

# PERSONNEL

Series 4000

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**CONCEPT AND ROLES IN PERSONNEL**

The personnel policies of a school district are an essential part of the program of public education in a community. The philosophy of a school district and the community is generally reflected in such policies.

Through its personnel policies, the Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Legal Reference:

Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

Title VII, Civil Rights Act as amended by

Title IX, Equal Employment Opportunity Act

Policy Adopted: November 9, 1981

Policy Reviewed: October 1, 1998

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**RECRUITMENT AND SELECTION**

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

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

Legal Reference:

Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

Title VII, Civil Rights Act as amended by

Title IX, Equal Employment Opportunity Act

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**RECRUITMENT AND SELECTION PROCEDURES**

Application for teacher vacancies will be solicited from the following:

1. Career counseling and placement offices at private and public colleges and universities.
2. State Department teacher vacancy units, including out of state agencies when appropriate.
3. Association literature and selected organizations.
4. Administrators and local L.E.A.'s
5. Newspapers

Applications will be screened by the administration. No applications will be considered until a placement file, including transcripts, is available. Building Principals, Supervisors and Department Chairs will be involved in the initial screening. Applications will be checked for neatness, spelling and grammar. Experience and references will be checked, either by telephone or a questionnaire. Candidates selected to take part in the interview process will be limited to eight, if possible.

Candidates will be initially interviewed by a central administrator and the building Principal. Additional staff members may be involved upon request.

Interviewers will address six main areas of concern. They are:

- ◇ Applicant's Relationship to Children
- ◇ Applicant's Relationship to Colleagues
- ◇ Applicant's Relationship to Parents
- ◇ Applicant's Relationship to Community
- ◇ Instructional Techniques
- ◇ Instructional Competencies

Candidates will be reviewed by the interviewing team. Evaluations will be tabulated with recommendations made. Top candidates invited back for a second interview and on-site visit to the school(s) will be asked to respond in writing to a question posed by the Superintendent.

The candidate chosen will be recommended to the Board of Education.

Material gathered during the selection process will be presented to the Board to support the Superintendent's recommendation.

Regulation Adopted: November 9, 1982

Regulation Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION EFFORTS IN RECRUITMENT**

The federal and state governments have enacted and enforced laws regarding the equality of employment.

The Board of Education is an equal opportunity employer. The Board shall recruit, hire, compensate, train and develop, evaluate, discipline, place, promote, lay off, terminate, and otherwise take employment actions in accordance with all federal, state and local laws. To foster workforce diversity, the Board is committed to good faith outreach and recruitment efforts in order to attract qualified applicants of diverse backgrounds and members of protected classes under law. It is also the policy of the Board of Education to be impartial in all of its relations with its employees and applicants for employment without regard to race, color, national origin, citizenship, ancestry, religion, sex, sexual orientation, age, genetic information, marital status, military veteran/disabled veteran status, physical or mental disability, or any other legally protected status. The Board of Education complies with the policy and procedures of the Americans with Disabilities Act.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

This goal statement shall be made available to all present and future employees.

**EQUAL EMPLOYMENT OPPORTUNITY OFFICER**

Superintendent of Schools for employment and personnel matters.

(cf. 4111.1 - Recruitment and Selection)

(cf. 4112.8/4212.8 - Nepotism)

(cf. 4118.11/4218.11)

Legal References:

Connecticut General Statutes Section 31-51m or Section 31-51q;

Connecticut General Statutes Section 51-247a;

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**PERSONNEL: CERTIFIED/CLASSIFIED**

#4111.1(b)  
#4211.1(b)

The Connecticut Fair Employment Practices Act, Connecticut General Statutes Section 46a-51 et seq.;

Title VII of The Civil Rights Act of 1964, as amended by The Civil Rights Act of 1991, 42 U.S.C. Section 2000e et seq.;

The Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act, 29 U.S.C. Section 621 et seq.;

The Civil Rights Act of 1866, 42 U.S.C. Section 1981;

Equal Pay Act of 1963, 29 U.S.C. Section 206(d);

The Americans With Disabilities Act, 42 U.S.D. Section 12101 et seq. and Section 504, U.S. Rehabilitation Act;

Title IX of the Education Amendments of 1972 (Higher Education Act); and

Title 42 of the United States Code, Section 1983.

Policy Adopted: August 18, 1987

Policy Revised: September 8, 1998

Policy Revised: January 21, 2009

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**CONCEPTS AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Minority Teacher Recruitment Plan**

The Litchfield Public Schools recognizes the need to provide students with an opportunity to interact with students and staff from different racial, ethnic and economic backgrounds. The Litchfield Public Schools has supported and will continue to support programs which provide integrated learning experiences for our students. Included in the district's efforts in this regard is the on-going recruitment of minority teachers. The district will continue to recruit, hire and retain minority staff as important components of the district's overall commitment to attract and hire the most qualified people to provide the best possible educational experiences and learning opportunities for all students.

The Litchfield Public Schools will participate in activities to recruit, hire and maintain minority teachers. These activities may include, but not be limited to, the following actions:

**Recruitment**

- Participate in regional efforts to recruit minority teachers.
- Participate in Minority Teacher Recruitment Fairs.
- Utilize the CTREAP web site made available by the RESC Alliance.
- Identify and use web sites related to minority teacher recruitment.
- Participate in the Education Connection Minority Teacher Recruitment Advisory Committee or receive information from this committee.

**Hiring**

- Participate in regional efforts to hire minority teachers.
- Review district hiring/interviewing procedures to ensure equal opportunities for all candidates.

**Retention**

- Participate in regional initiatives to retain minority teachers.
- Provide an orientation program for all new teachers.
- Provide a support network, i.e., mentors, for all new teachers.

Legal Reference

Connecticut General Statutes  
PA 98-252 Requirements for boards of education to adopt a minority recruitment plan.

Policy Adopted: October 26, 1999

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Hiring**

The Board of Education has the responsibility to employ such persons as may be needed to conduct the business of the school district. Employment of certified personnel requires the official action of the Board of Education.

The Board of Education, recognizes that there are times when extraordinary conditions warrant that the Superintendent of Schools hire personnel on a tentative basis in advance of official action by the Board to insure the continuity of the school program.

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Administrative Vacancies**

Whenever an administrative vacancy occurs, the Board of Education may, at its discretion, form a selection committee comprised of representative constituencies to assist in the screening process. Final selection for the position will still remain a Board of Education function and responsibility.

