall be construed to prohibit a Planning and Placement Team (PPT) from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners with the consent of the parents and/or guardians of a child.

The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually and upon the registration of new students.

In order to properly implement the Board policy prohibiting school personnel from recommending the use of psychotropic drugs for any child, the following administrative regulations are hereby established:

1. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders.
2. Psychotropic drugs include, but are not limited to, Ritalin, Adderal, Dexedrine and other stimulant medication, and anti-depressants.
3. All school personnel, including teachers and administrators are prohibited from any communications, both oral and written, to the parents and/or guardians of a child in which the use of psychotropic drugs is recommended.

4. School health or mental health personnel which includes school nurses or nurse practitioners, the District Medical Advisor, school psychologists, school social workers, and school counselors is permitted to discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.
5. School personnel, through the Planning and Placement Team referral process, shall communicate to the school medical staff about a child's behavior that may indicate the need for an evaluation.
6. The Planning and Placement Team (PPT) has the authority and responsibility to recommend a medical evaluation as part of an initial evaluation or reevaluation as needed to determine a child's eligibility for special education and related services, or educational needs for a child's individualized education program (IEP).
7. As required, the District may seek remedy through the due process provisions allowed under the Individuals with Disabilities Educational Act (IDEA) if a parent and/or guardian refuses consent for a reevaluation.
8. Appropriate medical practitioners, such as a psychiatric consultant or physician, with whom the District contracts for services to students or to whom the District makes a referral for an evaluation may recommend such medications.
9. School personnel may consult with the medical practitioner performing the evaluation with the informed consent of the parent or guardian of the child. The purposes of such communication include the following:
  - a. Conveying concerns or observations of a child, both prior to and following a medical evaluation;
  - b. Requesting health records and other educationally relevant medical evaluations;
  - c. Providing school records to medical practitioners upon request;
  - d. Providing information on school performance to help a medical practitioner monitor and evaluate the effectiveness of psychotropic drugs and/or other medical interventions and/or treatment;
  - e. Discussing with medical practitioners appropriate and necessary nursing or health care in schools to ensure student safety;
  - f. Disclosure of educationally relevant information by the medical practitioner to school personnel.
10. The Department of Children and Families (DCF) is limited by this legislation to take a child into custody solely on the refusal of a parent or guardian to administer or consent

to the administration of any psychotropic drug. However, a PPT meeting may be convened if the child is eligible or may be eligible for special education or making a referral to the Department of Children and Families if there are concerns about a child's safety and possible abuse or neglect.

Policy approved: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified**

### **Duties - Teachers**

Teachers are responsible for the instruction and the welfare of the students assigned to them in accordance with the philosophy and policies of the Board, and the laws of the State of Connecticut. This responsibility requires the application of sound learning principals and sound educational practices to the specific goals outlined in the curriculum.

In addition to the specific subject areas, skills, and attitudes to be developed in students, teachers are also responsible for the development of critical thinking, reasoning and a well disciplined students.

It is virtually impossible to list all the specific duties and responsibilities of a teacher. One broad responsibility is to aid in the improvement of themselves and the total school instructional program.

Some of the responsibilities and duties are difficult to categorize. The first concern is the student. This should be the major goal for each and every school year. Another responsibility is to gain a thorough knowledge and understanding of what is included in the teacher's handbook.

### **The Responsibility of Planning**

One of the most important professional responsibilities a teacher has is planning for each class each day. Through effective planning, a teacher becomes an effective teacher with his/her class. A teacher's planning and class activities should reflect the following:

1. Goals, concepts, skills to be achieved
2. Total group classroom activities
3. Group and individual activities
4. Individualized instruction

The plan will be a vital tool for evaluating a teacher's effectiveness and the administration's evaluation of the program each teacher offers. Failure to comply with the regulations concerning planning will result in disciplinary action.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified****Destruction of Medication**

At the end of the school year or whenever a student's medication is discontinued by the prescribing physician, the parent or guardian is to be contacted and requested to repossess the unused medication within a seven (7) school day time period. In the event the parent does not comply, with this request, all medication is to be destroyed by the school nurse in the presence of a witness (school physician, principal, teacher) according to the following procedures:

1. Medication will be destroyed in a nonrecoverable fashion.
  - A. Liquid medication should be poured into a sink or water closet.
  - B. Any medication in pill or tablet form should be crushed and poured into a sink or water closet.
  
2. The following information is to be charted on the student's health folder and signed by the school nurse and witness:
  - A. Date of destruction
  - B. Time of destruction
  - C. Name, strength, form and quantity of medication destroyed
  - D. Manner of destruction of medication.
  
3. Controlled substances shall not be destroyed by the school nurse. In the event that any controlled substance remains unclaimed, the supervisor of nursing shall contact the Commissioner of Consumer Protection to arrange for proper disposition.

Regulation approved: October 18, 2004

Revised: October 21, 2013

## **Personnel - Certified/Non-Certified**

### **Technology Use and Monitoring**

#### **General Rights, Responsibilities and Duties**

The Board provides computers, computer systems, software and other electronic resources as well as network access privileges for students and staff to carry out their educational needs.

The computers, computer systems, software and other electronic resources as well as the network are the property of the Board and are to be used only for those activities directly related to teaching, learning and/or management by students and staff. The equipment, infrastructure, and software and other electronic resources as well as the network are not to be used for personal gain or illicit/illegal activity by any student or staff member.

All users are hereby made aware that all information on the Board's computers, computer systems, and networks are in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Therefore, the Board reserves the right to bypass any or all individual or group passwords to determine the activity on any or all computers, computer systems, software and other electronic resources as well as network access privileges.

District issued e-mail is to be used primarily for those activities directly related to teaching, learning, and/or management by students and staff, except that Board will allow personal use of e-mail to the extent that such use does not affect work productivity or job performance, does not cause the Board to incur any additional expenses, and does not violate any policies or procedures of the Board or applicable laws.

The Board retains control, custody and supervision of all computers, networks and Internet services owned or leased by the district. The Board reserves the right to monitor all computer and Internet activity by employees and other system users. Employees and student have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Employees and students are expected to use appropriate judgment and caution in communication concerning students and staff to ensure that personally identifiable information remains confidential.

#### **Network**

The network includes wired and wireless computers and peripheral equipment, files and storage, e-mail, installed software and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The Board reserves the right to prioritize the use of, and access to, the network.

All use of the network should support student instruction, research and staff development and be consistent with the mission of the Board.

Acceptable network use by students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support student instruction and staff development;
- The online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff and student use of the network for incidental personal use in accordance with all district policies and regulations;
- Connection of staff and student personal laptops or other computing devices to the Board's network after checking with the building principal to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all regulations in this document.

Students are expected to adhere to all portions of this policy. Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the policies and rules concerning student computer and internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

Unacceptable network use by students and staff includes but is not limited to:

- Personal gain, unauthorized fundraising, commercial solicitation and compensation of any kind;
- Incurring liability or costs by the Board;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Curriculum Committee as governed by policy 6161 of the Monroe Board of Education.
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, trojan horses, time bombs and changes to hardware, software and monitoring tools;

- Unauthorized access to other Board computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing):
- Accessing, uploading, downloading, storage and/or distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the network. Any such equipment may be confiscated.
- Participating in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that do not support student instruction, research and staff development or promote cyberbullying and harassment of any kind.

The Board will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the Board's computer network or the Internet. The Board assumes no responsibility for any unauthorized charges made by employees including but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## **Internet Safety**

### **Personal Information and Inappropriate Content:**

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to Board regulations. In accordance with the student handbook definition and requirements parents may opt-out of having their student's information used in this way. If this is done it will be recorded in PowerSchool and be considered permanent until revoked.
- If students or staff encounter dangerous or inappropriate information or messages, they must notify the appropriate school authority.
- Refrain from participating in "chat" rooms or subscribing to Listserv's without permission;



- Be polite in language and demeanor and refrain from publishing libelous statements about any group or individual;
- Refrain from using profanity, obscene or defamatory language, and accessing messages or pictures deemed inappropriate, obscene or pornographic;
- Observe all Board rules with regard to proper written and oral communication and appropriate behavior;
- Respect the electronic property of others;
- Refrain from damaging and/or altering computer hardware and software, computer systems, files, and networks, including the introduction of viruses;
- Observe all district/school rules and local, state, and federal laws and guidelines (including copyright) while using district/school resources;
- Refrain from using the network for commercial purposes, including the purchase or sale of personal goods and services;
- Be aware that network storage areas, like other district/school storage areas (e.g., file cabinets, lockers), and files or communications (e.g., e-mail messages) stored in these areas, may be reviewed by network administrators to ensure system integrity and responsible use.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s internet Protection Act (CIPA) and other objectionable material. The determination of what constitutes “other objectionable” material is a Board decision and will be consistent with the policies and regulations of Board.

