

PLYMOUTH PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED

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LEGEND

P/R Policy/Regulation

*** The policy and/or regulation is the same for Certified and Non-Certified Personnel. Refer to the Certified Personnel section of this manual for the policy or regulation covering this issue.**

T Agreement Between the Plymouth Board of Education and the Plymouth Education Association.

A Agreement Between the Plymouth Board of Education and the Plymouth School Administrators' Association.

C Plymouth Board of Education Custodial and Maintenance Written Agreement

N Agreement Between Plymouth Board of Education and Plymouth School Nurses' Association.

S Agreement Between Plymouth Board of Education and Technical Office and Professional Unit and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America.

Personnel -- Certified/Non-Certified

Concepts and Roles in Personnel

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

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of the employees' organizations, administration and the Board of Education are essentials in the formulation of personnel policies. If the predominant values and standards are based upon a democratic philosophy, the personnel policies and procedures will add to the dignity of each individual.

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

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

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

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

Personnel -- Certified/Non-Certified

Title IX

The Plymouth Board of Education agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations promulgated pursuant thereto. The Board designates the Superintendent of Schools, or designee. The Board shall, at least annually, notify all students, parents, employees and labor organizations with which it deals of the name, address and phone number of the Compliance Officer and the procedure for processing grievances.

Except as hereinafter noted, all complaints shall be addressed in writing to the Board-designated Compliance Officer and he/she shall be responsible for investigating all complaints. Upon investigation, the Compliance Officer shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within ten (10) days of the receipt of such complaint.

If the complainant is not satisfied with the action of the Compliance Officer, within ten (10) days, the complainant may appeal the action of the Compliance Officer in writing to the Board of Education. The Board of Education shall hold a hearing within fifteen (15) days of receipt of such written request and shall decide what, if any, remedies are necessary to eliminate the practices deemed discriminatory. The Board shall notify the complainant in writing of its decision within ten (10) days after such a hearing.

Employees who are represented by labor organizations recognized by this Board for the purposes of collective bargaining shall process all complaints of alleged Title IX violations through the grievance procedures set forth in the applicable collective bargaining contracts.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

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

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Personnel -- Certified/Non-Certified

Title IX

Legal Reference (continued)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (amended by P.A. 97-247 to include “sexual orientation”)

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Personnel -- Certified/Non-Certified

Goals and Objectives

Permanent Personnel

The Board of Education recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff. The Board's specific personnel goals are:

1. To recruit, select and employ the best-qualified personnel to staff the school system;
2. To provide staff compensation and benefits programs that are sufficient to attract and retain qualified employees;
3. To provide an in-service training program for all employees that fosters improved performance and increased rates of staff retention and promotion;
4. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance;
5. To assign personnel so as to ensure they are utilized as effectively as possible; and
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

Personnel -- Certified

Recruitment and Selection

The Superintendent of Schools shall be responsible for the selection and assignment of all personnel in the District's schools except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. All District classroom teachers as defined in the Every Student Succeeds Act must be determined to be "effective." Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law.

The Superintendent or designee is authorized to employ all personnel below the rank of Assistant Principal. The name, position and salary of each new employee shall be reported in writing to the Board of Education at the next regular session and recorded by the Secretary in the minutes of the meeting. Appointments to positions at the rank of Assistant Principal and above shall be handled in accordance with applicable provision of C.G.S. 10-151 and Policy 2151.

(cf. 4111.1/4211.1 - Affirmative Action in Recruitment and Selection)

Legal Reference: Connecticut General Statutes
 10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)
 10-220 Duties of Boards of Education.
 10-153 Discrimination on account of marital status.
 10-155f Residency requirement prohibited.
 31-126 Unfair Employment Practices
 Title IX - Equal Employment Opportunity
 Americans With Disabilities Act (ADA)
 P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified/Non-Certified

Affirmative Action: Recruitment and Selection

The Board of Education will provide equal employment opportunities for all persons without discrimination with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity, ancestry, present or past history of mental disorder, developmental and intellectual disabilities, pregnancy, or physical disability (including but not limited to blindness) except in the case of a bona fide occupational qualification or need. Sexual harassment shall not be used to influence employment decisions, nor shall decisions be influenced, affected, or determined on the basis of membership in or holding of office in an employee association or union.

The Board of Education may request an annual report from the Superintendent of Schools concerning the extent to which the above-mentioned affirmative action program or goals are being achieved.

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

(cf. 0521 - Affirmative Action/Nondiscrimination)

(cf. 4111 - Recruitment and Selection)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-220 Duties of Boards of Education.

10-153 Discrimination on account of marital status.

10-155f Residency requirement prohibited.

31-126 Unfair Employment Practices.

Title IX – Equal Employment Opportunity.

Americans With Disabilities Act (ADA)

34 C.F.R. 200.55 Federal Regulations.

Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teachers

Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Personnel - Certified/Non-Certified

Affirmative Action: Recruitment and Selection

Legal Reference: Connecticut General Statutes (continued)
Circular Letter C-7, Series 2007-2008, “Discontinued Use of Districts’
**High Objective Uniform State Standard of Evaluation and Fire Areas of
Exception.
Circular Letter C-13, Series 2007-2008, “Continuation of HOUSSE Plans
for Highly Qualifying Veteran Teachers.**

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries

The following list provides questions that can or should not be asked on employment application forms and in pre-employment interviews or other pre-employment inquiries. Some of the questions listed as potentially discriminatory may be asked legally if they relate to bona fide occupational requirements of a particular job, or if there are affirmative action considerations. The following list is excerpted and adapted from a handbook by the Montgomery County (Md.) Human Relations Commission.

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Name	Applicant's full name. Have you ever worked for this business or organization under a different name? Is any additional information relative to a different name necessary to check on your work record? If yes, explain.	Applicant's maiden name. Original name of applicant whose name has been changed by court order or otherwise.
Address/Residence	What is your mailing address? How long a resident of this state or city? (for tax purposes)	Where did you live previously?
Convictions	Have you ever been convicted of a crime? If so, when, where, and nature of offense? Are there any felony charges pending against you?	Inquiries regarding arrests.
Age/Birthdate	May ask only whether applicant is within the legal age range for your employment purpose.	How old are you? What is your date of birth?

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Birthplace		Birthplace of applicant, his or her parents, spouse, or other close relative. Requirement that applicant submit birth certificate, and naturalization or baptismal records.
Citizenship	Are you a citizen of the U.S.? (May be asked only to determine whether applicant has legal right to work in the U.S.? Do you have the legal right to remain permanently in the U.S.?)	Of what country are you a citizen? Are you a naturalized or native-born citizen? When did you become a citizen? Are your parents or spouse naturalized or native-born citizens of the U.S.? Requirement to submit naturalization or birth certificates.
Relatives	Names of applicant's relatives already employed by the school system.	Requirement to furnish address of any relative.
Religion	General questions regarding work hours only, such as: Are you available to work the hours and days required for the job?	Inquiries into religious affiliation.

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Sex		Any inquiry regarding applicant's sex including title of Mr., Miss, or Mrs. Any questions regarding family planning.
Special Skills	Inquiries into special skills such as typing, foreign languages, writing, operating computers, etc.	
Organizations	Inquiry into membership in professional organizations or hobby groups relevant to the job.	Inquiry into membership into specific organizations; the name or character of which reveal personal information which could discriminate against the applicant.
National origin	Inquiry into languages applicant speaks or writes, but only if relevant to the job.	Inquiry into applicant's lineage, ancestry, descent, national origin, nationality, or parentage. Nationality of applicant's parents or spouse. What is your mother's tongue?

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Marital Status		Any inquiries into marital status, plans for a family, or number of dependents. Is your spouse employed and where? What is your spouse's name?
Military Service	Inquiry into applicant's military experience in the Armed Forces of the U.S. or in a state militia (branch, service dates, occupational specialty, reason for leaving.)	Inquiry into applicant's general military experience, not job related.
Dependents		Do you have any children? How old are your children? Do you have any dependents? What childcare arrangements have you made?
Driver's License	May be asked about only if driving is necessary for the job.	Do you have a valid driver's license?
Education	Inquiry into the academic, vocational, or professional education of the applicant and the schools he/she attended.	

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Emergency Notification	Name and address of person to be notified in case of accident or emergency.	Name and address of nearest relative to be notified in case of emergency.
Experience	Inquiries into work experience.	
Health/Pregnancy	Do you have any impairments - physical, mental or medical - which would interfere with your ability to do the job for which you have applied? Are there any positions for which you should not be considered or job duties you cannot perform because of a physical or mental handicap? Inquiries into contagious or communicable diseases which may endanger others.	Are you pregnant? Are you using any contraceptives? Are you planning to have a family? Requirement that women be given a pelvic examination. Do you have a disability or handicap? Do you use any adaptive device or aid? Have you ever been treated for the following diseases...?
Height or Weight		Any inquiries regarding applicant height or weight.
Photograph		Requirement that applicant submit a photograph either before or after the pre-employment inquiry.

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Race or Color		Questions regarding the complexion or color of skin, national origin, ancestry, etc. (see also "National Origin".)
References	Who suggested that you apply for a position here? Name and address of person(s) for reference.	

Note: After a person has been hired, the school system may make some inquiries that are not permissible in a pre-employment interview or form. Such inquiries must be made uniformly of all employees, and answers must not be used to discriminate unfairly in assignments and transfers.

Legal Reference: Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Executive Order 11246, 42 U.S.C. 2000e note.
Equal Pay Act of 1963, 29 U.S.C. 206(d).

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Certification

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

It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with the Plymouth Public Schools. The school system will maintain a record of the employee's credential as required by law.

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

In the event of a lapse in certification, employee's status shall be immediately changed to "Substitute" (per diem) with no benefits, and his/her salary will be reduced to the current rate of pay for substitutes. If employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated, retroactive to the effective date of certification.

Distinguished Educator Designation

The Board of Education encourages certified staff to aspire and to achieve the designation of "Distinguished Educator."

To achieve this designation, the individual must hold a professional educator certificate, have taught successfully for at least five years, have advanced education in addition to a master's degree, that can include training in mentorship or coaching teachers, and meets the performance requirements established by the State Board of Education. Teachers, so designated, will be considered eligible to serve as mentors for the District's teacher education and mentoring program.