Policy Adopted: August 25, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Placement on Salary Schedule**

To determine a new teacher's step on the salary schedule, the Superintendent shall consider the teacher's:

- Academic records and degrees
- Teaching experience
- Other experience. The Superintendent may grant up to two years' credit for work experience, military service, or both.

Unless the Superintendent recommends otherwise, the usual annual increase for satisfactory service rendered will be made according to the salary schedule until the teacher has reached the maximum. If the incremental salary increase is denied for unsatisfactory performance, the Superintendent shall so inform the Board.

Policy Adopted: November 9, 1982

Policy Revised: August 18, 1987

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Personnel Records**

Requests for access to personnel records, or for copies of such records, will be addressed in accordance with the Connecticut Freedom of Information Act. In addition to the requirements set forth in Section 1-214 of the Connecticut General Statutes, in the event that a person or organization requests access to or copies of any personnel records of an individual employee of the Board, the Administration shall, as a matter of courtesy, notify the affected employee that such a request has been made. In the event that a person or organization requests access to or copies of the personnel records of multiple employees of the Board, then in lieu of such personal notification, the Administration shall, as a matter of courtesy, notify the appropriate Union representative, if any, of the request.

Nothing in the policy shall be construed as expanding the right of an individual employee or a Union representative to object to the disclosure of personnel records, since the right to object disclosure of personnel records is governed exclusively by Section 1-214 of the Connecticut General Statutes.

Legal References:

Connecticut General Statutes

1-214 Freedom of Information Act.

Policy Adopted: November 9, 1982

Policy Revised: September 8, 1998

Policy Revised: December 11, 2001

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Employment of Relatives**

The Board will always seek to avoid appointing its members' relatives by blood or marriage. If the Superintendent recommends a Board member's relative for appointment, then the member must:

1. Fully disclose that relationship in a public meeting.
2. Then withdraw from the discussion and the vote on the appointment.

**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Retirement**

Any certified employee may retire under provisions of any pension or retirement plan or system provided for state or municipal employees or for teachers in the public schools of the state at the option of the employee (see C.G.S. 183f re: Normal Retirement, Pro-ratable Retirement, Early Retirement, Deferred Vested Retirement and Disability Retirement).

Legal Reference:

Connecticut General Statutes  
10-183f. (a) Normal retirement.  
10-183f. (c) Early retirement.  
10-183f. (b) Pro-ratable retirement.  
10-183f. (c) Early retirement.  
10-183f. (d) Deferred vested retirement  
10-183aa. Disability retirement.

The Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act, 29 U.S.C. Section 621 et seq; Connecticut General Statutes Section 46a-51 et seq

Policy Adopted: November 9, 1981  
Policy Revised: March 10, 1998  
Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Evaluation**

Because good teaching is the most important element in a sound educational program, a good teacher evaluation plan is essential to the well being of the educational process.

The primary purpose of evaluation shall be the improvement of the student learning experience.

Evaluation of performance must be a cooperative, continuing process in which all certified employees are involved. Teachers share with the evaluator the responsibility for developing effective evaluation procedures and for insuring continued professional growth.

Legal Reference:

Conn. General Statutes  
10-151b Evaluation of superintendent of certain education personnel

Procedures contained in Professional Employee Evaluation Program, Litchfield Public Schools,  
January 1982

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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## **PERSONNEL - CERTIFIED**

#4115.1

### **CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

#### **PERMANENT PERSONNEL**

##### **Evaluation - Supervisors**

Whenever possible, a member of the immediate family of a supervisor will not be assigned to a position requiring evaluation by that supervisor.

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Suspension/Dismissal**

**Dismissal**

Under the Teacher Tenure Act, a “teacher” is defined as “each certified professional employee below the rank of Superintendent employed by a Board of Education for at least ninety days in a position requiring a certificate issued by the State Board of Education.”

Newly hired public school teachers are required to serve in a probationary employment status for the first four (4) years of their teaching employment (three (3) years if hired before July 1, 1996).

During the initial four years, the employment of the nontenured teacher annually renews by operation of law into the next school year unless the teacher is terminated for cause or given a written notice of nonrenewal before April 1 in any of the probationary years.

**The Nonrenewal of Nontenured Teachers**

1. Nontenured teachers who are properly nonrenewed, by written notice prior to April 1, will be allowed to finish out the school year and thus remain on the payroll during April, May and June. Because they are considered probationary employees, nontenured teachers are not entitled to a due process hearing.
2. Nontenured teachers who are properly nonrenewed, by written notice prior to April 1, are provided by law with limited rights to a hearing to reconsider their nonrenewal after the initial nonrenewal decision has already been made. Generally, nontenured teachers who are nonrenewed for competency reasons are entitled to a hearing; nontenured teachers nonrenewed for reasons of position elimination or who lose their jobs to another teacher, i.e., “bumping,” are not entitled to a hearing. Moreover, the Board may rescind a nonrenewal decision, thus giving the nonrenewed teacher his/her job back “only if the Board finds such decision to be arbitrary and capricious.”
3. All nontenured teachers who are nonrenewed are entitled, after written request, to a written statement of reasons as to why they were nonrenewed and these reasons are not limited to the six reasons set out in the tenure law for termination of a tenured teacher.
4. Nontenured teachers who are dismissed for cause, as opposed to being nonrenewed under the April 1 procedure, are not allowed to finish out the school year.

**The Termination of Nontenured Teachers**

1. A nontenured teacher who is being terminated, as opposed to being nonrenewed, must be given prior notice and an opportunity for a due process hearing before they may be terminated.

They may be terminated only for one or more of the six statutory reasons for the termination of tenured teachers. Unlike tenured teachers, however, a nontenured teacher facing termination is to be provided with the right to a pre-termination hearing only before the Board of Education, and does not have the right to be heard before an impartial hearing panel. Also, there is no right to a court appeal under the tenure law if a nontenured teacher is terminated after a hearing before the Board of Education *unless* the termination is for “moral misconduct” and/or “disability, as shown by competent medical evidence.”

2. A nontenured teacher’s contract may be terminated for one or more of the following reasons:
  - a. Inefficiency or incompetence.
  - b. Insubordination against reasonable rules of the Board of Education.
  - c. Moral misconduct.
  - d. Disability, as shown by competent medical evidence.
  - e. Elimination of the position to which the teacher was appointed or loss of a position to another teacher, in accordance with Connecticut General Statutes 10-151 (d) (5).
  - f. Other due and sufficient cause.