- While filtering software makes it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the Board will be considered SPAM and blocked from entering e-mail boxes. On the occasion when spam does make it to a student or staff’s email box it should be deleted. It should not be forwarded including to the I.T. Department;

- The Board will provide appropriate supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a concerted effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the Board; and
- Staff must make a concerted effort to become familiar with the Internet and to monitor, instruct and assist effectively.

## **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (title 17, USC) and content is cited appropriately.

## **Network Security**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to Board schedule;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password (not recommended), keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Log off if leaving the computer. Lock the screen may be used for those people who exclusively use 1 computer.

## **Student Data is Confidential**

Staff, as well as students related to their peers, must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Monitoring/No Expectation of Privacy**

The Board provides the network system, e-mail and Internet access as a tool for education, research and staff development in support of the the Board's mission. The Board reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the Board's network. The Board reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

The Board gives notice to all of its employees and to anyone else who enters its facilities or work locations of the potential use of electronic monitoring in the workplace. "Electronic monitoring" means the collection of information on the Board's premises and at any of the Board's work locations about the activities or communications of employees and others by any means other than direct, personal observation. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, video-camera, tape or digital recording device or any other type of electromagnetic, photo-electronic or photo-optical system.

The Board reserves the right in its sole discretion to engage in electronic monitoring on its premises and at any of its work locations at anytime for any lawful business purpose, including without limitation, to: (a) access business information; (b) provide a safe and secure work environment; (c) assist in the evaluation of employee work performance; (d) supervise employees to be sure that they are acting consistently with business objectives; (e) investigate suspected misconduct; (f) assess compliance with Board policies and applicable law; and to (g) ensure that the Board's operations continue appropriately. The Practice will not engage in any electronic monitoring that is prohibited by any applicable state or federal law, including without limitation, by monitoring activities in areas provided for employee private, personal use (such as

rest rooms/locker rooms) and/or by monitoring for the purpose of interfering with/restraining an employee's rights to engage in protected concerted activities.

The following are examples of the specific types of electronic monitoring that the Board may use on its premises and at its work locations:

- Monitoring of e-mail/other components of the Board's computer system
- Video surveillance (particularly in computer labs; cafeterias; libraries and hallways)
- Telephone and voice-mail monitoring
- Monitoring of electromagnetic card access system
- Monitoring using GPS tracking devices

An individual consents to being electronically monitored by the Board for any lawful business purpose by being employed by the Board and/or by being on the Board's premises or at its work locations.

### **Website, Blog, Wiki or Other Online Resource Guidelines**

- Web pages, blogs, wikis or other online resources must comply with district/school rules, local, state, and federal laws and regulations.
- Content of web pages, blogs, wikis or other online resources should be consistent with the mission statement of Board and/or the school and support the work of the district and/or school (e.g., for schools – enhance the curriculum, and support student learning and ancillary student activities). Staff who use the network to post instructional web sites, blogs, wikis or other online resources should follow district/school guidelines for size, scope, and content.
- No individual may post profane, libelous or defamatory statements about any group or individual.
- Staff members must inform their building administrator of posted web sites.
- Students may only post web sites under the guidance and supervision of a teacher and should conform to district/school guidelines for size, scope, and content. Student web sites must be related to the curriculum and must be reviewed by the classroom teacher with prior permission of the building principal or designee.
- Personal information about staff and/or students, including personal telephone numbers and addresses, may not be posted on web sites. Individual photographs with student names should not be included without first reviewing the need with the building principal.
- Any information posted on web sites must be the original material of the Board/school staff or students or be in the public domain. All materials will be held to the same publishing standards

and criteria as print publications. Copyrighted material, text, or graphics may only be used with the written permission of author or publisher.

- Board/schools reserve the right to publish student work on its web site. Such work will be identified only by first name and last initial. Official school newspapers and newsletters are exempt from this guideline.

- While teachers and staff are encouraged to publish their work voluntarily, the Board/schools will obtain permission from staff members prior to posting their individual work or creations on the district's web site, Internet, or on-line databases. Collaborative work done for the district/school may be published without permission.

- All curriculum is the property of Board and may be published on the district/school web site and/or network using approved tools.

- Commercial use of web pages for endorsements (i.e., fundraising) will be subject to district/school policy and review.

- Links to support groups or organizations officially recognized by the district/school (e.g., PTO) will be allowed with the approval of the office of the Superintendent or designee.

### **E-Mail Communication Guidelines**

Given the possibility that e-mail communications may be read by others, e-mail may not be used to discuss an individual student's grades, behavior, attendance or other personal, confidential information.

Parents, teachers, and administrators are encouraged to communicate via e-mail, in accordance with the guidelines listed in this policy.

*Examples of acceptable use are:*

1. Parent queries to set an appointment for a conference or request a phone call
2. Parent request for recommendations for a tutor, musical instrument teacher, etc.
3. Parent responding to teacher request for volunteers
4. General subject matter or curriculum-related questions
5. Questions about a long-term assignment

*Examples of unacceptable use are:*

1. Communications or questions related to a student's academic progress, grades, behavior, attendance, IEP documents, or other student-specific information.
2. Time-sensitive communications that may not be read or responded to immediately (i.e., "my child will be picked up by Ms. Jones today.")
3. Communications which disclose where a student may be at a specific time.

4. Communications discussing any legal matter involving students, teachers or administrators
5. Communications that harass or threaten any student, parent or employee of the Board.
6. Frivolous communications (i.e., the latest jokes, etc. forwarded amongst friends).
7. Communications between administrators, supervisors, and teachers, discussing personnel matters.

The Board expects parents to recognize and understand that teacher/administrator assignments and schedules vary and that they may not be able to respond to e-mail questions and communications immediately. Teachers will be expected to respond to acceptable e-mail matters (as outlined above) in a timely manner and to check e-mail at least once per day.

- E-mail use must comply with district/school rules, local, state, and federal laws and regulations.
- Users should consider all e-mail to be in the public domain. Therefore, Board/the school reserves the right to bypass any or all passwords to determine e-mail activity.
- E-mail is to be used primarily for those activities directly related to teaching, learning, and/or management by students and staff.
- The equipment, infrastructure and software are not to be used for personal gain or illicit/illegal activity by any student or staff members.
- Be polite in language and demeanor and refrain from making libelous statements about any group or individual.
- Spamming (sending unsolicited junk mail) and chain letters is prohibited.
- Care should be given with confidential or personal matters to ensure they remain private.
- Password sharing, accounting sharing, thwarting security, anonymous communication, and concealing one's identify are prohibited.
- Users will be liable for any unauthorized costs incurred by the district/school.
- Users should delete e-mail files as soon as possible when no longer needed or required by law.
- Users should not open attachments from unknown sources. If sources are known, attachments should be saved to disk before opening. This allows for better virus detection by the anti-virus software.
- Since there is no direct verbal or visual link between people in electronic mail, the following are suggestions for successful communication:

Do not let e-mail become a substitute for personal contact.

Please think about who else, beside the person to whom you are sending mail, may read your message.

Try to picture how your message receiver will react when reading your message.

Please think about the tone of your message; inadvertent sarcasm or harshness might be misinterpreted.

Begin electronic mail messages with greetings.

Communicate messages clearly and concisely.

Check your messages for appropriate grammar and punctuation.

Verify any attachments you may be sending.

Read and re-read your message before sending it; think about the receiver of the message.

Keep in mind that readers will respond more willingly to the writer who remembers the human element.

Check your e-mail regularly and respond to the writer as soon as possible.

When sending e-mail do not assume that the recipient has read the message.

Remember that your message may easily be forwarded to another person.

Remember that even though the medium is electronic, the recipient of the message is human.

### **Guidelines for Voicemail Communication**

- Do not let voice mail become a substitute for personal contact.
- Create a voice mail greeting that communicates important messages with clarity.
- Change your voice mail greeting to reflect changes in your schedule.
- Remember that even though the medium is electronic, the recipient of the message is human.
- Give the caller a means to reach another person who may be of assistance.
- Check your voice mail regularly and respond to messages as quickly and efficiently as possible.
- If you are leaving a message with a telephone number, speak slowly so the recipient can write the number correctly.