Legal Reference: Connecticut General Statutes

10-145b Teaching certificate (as amended by P.A. 12-116 An Act Concerning Educational Reform, P.A. 15-108 An Act Concerning Teacher Certification Requirements for Shortage Areas, Interstate Agreements for Teacher Certification Reciprocity, Minority Teacher Recruitment and Retention and Cultural Competency Instruction and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 17-68, An Act Concerning Various Revisions and Additions to the Education Statutes)

10-146c Interstate agreements to facilitate educator certification (as amended by P.A. 15-108)

Personnel -- Certified

Certification

Legal Reference: Connecticut General Statutes (continued)
10-145d State board regulations for teacher certificates et. al. (as amended by P.A. 12-116, An Act Concerning Educational Reform and P.A. 15-108)
10-145o Teacher education and mentoring program (as amended by P.A. 12-116, An Act Concerning Educational Reform)
34 C.F.R. 200.55 – Federal Regulations Regarding Highly Qualified Teachers

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Health Examination

New Personnel

All school personnel must have a pre-employment physical and the results of such a physical must be reported to the Superintendent on the approved form. This form will be provided by the Plymouth Board of Education.

The Superintendent may require a medical examination of any certified employee whenever the Superintendent has grounds to believe that the performance of the employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind, including but not limited to:

- a. whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind;
- b. whenever the Superintendent has grounds to believe that the health/safety of students or other employees may be at risk due to the illness of an employee;
- c. whenever the Superintendent has grounds to believe the employee may have abused sick leave or other leave policies;
- d. as a condition of approval for a medically-related leave of absence such as sick leave, maternity leave, FMLA or worker's compensation leave;
- e. as a condition of approval for continuation or extension of such leave;
- f. as a condition of approval for return to duty from such leave.

Personnel – Certified

Health Examination

Practice and Procedures

The presence of each and every employee is essential and important to the smooth and efficient operation of Plymouth Public Schools. Unscheduled absences of both certified and non-certified employees affect the learning opportunities afforded to our students and have a negative impact on the financial health of the school system. Plymouth Public Schools are committed to its employees' health and encourage staff to stay home when their illness would likely impact students and staff. Otherwise, employees are expected to report to work on time as scheduled. The great majority of our staff members enjoy a "sick leave" benefit as part of their working conditions. This benefit in no way limits Plymouth Public Schools' right to counsel employees whose unscheduled absences or incidents of tardiness are excessive.

For purposes of this policy, the following will not be included in considering excessive unscheduled absences:

- (1) Approved bereavement leave; personal leave or other contractual leave
- (2) Authorized leaves of absence;
- (3) Required military duty;
- (4) Employment related court appearances;
- (5) Approved FMLA leave of absence;
- (6) Any other legally protected time off;
- (7) Any absence that is supported by a doctor's note.

The following procedures will be used when, in the Superintendent's discretion (Policy 4112.4) and based on the attendance guidelines herein, an employee's attendance record needs improvement.

PROCEDURE

Unscheduled Absences

- a.) An unscheduled absence will include any absence not captured in items 1 through 7 above.

PERSONNEL – CERTIFIED

Health Examination

Unscheduled Absences (continued)

b.) Reporting Procedure

- i) All staff (except for staff specifically identified below) must report their absence to Kelley Services, as soon as the staff member is aware that he/she will be unable to report to work but no later than 30 minutes prior to the scheduled start time. Custodians, Tech Assistants, and Central Office Personnel must personally notify his/her direct supervisor as soon as possible but no later than 30 minutes prior to the scheduled start time. All staff should follow any additional expectations explicitly identified by their supervisor.
- ii) The necessity to provide a doctor's note shall be governed by the applicable Collective Bargaining Agreement.
- iii) In the absence of a Collective Bargaining Agreement or governing provision therein, the following shall apply:
 - a) A physician's note may be required to document an illness that extends three or more consecutive workdays.
 - b) A doctor's note is required after the fifth consecutive day of absence due to illness.
- iv) An employee who is absent, without notice, for three (3) consecutive workdays will be considered to have abandoned his/her position and will be subject to discipline up to and including termination.

c.) Measurement

- i) Administrators/Supervisors will track employees' unscheduled absences using the Kelly Service Absentee Report on a monthly basis.

d.) Corrective Action

- i) Supervisors will use their discretion to determine if informal counseling is warranted based on an employee's unscheduled absences.

PERSONNEL – CERTIFIED

Health Examination

Unscheduled Absences (continued)

- d) **Corrective Action** (continued)
 - ii) Consistent patterns of unscheduled absences will be tracked and evaluated by the supervisor. When an employee has accumulated 9 days of “undocumented” absence then an informal counseling meeting may be scheduled between the supervisor and employee. If an employee reaches 11 days of “undocumented” absence, the supervisor may begin the progressive discipline process (P4117).

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51.

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

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

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees.

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA
04-181 and June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education
Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4,
U.S. Department of Justice, Federal Bureau of Investigation, Criminal
Justice Information Services Division, October 6, 2015.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Employment/Reference Checks

The Board of Education (Board) believes that it is critical that references on an application be checked prior to an offer of employment. Also, in order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Requirements for Applicants

The Board shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to the Board requiring of such applicant to provide:

1. Contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include the name, address and telephone number of each current or former employer.
2. Written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the State Department of Education (SDE) designated standardized form that interviewing employers send. The authorization also must consent to and authorize SDE to disclose information and related records to the District upon request and release such former employees and the SDE from any liability that may arise as a result of such disclosure or release.
3. To provide a written statement of whether he or she:
 - a. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
 - b. was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated by DCF of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
 - c. has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct.

Personnel -- Certified/Non-Certified

Employment/Reference Checks (continued)

Reference Checking Procedures

The District shall conduct a review of the applicant's employment history by contacting those employers listed in the required information provided by the applicant. Such review shall be conducted using the SDE form that requests:

1. the dates of employment of the applicant;
2. a statement as to whether the employer has knowledge that the applicant was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated; was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.

Such review may be conducted by telephone or through written communication, not later than five business days after any such current or former employer of the applicant receives a request for such information, and responds with such information. The Board may request more information concerning any response made by a current or former employer. Such employer shall respond not later than five business days after receiving such request; and

The District shall also request information from SDE concerning:

1. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit;
2. whether SDE has knowledge that a finding has been substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding;
3. whether SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

Personnel -- Certified/Non-Certified

Employment/Reference Checks

Reference Checking Procedures (continued)

The Board shall notify SDE if it receives information that an applicant for a position with the District or a current employee has been disciplined for a finding of abuse or neglect or sexual misconduct.

The Board will not employ an applicant for a position involving direct student contact who does not comply with the provisions of this policy.

Temporary Hires

The Board may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending the Board's review of the required and submitted applicant information provided:

1. The applicant has submitted to the District the three required disclosures;
2. The Board, has no knowledge of information pertaining to the applicant that would disqualify him/her from employment; and
3. The applicant affirms that he or she is not disqualified from employment with the Board.

Employment Agreements

The Board shall not enter into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
2. Affects the ability of the local or regional Board of Education, council or operator to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires the Board, to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the Board, unless after investigation such allegation is dismissed or found to be false.

Substitute Teachers

The Board shall only hire applicants for substitute teaching positions who comply with this policy and who fulfill the disclosure requirements and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.

Personnel -- Certified/Non-Certified

Employment/Reference Checks

Substitute Teachers (continued)

Approved substitutes shall remain on such list as long as he or she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.

Contractors and Their Employees

In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to the contractor all information required of any applicant for a position in the district as previously described in this policy. The contractor shall contact any current or former employer of such employee that was a Board of Education, council or operator or if such employment caused the employee to have contact with children, and request, either by telephone or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

Such employer shall report to the contractor any such finding, either by telephone or through written communication. If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, immediately forward such information to the Board of Education with which the contractor is under contract, either by telephone or through written communication.

Any Board of Education that receives such information shall determine whether such employee may work in a position involving direct student contact at any school under the Board's jurisdiction. No determination by a Board of Education that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

Falsification of Records/Information

Any applicant who knowingly provides false information or knowingly fails to disclose information required by this policy in compliance with applicable statutes shall be subject to discipline by the Board. Such discipline may include denial of employment, or termination of the contract of a certified employee.

It is understood that any employer and SDE who provide information to the Board and in accordance with this policy shall be immune from criminal and civil liability, provided the employer or SDE did not knowingly supply false information.

Personnel -- Certified/Non-Certified

Employment/Reference Checks (continued)

Communication

The District, as required, shall communicate with other education employers and also between an education employer and SDE, about findings of abuse or sexual misconduct by applicants or employees. The Board will notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct. In addition, the Board will provide, upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of an education employer or a contractor's employee.

Definitions

“Sexual misconduct” means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student;

“Abuse of a child or youth” is defined as (a) inflicting physical injury or non-accidental injuries; (b) inflicting injuries that do not match the story associated with their origin; or (c) maltreatment, including malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment; and

“Neglect of a child or youth” is defined as (a) abandonment; (b) denial of proper care and attention physically, educationally, emotionally, or morally; or (c) allowing the child to live under conditions, circumstances, or associations injurious to the child's well-being.

“Abuse and neglect” also includes sexual assault as defined in the statutes. (C.G.S. 46b-120, and includes any violation of section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a).

Offer of Employment

Prior to offering employment to an applicant, the Board shall make a documented good faith effort to contact each current and any former employer that was a Board of Education, council or operator or if such employment otherwise caused the applicant to have contact with children of the applicant in order to obtain information and recommendations which may be relevant to the applicant's fitness for employment, provided such effort shall not be construed to require more than three telephone requests made on three separate days.

The Board shall not offer employment to any applicant who had any previous employment contract terminated by a Board, council or operator or who resigned from such employment, if such person has been convicted of abuse or neglect or sexual misconduct.

Personnel -- Certified/Non-Certified

Employment/Reference Checks (continued)

Employment Assistance Prohibited

Pursuant to the federal Every Student Succeeds Act (ESSA), the Board prohibits the Board, individual Board members, and any individual or entity who is a District employee, contractor or agent of the District from assisting a District employee, contractor, or agent in obtaining a new job/position if the Board, individual, or entity knows, or has probable cause to believe, that such District employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

This prohibition does not apply under certain conditions specified by ESSA such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than four (4) years after the information was reported to a law enforcement agency.

(cf. 4112.5 – Security Check/Fingerprinting)

(cf. 4121 – Substitute Teachers)

Legal References: Connecticut General Statutes
1-200 through 1-241 of the Freedom of Information Act.
5-193 through 5-269 -State Personnel Act
10-151c Records of teacher performance and evaluation not public records.
10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissal. (as amended by PA 16-67)
10-222c Hiring policy. (as amended by PA 16-67)
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
PA 16-67 An Act Concerning the Disclosure of Certain Educational Personnel Records
20 U.S.C. 7926 Prohibition on aiding and abetting sexual abuse

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

STATE OF CONNECTICUT
Contractor Verification
(in accordance with Public Act 16-67)

Directions to Contractor: Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.