**The Termination of a Tenured Teacher**

1. A tenured teacher may never be nonrenewed. A tenured teacher may be terminated for one of the following six reasons:
  - a. Inefficiency or incompetence.
  - b. Insubordination against reasonable rules of the Board of Education.
  - c. Moral misconduct.
  - d. Disability, as shown by competent medical evidence.
  - e. Elimination of the position to which the teacher was appointed or loss of a position to another teacher, in accordance with Connecticut General Statutes 10-151 (d) (5).
  - f. Other due and sufficient cause.
2. A tenured teacher is entitled to:
  - a. advance notice of a proposed termination and a due process hearing before any termination;
  - b. a hearing before an impartial hearing panel; and

c. the right of appeal to a court of law.

3. The Tenure Law required that if a teacher is being let go for budgetary reasons that he/she is to be afforded the same procedural protections (notice, hearings, etc.) as a teacher facing termination for incompetence.

4. Teachers and Administrators have equal rights under the Tenure Law. All school administrators who are required to possess educational certification from the State Department Of Education, excepting only the Superintendent, are protected by the Tenure Law. For example, if the school Board requires the Business Manager to possess educational certification, that position may be subject to the Tenure Law's protections.

### **Suspension**

The Superintendent of Schools may suspend an employee pending Board of Education action when, in the opinion of the Superintendent, continuation of the employee in the position presents a clear danger to the students, staff, property or reputation of the school system.

#### Legal References:

Connecticut General Statutes

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract

46a-60 Discriminatory employment practices prohibited

Policy Adopted: November 9, 1982

Policy Revised: October 27, 1987

Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Nondiscrimination**

The conditions or privileges of employment in this school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, national origin, citizenship, ancestry, religion, sex, sexual orientation, age, marital status, jury duty, Vietnam-Era Veteran status, physical or mental disability, or any other legally protected status. Thereby, the Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all pupils and personnel.

The Board of Education does not knowingly condone discrimination on the basis of sex in employment or assignment in the programs or services it provides or operates.

**Grievances Related to Discrimination**

Any employee of the Board of Education who believes he or she has been harassed or discriminated against in violation of Board policy should inform the Superintendent of Schools or the Equity Coordinator as soon as possible. All complaints will be treated confidentially. No adverse employment action will be taken against an employee making a good faith report under this policy.

A prompt investigation will be conducted and, where the circumstances require, appropriate corrective action will be taken. Such actions are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and/or the tenure laws.

Legal Reference:

Connecticut General Statutes Section 31-51m or Section 31-51q;

Connecticut General Statutes Section 51-247a;

The Connecticut Fair Employment Practices Act, Connecticut General Statutes Section 46a-51 et seq.;

Title VII of The Civil Rights Act of 1964, as amended by The Civil Rights Act of 1991, 42 U.S.C. Section 2000e et seq.;

The Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act, 29 U.S.C. 621 et seq.

**PERSONNEL - CERTIFIED/CLASSIFIED**

#4118.11(b)

#4218.11(b)

The Civil Rights Act of 1866, 42 U.S.C. Section 1981;

The Equal Pay Act of 1963, 29 U.S.C. Section 206(d);

The Americans With Disabilities Act, 42 U.S.C. Section 12101 et seq. And Section 504, U.S. Rehabilitation Act;

Title IX of the Education Amendments of 1972 (Higher Education Act); and

Title 42 of the United States Code, Section 1983.

Policy Adopted: November 9, 1982

Policy Revised: September 8, 1998

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## **PERSONNEL - NON-DISCRIMINATION**

#4118.11

#4218.11

**Administrative Regulation**

### **CONCEPT AND ROLES IN PERSONNEL**

#### **PERMANENT PERSONNEL**

##### **Grievance Procedure**

Grievance procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and the tenure laws.

Regulation Adopted: September 27, 1983

Regulation Revised: November 17, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Sexual Harassment**

The Board of Education is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual harassment. Sexual harassment shall mean: any unwelcome advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile or offensive working environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct to the Title IX Coordinator or the Superintendent of Schools as soon as possible. All complaints will be treated confidentially. No adverse employment action will be taken against an employee making a good faith report under this policy.

A prompt investigation will be conducted and, where the circumstances require, appropriate corrective action will be taken. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and any applicable Statutes.

**Legal References:**

Civil Rights Act of 1964, Title VII, 42 U.S.C. 200-e2(a).

Equal Employment Opportunity Commission Guidance (N-95.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

**PERSONNEL - CERTIFIED/CLASSIFIED**

#4118.112(b)  
#4218.112(b)

Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986).

Connecticut General Statutes:

46a-60 Discriminatory employment practices prohibited.

Constitution of the State of Connecticut, Article I, Section 20.

Policy Adopted: January 12, 1993

Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED AND CLASSIFIED**

**PERMANENT PERSONNEL**

**Family and Medical Leave**

Eligible employees may take up to twelve work weeks of unpaid Family and Medical Leave in a twelve month period, during which time the district will pay the district's share of the employee's district-provided health benefits, if the employee is enrolled in such benefits at the time. In complying with the Federal Family and Medical Leave Act of 1993, the district shall comply with other applicable state and federal statutes.

Upon return from such leave, the employee shall be restored to the same or similar position which he or she had held prior to the leave.

Legal Reference: P.L. 103-3 and 29 CFR Part 825 The Family and Medical Leave Act of 1993

Policy Adopted: December 10, 1996

Policy Reviewed: October 1, 1998

Second Revised: June 10, 2009

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED AND CLASSIFIED**

**PERMANENT PERSONNEL**

**Family and Medical Leave**

Eligibility

All employees who have worked for the district for at least twelve (12) months and at least 1,250 hours during the twelve (12) months immediately preceding commencement of the leave are eligible for unpaid leave under the FMLA for the following reasons:

- to care for the employee's child after birth or placement for adoption or foster care (must conclude within 12 months of the birth or placement);
- to care for the employee's spouse, child or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the functions of his or her position, including incapacity due to pregnancy, prenatal medical care or child birth;
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Superintendent's office or the office of the Business office):
  - (a) short notice deployment;
  - (b) military events and related activities;
  - (c) childcare and school activities;
  - (d) financial and legal arrangements;
  - (e) counseling;
  - (f) rest and recuperation;
  - (g) post-deployment activities;
  - (h) additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that Litchfield Board of Education and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

Leave Provisions

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

For purposes of this policy, the twelve month period shall be defined as the twelve month period measured forward from the date an employee's first FMLA Leave began. The next twelve month period would begin the first time FMLA Leave is taken after completion of any previous twelve month period.

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

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with or consequent to in-patient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
- A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involved:

(1) treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(2) treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider. The requirement for treatment by a health care provider means an in-person visit to a health care provider.