## **Disciplinary Action**

All users of the Board's electronic resources are required to comply with the Acceptable Use and Monitoring Policy described above. .

Violation of any of the conditions of use will be cause for disciplinary action, including suspension or revocation of network and computer access privileges of employees and students as well as other permissible disciplinary actions as defined in other student and staff policies and administered by district administration. Any employee who is determined to have engaged in any conduct that is contrary to the Board's activities as a result of information obtained through the Board's use of electronic monitoring shall be subject to disciplinary action, up to and including termination of employment, in accordance with the procedures of any applicable collective bargaining agreements.

The employee or student shall be responsible for any losses, costs or damages incurred by the district related to violations of district policy or these regulations for which they are responsible. In addition, criminal penalties and fines may apply where the conduct of the employee or student violates applicable state or federal laws.

## **Employee Acknowledgement**

Each employee and student authorized to access the schools computers, networks and Internet services is required to acknowledge that they have read and understood this policy and regulations.

Policy adopted: October 18, 2004

Revised: October 21, 2013



## **Personnel - Certified/Non-Certified**

### **Social Media Activities**

While employees may engage in any lawful activities through social media (including exercising any rights they may have to engage in protected concerted activity or political activities), any employee of the Board who chooses to use social media needs to comply with the following rules in this regard.

#### **Definitions:**

“Social Media” are various forms of discussion-and information-sharing tools, including social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups; Wikipedia; MySpace and Facebook; YouTube; Flickr; Twitter; LinkedIn; and news media comment sharing/blogging. This policy covers all Social Media tools, both current and future.

#### **Rules Concerning Personal Social Media Activity:**

1. An employee may not mention, discuss or reference the Board, the school district or its individual schools, programs or teams on personal social networking sites, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee’s alone and do not represent the views of the school district or the Board.
2. Employees must refrain from mentioning other Board employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals’ express consent unless the employee’s speech falls under applicable legal protections pertaining to same.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to “friend” or communicate with a student or his/her parent or guardian or otherwise establish special relationships with selected students though personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.

4. Unless given written consent, employees may not use the Board's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other unlawful communications. Such posts can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. All posts on personal social media must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
8. An employee may not link a personal social media site or webpage to the Board's website or the websites of individual schools, programs or teams; or post Board material on a social media site or webpage without written permission of his/her supervisor.
9. Employees are required to comply with all Board policies and regulations with respect to the acceptable use of computer equipment, networks or electronic devices when accessing any Internet web site. Employees are not to access personal social media activities while on school property or using school district equipment. Use of technology may not interfere with an employee's duties at work.
10. The Board reserves the right to monitor all employee use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any personal communication or post on any web site while using district computers, cellular telephones or other electronic data devices.
11. All Board policies that regulate off-duty conduct apply to social media activity including, but not limited to policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.
12. Employees who use social media to post information that interferes with the work of the school district; is used to harass or discriminate against co-workers or other members of the school community; creates a hostile work environment; breaches confidentiality obligations of school district employees; or otherwise violates the law, Board policies and/or other school rules and regulations, will be subject to disciplinary action, up to and including termination of employment.

## **Rules Concerning District-Sponsored Interactive Sites for School Purposes:**

1. Employees may use interactive “Web 2.0” sites similar to social media (for example, WikiSpaces for Educators) as an educational tool or in relation to extracurricular activities or programs of the school district provided that the procedures below are followed and that the employee obtains the permission of his/her supervisor prior to setting up the site. The employee’s supervisor will also be provided access to any site that is established.
2. Such activity will be used only for specific school related purposes. Sites used for these purposes must be closed in that the employee must set up password-protected access for the students and staff involved. Sites may not be publicly available. Activity must be moderated, monitored and supervised by the employee(s) who set(s) up the site.
3. Employees are required to use appropriately respectful speech on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Proper professional boundaries must be recognized at all times and all content and communication should be related only to the school purposes for which the site was established. Communication that is sensitive or personal in nature is to be avoided. Employees must also supervise student speech to ensure that it complies with the criteria above.
4. Employees are required to comply with all Board policies and procedures and all applicable laws with respect to the acceptable use of computer equipment, networks or devices when accessing district-sponsored sites. They must also supervise student use to ensure compliance.
5. The Board reserves the right to monitor all employee and student use of district computers and other electronic devices. An employee should have no expectation of personal privacy in any communication or post while using district computers, cellular telephones or other data devices.
6. All content and posts on district-sponsored sites must comply with the Board’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information being considered for posting by him/her or by students, the employee shall consult with his/her supervisor prior to making the post.
7. An employee may not link a district-sponsored site or webpage to any personal social media sites or sites not sponsored by the school district. They will also inform students about the prohibited linking.
8. An employee may not use district-sponsored sites for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose. They must also supervise student use to ensure that it complies.

9. An employee may not use district-sponsored sites in a manner that misrepresents personal views as those of the Board, individual school or school district, or in a manner that could be construed as such. They must also supervise student use to ensure that it complies.

**Disciplinary Consequences:**

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

Policy Approved: January 17, 2012

Revised: October 21, 2013

## **Personnel - Certified**

### **Reporting Child Abuse**

Connecticut General Statutes §17a-101, as amended by Public Act 96-246, 97-319, 02-106 and 02-138, requires school teachers, school principals, school guidance counselors, school paraprofessionals, licensed nurses, psychologists, social workers and coaches of intramural or interscholastic athletics who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect. Furthermore, the Board requires all personnel who have reasonable cause to suspect or believe that a child has been abused or neglected to report such suspected abuse and/or neglect.

An oral report by telephone or in person shall be made within 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report.

Reporting suspected abuse and/or neglect of children shall be in accordance with the following procedures:

#### **a. What Must be Reported**

A report must be made when any mandated reporter of the Board, in his/her professional capacity, has reasonable cause to suspect or to believe that a child under the age of eighteen:

1. Is in danger of being abused;
2. Has had non-accidental physical injuries or physical injuries which are at variance with the history given for them, inflicted by a person responsible for the child's health, welfare or care, or by a person given access to such child by a responsible person;
3. Has been neglected; or
4. Has been placed in imminent risk of serious harm.

#### **b. Reporting Procedures for Statutory Mandated Reporters**

The following procedures apply only to statutory mandated reporters, as defined above.

1. When an employee of the Board of Education suspects or believes that a child has been abused, neglected, or has been placed in imminent risk of serious harm, the following steps shall be taken:

(a) The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, and in no case later than twelve (12) hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.

(b) The employee shall also immediately make an oral report to the Superintendent or the Superintendent's designee.

(c) If a report prepared in accordance with Section (a) above concerns suspected abuse or neglect by a school employee, the Superintendent or his/her designee, shall immediately notify the child's parent or guardian that such a report has been made.

(d) Within 48 hours of making an oral report, the employee shall submit a written report to the Commissioner of Children and Families, or his/her representative, containing all of the required information.

(e) The employee shall immediately, submit a written report to the Superintendent or the Superintendent's designee.

(f) If a report prepared in accordance with Section (c) above, concerns suspected abuse or neglect by a school employee who possesses a certificate, permit or authorization issued by the State Board of Education, the Superintendent shall submit a copy of the written report to the Commissioner of Education, or his/her representative.

### **c. Reporting Procedures for Employees Other Than Statutory Mandated Reporters**

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

1. When an employee who is not a statutory mandated reporter suspects or believes that a child has been abused, neglected, or placed in imminent danger of serious harm, the following steps shall be taken:

(a) The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, and in no case later than 12 hours after having such a suspicion or belief, make an oral report by telephone or in person to the Director of Special Services, (or Principal) to be followed by an immediate written report to the Superintendent, or his/her designee.

(b) The Superintendent, or his/her designee, shall immediately, upon suspecting or believing that a child has been abused, neglected, or placed in imminent risk of serious harm, and in no case later than 12 hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.

(c) In cases involving suspected abuse or neglect by a school employee, the Superintendent, or his/her designee, shall immediately notify the child's parent or guardian that such a report has been made.

(d) Within 48 hours of making an oral report, the Superintendent, or his/her designee, shall submit a copy of the written report to the Commissioner of Children and Families, or his/her representative, containing all of the required information.