In addition, pursuant to Connecticut General Statutes (C.G.S.) § 10-233c, the contractor is required to contact — either telephonically or through written communication — any current or former employer of an employee if such employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator or if the employment caused the employee to have contact with children, to request any information concerning whether there was a finding of abuse or neglect or sexual misconduct against the employee. If the contractor receives any information indicating such a finding, or otherwise has knowledge of such a condition, the contractor must immediately forward such information to any local or regional board of education with which the contractor is under contract.

Directions to Employee of Contractor: Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.

Section 1 - To be completed by Contractor

Name	
Street Address	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 2 — To be completed by Employee of Contractor

Part A. On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator, or if such employment otherwise caused you to have contact with children.

Part B. Please complete the questions below in their entirety.

Have you ever:

Y **N**
 Been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department (answer “no” if the investigation resulted in a finding that all allegations were unsubstantiated)?

Y **N**
 Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-10lg of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y **N**
 Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-10lg of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y **N**
 Had a professional or occupational license or certificate suspended or revoked or ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Part C - Written Consent and Disclosure Authorization. I hereby authorize the entities I have listed in Section 2 of this form to release to the entity listed in Section 1 of this form the information required to be released by my previous employer pursuant to (C.G.S.) §10-222c along with any related records. I hereby consent to and authorize disclosure by the State Department of Education of the information requested pursuant to C.G.S. §10-222c, as amended by Public Act 16-67, and I hereby authorize the release by the State Department of Education of any related records. I further hereby release the above-named employer(s) and the State Department of Education from any and all liability of any kind that may arise from the disclosure or release of records requested pursuant to C.G.S. §10-222c, as amended by Public Act 16-67.

Signature of Applicant

Date

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct means “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes §10-222c(k).

Abuse or Neglect means “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes §10-222c(k).

The Connecticut State Department of Education is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, criminal record, political beliefs, genetic information, intellectual disability, past or present history of mental disability, learning disability, or physical disability, including, but not limited to, blindness or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

**STATE OF CONNECTICUT
Educational Employer Verification
(in accordance with Public Act 16-67)**

Directions for School District/Entity Considering Applicant for Employment: Each local or regional board of education, governing council of a state or local charter school or an interdistrict magnet school operator is required to obtain the information listed on this form from ALL current or former employer(s) of the applicant if such employer was a local or regional board of education, a governing council of a state or local charter school, an interdistrict magnet school operator or if the employment caused the applicant to have contact with children. Applicants are required under the law to provide a prospective employer with the name, address and telephone number of all current or former employers that meet the above criteria. Information may be collected either through a written communication or telephonically.

Directions for Current/Previous Employer: The applicant listed below is under consideration for a position with the school/district listed below in Section 2. The individual identified below has reported current/previous employment with your organization or contractual services with your organization in a position in which he/she had contact with children. As required by Connecticut General Statutes Section 10-222c, as amended by Public Act 16-67, please provide the information requested in Section 3. In accordance with the provisions of Public Act 16-67, you are required to respond to this request within five business days.

Section 1 – To be completed by the Applicant

Name of applicant	
Former name(s) (if applicable)	
Street address	
City, State, Zip Code	
Approximate dates of employment with employer listed in Section 3 of this form	
Position held with employer listed in Section 3 of this form	

Section 2 – To be completed by Prospective Employer

Name of prospective employer	
Street address of prospective employer	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 3 – To be completed by the Current/Former Employer

Name of employer	
Date of receipt of this notice	
Date of employment of above-named applicant	
Contact person	
Telephone number/email address	

Y **N**
 Been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation currently pending with any current or prior employer, state agency or municipal police department or which has been substantiated?

Y **N**
 Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Y **N**
 Had a professional or occupational license, certificate, authorization or permit suspended or revoked or ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Signature of Superintendent or HR Director

Date

Return all completed information to the Prospective Employer listed in Section 2 of this form.

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes §10-222c(k).

Abuse or neglect – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes §10-222c(k).

Personnel — Certified/Non-Certified

Personnel Records

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Superintendent of Schools shall require.

There shall be only one personnel file for each employee, and Principals shall not maintain employee files separate from the official employee file in the Central Office.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. If the Superintendent believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent determines disclosure would invade employee privacy, the employee/s and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent does not receive a written objection, from the employee or bargaining representative, within seven business days from receipt of their notification, or if there is no evidence of receipt not later than nine business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent.

Employee or bargaining representative objections to disclosure of records shall be made in writing including a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there is good grounds to support the objection and that the objection is not interposed for delay.

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

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure — unless the employee consents in writing to the release of such records.

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of information contained in his or her file.

Personnel — Certified/Non-Certified

Personnel Records (continued)

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

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

Legal Reference: Connecticut General Statutes

1-213 Agency administration. Disclosure of personnel, birth and tax records.

1-214 Objection to disclosure of personnel or medical files.

1-215 Record of arrest as public record.

1-206 Denial of access to public records or meetings.

10-151a Access of teacher to supervisory records and reports in personnel file.

10-151c Records of teacher performance and evaluation not public records.
(as amended by PA 02-138 and PA 13-122)

The Americans with Disabilities Act

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Nepotism: Employment of Relatives

It is the intent of this policy to avoid any situation where a conflict of interest can arise either on the part of the members of the Board of Education or a member of the staff.

1. No member of the immediate family (spouse*, civil union partner, child, parent, sibling, or household member) of a Board of Education member shall be appointed to a full-time position in the school district.

* The term "spouse" refers to any individuals who are lawfully married under any state law, including individuals married to a person of the same sex who were legally married in a state that recognizes such marriage, but whose domicile (permanent residence) is in a state that does not recognize such marriages.

2. Persons related otherwise by blood, marriage* or civil union partner, to a Board of Education member may be employed following full disclosure of the relationship by the Board of Education member in a public meeting. For appointment of the Superintendent, sufficient vote of appointment shall be without counting the vote of the related Board of Education member.

*The term "marriage" includes a same-sex marriage that is legally recognized in Connecticut.

3. A spouse or civil union partner, or child of a Board of Education member may be employed for limited term or short-term employment on a competitive basis among persons who are eligible.
4. Employees whose employment predates the election of a relative to the Board of Education are exempt from the provisions of this policy.
5. Persons related by blood or marriage, or civil union partner to members of the staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.
6. Members of the same family may be employed at the same department or work location when approved in writing by the Superintendent or the Superintendent's designee (**Exception:** members of the same family shall not be approved in direct line of supervision.)

(cf. 9270 - Conflict of Interest)

Personnel -- Certified/Non-Certified

Nepotism: Employment of Relatives

Legal Reference: Connecticut General Statutes
7-479 Conflicts of Interest
46b-38nn Equality of benefits, protections and responsibilities (civil unions)
46b-38oo applicability of statutes to civil unions and parties to a civil union.
10-153a et seq. Teacher Negotiation Act
7-467 et seq. Municipal Employees Relations Act
United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified/Non-Certified

Assignment

Staff members will accept basic assignments and reassignments as made by the Superintendent that, in the Superintendent's judgment, will be conducive to improvement in the educational program and the interests of the school community.

Staff members will be required to perform duties and accept such additional assignments as may be necessary in carrying on the school program. In making such assignments, an effort will be made to equalize teacher load and to utilize the special talents and capabilities of staff members, all in harmony with employee organization negotiated agreements.

The Superintendent or administrator will consult with each employee concerning his/her initial teaching assignment and any major reassignment prior to JULY 1 of the year when assignment is to become effective.

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Job-Sharing

The Board of Education approves in principle the concept of job-sharing in certified positions in this school system.

The Board of Education recognizes that maximum benefits from job-sharing will require care in detailed arrangements to be made by the administration with the cooperation of staff members.

Among the elements of job-sharing to be considered by the administration in setting up needed arrangements will be the following:

- Sharing of responsibilities
- Time division
- Salary and fringe benefits splits
- Cost effectiveness
- Reduction of staff burn-out
- Flexibility of arrangements
- Avoidance of duplication of efforts
- Effects upon the school's budget
- Team compatibility
- Intra-team communication
- Intra-team coordination
- Relations with other staff
- Minimizing absenteeism
- Supplementing team talents
- Personality conflict
- Effects upon staff morale

The Board wishes frequent reports on the operation of the job-sharing plan during the months of its operation as a guide to its continuance.

Legal Reference: Connecticut General Statutes

P.A. 84-14 An Act Concerning the Distribution of Information on Job-Sharing for State Employees and Teachers.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Job-Sharing

Job-sharing in this school system is approved in principle by the Board of Education.

To institute job-sharing, the following arrangements will guide its introduction and operation. Experience with the plan will suggest modification in time.

1. Recruitment and Selection

Candidates will be considered keeping in mind their suitability for teamwork. Such factors as personality, reinforcing skills, time availability, career expectations, and the like will be examined.

2. Job Description

A “dual description” will be drawn up showing how the requirements of the position can be shared. The team members will be given an opportunity to discuss and adjust the requirements to suit their respective needs as long as the total adds up to the expectations of the school system.

Emphasis is placed on advance planning. Provision must be made for a reasonable overlapping of duty time to allow for face-to-face coordination and communication. Procedures are to be included for coordination such as notes, reminders, telephone calls, and checklists of things to be done and already done. Each team member must sign and date both of the job descriptions for mutual protection.

3. Salary and Fringe Benefits

The team members will share such rewards in proportion to the time each is scheduled to devote to the job. Normally it is expected that time sharing will be on a 50/50 basis.

4. Emergency Job Coverage

In the event of the absence of either team member, the other will have priority in covering the position during the absence, with appropriate adjustments in leaves and benefits.

5. Communication & Coordination

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

Legal Reference: P.A. 84-14 An Act Concerning the Distribution of Information on Job-Sharing for State Employees and Teachers

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified

Assignment and Transfer

The Superintendent shall have the power to assign and transfer all certified personnel to their positions. No person has a vested right to his/her current position.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified

Assignment and Transfer

No later than June 1 of each school year, the Superintendent shall post in all school buildings a list of the known vacancies which shall occur during the following school year, or as they occur.

1. Voluntary Transfer

Professional employees desiring a change of assignment are to file with the Superintendent's office a written request in duplicate by March 1. These will be kept on file in the Superintendent's office until the end of the summer of the year filed. A copy of each request will be sent to the building Principal.

In determining voluntary reassignment and/or transfers, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system and no request shall be denied arbitrarily, capriciously, without basis in fact. If more than one teacher has applied for the same position, the determination as to which teacher shall receive the appointment shall be made by a personnel committee and seniority in the system will be given consideration.

2. Involuntary Transfer

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency, not later than June 30.