The first (or only) in person treatment visit must take place within seven days of the first day of incapacity. Whether additional treatment visits or a regiment of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

- Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than (3) calendar days. For chronic conditions, the employee must have at least two in-person visits for treatment by a health care provider each year; or
- Prenatal care.

**Additional Leave to care for an Injured or Ill Service Member**

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for an injured or ill service member who is the employee's spouse, parent, child or next of kin, and who incurred the injury or illness in the line of duty and while on active duty in the Armed Forces. The injury or illness must render the service member medically unable to perform the duties of his/her office, grade, rank or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

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

**Intermittent Leave/Reduced Hours**

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. There are special rules regarding intermittent leave by instructional employees, and an employee may be required to take a leave for a longer period of time or be transferred to an alternative position based on the specific request and the impact on instructional time.

- Intermittent leave may be taken whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.
- Requests for intermittent leave for birth and care or placement for adoption or foster care of a child are subject to approval by the Superintendent of Schools.

**Leave Taken by Instructional Employees Near the End of an Academic Term**

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

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

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

Substitution of Accrued Leave

Employees may be required to use their available accrued leave time, such as Personal Leave and/or vacation time, during the FMLA Leave period. When the FMLA Leave is taken because of a serious health condition of the employee, the employee will be required to use any available accrued sick days during the leave. Employees will be notified of the requirement to use any accrued leave as soon as possible, but definitely before the date of expiration of the FMLA Leave.

Maintenance of Health Benefits

During FMLA Leaves of Absence, the district will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premiums. If accrued leave is used for any or all of the FMLA Leave, premium deductions will be made on the same basis as if not on leave during that period. Arrangement may be made to pre-pay or post-pay the employee's share of the premiums on either a pre-tax or post-tax basis for periods of unpaid leave.

Failure of the employee to pay his/her share of the health insurance premiums may result in loss of coverage.

If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the district for the payment of health insurance premiums during the FMLA Leave, unless the employee does not return because of the presence of a serious health condition which prevents that employee from performing his/her job or circumstances beyond the control of the employee.

Life and Long Term Disability insurance coverage will continue at no cost to the employee during periods of FMLA Leave.

Employee Notice - Foreseeable/Unforeseeable Need

When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the district at least thirty (30) days' notice of their intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice, such notice should be provided as soon as practicable. When the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- give at least thirty (30) days' notice or as soon as practicable if treatment starts in less than thirty (30) days; and

## **Administrative Regulation**

- make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the district, subject to the approval of the health care provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practicable.

### Certification of Physician/Practitioner

Any leave request based on a family member's or employee's own serious health condition must be supported by certification from a health care provider. The employee must provide a "Physician or Practitioner Certification" form to the district within fifteen (15) days, unless otherwise agreed upon. This form may be obtained from the Superintendent's office or the Business Office. Certification from the health care provider must contain:

- the date the serious health condition began;
- the possible duration of the condition;
- if the leave is based on the care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
- in the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

Records and documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members, shall be maintained in separate files/records and treated as confidential medical records.

### Return to Work

The district reserves the right to require an employee on FMLA Leave to report periodically on his/her status and intention to return to work. Also, periodic recertification of the medical condition may be required.

An employee taking leave due to the employee's serious health condition will be required to obtain certification that they are able to resume work prior to returning from any FMLA Leave.

The district will consider the nature of the employee's serious health condition and the demands of the employee's position when deciding whether to require certification of ability to resume work.

Employees who return to work from FMLA Leave of Absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

### Legal Reference:

P.L. 103-3 and 29 CFR Part 825 The Family and Medical Leave Act of 1993

**REQUEST FOR LEAVE UNDER**

**THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

Employee Requesting FMLA Leave \_\_\_\_\_

School \_\_\_\_\_

Please be advised that as of \_\_\_\_\_, I give you notice of my need  
(current date)

to take Family/Medical Leave due to:

\_\_\_\_\_ care for the employee’s child after birth or placement for adoption or foster care (must conclude within 12 months of the birth or placement);

\_\_\_\_\_ care for the employee’s  spouse,  child or  parent who has a serious health condition;

\_\_\_\_\_ a serious health condition that makes the employee unable to perform the functions of his or her position, including incapacity due to pregnancy, prenatal medical care or child birth; or

\_\_\_\_\_ a qualifying exigency arising out of a family member’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Superintendent’s office or the office of the Business office):

(a) short notice deployment;

(b) military events and related activities;

(c) childcare and school activities;

(d) financial and legal arrangements;

(e) counseling;

(f) rest and recuperation;

(g) post-deployment activities;

(h) additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that Litchfield Board of Education and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

I need this leave beginning \_\_\_\_\_, and I expect the leave to continue  
(date)

until on or about \_\_\_\_\_.  
(date)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Regulation Adopted: December 10, 1996  
Regulation Reviewed: October 1, 1998  
Regulation Reviewed: June 10, 2009

**CONCEPT AND ROLES IN PERSONNEL – CERTIFIED AND CLASSIFIED**

**PERMANENT PERSONNEL**

**Policy Regarding Paid Leaves for Primary Caregivers for Children**

It is the policy of the Board to provide paid leave, to be deducted from accumulated sick leave, to employees who are the primary caregivers for their children and who are not otherwise eligible for paid leave in connection with the birth or adoption of a child.

**Eligibility**

In order to be eligible for such paid leave, an employee must satisfy all of the following conditions:

1. The individual must have been eligible for FMLA benefits at the time such leave is to commence.
2. The individual must not be eligible for any other form of paid leave, paid vacation or other paid time off (except for personal leave) in connection with the birth or adoption of child. In any case in which both parents are employed by the Board, neither parent must be eligible for any other form of paid leave, paid vacation or other paid time off (except for personal leave) in connection with the birth or adoption of child.
3. The individual must be the primary caregiver for the child.
4. The leave must commence within 12 months of the birth or adoption of the child. In the case of adoption, the adoptive child must be under 5 years of age as of the date of the final adoption and cannot be the natural child, stepchild or grandchild of either adoptive parent.
5. If both parents of the child are employed by the Board, only one parent shall be eligible for paid leave under this policy.

**Paid Leave**

1. An employee who is eligible for paid leave in accordance with the requirements set forth above may elect to take up to six (6) weeks of paid leave, to be deducted from the employee's accumulated sick leave, in connection with the birth or adoption of a child.