(e) If a report, prepared in accordance with section (c) above, concerns suspected abuse or neglect by a school employee possessing a State Board of Education issued certificate, permit or authorization, the Superintendent shall submit a written report to the Commissioner of Education, or his/her representative.

#### **d. Contents of Reports**

Any report made pursuant to this policy shall contain the following information, if known:

1. The names and addresses of the child and his/her parents or other persons responsible for his/her care;
2. The age of the child;
3. The gender of the child;
4. The nature and the extent of the child's injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings;
7. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
9. Whatever action, if any, was taken to treat, provide shelter or otherwise assist, the child.

#### **e. Investigation of the Report**

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. To the extent feasible, this investigation shall be coordinated with the Commissioner of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when

possible, the consent of parents or guardians or other persons responsible for the care of the child, to interview the child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators or the alleged abusers.

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

**1. Evidence of Abuse by Certain School Employees.** After an investigation has been completed, if the Commissioner of Children and Families, based upon the results of such investigation, has reasonable cause to believe that a child has been abused by an employee in a position requiring a certificate, permit or authorization issued by the State Board of Education, the Commissioner shall notify the Superintendent of such finding and shall provide records, whether or not created by the Department of Children and Families, concerning such investigation to the Superintendent, who shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits. Within 72 hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or his/her representative, of the reasons for the conditions of suspension. The Superintendent shall disclose records received from the Department of Children and Families to the Commissioner of Education and the Board of Education, or its attorney, for the purposes of review of employment status, certification, permit or authorization. Any decision of the Superintendent concerning such suspension shall remain in effect until the Board acts, pursuant to the provisions of Connecticut General Statutes.

Regardless of the outcome of any investigation by DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused by a certified, permit or authorized school staff member.

If the contract of employment of a certified school employee holding a certificate, permit or authorization issued by the State Board of Education is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his/her representative, within 72 hours of such termination.

**2. Evidence of Abuse by Other School Staff.** If the investigation by the Superintendent and/or Commissioner of Children and Families did produce evidence that a child has been abused by a non-certified school staff member the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment.

**f. Delegation of Authority by Superintendent.**

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.



**g. Special Reporting Procedures Concerning Suspected Abuse or Neglect of Mentally Retarded Persons.**

In addition to the reporting procedures set forth above, Connecticut General Statutes require that certain school personnel, including teachers, licensed nurses, psychologists and social workers, report any suspected abuse or neglect of mentally retarded persons over the age of 18. It is policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in connection with the suspected abuse or neglect, as defined below, of any mentally retarded person over the age of 18.

1. **Definitions.** For the purposes of this policy:

“**Abuse**” means the willful infliction of physical pain or injury or willful deprivation by a caretaker of services which are necessary to the person’s health or safety.

“**Neglect**” means a situation where a mentally retard personed either is living alone or is not able to provide for him/herself the services which are necessary to maintain his/her physical and mental health, or is not receiving such necessary services from the caretaker.

2. **Reporting Procedures.** If an employee has reasonable cause to suspect that a mentally retarded person has been abused or neglected, he/she shall, within five calendar days, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities, to be followed by a written report within five additional calendar days, or shall immediately notify the Superintendent in order for the Superintendent to make such oral and written reports to the Office of Protection and Advocacy. In the event that an employee makes a report to the Office of Protection and Advocacy, the employee shall immediately notify the Superintendent.

3. **Contents of Report.** Any such report shall contain the following information:

(a) The name and address of the allegedly abused or neglected person;

(b) A statement from the reporter indicating a belief that the person is mentally retarded, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;

(c) Information concerning the nature and extent of the abuse or neglect; and

(d) Any additional information, which the reporter believes, would be helpful in investigating the report or in protecting the mentally retarded person.

4. **Investigation of Report.** If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report following the procedures regarding the investigation of reports of child abuse set forth in paragraph e above.

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a mentally retarded person has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

**h. Disciplinary Action for Failure to Follow Policy.**

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

**i. Non-Discrimination Policy.**

The Board shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy or testifies or is about to testify in any proceeding involving abuse or neglect.

Policy approved: December 18, 2006

Revised: October 21, 2013

Personnel - Certified/Non-Certified

Treatment and Use of Board Property

**The Board’ s property such as computer equipment, cell phones, vehicles, office supplies, tools and equipment are to be used only to conduct the Board’ s business. Any equipment issued to an employee is a resource provided by the Board and is the property of the Board. Employees are responsible for protecting and exercising care with respect to Board property and/or equipment at all times. While employees are expected to use Board issued cells phones and e-mail addresses for Board business, the Board will allow personal use of these items, involving, for example, occasional and limited personal phone calls or personal e-mails, to the extent that such incidental use does not affect work productivity or job performance, does not cause the Board to incur any additional expenses, and does not violate any policies or procedures of the Board or applicable laws.**

All records, files, documents, equipment, work product, passwords, and other materials, or copies thereof, relating to the school system, shall be and remain the sole property of the Board, including all electronic versions of these items regardless of the location in which they are stored. These materials shall not be removed from the Board except when required in connection with the performance of an employee’s duties, and shall not be retained by any employee and shall be promptly returned upon request at any time and upon termination of employment with the Board.

Policy Adopted: October 21, 2013

## **Personnel - Certified/Non-Certified**

### **Cell Phones**

While at work, employees must exercise discretion in using personal (and/or Board issued) cell phones. A cell phone is defined to include any mobile phone, personal digital assistant, iPad or tablet, or other portable electronic communications device. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Cell phones are permissible within the workplace, however all employees are required to use them and/or to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. The Board will not be liable for the loss of personal cell phones brought into the workplace.

When business needs demand immediate employee access, a business cell phone may be issued. The Board reserves the right to monitor all business cell phone activity. Employees in possession of the Board cell phones are expected to protect them from loss, damage or theft and to not use them for personal reasons. Upon resignation or termination of employment, or at any time upon request, the employee must return the cell phone.

Employees whose job responsibilities include driving and who must use a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not a safe option, a hands-free device must be used. Do not take notes, text message or e-mail while driving. In situations where employees drive and accept phone calls, state law, as well as this policy, requires the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Policy Adopted: October 21, 2013

## **Personnel - Certified/Non-Certified**

### **Workplace Violence**

The Board has a ZERO TOLERANCE policy against any form of intimidation, threats or violence in the workplace. Violations of this policy include but are not limited to: participating in, provoking or otherwise contributing to any threat or violent act in the workplace; abuse, assault, battery, oral or written threats, intimidation, and harassment; and possession of any firearm(s) or any other type of weapon on Board property or work location(s).

Any employee who makes a threat, whether express or implicit, exhibits threatening behavior, or engages in any violent act or other violation of this policy on Board property or otherwise in the course of their employment with us, shall be removed from the premises as quickly as safety permits, and shall remain out of work pending the outcome of an investigation. Depending on the circumstances involved, the Board's response may include, but is not limited to, reassignment of job duties, discipline up to and including suspension and termination of employment, and/or criminal prosecution of the person(s) involved.

All employees are responsible for notifying their supervisors and/or the Superintendent of Schools any violation of this policy, including but not limited to, any threats they have witnessed, received, or have been told that another person witnessed or received. If there is an immediate risk of harm, contact the local police department. All reports will be investigated fully and promptly.

The Board's premises are restricted to individuals with a legitimate business purpose. Any employee who observes any individual (including current or former employees) loitering, or present on the premises without an apparent business need to be there or otherwise interfering with operations should contact their supervisors immediately to report the circumstance.

Policy adopted: October 21, 2013

## **Personnel - Certified**

### **Substitute Teachers**

A substitute teacher shall be a person who has earned a Bachelor's Degree and who is employed in the absence of the regular teacher.

Rates of compensation for substitute teachers will be set by the Board.

### **Responsibilities of the Substitute Teacher**

Anyone who agrees to be a substitute is on call and is depended upon for service. Unless there is a valid reason why a substitute cannot accept an assignment, he or she is expected to perform each assignment. The substitute should assume this assignment as long as it is open. If there is a period of time that the substitute cannot work, he or she should notify the substitute control clerk as soon as possible. Otherwise, they will remain on the call list.

On call substitute employment is ongoing. Substitutes will remain on the school district's call list from year to year unless they notify the substitute control clerk in writing of their withdrawal.