When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, and length of service in the school system shall be considered in determining which teacher is to be transferred or reassigned.

An involuntary transfer or reassignment shall be made only after consultation by and among the interested parties as provided by law.

A list of open positions in the school system shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be transferred. Teachers being involuntarily transferred or reassigned from their present position for reasons not related to their teaching competency shall have preference over those seeking voluntary transfer or reassignment in regard to choice among those positions which are vacant. Teachers being involuntarily transferred or reassigned shall be placed only in an equivalent position, i.e., one that, among other things, does not involve reduction in rank or in total compensation.

Personnel – Certified

Transfer/Reassignment (continued)

Nothing in this regulation shall preclude the administration from establishing specially staffed programs required by federal or other projects of an exemplary or experimental nature.

All transfers/reassignments shall be made in accord with provisions of current employee organization agreements.

The Superintendent may rotate Principals among schools after consultation with and approval of the Board of Education. The plan and procedure for rotation will be developed in consultation with all Principals.

Personnel - Certified

Evaluation

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

A successful staff evaluation program is one that focuses on the improvement of the student learning experience through the maintenance and development of quality instruction. It is for this purpose that the Board of Education, through the Superintendent of Schools, shall ensure that each certified staff member is continually and constructively evaluated on an annual basis in conformance with Connecticut General Statute 10-151b.

Legal Reference: Connecticut General Statutes

- 10-145b Teaching certificates.
- 10-151a Access of teacher to supervisory records and reports in personnel file.
- 10-151b Evaluation by superintendent of certain educational personnel. (amended by PA 04-137, An Act Concerning Teachers' Evaluations, P.A. 10-111, An Act Concerning Education Reform in Connecticut, and P.A. 12-116 An Act Concerning Educational Reform.)
- 10-151c Non-disclosure of records of teacher performance and evaluation. Exceptions.
- 10-220a In-service training
- 10-220a(b) In service training. Professional development. Institutes for educators. Cooperative and beginning teacher programs, regulations. Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers. (as amended by PA 15-215)
- PA 11-135 An Act Concerning Implementation Dates for Secondary School Reform
- Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers
- Circular Letter C-9, Series 2004-2005, "No Child Left Behind" and Districts' **H**igh **O**bjective **U**niform **S**tate **S**tandard of **E**valuation (HOUSSE) Plans.

Personnel - Certified

Evaluation

Legal Reference: Connecticut General Statutes (continued)
PA 12-116 An Act Concerning Education Reform (as amended by PA 13-145 An Act Concerning Revisions to the Reform Act of 2012.)
Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012
Connecticut's System for Educator Evaluation and Development (SEED) State Model Evaluation System.
"Flexibility to Guidelines for Educator Evaluation" adopted by Connecticut State Board of Education, February 6, 2014
34 C.F.R. 200.55 Federal Regulations

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified

Probationary/Tenure Status

All certified personnel may attain tenure as provided by law. (C.G.S. 10-151, as amended*)

The Board of Education will expect thorough and competent evaluations of all personnel before they become candidates for tenure. The awarding of a contract by the Superintendent for a teacher to return for the following year must be based on effective practice as informed by performance evaluations conducted pursuant to Connecticut General Statute 10-151b, as amended and with the teacher evaluation guidelines recommended by the Performance Evaluation Advisory Council (PEAC) and approved by the State Board of Education (6/27/12).

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

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.4 - Dismissal/Suspension)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of or failure to renew contract. Appeals as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut, and PA 12-116, An Act Concerning Educational Reform.

10-158a Cooperative arrangements among towns. School building projects. Student transportation.

P.A. 11-135 An Act Concerning Implementation Dates for Secondary School Reform.

Connecticut Guidelines for Educator Evaluation adopted by the State Board of Education, June 27, 2012.

Connecticut's System for Educator Evaluation and Development (SEED)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Disciplinary Action/Suspension/Dismissal

The Superintendent is directed to adhere to the following regulations and procedures for the dismissal, suspension or demotion of any employee for reasons of incompetence, willful neglect of duty, malfeasance, immoral or improper conduct, insubordination, behavior in violation of the policies and regulations of the district, mental and/or physical illness or disability and actions which are, in the opinion of the Board of Education, a hindrance to the district, the staff or the students. A notice of disciplinary action taken shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. The notice shall contain specific action or behavior with which the employee is charged. Dismissal or demotion will be made only for just and reasonable cause, and only after written charges have been filed. The Board, acting through its Superintendent, will notify the employee in writing, stating the charges brought against him/her, and if necessary, arrange for a hearing to be held. Disciplinary sanction up to and including dismissal and referral for prosecution will be imposed on employees who violate the standards of conduct or commit a crime against State or Federal law.

Employees will be given a copy of the standards and the statement of disciplinary sanctions, as well as information about any drug and alcohol counseling and rehabilitation programs that are available to employees.

Definitions:

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

"Demotion" means reduction of an employee from a given class or group of similar positions combined under a common title to a class or group having a lower salary rate.

"Dismissal" means separation, discharge or permanent removal of an employee from service in the district for cause, in accordance with the policies and regulations of the district.

Suspension of the Employee Pending Disciplinary Action by the Board

Except where circumstances justify, disciplinary action shall follow this order: (a) verbal warning, (b) written warning-probation, (c) suspension and (d) demotion and/or dismissal.

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

Personnel -- Certified

Disciplinary Action/Suspension/Dismissal

Suspension of the Employee Pending Disciplinary Action by the Board (continued)

This suspension shall be without pay, except that if the Board of Education denies the recommendation of the Superintendent or designee, the employee shall be entitled to full pay for the suspension period. If the Board modifies the recommendation of the Superintendent, the Board shall determine as part of its action whether the suspension or any part of the suspension shall be without pay.

Just Cause

One or more of the following causes may be sufficient grounds for imposing a disciplinary measure:

1. Incompetency, inefficiency, or ineffectiveness in the performance of the duties of the assigned position;
2. Insubordination (including, but not limited to, refusal to do assigned work);
3. Carelessness or negligence in the performance of duty or in the care or use of district property;
4. Discourteous or offensive or abusive language or conduct toward other employees, students or the public;
5. Dishonesty;
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated;
7. The unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of its activities;
8. Personal conduct unbecoming an employee of the district;
9. Engaging in political activities during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district;
10. Conviction of any crime involving moral turpitude, including a sex offense;
11. Repeated and unexcused absences or tardiness;
12. Abuse of leave privileges;
13. Falsifying any information supplied to the school district, including but not limited to, information supplied on application forms, employment records or any other school district records;
14. Persistent violations of, or refusal to obey, safety rules and regulations made applicable to the public schools by the Board of Education, the Superintendent or by any appropriate state or governmental agency;
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public;
16. Abandonment of position.

Personnel -- Certified

Disciplinary Action/Suspension/Dismissal

Just Cause (continued)

Consequences for the Use, Sale or Possession of Controlled Substances or Alcohol

Any employee using, possessing, or selling controlled substances on school premises or as part of any of its activities shall automatically be subject to the following actions:

First Violation: Any employee found to be in violation of the policy for the first time during his/her tenure in the Plymouth Public Schools will be referred by the Superintendent to an appropriate agency licensed to assess and treat drug/alcohol involved individuals. If the employee does not agree to be assessed and participate or agrees to participate and then fails to complete the program prescribed by the agency he/she will be dismissed.

Any employee convicted of selling or distributing a controlled substance will be dismissed. In cases of possession, law enforcement officials will be notified. The violator will also be subject to disciplinary action stipulated in this policy.

Second Violation: The law enforcement agency will be notified of all second violations involving a controlled substance. Employees who are convicted of workplace drug abuse will be dismissed.

Legal Reference: Connecticut General Statutes
10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 10-111, and P.A. 12-116, An Act Concerning Educational Reform)
10-154 (a) Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.
21(a)-240 Definitions

Personnel -- Certified

Retirement

Any certified employee may retire under provisions of the retirement system provided for teachers in the public schools of Connecticut at the option of the employee.

Legal Reference: Connecticut General Statutes
10-183f (a) Normal retirement
10-183f (b) Pro-ratable retirement
10-183f (c) Early retirement
10-183f (d) Deferred vested retirement
10-183aa Disability allowance
Public Law 95-256 Age Discrimination in Employment Act --
amendments of 1978

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified

Non-renewal/Suspension

Non-Renewal

Prior to obtaining tenure, a certified employee's contract may be non-renewed provided that the employee is notified in writing prior to May 1st by the Superintendent. A teacher so notified may request not later than three calendar days after such teacher receives such notice of non-renewal, a written statement of the reasons for non-renewal of the contract, and the district will furnish such a statement not later than four (4) calendar days of the receipt of the request. The teacher may also file with the Board of Education not later than (10) calendar days of receipt of the notice of non-renewal for a hearing before the Board or, if indicated in such request designated by the Board, before a single impartial hearing officer chosen by the teacher and the Superintendent. The hearing shall commence not later than fifteen calendar days after receipt of such request unless an extension, not to exceed fifteen calendar days, is mutually agreed upon.

A teacher who has not attained tenure shall not be entitled to a hearing concerning non-renewal if the reason for such non-renewal is either elimination of position or loss of position to another teacher. The Board shall rescind a non-renewal decision only if the Board finds such decision to be arbitrary and capricious.

Suspension

A certified employee may be suspended by the Board of Education for an alleged or actual violation of any of the reasons for termination in C.G.S. 10-151(c) or 10-151(d) when insufficient cause for dismissal is considered to exist, or may be suspended pending Board or legal action for dismissal of the employee on charges of violation of one or more of said causes for termination. The Superintendent may suspend an employee pending Board 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 district, or to the employee.

Legal Reference: Connecticut General Statutes
10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Educational Reform)
10-151(c) Employment of teachers. (as amended by P.A. 11-136, An Act Concerning Minor Revisions to the Education Statutes.)
Connecticut Guidelines for Educator Evaluation adopted by the State Board of Education, June 27, 2012.
Connecticut's System for Educator Evaluation and Development (SEED)
Shanbrom v. Orange Board of Education, 2 Conn. L. Rpts. 396, 398 (1990)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified

Non-Renewal Termination

I. Procedure for Recommendation of Non-Renewal or Termination

A. Non-Renewal of Probationary Contracts (non-tenure)

1. Recommendation to the Board and action by the Board to not renew the contract.

In the case of non-renewal of a non-tenure teacher's contract, the Superintendent of Schools shall, prior to May 1, present to the Board of Education a list of the names of those teachers, if any, whose contracts he/she recommends not be renewed by the Board of Education. Upon receipt of the Superintendent's recommendation, the Board of Education shall consider such recommendation in executive session and shall, vote on the question of individual contract renewal. The Board of Education may vote to not renew the teaching of any non-tenure, probationary teacher by a motion in the following form: "Be it resolved, that the contract of employment of _____ not be renewed upon its expiration on June 30, 20___, and that the Superintendent is authorized to give written notice to _____ of this action."