**PERSONNEL**

**#4118.16(b)**

**#4218.16(b)**

2. Insurance benefits and all other benefits the employee is receiving at the time such leave commences shall remain in effect for the duration of such leave.
3. To the extent that the employee is eligible for leave under the Family and Medical Leave Act in connection with the birth or adoption of the child, the paid leave taken under this policy shall be designated as Family and Medical Leave.

Policy Adopted: January 8, 2002  
Policy Revised: January 10, 2007

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Academic Freedom**

Teachers shall be free to discuss controversial ideas. As part of their professional responsibilities, teachers shall be free to use their discretion in the selection of materials and experiences that are in keeping with the philosophy, goals and objectives of the Litchfield School System as approved by the Administration and the Board of Education. Such freedoms should be used judiciously and prudently to promote the free exercise of intelligence and learning.

However, 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. Understanding of our democratic tradition and its methods;
2. Concern for the welfare, growth, maturity and development of children;
3. Appropriate presentation of appropriate material for children's intellectual and emotional development.

(cf. 4100, 4200 Provisions of Negotiated Agreements)

(cf. 1220 Citizens' Advisory Committees)

(cf. 1312 Public Complaints)

(cf. 5000 Series Freedom of Speech/Expression)

(cf. 6000 Series Controversial Issues)

(cf. 6000 Series Equipment/Books/Materials: Provision/Selection)

Legal Reference:

Amendment to U.S. Constitution Article I

Connecticut Constitution, ARTICLE FIRST

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy Adopted: November 2, 1981

Policy Revised: August 26, 1997

Policy Revised: December 16, 1997

Policy Reviewed: October 1, 1998

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**CONCEPTS AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Drug Free Workplace**

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or alcohol or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300-11 through 1300.15.

The “workplace” is defined to mean 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.

As a condition of employment, each employee shall notify his or her supervisor of a conviction of a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may, in accordance with applicable collective bargaining agreement and statutory procedures, have his or her contract non renewed or his or her employment may be suspended or terminated, at the discretion of the board.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.  
54 Fed. Reg. 4946 (1989)

Policy Adopted: November 13, 1990

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED/CLASSIFIED**

**PERMANENT PERSONNEL**

**Drug-Free Workplace**

The Litchfield Board of Education working with the Superintendent will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1989 and its implementing regulations. The Board of Education certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee be given a copy of the statement concerning a drug-free workplace.
4. Notify the employee in the required statement that as a condition of employment the employee will abide by the terms of the statements, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the appropriate federal agency within ten days after receiving notice that the drug-free workplace act of 1989 has been violated.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

**PERSONNEL**

**#4118.222(b)**

**#4218.222(b)**

**Administrative Regulation**

Legal Reference:

Drug-Free Workplace Act. 102 Stat. 4305-4308.  
54 Fed. Reg. 4946 (1989)

Regulation Adopted: February 11, 1992

Regulation Reviewed: October 1, 1998

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## **STUDENTS**

#5141.4  
#4118.25

### **ELEMENTARY AND SECONDARY**

#### **HEALTH, SAFETY AND WELFARE**

##### **Reporting of Child Abuse**

The Litchfield School System recognizes its moral, ethical and legal responsibilities to provide appropriate intervention. However, at the same time it recognizes that while school personnel may suspect child abuse, they cannot make clinical assessment of risk or provide in-depth counseling, but must insure that the abuse is reported to the Department of Children and Families.

Therefore, any school employee who may suspect child abuse, neglect or risk of abuse to a child, whether by family member, caretaker or school employee, must immediately report it to the proper authority as designated in the Administrative Regulations.

#### Legal Reference:

Connecticut General Statutes:

Connecticut General Statutes Sections 17a-101 through 17a-103 – Protection of children from abuse and neglect. Mandates reporting statutes involving Commissioner of Children and Families or law enforcement agency.

PA 89-169 Child abuse and the prevention of youth suicide

PA 96-246

Policy Adopted: June 26, 1990  
Policy Revised: February 11, 1997  
Policy Revised: September 8, 1998  
Policy Reviewed: January 18, 2006

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Smoking Policy**

In response to Public Act 93-304 which prohibits all smoking in public school buildings, the following policy has been adopted:

The use of tobacco in the buildings or on property of the Litchfield Public Schools is prohibited.

(cf. 1331 - Smoking in School Facilities)

(cf. 5131.61 - Smoking Policy)

Legal Reference:

Connecticut General Statutes Sections 1-21b(b)(5). Smoking prohibited in certain places. Signs required. Penalties.

Policy Adopted: September 22, 1987

Policy Revised: November 27, 1990

Policy Revised: September 28, 1993

Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMENENT PERSONNEL**

**Smoking**

After the commencement of the smoking policies effective September 28, 1993, the following procedures for infractions by employees will be enforced by the building Principal and/or Assistant Principal:

1. First Offense: Staff member will be given a verbal warning.
2. Second Offense: A written reprimand will be given and placed in the employee's personnel file.
3. Third Offense: Will be considered as an act of "insubordination" under State Statutes. A meeting with the Superintendent will be held to consider appropriate action.

**Visitors to the School**

All visitors will be informed of the Board's policy and asked to abide by the regulations.

Regulation Adopted: September 22, 1987

Regulation Revised: September 24, 1993

Regulation Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Prohibitions On Recommendations For Psychotropic Drugs**

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

Notwithstanding the foregoing, school medical staff may recommend that a child be evaluated by an appropriate medical practitioner.

Nothing in this policy shall be construed to prohibit a planning and placement team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents and/or guardians of a child.

Legal Reference:

Public Act 01-124

Adopted: January 8, 2002

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED/CLASSIFIED**

**PERMANENT PERSONNEL**

**Duties of Personnel/Job Descriptions**

All employees of the school district are subject to the policies of the Board of Education, applicable laws and current employee agreements.

Job descriptions shall be established and shall include the following for each type of work to be performed:

1. Job Title
2. Duties to be Performed
3. Degree of Responsibility Assumed
4. Other Related Factors

The job descriptions shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job description.

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

[Return to Section Index](#)

**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Job Description**

**Teacher**

**Responsibilities**

The teacher shall:

1. Carry out the curriculum in accordance with the Board's educational philosophy and policies.
2. Foster the development of each child's full potential.
3. Spend the time necessary to help pupils, meet with parents, and carry out other educational responsibilities after school.
4. Discharge duties in accordance with the Board's policies and with the rules and instructions of the building principal and the Superintendent.

**Study**

1. Teachers shall keep themselves informed about new educational thought and practices.
2. All teachers must obtain and keep proper state certification. Teachers must send the official certificate and the transcript of marks to the Superintendent's Office after completing a course.