Upon accepting their assignment, substitutes are required to:

- Report to the school office upon arrival and before departure. Substitutes should arrive at least 15 minutes before the opening of school. They can obtain the classroom key from the main office of the school. At that point they may receive instructions for the lesson for that day. The key should be returned to the main office at the end of the school day.
- Follow school directions for taking attendance, lunch count, etc. Completion of daily attendance is required.
- Collect any permission slips, progress reports, report cards, etc., that are due from students.
- Adhere to time schedules (especially for the Middle School Campus and High School, when students need to change classrooms).
- Perform all duties assigned to the regular teacher, such as supervision of students during lunch, recess and playground, study hall and the like.
- Follow the lesson plans of the regular teacher, collect homework assignments, and prepare a brief summary of the day for the regular teacher. If appropriate, student papers from the day's lesson should be collected. If the assignment provided by the teacher is not sufficient to fill the instructional time, the substitute may use other appropriate learning

activities. Substitutes should note the problem in the summary report to be left for the regular teacher.

- Class control should be administered in a firm but friendly manner. Sarcasm has no place in our school program and should never be used. In the like manner, the use of corporal punishment is forbidden.
- Any problems encountered during an assignment should be discussed with the team teachers or principal. Communications to or from parents should also be brought to the attention of the school principal.
- Information learned about the students is strictly confidential and must be treated as such. Any infraction of this policy is considered a breach of ethics.
- Student's records are not available to the short-term substitute. Any information a substitute needs can be obtained from the principal or guidance counselor.
- Report promptly all accidents involving students, no matter how minor they may appear, to the school office. Medicine is never administered to the students by the substitute teacher. All necessary medication is administered by the school nurse or building principal.
- Supervise students' arrival and dismissal from the classroom to maintain good order.
- Keep the room atmosphere pleasant and conducive to good work habits. Maintain positive discipline. Motivate the students.
- Remember to give the regular teacher something to be thankful for when returning to the classroom - leaving the classroom in good order and providing a note to the regular teacher including any issues, or problems requiring follow-up is truly appreciated.
- Do not openly criticize the regular teacher to the students.
- Remember that a substitute is the teacher for the length of the assignment. Make every effort to continue the regular instructional program of the school.
- Remember to stop by the office to return the items picked up in the morning and to obtain any information regarding the next day.

Policy approved: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified**

### **Student Teachers/Internships**

The Board, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the Board, encourages its administration to cooperate with teacher-training institutions and authorizes the placement of student teachers in the school district.

Student teachers shall be placed only with the very best tenured teachers on our staff. The Board may grant permission for a student teacher to be assigned to a non-tenure teacher upon recommendation of the Superintendent.

The Board authorizes the administration to honor the reasonable rules, regulations and training guidelines of the sending institution.

The administration of the Board is authorized to accept or reject student teachers within the framework of the considerations of the Board set forth above and on their assessment of the individual school's ability to contribute to the training of new teachers and to the effect on their presence on the routine operation of each school.

### **Student Teacher Selection**

1. The student teacher will be interviewed by the Principal.
2. Placement will be at the Principal's discretion and continuation of it is dependent on satisfactory student-teaching performance.

### **Cooperating Teachers**

1. The cooperating teacher will be selected by the Principal.
2. The cooperating teacher must have attained tenure in Monroe.
3. The cooperating teacher must meet with the student teacher a minimum of two times per week to check lessons, plans, rank book, etc.
4. Only the cooperating teacher will sign student progress report forms.
5. The cooperating teacher must observe the student teacher a minimum of two times per week for full periods.
6. The student teacher should be left on his/her own for periods of time with the class.

The amount of this independence to be decided by the student teacher, cooperating teacher and administration, with ability and maturity to be determinants. This amount of independent work shall be committed to writing and a copy sent to the Principal.

### **Student Teacher Load**

1. Maximum of four classes per day



2. Maximum of three different preparations
3. Provision for gradual pick-up of classes beginning with a minimum of one week of observation of the cooperating teacher before taking over any responsibility in any class.

### **Student Teacher Placement by Department**

1. There will be no more than one student teacher per cooperating teacher per year in academic areas.
2. The department head responsible for the student teacher in his/her department will evaluate and check the student teacher's progress.
3. There will be no more than six student teachers per semester in academic areas of the high school.

### **Experience Exposure**

Student teacher will be exposed to the following experience where applicable:

- Homeroom
- Study Hall
- Making dittos, etc
- A.V. - overhead, etc.
- Library
- Guidance procedures
- Teacher handbook
- Rank book - Plan book
- Clubs, Chaperoning
- Mailbox
- Complete Lesson Planning

### **Waiver of Requirements**

In any of the above guidelines, the principal, cooperating teacher and/or department head may at his/her discretion, waive specific requirements provided they do not violate Board policy.

Regulation approved: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified**

**Consultants**

The Board encourages the use of consultants when it is clear they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by district personnel because of limitations of time, experience or knowledge.

Funds for consultant help should be provided for in planning specific projects or programs and will be charged to that particular budget category.

Policy adopted: October 18, 2004

## Personnel -- Certified

### Staff Development

“Staff Development” is viewed by the Board as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Staff development experiences, for which CEU's (Continuing Education Units) are awarded, should be guided by:

- Expectations for student performance as reflected in Connecticut's Common Core of Learning and the Connecticut Framework: Curriculum Goals and Standards;
- District and school goals and individual school improvement plans;
- Actual student performance, as evidenced by the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in addition to other indices;
- Monroe's electronic curriculum system; and
- What teachers need to know and be able to do to improve instruction that advances student learning.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. Significant opportunities should also be offered annually to enhance the abilities of staff to promote mastery in literacy and numeracy. The Board and teachers' association support the principle of continuous improvement of teachers and instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

Special effort shall be made to prepare district educators and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of teachers.

Staff development activities should respond directly to the educational needs of students, including:

- (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; mathematics, social studies and science;
- (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and

(c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision making. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS [10-220a](#).

The Superintendent is to report annually to the Board on the professional development program and its effect with recommendations for changes as needed.

Policy adopted: October 18, 2004

Revised: October 21, 2013

Connecticut General Statutes [10-220a](#) - In-service Training

**A. Required In-service Topics for Certified Personnel**

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, child abuse and youth suicide.
3. Growth and development of exceptional children, including handicapped and gifted and talented children including but not limited to, children with attention deficit hyperactivity disorder or learning disabilities who may require special education, and methods for identifying, planning and working effectively with special needs children in a regular classroom
4. School violence prevention and conflict resolution.
5. Cardiopulmonary resuscitation and other emergency life saving procedures.
6. Computer and other information technology as applied to student learning and classroom instruction, communications and data management.
7. Teaching of the language arts, reading and reading readiness and assessment of reading performance including methods of teaching language skills necessary for reading, comprehension skills, phonics and the structure of the English language for teachers in grades kindergarten to three, inclusive. (15 hours every 5 years)
8. Elementary, middle, and high school teachers must include 15 hours of training in the use of computers in the classroom every five years. Teachers, regardless of grade level, who can demonstrate technology competency, in a manner determined by the Board, based on statewide standards for teacher competency in the use of instructional technology, shall be exempted from this requirement.
9. Training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate administrator or supervisory certificate whose duties equal at least 50% of the assigned time. (15 hours every 5 years)

## **B. Optional In-Service Topics for Certified Personnel**

- Holocaust education and awareness
- African-American History
- Puerto-Rican History
- Native American History
- Personal Financial Management
- The historical events surrounding the Great Famine in Ireland

**Personnel -- Certified**

**In-Service Education/Independent Study**

**In-Service on Programs for Disabled Children**

Information from educational research as well as bulletins and guidelines from the Connecticut State Department of Education shall be made available to teachers and administrators of programs for children with disabilities.

In-service programs are to be planned for all teachers and administrators of regular education as well as special education programs. Areas of need are to be identified by staff and programs are to be supported by educational research.

Incentives which may encourage staff participation in in-service activities shall be employed.

Policy adopted: October 18, 2004

**Personnel -- Certified/Non-Certified**

**Non-School Employment**

Personnel of the schools may receive compensation for outside activities as long as these activities do not interfere with the proper discharge of their assigned duties or do not cause poor public relations within the community. It is expected that any outside activity should be carried on in a business-like and ethical manner.