2. Notice to the Employee.

Such notice as above authorized must be given to the teacher, in writing, no later than May 1. Notice will be served by first class registered mail, and may also be hand-delivered with delivery acknowledged by the teacher's signature on a copy of said notice.

B. Termination of Contracts (tenure or non-tenure)

1. The recommendation of termination to the Board and action by the Board.

The Board of Education may consider at any time during the school year the termination of any contract of employment of a certificated employee of the Board of Education upon recommendation of the Superintendent. Upon the recommendation that the teaching contract of any certified employee of the Board of Education be terminated, the Board of Education may vote to authorize the Superintendent to notify the employee concerned that termination of his or her employment contract is under consideration, by a motion in the following form: "Be it resolved, that the Superintendent notify in writing, _____, that termination of his (or her) contract of employment is under consideration."

Personnel - Certified

Non-Renewal Termination

B. Termination of Contracts (tenure or non-tenure) (continued)

2. Notice to the employee.

Such notice as above authorized will be in the following form: "This is to notify you that termination of your contract of employment is under consideration."

Notice will be served by first class registered mail.

II. Statement of Reasons

A. Non-Renewal or Termination of Probationary Teaching Contracts (Non-Tenured Personnel)

Upon receipt of notification of non-renewal, the employee concerned not later than three calendar days after receipt of such non-renewal notice request in writing, a statement of reasons. The District shall furnish such statement of reason(s) not later than four calendar days of the receipt of the written request.

B. Proposed Contract Termination (tenure)

The written notification of termination shall contain a statement of the reasons for such consideration of termination. The statement of reasons shall recite one or more of the six statutory reasons, with sufficient specificity to enable the teacher to understand the charges against him or her.

C. Determination of Effectiveness and Ineffectiveness

The District shall use the guidance provided by the State Department of Education in its model evaluation plan (SEED). Specifically:

1. A novice teacher shall generally be deemed effective if said educator receives at least two sequential "proficient" ratings, one of which must be earned in the fourth year of the novice teacher's career. A "below standard" rating shall only be permitted in the first year of a novice teacher's career, assuming a pattern of growth of "developing" in year two and two sequential "proficient" ratings in years three and four.
2. A tenured teacher shall generally be deemed ineffective if said teacher receives at least two sequential "developing" ratings or one "below standard" rating at any time.

Personnel - Certified

Non-Renewal Termination (continued)

III. Request for Hearing

A. Non-Renewal of Contract (non-tenure)

Upon receipt of notice of non-renewal the teacher may, upon written request filed not later than ten (10) calendar days after the receipt of said notice of termination or non-renewal, be entitled to a hearing before the Board of Education or, if indicated in such request and if designated by the Board, before an impartial hearing officer, chosen by the teacher and the Superintendent to be held within fifteen (15) calendar days of such request in accordance with the procedure outlined in Section IV for the conduct of such a hearing.

A teacher who has been non-renewed due to the elimination of his/her position or the loss of his/her position to another teacher shall not be entitled to a hearing.

B. Termination of Contract (tenure or non-tenure)

Not later than ten (10) calendar days of receipt of notice that contract termination is under consideration, the teacher concerned may request in writing, filed with the Board of Education, a hearing which will be held not later than fifteen (15) calendar days after receipt of such request by the Board of Education unless the parties mutually agree to an extension, not to exceed fifteen (15) calendar days. In lieu of such a hearing the teacher concerned may request, or the Board of Education may designate, that a hearing be held before a single impartial hearing officer if the parties mutually agree, established and conducted in accordance with the provisions of Section 10-151 of the Connecticut General Statutes, as amended. Either hearing shall be public if the teacher so requests or the Board of Education so designates.

Termination hearings for incompetence and ineffectiveness shall be limited to a total of twelve (12) hours of evidence and testimony, six for each side. The Board, Board sub-committee or hearing officer may extend the time for good cause shown. Hearings on termination for incompetence or ineffectiveness must address whether the teacher's performance ratings were (a) determined in good faith according to the required evaluation procedures and (b) reasonable in light of the evidence presented.

IV. Decision of the Board of Education

If a teacher dismissal hearing is held before the Board of Education, the Board shall render its decision not later than fifteen (15) calendar days of such hearing, and shall send a copy of its decision to the teacher concerned. A copy of a transcript of the proceedings of any termination hearing shall be furnished by the Board of Education, upon written request by the teacher, within fifteen (15) days of the Board's decision, provided the teacher shall assume the cost of any such copy.

Personnel - Certified

Non-Renewal Termination

IV. Decision of the Board of Education (continued)

If a termination hearing is held before a subcommittee of the Board or hearing officer, such bodies, within forty-five calendar days after receipt of the request for a hearing, unless the parties mutually agree to an extension not to exceed fifteen (15) calendar days, shall submit written findings and a recommendation to the Board of Education as to the disposition of the charges against the teacher. The teacher shall be given the decision of the Board of Education not later than fifteen (15) calendar days of receipt of the written recommendation of the impartial hearing panel, subcommittee or hearing officer.

Legal Reference: Connecticut General Statutes

10-151 Employment of Teachers Definitions (as amended by P.A. 11-136 and P.A. 12-116, An Act Concerning Educational Reform) Notice and hearing on failure to renew or termination of contract. Appeal

Connecticut Guidelines for Educator Evaluation adopted by the State Board of Education, June 27, 2012.

Connecticut's System for Educator Evaluation and Development (SEED)

Personnel -- Certified

Termination of Employment

The Board of Education is greatly concerned about former employees of school districts who have resigned their positions pursuant to settlement agreements after having been served with disciplinary charges or told they would be subjected to disciplinary action. Such termination or settlement agreements often prohibit the disclosure of their terms to prospective employers, thus preventing prospective employers from becoming fully apprised of the reason(s) the individuals left their former positions and taking appropriate action.

No school personnel or Board member, with the exception of the Superintendent of schools and/or his or her designee, will make any statement concerning the reason(s) that an individual has left employment with the district. The Superintendent and his or her designee will seek legal counsel concerning the nature of statements that are permissible in the particular case.

The district will also report any serious misconduct to the appropriate authorities, including, but not limited to, the State Department of Education and local authorities.

Personnel -- Certified/Non-Certified

Nondiscrimination

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religion, age, marital status, national origin, sex, sexual orientation, gender identity or expression, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law. For purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family members.

Harassment

No member of the Board, agent of the Board, or agent of any employee organization may harass any employee or person seeking employment or any member on the basis of sex. “Sexual harassment” as defined by law includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature affecting a person's employment, continuity of employment or work performance or creating an offensive working environment.

Discipline

No employee will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

Association Membership

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

Grievances

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

Personnel -- Certified/Non-Certified

Nondiscrimination

(cf. 4111 - Recruitment and Selection)

(cf. 4135 - Organizations/Units)

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

46a-81a Discrimination on the basis of sexual orientation

10-153 Discrimination on account of marital status.

10-153a Rights concerning professional organization and regulations.

P.A. 11-55 An Act Concerning Discrimination

Federal Law:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et. seq.

Section 504 of the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b)

American Disability Act 42 U.S.C. 12101 as amended by the ADA Amendments Act of 2008

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et. seq.

Civil Rights Act of 1987

Title VI of the Civil Rights Acts of 1964, 42 U.S.C. 2000d, et. seq.

Age Discrimination in Employment Act, 29 U.S.C. 621

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Discrimination Grievance Form

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, genetic information or disability may discuss and/or file a grievance with either of the Civil Rights Coordinators of the Plymouth Public Schools (860-314-8004). Reporting should take place within 40 calendar days of the alleged discrimination.

Name of Presenter/Complainant: _____

Employee____Employment Applicant____Student____Parent/Guardian_____

Home address _____

Phone_____Date of Claim_____Date of Incident_____

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

Signature of Presenter: _____

Signature of Civil Rights Coordinator: _____

Date Received: _____

Personnel -- Certified/Non-Certified

Grievance Procedure -- Title IX

Title IX of the Education Amendments of 1972 provides that each recipient of federal funds shall adopt and publish grievance procedures to be followed in adjudicating any claim of discrimination on the basis of sex in any aspect of the education program, employment, or treatment.

The Board of Education hereby adopts the following procedures. Title IX also provides that any person complaining of a violation of the provisions of Title IX may file a grievance directly with the U.S. Government Office of Civil Rights.

STEP I

- A. Any student or academic employee claiming to have been discriminated against on the basis of sex by the policies or practices of the Board of Education or any of its employees or agents shall present a written statement of the facts constituting the discrimination and the relief sought to the Principal of his or her school.
- B. Any non-academic employee shall present such complaints to his or her immediate supervisor.
- C. Within two working days of receiving any complaint, the Principal or immediate supervisor (in the case of a non-academic employee) shall inform the Title IX Compliance Officer of the complaint.
- D. The Title IX Compliance Officer shall investigate the complaint. If he or she finds a violation of Title IX, he or she shall direct the Principal or supervisor to remedy the situation by whatever means necessary. Where the remedy requires action not within the authority of such administrators, the Title IX Compliance Officer shall recommend appropriate action to the proper department or authority.

STEP II

- A. Any complainant whose complaint has not been resolved to his or her satisfaction within ten (10) working days of its presentation at STEP I may present the complaint to the Title IX Grievance Committee
- B. The Title IX Grievance Committee shall be composed of three members selected from the Title IX Grievance Panel. The Title IX Grievance Panel shall be appointed annually by the Superintendent and shall be composed of one representative from each of the employee authorized bargaining units. In addition to the representatives from the foregoing organizations, the Superintendent shall appoint a student representative and a representative from the ranks of discretionary employees.

Personnel -- Certified/Non-Certified

Grievance Procedure -- Title IX (continued)

STEP II (continued)

- C. The manner of selection of the three-member Title IX Grievance Committee from the Title IX Grievance Panel shall be as follows: one member from the panel shall be selected by the complainant, one member from the panel shall be selected by the Board of Education and the third member from the panel shall be selected by mutual agreement between the complainant and the Board.
- D. The Title IX Grievance Committee shall give notice to the complainant of the date, place, and time at which the complainant shall present his or her complaint to the committee. After hearing the complaint, the committee shall consider any relevant information from the investigation of the Title IX Compliance Officer and shall decide the complaint. The committee shall report its conclusions to the Board of Education and recommend any appropriate action.