**Changes in Grouping**

When a teacher is eligible to move to a different group, the teacher must send the Superintendent and the Board a written report and a certificate that shows the degree earned.

The Superintendent will make the change in salary at the beginning of the September after the certification has been recorded.

**Credit for Previous Experience**

Full credit may be given for all satisfactory services in accredited schools.

Up to two years of credit for military service and/or work-related experiences may be granted on the salary schedule.

Increments

1. Unless the Board of Education votes otherwise, the usual annual increase for satisfactory service rendered will be according to the yearly salary schedule until the teacher has reached maximum.
2. All yearly increments shall be subject to the recommendation of the Superintendent and the approval of the Board of Education.

Policy Adopted: November 23, 1982

Policy Reviewed: October 1, 1998

[Return to Section Index](#)

**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Job Description**

**Guidance Counselors**

**Responsibilities**

1. The Guidance Counselor's duty is to help students with educational, personal, and career planning.
2. The Guidance Counselor is directly responsible to the Principal, who will assign the Counselor's duties.

Policy Adopted: November 23, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**PERMANENT PERSONNEL**

**Job Description**

**School Nurse**

**Responsibilities:**

The School Nurse shall:

1. Be responsible for the health and emergency medical needs of all the students within the respective buildings during regular school hours.
2. Be responsible for carrying out state laws related to physical examinations and immunization.
3. Be available, when time permits, as a resource person to staff members who are teaching health units.

**Specific Duties**

Perform the following tests:

1. Vision of all students K-6, 9 and 10; hearing of all students K-3, 5, 6, 8 and 10; scoliosis screening of all students grades 5, 6, 8 and 10; communicable diseases examination as often as necessary.
2. Check physical assessments Pre-K, 6 and 10; assist with school physicals. Weights, measures, and records on all students K, 4, 6 and 10.
3. Dispense medications in accordance with guidelines indicated by Connecticut State Statutes.
4. Administer first aid; arrange for and schedule immunization clinics for students upon Directive from State Department of Health, and report potential environmental health hazards; distribute health materials to students and faculty; conduct in-service meetings to inform teachers of first aid procedures, etc. (medicines); and counsel teachers and others on their personal health needs.

**Consulting Services**

Students in regard to personal health, family and safety problems.

Staff in regard to student health, safety problems, and health instruction.

Parents in regard to their child's health, family and safety problems.

Evaluation

Evaluates results of vision and hearing tests and problems, retesting if necessary.

Evaluates school accidents, notifying parents and suggesting types of follow up.

Assists in identifying and placing students who, because of a physical liability, need a modified schedule or curriculum. Interprets recommendations for the modification of adaptive P.E. programs.

Advisory

Serves as an advisor to the Superintendent and the Board of Education on all health-related issues.

Work Year: Teacher work year plus ten days in the summer.

Policy Adopted: September 27, 1983

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL – CERTIFIED**

**TEMPORARY AND PART-TIME PERSONNEL**

**Athletic Coaches**

It is the policy of the Litchfield Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) shall conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “**athletic coach**” means any person holding a coaching permit who is hired by the Litchfield Board of Education to act as a coach for a sport season. The term “coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches who serve as coach to a team (*e.g.*, JV), and the term shall not include other assistant coaches and volunteer coaches.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the board be evaluated on an annual basis by the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of Athletic Coaches

Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time except as follows:

If the athletic coach has served in the same coaching position for three or more consecutive school years, the following procedures shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days after the end of the season covered by the contract. The Superintendent may terminate the employment of any such athletic coach at any time for 1) for reasons of moral misconduct, insubordination, failure to comply with the Board’s policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach’s employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Public Act 04-243

Policy Adopted: May 10, 2005

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**CONCEPT AND ROLES IN PERSONNEL**

**TEMPORARY AND PART-TIME PERSONNEL**

**Substitute Teachers**

A substitute teacher shall be a person who is approved by the State and who is employed for short periods of time in the absence of the regular teacher. Rates of compensation for substitute teachers will be set by the Board of Education. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Substitute teachers who do not possess a state teaching certificate shall be excluded from the scope of the Teacher Tenure Act. Moreover, substitutes with a state teaching certificate shall also be excluded from the scope of the Teacher Tenure Act unless employed for at least ninety (90) days in a position requiring a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes Sections 10-145(a) and 10-151(a)(2);  
Connecticut State Regulations, Section 10-145d-420

Policy Adopted: November 9, 1982

Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**TEMPORARY AND PART-TIME PERSONNEL**

**Consultants**

The Board of Education 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: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED****TEMPORARY AND PART-TIME PERSONNEL****Practice Teachers**

It is the Litchfield School System's policy to assume its fair share of practice teaching burden and to cooperate with universities in this work. However, this activity in no way should impair the academic standards of the Litchfield Public Schools. To this end, the following procedure will be adhered to:

1. All practice teachers will be interviewed and will be accepted on the basis of their potential. Our normal hiring standards will be the basis for acceptance.
2. An attempt will be made to limit the number accepted to one student teacher per building in any one year.
3. Litchfield teachers will be responsible for the lesson plan and for the proper execution of that plan.
4. Because this is an added responsibility for the teacher, assignments will be made to Litchfield teachers of the highest capability only and on a voluntary basis.

Policy Adopted: May 11, 1965  
Policy Revised: September 27, 1983  
Policy Reviewed: October 1, 1998  
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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED****ACTIVITIES****Professional Development**

Professional development is considered by the Litchfield Board of Education to be a continuous, systematic effort to improve educational programs and instruction. The Board supports a professional development plan which will enhance the educational growth of the faculty and will result in the improvement of student learning.

In order to assist educators to maintain and improve their effectiveness with students amid today's rapid changes and growing demands, the Board of Education will:

1. Provide for a planned, ongoing professional development program for all staff and Provide the necessary funds and time for planning and implementation of such a program.
2. Direct the Superintendent to establish a planning committee composed of representatives from the Board of Education, the administration, teachers, and other appropriate staff. The committee shall be responsible of the Superintendent for:
  - a. Assessing immediate and long-term needs at three levels; district, building and individual.
  - b. Planning, developing and evaluating programs designed to meet the assessed needs.
3. Direct the Superintendent to report annually to the Board of Education on the professional development program and its effect with recommendations for changes as needed.