Policy adopted: October 18, 2004



**Personnel - Certified/Non-Certified**  
Employee Safety

The Board seeks to promote a safe and healthy physical environment for all employees. These guidelines are designed with employee safety in mind. In addition to complying with these guidelines and any directives from supervisors, each employee should insure that no action s/he takes endangers himself or herself or a fellow employee or results in the destruction of property. Every employee needs to be aware of and adhere to the following safety precautions:

- Notify your supervisor of any emergency situation.
- If you are injured or become sick at work, no matter how slight, inform your supervisor immediately.
- If you have an accident at work, immediately report it to your supervisor, who will assist you in completing an incident report. This incident report must be submitted within 24 hours of any accident so that it can be filed with the Board's workers' compensation carrier, if necessary.
- Keep work areas neat and arrange workstations so there are no hidden safety or health hazards.
- Keep passageways clear at all times.
- Report unsafe working conditions immediately to your supervisor.
- Report damages or broken machines and equipment to your supervisor.
- Know the locations, contents and use of first aid and fire fighting equipment.

Policy adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified Employee Protection**

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a student.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior, and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act as liaison between the employee, the police and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by law, the Board will file a report annually with the State Board indicating the number of threats and physical assaults made by students upon teachers, administrators and other school personnel, and the number of physical assaults involving dangerous weapons made by students upon other students.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits set by law.

The Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

Section [52-557b](#) of the General Statutes grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department, as certified by that agency, has such immunity that extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Certified**

**Personal Illness and Injury Leave**

Sick leave is a designated amount of compensated leave that may be granted to an employee who is unavoidably absent because of illness or accident or because of serious illness or accident in his/her immediate family.

**Excessive or Questionable Use of Sick Leave**

The employee's immediate supervisor will review the employee's use of sick leave. If this review indicates that the employee's use of sick leave is excessive or questionable, the appropriate official shall submit to the Superintendent a report of the review. The Superintendent may then require the employee to have a physical examination, or submit a written certificate by a physician confirming the necessity for absences due to illness.

**Verification of Absence**

The Superintendent or supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of the absence.

Regulation approved: October 18, 2004

Revised: October 21, 2013

## Personnel -- Certified/Non-Certified

### Personal Leaves

#### Family and Medical Leave Act

In accordance with the Federal Family and Medical Leave Act (hereinafter referred to collectively as “FMLA”), eligible employees may take a leave of absence for certain designated reasons. This policy presents a general overview of FMLA entitlements and requirements. If this policy conflicts with applicable law, applicable law controls.

#### **EMPLOYEE ELIGIBILITY:**

- Employee must have worked for the Board for a minimum of twelve (12) months, and
- Employee must have worked at least 1,250 hours during the 12-month period prior to the start of the FMLA leave. Only hours actually worked – regular worked time plus overtime – count towards this requirement. Paid leave (such as vacation, sick leave, holidays) and unpaid leave, including FMLA leave, are not included.

#### **REASONS FOR LEAVE:**

Unpaid family and/or medical leaves may be granted for the following reasons:

- **Serious Health Condition of Employee, Employee’s Child, Parent or Spouse**

To be considered a serious health condition, the condition must be an illness, impairment or physical or mental condition that involves inpatient or outpatient care. Inpatient care generally involves treatment at a hospital, hospice, or residential medical care facility. Outpatient care generally requires continuing treatment by a health care provider.

An eligible employee’s spouse is either a husband or wife.

Son or daughter may be a biological child, foster child, adopted child, stepchild, legal ward or child of person standing in loco parentis (in place of parent), who is under the age of 18, or over the age of 18 and unable to care for himself/herself because of a mental or physical disability.

Parent must be a biological parent, foster parent, adoptive parent, stepparent, legal guardian, or individual who stood in loco parentis to an eligible employee.

- **Birth, Adoption or Foster Care Placement.**

- **To Serve as an Organ or Bone Marrow Donor.**
- **Serious Injury or Illness of a Covered Service Member/Covered Veteran.**

An employee who is a spouse, son, daughter, parent or next of kin of a covered service member or a covered veteran is eligible to take family leave to care for the serious injury or illness of such individual.

Next of kin means the nearest blood relative of the eligible employee.

To be considered a covered service member, the individual must be either: (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five year period before the date on which the employee must commence leave to care for the covered veteran.

- **Because of a Qualifying Exigency.**

An employee whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Armed Forces (including a member of the National Guard or Reserves) is eligible to take family leave for the following qualifying exigencies: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; and (9) other activities which arise out of the covered military member's covered active duty or call to covered active duty status that the employer and employee agree qualify as an exigency and agree as to the timing and duration of such leave.

#### **EMPLOYEE OBLIGATIONS:**

- Employees are required to use their available paid time off during a family or medical leave of absence for any reason. That portion of the leave of absence that is used under these conditions will be with pay according to Board policies and/or any applicable collective bargaining agreement.
- While as stated above all accrued paid time off must be used before an employee is eligible to utilize any unpaid family or medical leave, an employee will not be required to utilize any such paid leave during an FMLA leave if she/he is simultaneously receiving payments under the Board's Short Term Disability Plan

(if any) or Workers' Compensation laws (as applicable).

- The maximum amount of family and medical leave allowed, whether it includes paid and/or unpaid leave or whether it includes time off during which an employee is receiving payments under either the Board's Short Term Disability Plan or the Workers' Compensation laws, will not exceed the maximum leave entitlement as described below.
- Since the purpose of leave under this policy is to enable employees to maintain their ability to continue employment with the Board, an employee may not work elsewhere while on FMLA leave during their regularly scheduled hours, unless otherwise required by applicable law.
- When planning medical treatment or seeking intermittent leave, the employee must consult with the Superintendent or his/her designee and must make a reasonable effort to schedule the treatment or intermittent leave so as to avoid unduly disruptive effects on the Board's operations.
- Employees needing FMLA leave must, at a minimum, follow the Board's usual and customary call-in procedures for reporting an absence, absent unusual circumstances.
- Whenever an eligible employee's medical or family leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment, or to care for others, the employee must provide at least thirty days advance written notice to the Superintendent or his/her designee. If such prior notice is impossible, as in the case of an unforeseen medical emergency or qualifying exigency, an eligible employee must provide notice as soon as practicable after s/he learns of the need for the leave (typically within one or two working days of learning of the need for leave). Failure to comply with these notice rules is grounds for, and may result in, deferral or denial of the requested leave.
- All leaves due to a serious health condition of an eligible employee, or an eligible employee's son/daughter, parent or spouse, or due to a serious injury or illness of a covered servicemember or covered veteran, must be accompanied by a medical certification from the appropriate health care provider identifying, among other things, appropriate medical facts regarding the condition and its probable duration. Such medical certification must be provided before the leave begins, or in any event, within 15 days after the leave begins, unless the employee can demonstrate that it is not practicable to do so despite his/her good faith efforts. Failure to comply with these medical certification requirements is grounds for, and may result in, deferral or denial of the requested leave.
- Subsequent medical re-certification will be required as necessary, but no more than once every thirty days after receipt of the initial medical certification.

- All leaves due to a qualifying exigency must be accompanied by a certification as has been prescribed by the Secretary of Labor.
- In response to a request for leave necessitated by the serious health condition of the employee or others, the Board may require the employee to obtain a second opinion from a health care provider selected and paid for by the Board.
- While on leave, employees are, at a minimum, required to report on the 1<sup>st</sup> day of each month to the Superintendent or his/her designee regarding the status of the family or medical condition(s) and their intent to return to work.
- Under Board policy, employees are required to provide at least two weeks of advance notification of the date they intend to return to work from a leave of absence.

**MAXIMUM LEAVE ENTITLEMENT:**

- The maximum FMLA leave entitlement for employees eligible under this policy is 12 weeks in the one-year period consisting of the district's fiscal year (July 1 through June 30) if the FMLA leave is due to: (1) the serious health condition of the employee or the employee's child, parent or spouse; (2) birth, adoption or foster care placement; (3) service as an organ or bone marrow donor; or (4) a qualifying exigency.
- The maximum FMLA leave entitlement for employees eligible under this policy due to the serious injury or illness of a covered service member or covered veteran is 26 weeks in the one-year period measured from an employee's first day of FMLA leave taken.
- The maximum amounts of FMLA leave stated herein do not afford eligible employees the ability to take more leave if they have multiple qualifying reasons than they otherwise would be entitled to take for a single qualifying reason during the applicable time period.
- Any absences that qualify as FMLA leave runs concurrently with an absence under the Board's Short Term Disability Plan (if any) or Workers' Compensation laws (as applicable).
- Any time spent performing "light duty" work does not count against an employee's FMLA leave entitlement, whether such "light duty" work has been required by the Board or requested by the employee. Therefore, any employee's right to restoration of his or her job is held in abeyance during the period of time (if any) the employee performs light duty (or until the end of the applicable FMLA leave period).