STEP III

- A. The Board of Education shall consider the conclusion and recommendations of the Title IX Grievance Committee and shall direct any appropriate remedy if it finds a violation has occurred. The Board of Education shall inform the complainant of its resolution of the complaint.

Personnel – Certified/Non-Certified

Sexual Harassment

The Plymouth 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. 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 immediately so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all supervisory and non-supervisory personnel and posted in appropriate places.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a)

Equal Employment Opportunity commission Policy Guidance (N-915.035)
on Current Issues of Sexual Harassment, Effective 10/15/88.

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

29 CFR Para. 1604.11 (EEOC)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified/Non-Certified

Sexual Harassment

Definitions

“**Employee**” shall mean all teaching, administrative and support personnel.

“**Immediate supervisor**” shall mean the person to whom the employee is directly responsible (e.g., department head, Principal).

Procedures

Employees who believe they have been subjected to sexual harassment are to report the incident to their immediate supervisor. Should the immediate supervisor be the alleged harasser, the report shall be made to the next level of management. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in confidence subject to all applicable laws and any relevant provisions in the district’s collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions in the district’s collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment:

Informal Complaints

Employees who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the appropriate supervisor. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor will then promptly discuss the complaint with the alleged harasser. Should the harasser admit the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend that further disciplinary action be taken. Thereafter, the supervisor is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the supervisor’s report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint.

Personnel – Certified/Non-Certified

Sexual Harassment

Informal Complaints (continued)

If during the supervisor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor is to file a report with the next appropriate level of management. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the next level of management on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's report with a recommendation for further action.

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the supervisor originally consulted, who will then forward it to the next appropriate level of management, e.g., the Title IX Compliance Officer, the district's business official, or the Superintendent, for appropriate action.

The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor reports. The appropriate forms solicit the specifics of the complaint, e.g. date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

Complaint Investigations

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. Complainants are to be notified of the outcome of the investigation.

Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law and collective bargaining agreements. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment. When applicable, any lost employment benefits or opportunities will be restored to the victims.

Personnel – Certified/Non-Certified

Sexual Harassment

Remedial Action (continued)

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's collective bargaining agreements.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level of management, e.g., the School Business Official, the Superintendent, or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Complaint Records

Complainants should receive a copy of any resolution reports filed by the supervisor concerning his/her complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complainant

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

Training

Each year, or more frequently if the Board deems it appropriate, employees will receive training regarding sexual harassment and related matters. Such training may include a review of this policy and regulation, discussion, films or other activities.

Personnel – Certified/Non-Certified

Sexual Harassment

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C.2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035)
on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.
Mentor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,
1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court,
June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme
Court, June 26, 1998)

Connecticut General Statutes

46a-54 (15) Definitions. Posting requirement for employers having three or
more employees. Where to post. When to post. Posting and training
requirements for employers having fifty or more employees. Effect of prior
training. Trainers Recordkeeping.

46a-60 Discriminatory employment practices prohibited. Constitution of the
State of Connecticut, Article I, Section 20.

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name and position of complainant: _____

Date of complaint: _____

Name of alleged sexual harasser: _____

Date and place of incident: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Has the incident been reported before? _____

If yes, when? _____

To whom was it reported? _____

What was the resolution? _____

Reasons for dissatisfaction:

SEXUAL HARASSMENT COMPLAINT - APPEAL FORM

Name and position of complainant: _____

Date of appeal: _____

Date of original complaint: _____

Have there been any prior appeals? _____

If yes, when? _____

To whom? _____

—

Description of decision being appealed: _____

Why is the decision being appealed? _____

Personnel – Certified/Non-Certified

Freedom of Speech

Public Communications by Employees

The Board of Education recognizes and respects the First Amendment Rights of all of its employees to make public statements and to otherwise participate in the public discourse through any and all media, including social media. The Board of Education also recognizes that inappropriate content authored by educators that is made available for public consumption can interfere with educational effectiveness. Therefore, Plymouth Public School employees shall be expected to strike an appropriate balance between exercising their right to freedom of expression and maintaining their effectiveness and credibility as educators.

Personnel -- Certified/Non-Certified

Conflict of Interest

The Board of Education wishes to avoid any conflict of interest on the part of its employees regarding their personal interests and the interests of the school district in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the school district. For this reason, the Board of Education prohibits employees from directly or indirectly soliciting any gift; or accepting or receiving any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

The Board of Education prohibits discrimination against any individual with a disability with regard to recruitment, advertisement and job application procedures; hiring, upgrading, promotion, awarding of tenure, demotion, transfer, layoff, termination, right of return from layoff, employee compensation, job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists, leaves of absence, sick leave or other leaves, fringe benefits or job training.

Federal law defines a person with a disability as one who (1) has a mental or physical impairment which substantially limits one or more major life activities such as, but not limited to, caring for one's self; performing manual tasks walking, seeing, hearing, eating, sleeping, standing, sitting, reaching, lifting, bending, reading, concentrating, thinking, communicating, interacting with others, speaking, breathing, learning or working; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The Board will afford qualified disabled individuals reasonable accommodations. The Supreme Court of the United States has recognized that individuals with a communicable disease may be considered disabled.

The Board of Education recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school-sponsored programs. No discrimination against any person with a disability will be knowingly permitted in any of the programs and practices in the school system.

With regard to its employees, the Board specifically prohibits discrimination against any individual with a qualified disability with regard to recruitment, hiring, promotion or advancement, compensation, evaluation, training, or any other aspect of employment within the school system. The Board will afford qualified disabled individuals reasonable accommodations in accordance with state and federal law.

Disabled employees who can no longer perform essential job functions are encouraged to advise their supervisors or administrators of the nature of their disability and which functions cannot be performed. The Board will consider any reasonable suggestions of accommodation that would enable performance of those functions so long as the accommodation will not impose an undue hardship on the operation of the school system. The determination of whether an individual has a disability should not demand extensive analysis.

A person is not qualified to perform his/her duties if his/her medical condition or disability poses a threat to health or safety of individuals in the workplace.

Persons, including employees of the district, that feel they may have been discriminated against on the basis of a disability should contact the Director of Pupil Personnel Services.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities (continued)

Employees seeking accommodations for a disability in order to perform essential job functions are encouraged to contact their supervisors or administrators and/or the Director of Pupil Personnel Services.

It is also the District's goal to be sensitive to employees with perfume and chemical sensitivities. Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. In order to accommodate employees who are medically sensitive to the chemicals in scented products, the District requests that individuals refrain from wearing chemical-based scented products. These products include perfume, cologne, aftershave, body spray, scented lotion, fragranced hair spray or similar products. In addition, the District requests that spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, cleaning compounds or similar products not be used.

(cf. 0521 - Nondiscrimination)

(cf. 4112.4/4212.4 - Health Examinations)

Legal Reference: Connecticut General Statutes
 10-209 Records not to be public.
 19-581 AIDS testing and medical information.
 46a-60 Discriminatory employment practices prohibited.
 Federal Law
 Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20
 U.S.C. 706(7)(b).
 American Disability Act of 1989, 42 U.S.C. 12101 et. seq., as amended by
 the ADA Amendments Act of 2008
 29 CFR, Part 1630, Regulations to Implement the Equal Employment
 Provisions of the Americans with Disabilities Act, as amended, published in
 the Federal Register, Vo. 76, No. 58, 3/25/11
 Chalk v. The United States District Court of Central California.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Board of Education (Board) does not discriminate against qualified individuals with disabilities in the District's services, programs or activities.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Board does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act.

Definitions

Person with a Disability: An individual who (1) has a mental or physical impairment which substantially limits one or more major life activities such as, but not limited to, caring for one's self; performing manual tasks walking, seeing, hearing, eating, sleeping, standing, sitting, reaching, lifting, bending, reading, concentrating, thinking, communicating, interacting with others, speaking, breathing, learning or working; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Mental or Physical Impairments: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. They also cover any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or physical illness, and specific learning disabilities.

Major Life Activities: Major life activities include, but are not limited to, (1) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, interacting with others, and working; (*whether an activity is a "major life activity" is not determined by reference to whether it is of "central importance to daily life."*) and (ii) the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Substantially Limits: This term shall be construed broadly in favor of expansive coverage to the maximum extent permitted by the ADA. It is not meant to be a demanding standard. Consistent with the Amendments to the ADA (ADAAA), "rules of construction" are to be used when determining if an individual is substantially limited in performing a major life activity.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Definitions (continued)

Has a Record of Such an Impairment: In general, this term means if an individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities. This shall be construed broadly and not demand extensive analysis. An individual with a record of a substantially limiting impairment may be entitled, absent undue hardship to the district, to a reasonable accommodation if needed and related to the past disability.

Determination of Disability Requiring Accommodation

“Rules of construction” are to be used when determining if an individual is substantially limited in performing a major life activity. These rules include the following:

1. The impairment substantially limits the ability of an individual to perform a major life activity, as compared to most people in the general population. It need not prevent or severely or significantly limit a major life activity. Not every impairment will constitute a disability.
2. The term “substantially limits” should be construed broadly in favor of expansive coverage to the maximum extent permitted by the terms of the ADA.
3. The determination of whether an impairment substantially limits a major life activity requires an individual assessment, but should not demand/require extensive analysis.
4. Although determination of whether an impairment substantially limits a major life activity as compared to most people will not usually require scientific, medical or statistical evidence, such evidence may be used if appropriate.
5. An individual need not be substantially limited or have a record of a substantial limitation, in one major life activity to be covered under the first or second prong of the definition of “disability.”
6. An impairment that is episodic or in remission meets the definition of “disability” if it would substantially limit a major life activity when active. (Impairments that may be episodic include epilepsy, hypertension, asthma, diabetes, major depression disorder, bipolar disorder, and schizophrenia. Cancer that is in remission but that may possibly return in a substantially limiting form is also considered a disability.)

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Determination of Disability Requiring Accommodation (continued)

7. Mitigating measures, including but not limited to, medications, medical equipment and devices, prosthetic limbs, low vision devices, hearing aids, mobility devices, oxygen therapy equipment, use of assistive technology, reasonable accommodations, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy, shall not be used in the determination of whether an impairment substantially limits a major life activity. (Eyeglasses and contact lenses shall, however, be considered.) The determination of disability must focus on whether the individual would be substantially limited in performing a major life activity without the mitigating standard.
8. An impairment that substantially limits one major life activity need not substantially limit other major life activities to be considered a substantially limiting impairment.
9. Impairments that last fewer than six months do not apply to the definition of “disability.” The effects of an impairment lasting or expected to last fewer than six months can be substantially limiting.

Medical Examinations

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

An employee, who is not qualified to perform their duties or whose medical condition or disability poses a direct threat to the health or safety of individuals in the workplace, once properly established by medical evidence and after proper due process procedures, may be relieved of their duties or reassigned.