**Legal Reference:**

Connecticut General Statutes

10-27 Exchange of professional personnel and students

10-226g Intergroup relations training for teachers

10-220a In-service training. Professional development for educational personnel

P.A. 94-14 An Act Concerning the Distribution of Information on Job Sharing for State Employees and Teachers

Policy Adopted: November 9, 1982

Policy Revised: February 25, 1986

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**ACTIVITIES**

**Continuing Education Units (CEU's)**

General

Teachers holding professional certificates must earn required Continuing Educational Units (CEU's) as part of their professional and educational development. State law requires the successful completion of 9 (nine) CEU's every five years in order for a holder to maintain a Professional Educator Certificate. In order to achieve this goal, the Board will make available annually at no cost to its certified employees at least eighteen 60-minute instructional contact hours of professional development activities. Only CEU's awarded by "providers" approved by the State Department of Education may be used to fulfill the CEU requirements.

CEU Equivalents may be awarded to certified staff for successful completion of professional development activities which are not necessarily offered by an approved CEU provider. Any combination of CEU's and CEU Equivalents can be used toward the 18 (eighteen) CEU requirement. All 18 CEU's may be earned as CEU Equivalents.

Subject to budgetary limitations and administrative approval, CEU opportunities may include, but are not limited to:

1. Special in-service programs and workshops.
2. Released time and leaves of absence for approved study/research.
3. Reimbursement of tuition for approved graduate study.
4. Released time for school visitations and attendance at conferences.

Professional Development Committee

The Professional Development Committee, established in accordance with Connecticut General Statutes 10-220a, shall recommend activities to fulfill the district's annual obligation to offer professional development opportunities.

Board's Role

The Board shall, upon recommendations from the Professional Development Committee through the Superintendent, or professional development manager designee, approve specific CEU professional development activities. The Superintendent of Schools, or designee, shall determine the date and time of such activities.

The Board is not responsible for costs incurred by any staff member electing to obtain CEU's or CEU Equivalents in a program other than the 18 hours of professional development activities approved by the Board.

The Board shall attest to the State Department of Education in such form and at such time as the Commissioner shall prescribe that professional development activities for Continuing Education Unit credit are granted in accordance with the procedure established by the State Board of Education.

Professional Development Manager

As Professional Development Manager, the Superintendent of Schools, or designee, shall be responsible for managing the CEU program.

Certified Staff Role

Each certified staff member is responsible to maintain a record of his/her CEU's or CEU equivalents earned during each consecutive five-year period and for providing the State Department of Education with documentation of earned CEU's for updated certification.

Legal Reference:

Connecticut General Statutes

10-27 Exchange of professional personnel and students

10-145b Teaching certificates; subsection 1 on CEU's.

10-220a In-Service training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

10-226f Coordinator of intergroup relations.

10-145b Teaching Certificates.

Policy Adopted: June 27, 1989

Policy Revised: April 9, 1996

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**ACTIVITIES**

**Continuing Education Units (CEU's)**

**Traditional Workshop Session**

*Description:* A traditional workshop session provides an overview of new information to educators. There is no planned follow-up and minimal opportunity at the session to practice the new learning or apply information. It is a stand-alone session.

*CEU Calculations:* CEU credits awarded based upon actual clock hours: 10 Hours = 1.0 CEU; 5 Hours = .5 CEU's; 2 Hours = .2 CEU's.

*Documentation:* Standard attendance procedures with participant sign-in documentation submitted to CEU Coordinator or CEU Provider agency.

*Examples:* Traditional workshop sessions, training sessions, seminars requiring no follow-up sessions.

**On-going Continuum of Learning**

*Description:* A series of sessions which provide the opportunity to:

- Learn new information, and
- Practice and apply new learning in a school-based setting, and
- Receive formal feedback from a coach or supervisor.

*CEU Calculation:* CEU credits awarded to reflect time spent in learning, practicing and receiving feedback. Required minimum of six clock hours. All three components must be completed to qualify for awarding of CEU's.

*Documentation:* Consists of documentation appropriate to series of sessions, practice, application in a school-based setting and feedback attestation/evaluation. Project completion signed by participant(s) and verified by supervisor (principal, director, department head, agent of approved CEU provider) for submission to CEU Coordinator.

*Examples:* Action Research, Study Teams, Curriculum Development, Teacher Visitations, Problem Solving Groups, Extended Curriculum-Based Learning.

**Service in a Specific Role**

*Description:* Application of learning through service in a specific role.

*CEU Calculation:*

- Actual clock hours of institute/seminar/session, plus one hour of planning to account for workshop preparation and demonstration. First-time occurrence only.

A. Beginning Educator Support and Training (BEST) Program (CSDE Function)

- 0.4 CEU's per assessment event for Assessors - not to exceed two events (0.8 CEU's) in total
- 1.6 CEU's for first placement event for Mentors
- 1.0 CEU's for first placement event for Cooperating Teachers

B. Presenters/Trainers

- Presenters, Trainers and Facilitators submit attestation, project/program/workshop outline and supporting documentation to CEU Coordinator

C. Beginning Educator Support and Training (BEST) Program (CSDE Function)

- Assessors: Completed Observation Documentation received by BEST Program
- Cooperating Teachers & Mentors: Placement Reporting Forms received by BEST Program\*

\*CEU Certificates of Completion will be produced for placements reported in accordance with BEST Program policies. The Office of Certification will only accept Cooperating Teacher and Mentor placements as CEU credits towards fulfillment of the 90 hours of Professional Development, if accompanied by a valid CEU Certificate for Support Training completed within the same five year certificate term as the placement event. Both documents need to be submitted together in order to validate the CEU's earned for placement.

*Examples:* District affiliated workshop presenter/trainers. Approved CEU Provider presenters/ trainers, and as above.

CEU Equivalent Procedures

All CEU Equivalents *must receive prior approval in writing*. Approval must be obtained prior to the start of the proposed activity. To this end, the following procedures will be implemented:

All proposed CEU Equivalent activities must be submitted to the Superintendent of Schools on the CEU Presenter/CEU Equivalent Application form for consideration in a timely manner so as to receive approval/denial prior to the commencement of the equivalent activity. Forms may be obtained in each school office. An original and two copies must be submitted to the building Principal. Once the Principal has reviewed the request, it will be forwarded to the Superintendent

of Schools for final approval. Upon review, the dispensation of the request (approval or denial) will be forwarded to the teacher and the building Principal.

Regulation Adopted: June 27, 1989  
Regulation Revised: April 9, 1996  
Regulation Reviewed: October 1, 1998  
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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED/CLASSIFIED**

**ACTIVITIES**

**Travel; Reimbursement**

The Board of Education shall reimburse employees and officials of the district for necessary expenses incurred while using private vehicles on school business or attending authorized meetings or conferences. Reimbursement shall be at the published IRS rates for travel related to business.