- When a husband and wife are both eligible employees of the Board, they are each individually eligible to receive the maximum leave time allowable for their own serious health condition or the serious health condition of a son/daughter or spouse, or to serve as an organ or bone marrow donor. For purposes of leave due to a qualifying exigency, married employees are each individually eligible to receive the maximum leave time allowable for each. For purposes of family leave taken due to the birth, adoption or placement of a son/daughter or for the serious health condition of a parent, married persons are eligible for the maximum leave allowable to one individual eligible employee. For purposes of leave taken due to the serious injury or illness of a covered servicemember or covered veteran (or for a combination of leave taken for this reason and any other qualifying reason), married employees are eligible for the maximum leave allowable to one individual eligible employee.
- An eligible employee may take intermittent leave or leave on a reduced schedule (up to the amount of the maximum leave entitlement) when medically necessary due to the employee's own serious health condition, or the serious health condition of the employee's son/daughter, parent or spouse, or due to the serious injury or illness of a covered servicemember or covered veteran. An eligible employee may further take intermittent leave or leave on a reduced schedule (up to the amount of the maximum leave entitlement) due to a qualifying exigency or to serve as an organ or bone marrow donor. Employees seeking to take intermittent leave or leave on a reduced schedule are subject to the same notice, medical certification and other employee obligations identified above. In addition, if such intermittent or reduced schedule leave is requested, the Board reserves the right to temporarily transfer the employee to an available alternative position with equivalent pay and benefits (but not necessarily equivalent duties) that better accommodates this type of leave.
- Intermittent or reduced schedule leave may not be taken upon the birth, adoption or foster care placement of an employee's son/daughter unless agreed to by the employee and the Board.
- There is no obligation under the FMLA to guarantee an employee's original job or an equivalent position beyond the maximum period specified above.

**MAINTENANCE OF HEALTH BENEFITS:**

- An eligible employee's medical benefits will continue during a leave of absence up to the maximum amount of leave afforded under this policy. While on paid leave, the Board will continue to make payroll deductions to collect the employee's share of the medical insurance premiums. While on unpaid leave, the employee must continue to pay his/her share of the medical insurance premiums, either in person or by mail. The payment must be received as directed by the Board. Failure of the employee to pay the premium may result in loss of coverage.



- Employees have a 30-day grace period in which to make required premium payments. If payment is not timely made, health insurance coverage may be cancelled, if the employee has been notified in writing at least 15 days before the date that coverage would lapse. At the Board's option, the Board may pay the employee's share of the premiums during FMLA leave if the coverage were to lapse due to failure of the employee to make timely payments, and then recover such payments from the employee upon return to work.
- Should an employee's health insurance lapse due to non-payment while on FMLA leave, the Board will again provide health insurance benefits according to the applicable plans when the employee returns from the leave of absence.
- If an employee does not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition (or serious injury or illness in the case of a covered servicemember or covered veteran) which would otherwise render the employee eligible for FMLA leave; or (2) other circumstances beyond the employee's control, the Board reserves the right to seek reimbursement from the employee for its share of health insurance premiums paid on the employee's behalf during the employee's FMLA leave.

#### **RIGHTS UPON RETURN FROM LEAVE:**

- If an employee is considered a "key employee" as defined in the FMLA, restoration to employment may be denied following FMLA leave if restoration will cause substantial and grievous economic injury to the Board.
- If an employee is not a "key employee" as defined in the FMLA, upon the conclusion of an FMLA leave (or the expiration of the maximum family or medical leave provided by law, whichever occurs first), s/he may return to work with all seniority, retirement or fringe benefits s/he had at the commencement of such leave. There will be no accruals of such benefits (including paid time off) during an FMLA leave.
- If an employee is not a "key employee" as defined in the FMLA, upon the conclusion of an FMLA leave (or the expiration of the maximum family or medical leave provided by law, whichever occurs first), s/he will be reinstated to the same position s/he held prior to such leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Such employees returning from FMLA will further be entitled to any unconditional pay increase (such as a cost of living increase) that occurred during the period of their FMLA leave. If an employee is medically unable to perform his/her prior job, s/he will be offered work suitable to his or her physical condition, if such work is available, at the pay rate appropriate to that job.
- If an employee cannot return to work at the expiration of the maximum FMLA leave allowed, the Board has no obligation under the FMLA to restore an

employee to any position.

- An employee on leave or returning from leave has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period. In this regard, the Board may deny reinstatement to an employee out on FMLA leave or upon the expiration of for such leave if the employee would not otherwise be employed at the time of reinstatement for reasons such as layoff, shift or special project elimination. An employee may further not be restored to a position that requires additional licensure or certification.
- Any applicable collective bargaining agreements between the Board and employee groups will not diminish the rights of the employees established by FMLA.

#### **FITNESS FOR DUTY CERTIFICATION:**

- In accordance with applicable law and Board policy governing returns to work after a medical absence, employees returning to work after a medical leave due to their own serious health condition (other than an employee taking intermittent leave or leave on a reduced schedule) must present a fitness-for-duty certification from their health care provider to the Superintendent or his/her designee prior to their return to employment.
- If there are any medical restrictions upon an employee's return to work, the health care provider should state these restrictions in the certificate provided. It is the employee's responsibility to notify the Superintendent or his/her designee prior to his/her return to work and make them aware of any restrictions.
- Employees will not be eligible to return to work after a medical leave without being medically cleared to do so. In addition, the Board reserves the right to have its own health care provider and/or the Superintendent or his/her designee contact the employee's health care provider for purposes of clarification of the employee's fitness to return to work certification. Under no circumstances will an employee's direct supervisor make contact with the employee's health care provider for purposes of determining fitness for duty (or any other medical certification issue pertaining to FMLA).

#### **SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES:**

- Notwithstanding the above, special rules affect the taking of intermittent leave or leave on a reduced schedule, or leave near the end of an academic term/semester by instructional employees.
- Instructional employees are those whose principal function is to teach and includes teachers, athletic coaches, driving instructors, and special education

assistants (such as signers for the hearing impaired). These special rules do not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor do they apply to auxiliary personnel such as counselors, psychologists or curriculum specialists. These special rules also do not apply to cafeteria workers, maintenance workers or bus drivers.

- If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a covered family member with a serious health condition, or a covered service member/covered veteran, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty percent of the total number of working days during which the leave would extend, the Board may require the employee to choose between: (1) being temporarily transferred to a position outside of the classroom which has equivalent pay and benefits; or (2) taking continuous leave for the entire period rather than a leave on an intermittent basis.
  
- If an eligible instructional employee is scheduled to return from leave near the end of the school year, he or she may be required to extend the leave through the end of the term/semester (with pay) if he/she would have returned within the last two or three weeks of the semester's end, depending on when the leave began and its duration. This applies in three instances: (1) when an eligible instructional employee begins a leave of absence of at least three weeks duration more than five weeks before the end of the semester, and he or she is scheduled to return to school during the last three weeks of such semester; (2) when an eligible instructional employee begins a leave of absence for a purpose other than the employee's own serious health condition of at least two weeks duration within the five week period preceding the end of the semester, and he or she is scheduled to return to school during the last two weeks of such semester; and (3) when an eligible instructional employee begins a leave of absence for a purpose other than the employee's own serious health condition of at least five days duration within the three week period preceding the end of the semester. In each of these three instances, the Board may require the employee to extend his or her leave until the end of the semester in order to afford the employee the needed leave without interrupting the education process at a critical point in the school year. In such cases, the eligible instructional employee possesses the same rights to reemployment and continuation of health benefits as stated above.

Policy approved: October 18, 2004

Revised: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Witness and Crime Victim Leave**

Employees who are crime victims or witnesses will be permitted reasonable time off to attend a court proceeding or participate in a police investigation relating to their criminal cases. Witness and crime victim leave will be unpaid, unless the employee chooses to use any available accrued paid time off for such leave or the Board is otherwise required by law to pay for such leave. A crime victim is defined as an employee who: (a) suffers direct or threatened physical, emotional or financial harm as a result of a crime; or (b) is an immediate family member or guardian of a homicide victim or a minor, physically disabled or incompetent person who suffers such harm. In addition, the Board will not take adverse actions against any employee for having a restraining order issued on the employee's behalf in a domestic violence case or having a protective order issued on the employee's behalf by a court of any state. Further, the Board will not take any adverse action against any employee because he/she obeys a legal subpoena to appear in court as a witness in any criminal proceeding.