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

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Privacy

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

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

Connecticut General Statutes Section 19a-581 through 585, “Aids Testing and Medical Information,” provides that no person shall request HIV-related testing or disclose HIV-related information without written or oral informed consent of such individual.

Alternative Accommodations

The Supreme Court has recognized that individuals with contagious diseases will be considered as having a disability. Disabled employees who can no longer perform essential job functions are encouraged to advise their administrators of the nature of their disability, indicating which functions cannot be performed and suggest accommodations that would enable them to perform those functions. Accommodations will be considered if such accommodation does impose an undue hardship on the operation of the school system.

An employee is not qualified to perform his/her duties, whose medical condition or disability poses a direct threat to health or safety of individuals in the workplace, if it has been properly established by medical evidence and the employee has been afforded proper procedural due process safeguards.

Grievance Procedure

- A. In the event an employee believes that there has been discrimination on the basis of his/her disability, he or she shall mail or deliver to the ADA Coordinator/Superintendent of Schools a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times, and locations involved.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Grievance Procedure (continued)

- B. If the individual who files the written statement so requests, the ADA Coordinator/Superintendent of Schools shall provide that person with an opportunity to discuss the matter personally.
- C. The ADA Coordinator/Superintendent shall investigate the complaint and render a decision in writing within thirty (30) days.
- D. If the complainant is not satisfied with the decision of the ADA Coordinator/Superintendent of Schools, the complainant may appeal to the Board of Education within ten (10) days of receipt of the decision of the Superintendent.
- E. Such an appeal shall be filed in writing with the Superintendent of Schools in his capacity as the executive agent of the Board of Education.
- F. The Board of Education shall cause the complaint to be investigated and, if it deems necessary, conduct a hearing to gather additional information.
- G. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

(cf. 0521 – Nondiscrimination)

(cf. 4112.4/4212.4 - Health Examinations)

Legal Reference: Connecticut General Statutes
19-581 through 585 AIDS testing and medical information.
10-209 Records not to be public.
46a-60 Discriminatory employment practices prohibited.
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706 (7)(b).
American Disability Act of 1989, as amended by the ADA Amendments Act of 2008.
29 CFR, Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, published in the Federal Register, Vo. 76, No. 58, 3/25/11.
Chalk v. The United States District Court of Central California, 840F.2d701 (9th Cir. 1988).

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Specific Impairments Considered to be Disabilities

As indicated in the implementing regulations to the ADA, the following impairments should be easily concluded to be disabilities:

Autism
Bipolar Disorder
Blindness
Cancer
Cerebral Palsy
Diabetes
Epilepsy
HIV Infection
Intellectual Disability
Major Depression Disorder
Multiple Sclerosis
Mobility impairment requiring use of a wheelchair
Muscular Dystrophy
Obsessive-Compulsive Disorder
Partially or completely missing limbs
Post-traumatic Stress Disorder
Schizophrenia

**SECTION 504/ADA
EMPLOYEE REQUEST FOR ACCOMMODATION**

1. Name of Employee: _____ Title/Position: _____

2. Eligibility Determination

Individuals considered eligible for protection from discrimination under Section 504/ADA are those who have a physical or mental impairment which substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment.

A. Please describe your mental or physical disability:

B. Please describe the major life activity substantially limited by your disability:

C. Please describe how your disability affects your ability to perform essential job functions:

D. Please describe the specific accommodation(s) being requested:

E. Have you attached medical documentation to support your request? Yes No

F. If "no", please provide the name and contact information for your treating physician:

Name: _____

Address: _____

Telephone #: _____

3. **Authorization to Communicate with Medical Provider**

I hereby authorize my employer, the _____ District to obtain, and for the medical provider listed above, to release confidential protected health information to the Director of Pupil Personnel Services for the limited purpose of determining any work related restrictions and/or accommodations which may be necessary in order to fulfill the essential function of my employment responsibilities. Any information received by my employer pursuant to this authorization shall be subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Employee Signature

Date

**ONCE COMPLETED, THIS FORM, ALONG WITH SUPPORTING DOCUMENTATION
SHOULD BE FORWARDED TO THE DIRECTOR OF PUPIL PERSONNEL SERVICES.**

Personnel – Certified

Academic Freedom and Responsibility

Academic freedom, the freedom to teach and to learn, is essential to the fulfillment of the purposes of the school system.

Schools should teach students how to think, not what to think. To study an idea is not necessarily to endorse an idea. Public school classrooms are forums for inquiry, not arenas for the promulgation of particular viewpoints.

The Board will make every effort to maintain an atmosphere of academic freedom within the schools.

Legal Reference: Connecticut General Statutes

53a-193 through 53a-200

Keyishian v. Board of Regents, 395 U.S. 589, 603 (1967)

Perry v. Sindermann, 408 U.S. 593 (1972)

Pickering v. Board of Education, 391 U.S. 563 (1968)

Sterzing v. Fort Bend Independent School District, 376F. Supp. 657 (S.D. Tex 1972)

Grayned v. City of Rockford, 408 U.S. 104 (1972)

Miller v. California, 413 U.S. 15 (1973)

Amendment to U.S. Constitution, Article I

Connecticut Constitution, ARTICLE FIRST, Declaration of Rights, Sections 4, 5

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/8/81)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Code of Ethics

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

Reference: Connecticut Education Association Code of Ethics

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Employee Conduct

The Plymouth Board of Education recognizes that school children are often influenced by the conduct displayed by its employees. The Board expects that employees will strive to set the kind of positive example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere. The following guidelines are intended to define the district's expectations for employee conduct. These include but are not limited to the following:

- Employees are expected to report for work appropriately dressed, on time and prepared and able to perform their duties in a timely and efficient manner.
- Employees are expected to deal effectively and respectfully with students, parents, visitors and fellow staff.
- Employees are expected to respect the confidentiality of student and staff information and discuss such information only with appropriate parties.
- Employees are expected to respect the district's property and belongings as well as that of students, staff, and visitors. Misappropriation, theft, or removal of same will not be tolerated.
- Employees will not be permitted to work if they are under the influence of alcohol or are engaged in the use or possession of any illegal and/or controlled substance without medical supervision.
- Employees are not permitted to falsify any information on a student or staff record, application, time, or employment record.
- Employees are forbidden to misuse or violate computer security access codes and/or authorized use of computers.
- Employees are prohibited from bringing deadly weapons or firearms of any kind onto district premises at any time.
- In dealing with suppliers, vendors, contractors, and all organizations or individuals doing or seeking to do business with the school district, employees are prohibited from deliberating, deciding or acting in all matters in which there may be a conflict between their own personal or financial interests and the interests of the school district. Employees will disclose the potential for these conflicts to their immediate supervisor or the office of Human Resources and General Administration as they arise.
- Employees will not engage in any form of harassment or bullying of students or other employees based on race, color, religion, ethnicity, national origin, ancestry, gender, sexual orientation or disability.

Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws, other applicable Board policies, and existing collective bargaining agreements.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified/Non-Certified

Alcohol, Drugs, and Tobacco

No employee or student shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation 21 CFR 1300.11 through 1300.15.

The “workplace” is defined to mean school property or 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 his or her conviction occurring in the workplace as defined above, no later than five (5) days after such conviction. As a condition of employment, 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 be non-renewed or his or her employment maybe suspended or terminated, at the discretion of the Board of Education.

The 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 alcohol or a controlled substance is prohibited in the district's workplace.
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. Notify the employee in the required statement that as a condition of employment the employee will abide by the terms of the statement 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.
4. Notify the federal agency within 10 days after receiving notice from an employee or otherwise receiving notice of such conviction.

Personnel - Certified/Non-Certified

Alcohol, Drugs, and Tobacco (continued)

5. 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Drug-Free Workplace

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana 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 the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school- owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off school property during any school-sponsored or school- approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy maybe 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 Statute 4305-4308.
 54 Federal Regulation 4946 (1989)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified

Students

Psychotropic Drug Use

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

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

However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, and school counselors, in consultation with District Administrators may recommend that a student be evaluated by an appropriate medical practitioner.

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

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes

10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)

46b-120. Definitions

10-76a Definitions. (as amended by PA 00-48)

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)

10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

Personnel – Certified

Students

Psychotropic Drug Use

Legal Reference: (continued)

State Board of Education Regulations.

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Certified/Non-Certified

Students

Face Masks/Coverings

The Plymouth Board of Education (the “Board”) recognizes the importance of protecting the health and safety of students, staff, and the community during the COVID-19 pandemic. As such, and in accordance with requirements and guidelines issued by the Connecticut State Department of Education (“SDE”), the Board requires that all individuals entering a school building, a Plymouth Public Schools (“District”) facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual’s nose and mouth. An appropriate face covering shall not include exhalation valve masks. Any individual who presents for entrance into a school building, District facility or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with this policy shall be mandatory for all individuals while in a school building, District facility and/or District transportation vehicle, unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in a school building, District facility or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with this policy may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Board authorizes the Superintendent or designee to develop administrative regulations and/or protocols to implement this policy. Such administrative regulations and/or protocols shall outline authorized exceptions to the requirement that all individuals wear an appropriate face covering in the school buildings, District facilities and District transportation vehicles and may identify additional face covering rules as related to the safe operation of the school community.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,
Connecticut State Department of Education, as amended by Addendums 1-11 (June
29, 2020 through August 31, 2020).

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age, status or consent.

(cf. 4118.112/4218.112 – Sexual Harassment)

(cf. 4118.23/4218.23 – Conduct)

(cf. 5141.4 – Child Abuse/Neglect)

Legal Reference: Connecticut General Statutes

10-53a-71 Sexual assault in the second degree: Class C or B felony.

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

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail/Telecommunications

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply. Staff will employ electronic mail at work as a primary tool for communications. The district may rely upon this medium to communicate information, and staff will be responsible for checking and reading messages. Electronic mail and telecommunications are not entirely secure.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private. Staff will adhere to District guidelines for the use of technology resources.

The following behaviors are examples not permitted on district networks:

1. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
5. Violating and state or federal laws, including copyright laws.
6. Using others' passwords or network account.
7. Trespassing in others' folders, documents, or files.
8. Intentionally wasting limited resources.
9. Sending or displaying offensive messages or pictures.
10. Employing the network for commercial purposes.
11. Violating regulations prescribed by the network provider.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail/Telecommunications (continued)

12. Sharing confidential information on students or employees.
13. Moving files and/or programs to/from the network.
14. Conducting union business.
15. Promoting, supporting or celebrating religion or religious institutions.
16. Use of media not belonging to the school system, including floppy disks and CD-ROMs.
17. Other behaviors in violation of district policy or regulations.