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED****ACTIVITIES****Tutoring**

It is expected that every effort will be made by the Principal and teacher to resolve the learning problems of a pupil at school before recommending that parents engage a tutor or seek other outside professional help. The Board of Education believes that by maintaining a high quality instructional staff and providing a rich, varied curriculum, the need for individual tutoring is minimized.

Should individual tutoring be recommended in exceptional cases, the Superintendent is directed to establish such rules as will protect both the school system and the teachers from charges or conflict of interest.

## Legal Reference:

Connecticut General Statutes

3-392b Preparation of assignments for students attending educational institutions prohibited  
(see esp (b))

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED**

**ACTIVITIES**

**Tutoring**

A recommendation for tutoring of a student should be reserved for situations requiring assistance beyond that allowed by the school schedule.

A teacher shall not tutor a student for compensation if the student is currently in that teacher's classroom, unless the parent(s) insists, and there is no other appropriate tutor available.

Regulation Adopted: November 9, 1982

Regulation Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL - CERTIFIED/CLASSIFIED**

**ACTIVITIES**

**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.

Policy Adopted: November 9, 1982

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL****COMPENSATION AND RELATED BENEFITS****Extra Duty Designation and Involvement**

The Board encourages and looks with considerable favor on the involvement of all staff members with approved extra-curricular activities for students.

To provide for a wide variety of student activities that do not interfere with instructional time, the Board compensates coaches and advisors of extra curricular activities according to a negotiated Extra Duty Pay Schedule appended to the Agreement Between the Litchfield Board of Education and the Litchfield Education Association. It is understood that positions eligible for extra duty designation are those that will enhance the learning experience outside the classroom setting and school day. The mechanism for assessing the merit of extra duty positions can be found in the LEA/Board Agreement. Based on an administrative proposal, the Board determines an appropriate listing of extra duties, compensation for which is included in the annual budget.

Policy Adopted: October 13, 1987

Policy Reviewed: October 1, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**PERMANENT PERSONNEL**

**Employee Protection - Assault**

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 pupil.

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 in appropriate ways 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.

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 of Education 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 of Education shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement and/or workers' compensation payments) incurred as the result of any injury sustained in the course of his/her employment, except that compensation shall not be paid when the personal injury has been caused by the willful and serious misconduct of the injured employee or by his/her intoxication.

**Employee Protection – Emergency Medical Assistance**

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, or any municipal health department, as certified by that agency, or is currently certified in CPR if giving cardiopulmonary resuscitation. Such immunity 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 of omissions constituting gross, willful or wanton negligence.

Legal Reference:

Connecticut General Statutes

10-235 Indemnification of teachers, board and commission members and employees in damage suits; expenses of litigation

10-236a Indemnification of educational personnel assaulted in the line of duty

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render

53a-18 Use of reasonable physical force or deadly physical force generally

Policy Adopted: November 9, 1982

Policy Amended: October 1, 1987

Policy Revised: September 8, 1998

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**CONCEPT AND ROLES IN PERSONNEL**

**ACTIVITIES**

**Technology**

**Employee Use of The District's Computer Systems**

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Legal References:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy Adopted: February 11, 2003

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**CONCEPT AND ROLES IN PERSONNEL**

**Technology**

**Employee Use of The District's Computer Systems**

Introduction.

Computers, computer networks, Internet access, and electronic mail (popularly known as "e-mail") are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system, to enhance the educational and business operations of the district. In this regulation, the computers, computer network, Internet access and e-mail system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of the district for district-related educational and business purposes. *All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes.* Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for district-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the district's computer systems by any or all employees at any time.

**Why Monitor?**

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

Monitoring may help deter improper and illegal use of these computer systems. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the Board to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the Board monitoring should serve to increase the value of the system to the district on an ongoing basis.

**Privacy Issues.**

Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

*The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.*

Therefore, *employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems*. This provision applies to any and all uses of the district's computer systems, including any incidental personal use permitted in accordance with these regulations.

**Prohibited Uses.**

Inappropriate use of district computer systems is expressly prohibited, including, but not limited to, the following:

- ◆ Sending any form of solicitation not directly related to the business of the Board of Education;
- ◆ Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*);

## PERSONNEL – ALL EMPLOYEES

#4149(c)

#4249(c)

### **Administrative Regulation**

- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from supervisory personnel;
- ◆ Sending any message that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Sending messages for any purpose prohibited by law;
- ◆ Transmission or receipt of inappropriate e-mail communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;
- ◆ Using computer systems for any purposes, or in any manner, other than those permitted under these regulations.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

#### Disciplinary Action.

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

#### Complaints of Problems or Misuse.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her supervisor or to the Superintendent of Schools.

Most importantly, the Board urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

**NOTICE REGARDING ELECTRONIC MONITORING**

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

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

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board's computer systems for compliance with the Board's policies and regulations concerning use of such systems.
- Monitoring internet usage.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district's telephone systems.

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

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

Legal References:

Connecticut General Statutes:

Section 31-48b

Section 31-48d

Implementation.

This regulation is effective: February 11, 2003

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**CONCEPT AND ROLES IN PERSONNEL**

**COMPENSATION AND RELATED BENEFITS**

**Emergency Leave**

Since there may be good and sufficient reason requiring the absence of a teacher from school, the Board reserves the right to grant additional leave at its discretion.

The following provide guidance to the Board in evaluating a teacher's application for Emergency Leave:

The teacher has exhausted all Personal Days available under existing leave practices.

The event giving cause to the application represents a major difficulty to the teacher, i.e., a serious family illness.

The event can only reasonably be scheduled at a time which interferes with the teacher's normal classroom activities.

An alternate cannot reasonably be expected to assume the teacher's role in dealing with the situation.

The teacher has submitted a written request to the administration describing the need for Emergency Leave and its expected duration.

If a teacher believes that an appropriate cause for Emergency Leave exists, even though it is not consistent with the above guidelines, the teacher is welcome to review the particular situation with the Board of Education.

The Board will proceed with greater caution if the request for leave exceeds a few days.

Discussion of the Leave of Absence request will be held in Executive Session, if appropriate, to protect the teacher's privacy. The teacher may choose, in writing, to hold the discussion in Open Session. Under either option, the teacher is invited and urged to be present at all Board deliberations of the request for leave.

Policy Adopted: February 26, 1985

Policy Reviewed: September 8, 1998

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