Any leave time allotted under this policy runs concurrently with any leave time afforded under any of the Board's other policies for which the employee may be eligible.

Policy adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### Family Violence Victim Leave

Employees who are victims of family violence will be permitted to take up to twelve (12) days of leave during any calendar year in which the leave is reasonably needed for one or more of the following reasons: (1) to seek medical care or counseling for physical or psychological injury or disability; (2) to obtain services from a victim services organization; (3) to relocate due to the family violence; or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence. Such leave will be unpaid, unless the employee chooses to use any available accrued paid time off for such leave or the Board is otherwise required by law to pay for such leave. Employees who seek such leave will need to provide at least seven (7) days notice of the need for such leave if foreseeable, or notice as soon as practicable if the need for such leave is not foreseeable. The Board may require appropriate certification of the need for any such leave. Any such certification provided will be maintained in a confidential manner and will be only disclosed as required by law or to protect the employee's safety in the workplace, provided that the employee is given notice prior to any such disclosure. The Board will further not discriminate or take adverse actions against any employee for being a victim of family violence or for having to attend or participate in a court proceeding related to a civil case in which the employee is a family violence victim.

Policy adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Pregnancy Disability Leave**

The Board will provide any pregnant employee with a reasonable leave of absence during any period of time when she has been certified by her health care provider as being disabled from the pregnancy. While the length of any such pregnancy disability leave may vary depending on individual circumstances, it is generally expected to be no longer than six (6) weeks. Pregnancy disability leaves of absence will be without pay, unless the employee chooses to use any available paid accrued paid time off for such leave or such leave qualifies for any applicable short-term disability benefits. The Board will continue to provide health insurance benefits coverage (if applicable) during a pregnancy disability leave of absence. Employees are expected to provide the Board with at least two week's advance notice of their intent to return to work following their pregnancy leave (or of their intent not to return to work) so that appropriate staffing decisions can be made. Any leave time allotted under this policy runs concurrently with any leave time afforded under any of the Board's other policies for which the employee may be eligible, and is further subjected to the Board's FMLA policy where applicable.

Policy adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Emergency Services Personnel Leave**

The Board will allow any employee who is an active volunteer firefighter or member of a volunteer ambulance service or company to arrive late to work or to be absent from work as a result of having to respond to a fire or ambulance call prior to or during the employee's regular hours of employment. Any time off taken will be unpaid, unless otherwise required by applicable law.

Employees are required to: (a) submit to the Board a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company, as the case may be, notifying the Board of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company; (b) make every effort to notify their supervisor that they may report to work late or be absent from work in order to respond to an emergency fire or ambulance call prior to or during their regular hours of employment; (c) if unable to provide prior notification of a late arrival to work or an absence from work in order to respond to an emergency fire or ambulance call, provide their supervisor a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company, explaining why they were unable to provide such prior notification; and (d) at the Board's request, submit a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company verifying that they responded to a fire or ambulance call and specifying the date, time and duration of such response.

Policy adopted: October 21, 2013

## **Personnel -- Certified/Non-Certified**

### **Military Leave**

Employees who are called to active duty may go on an unpaid leave of absence and are entitled to re-employment in accordance with the requirements of the law.

Military orders should be presented to the employee's supervisor and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to their supervisors unless military necessity makes this impossible. Employees must further notify their supervisors of their intent to return to employment within the timeframes required by law.

Employees who are members of reserve units of any branch of the military service and who are required to serve annually in inactive duty; such as, summer camp, funeral honor guard, drills, etc. will be allowed to either take vacation time or unpaid personal leave to fulfill their service requirements.

Employees performing military duty of more than thirty (30) days may elect to continue employer sponsored health care under COBRA. For military service of less than thirty (30) days, health care coverage is provided as if the service member had remained employed.

Policy adopted: October 21, 2013



## **Personnel -- Non-Certified**

### **Non-Certified Personnel**

The primary role of non-certified personnel is to support and enhance the efforts of certified personnel to achieve the purposes and goals of the Board.

The Board shall, upon recommendation of the Superintendent, classify all employees not requiring certification according to the provisions of the job assignment in effect at the time of employment.

### **Policies and Regulations**

The policies and regulations in the 4200 section of this personnel series deal specifically with non-certified personnel. Additional policies and regulations which deal with non-certified personnel will also be found in the 4100 section of this personnel series. These particular policies and regulations will be double coded, i.e., 4111/4211.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified**

**Drug and Alcohol Testing For School Bus Drivers**

The Board shall ensure that any private service provider contracted to provide school bus drivers has a drug and alcohol testing program fulfilling federal regulations.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified**

**Assignment**

Non-certified personnel will be assigned by the Superintendent or designee, primarily by employing a person for a specific position. Employees shall possess any required license or certificate prior to commencing work.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified****Transfer/Reassignment**

Except as otherwise provided in employee agreements with the appropriate bargaining unit, the Superintendent shall have full authority to transfer or reassign personnel according to the needs of the school district within the policies of the Board. Employees shall not be reduced in salary through any such transfer or reassignment except for cause, which may include the elimination of a position. Employees shall not be reassigned to positions for which they do not hold necessary qualifications or licensing.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified**

**Evaluation/Supervision**

The Board shall engage in a continuous process of evaluation of all employees of the school system, including non-certified personnel.

The Board shall provide appropriate supervision to all non-certified personnel to ensure that all aspects of their job assignments are properly and competently performed.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified****Dismissal/Suspension****Definition**

**“Suspension”** means temporary removal of an employee from a position with loss of pay, as a disciplinary measure, or removal from a position preliminary to decision of the Board on charges leading to dismissal or demotion.

**“Demotion”** means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

**“Dismissal”** means separation, discharge or permanent removal of an employee from service in the school system for cause in accordance with the policies and regulations of the school system.

**Notice of Disciplinary Action**

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the school system is alleged, the policy or regulation shall be set forth in the notice. The notice shall contain specific action or omission with which the employee is charged.

**Suspension of the Employee Pending Disciplinary Action**

In any case where the Superintendent or designee deems it necessary or proper, the employee may be suspended until the Board has determined what disciplinary action to take, if any, against the employee.

Policy adopted: October 18, 2004

Revised: October 21, 2013

**Personnel -- Non-Certified****Just Cause**

One or more of the following causes may be grounds for suspension, demotion or dismissal of any person employed in the non-certified service:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination (including, but not limited to, refusal to do assigned work).
3. Carelessness or negligence in the performance of duty or in the care or use of school system property.
4. Discourteous, offensive or abusive language or conduct toward other employees, students or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated.
7. Use or possession of harmful drugs on school grounds without medical supervision.
8. Personal conduct unbecoming an employee of the school system.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the school system.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated and unexcused absence or tardiness.
12. Abuse of leave privileges.
13. Falsifying any information supplied to the school system, including but not limited to, information supplied on application forms, employment records, or any other school system record.
14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board, the Superintendent, or by any appropriate state or governmental agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public

16. Abandonment of position

17. Advocacy of overthrow of federal, state or local government by force, violence, or other unlawful means.

This list is not all-inclusive and the Board reserves the right to suspend, demote or dismiss any person employed in the non-certified service for any other just cause not identified above.

Policy adopted: October 18, 2004

Revised: October 21, 2013



**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I acknowledge that I have received and reviewed a copy of the Monroe Board of Education Personnel Policy Manual (Certified & Non-Certified Personnel). I understand that it is my obligation to familiarize myself with and abide by and comply with all of the policies and procedures set forth therein.

I further understand that this Manual does not create any expressed or implied contract and that the Board at any time without prior notice may add, modify, eliminate or otherwise change the policies and provisions contained in the Manual.

I further understand that unless otherwise provided by: 1) any written contract that has been executed between me and the Board, 2) any applicable collective bargaining agreement provision, or 3) statute that applies to me, employment with the Board is employment at will, which means that I am free to resign at any time and I may be terminated from employment by the Board at any time, with or without just cause or prior notice.

Signature of employee: \_\_\_\_\_

Printed name of employee: \_\_\_\_\_

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