Violations will result in appropriate disciplinary actions.

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail/Telecommunications (continued)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

31-48d – Employers engaged in electronic monitoring required to give prior notice to employees

P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

PLYMOUTH BOARD OF EDUCATION
Terryville, Connecticut

NOTICE

Pursuant to the authority of Public Act 98-142, 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 when determined by the Board or the Superintendent of Schools in their discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on school district 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 of Education 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 this school district in its facilities:

- Monitoring of e-mail and other components of the school district’s computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (office, professional calls only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without any prior notice when the Board and/or the Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff of the district.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, and other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (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.

The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of email 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.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee’s acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
53a-182b Harassment in the First Degree
31-48d Employees engaged in electronic monitoring required to give prior notice to employees
United States Code, Title 20
675 1-677 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety
United States Code, Title 47
254 Universal service discounts (E-rate)
Code of Federal Regulations, Title 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Introduction

Computers, computer networks, electronic devices, Internet access, and electronic mail are effective and important technological resources. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system, and may provide electronic devices that access the system, such as personal laptops, Smartphones, 1-Pads or other tablet computers, I-Phones, Androids or other mobile or handheld electronic devices, to enhance the educational and business operations of the district. In these regulations, the computers, computer network, electronic devices, 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 email transmissions and similar communications, including 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.

The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Monitoring (continued)

Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

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.

These computer systems can be used for improper, and even illegal, purposes. 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 and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Privacy Issues (continued)

Use of the computer system represents an employee's acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

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);
- 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 electronic 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;
- Using social networking sites such as Facebook, Twitter, MySpace and LinkedIn in a manner that disrupts or undermines the effective operation of the school district; is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications; creates a hostile work environment; breaches confidentiality obligations of school district employees; violates the law, Board policies and/or the other school rules and 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.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the district's computer system, or through the use of any electronic device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects district personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee's job-related responsibilities.

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 Director of Technology.

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.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Notice Regarding Electronic Monitoring (continued)

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 electronic communications and other components of the Board's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, mobile or handheld devices that access the computer systems, for compliance with the Board's policies and regulations concerning use of such systems.
- 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 system.

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 Reference: Connecticut General Statutes
 31-48b Use of electronic surveillance devices by employees limited
 31-48d Employees engaged in electronic monitoring required to give prior
 notice to employees

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

**PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut**

**EMPLOYEE COMPUTER AND INTERNET USE
ACKNOWLEDGMENT FORM**

No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment.

I have read policy 4118.5/4218.5 - Acceptable Computer Network Use and its Administrative Regulations - Acceptable Computer Network Use and understand their terms and conditions.

Signature

Date

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Staff Request for Borrowing Technology Equipment

Staff Member: _____

Building: _____

Reason for Borrowing: _____

Equipment Taken On: _____ To Be Returned On: _____

Itemized List of Equipment and Materials to Be Borrowed: _____

Replacement Value of Materials Borrowed: _____

In borrowing this equipment, I understand that I am responsible for its use, and care while it is in my possession. I understand that district policies and guidelines require the use of this equipment in conjunction with my job responsibilities and for no other purposes. I also understand that other district policies and guidelines such as not installing "home" software or making software modifications for connecting to non-school peripherals such as printers or external drives, are in effect while the equipment is in my care. I understand it is my responsibility to familiarize myself with the current policies, procedures and guidelines for use of technology. I understand that I will bear financial responsibility for damage or loss to the equipment from accident or theft or misuse of the equipment. I agree to follow the procedures specified by my administrator to certify that the equipment is returned in good working order, and understand that the judgment of the administrator or their designee is final.

Staff Signature

Date

Administrator's Signature

Date

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Social Media

The Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1. interferes, disrupts or undermines the effective operation of the school district;
2. is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees; or
5. violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References: Connecticut General Statutes
 The Freedom of Information Act
 53A-182B Harassment in the first degree.
 P.A. 98-142 An Act Requiring Notice to Employees of Electronic
 Monitoring by Employers.
 United States Code, Title 20
 675 1-6777 Enhancing Education Through Technology Act, Title II, Part
 D, especially: 6777 Internet safety
 United States Code, Title 47
 254 Universal service discounts (E-rate)
 Code of Federal Regulations, Title 47
 54.520 Internet safety policy and technology protection measures, E-rate
 discounts
 U.S. Constitution, 1st Amendment
 Connecticut Constitution, Article 1, Sections 3, 4, 14

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

The Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board's policy or these administrative regulations is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between the Board's policy or these regulations and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' personal use of social media, will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees; or
- 5) violates the law, board policies and/or other school rules and regulations.

Definitions

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes:

- 1) social-networking sites (i.e. Facebook, LinkedIn, Google+, Classmates.com);
- 2) blogs and micro-blogs (i.e. Twitter, Tumblr, Medium);
- 3) content-sharing sites (i.e. Scribd, SlideShare, DropBox); and
- 4) image-sharing and video-sharing sites (i.e. Snapchat, Periscope, Flickr, YouTube, Instagram, Vine, Pinterest);
- 5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (e.g., Reddit, Kik, Yik Yak, SoundCloud, WhatsApp).

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

Definitions (continued)

Electronic communications device includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless telephone.

Personal online account includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media and retail-based Internet websites. Personal Online Account does not include any account created, maintained, used or accessed by an employee for a business, educational or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of his/her supervisor.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee's supervisor. Where appropriate and with permission, district-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must receive the permission of his/her immediate supervisor.
 - The employee must not use his/her personal online account for such purpose, but shall use his/her Board-issued account.
 - The employee must ensure that such social media use is compliant with all Board of Education policies, regulations, and applicable state and federal law, including the provision of required legal notices and permission slips to parents.
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - Parents shall be permitted to access any page that their child has been invited to join.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

Rules Concerning District-Sponsored Social Media Activity (continued)

- Access to the page may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the page will monitor it regularly.
 - The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using district- sponsored sites or accounts or through Board-issued electronic accounts.
 5. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board- issued accounts, or when accessing district-sponsored social media sites or while using personal devices on the district's wireless network or while accessing district servers.
 6. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using district electronic communications devices.
 7. All communications through district-sponsored social media or Board-issued electronic accounts must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her supervisor prior to communicating such information.
 8. An employee may not link a district-sponsored social media page to any personal online account or sites not sponsored by the school district.
 9. An employee may not use district-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
 10. An employee may not use district-sponsored social media or Board-issued electronic accounts in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media (continued)

Rules Concerning Personal Online Accounts

1. The Board understands that employees utilize social media and the web for personal mailers in the workplace. The Board of Education reserves the right to monitor all employee use of district electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, district-issued cellular telephones or other electronic communications devices. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies.
2. An employee may not mention, discuss, reference or link to the Board of Education, the school district or its individual schools, programs or teams using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board of Education.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

Rules Concerning Personal Online Accounts (continued)

5. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents or others, and any individual that views an employee's communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.
6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through district computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
7. All communications through personal online accounts and/or social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her supervisor prior to communicating such information.
8. An employee may not post official Board of Education material using a personal online account without written permission of his/her supervisor.
9. All of the Board of Education's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

1. An employee may not be required by his/her supervisor to provide his/her username, password, or other means of authentication of a personal online account.
2. An employee may not be required to authenticate or access a personal online account in the presence of his/her supervisor.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

Access to Personal Online Accounts (continued)

3. An employee may not be required to invite or accept an invitation from his/her supervisor or required to join a group with the employee's personal online account.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide his/her username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of his/her supervisor or failing to invite his/her supervisor or refusing to accept an invitation sent by his/her supervisor to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide his/her username, password or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the district from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the district may require an employee to allow the district to access his or her personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide his/her username and/or password or other authentication means in order for the district to access the personal online account.

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Use of Social Media

Legal References: Connecticut General Statutes
The Freedom of Information Act
53A-182B Harassment in the first degree.
P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers.
United States Code, Title 20
675 1-6777 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety
United States Code, Title 47
254 Universal service discounts (E-rate)
Code of Federal Regulations, Title 47
54.520 Internet safety policy and technology protection measures, E-rate discounts
U.S. Constitution, 1st Amendment
Connecticut Constitution, Article 1, Sections 3, 4, 14

Personnel -- Certified

Substitute Teachers

The Superintendent shall, within budgetary provisions, make every effort to provide substitute teachers during the absence of the regular teacher. Insofar as possible, the substitute teacher shall continue the academic work of the class as planned. Teachers shall have plans prepared for use when they are absent. The substitute teacher must be qualified to implement the lesson plan and accomplish the goals set by the classroom teacher.

Suitable programs for hiring, training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the District.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

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

Legal Reference: Connecticut General Statutes
 10-183v Reemployment of teachers.
 10-145a Certificates of qualification for teachers.

Personnel -- Certified

Student Teachers

The Board of Education endorses participation in undergraduate student teaching programs with colleges and universities for the purpose of training competent future teachers. Student teachers will be accepted on a limited basis and placed according to availability of competent cooperating teachers.

The Board of Education authorizes the Superintendent of Schools to approve all prospective student teachers. Decisions to place a student teacher will be determined by the following:

1. Submission of a regular teacher application including copies of transcripts and references.
2. A screening and interview by the building Principal.
3. Recommendation by the building Principal to the Superintendent of Schools on accepting student teachers with the named cooperating teacher. (Normally no more than one student teacher will be assigned to a cooperating teacher in any given school year.)
4. The Superintendent of Schools may interview prospective student teachers and will make the final decision on acceptance of each student teacher.
5. The successful fulfillment of a criminal background check. (Effective July 1, 2010)

It is the responsibility of the Superintendent of Schools to notify the college or university of acceptance of student teacher(s).

Teachers who cooperate in training student teachers must be:

1. Tenured;
2. Successful teachers with good to outstanding evaluations;
3. Recommended by the Principal or Core Coordinator;
4. Participating on a voluntary basis.

(cf. 4112.5 – Security Check/Fingerprinting)

Legal Reference: Connecticut General Statutes
10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA
04-181 and June 19 Special Session, Public Act No. 09-1)
29-17a Criminal history checks. Procedure. Fees.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

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.

Personnel -- Certified

Staff Development

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

Each certified employee, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group settings. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance, and
4. be comprised of professional learning that is aligned with rigorous state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement, and includes a repository or best practices for teaching methods developed by educators within each school that is continuously available to such educators for comment and updating.

Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, and shall be consistent with any goals identified by the certified employees and the Board.

The Board believes that staff development experience should be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance, and foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers’ organizations support the principle of continuing training of teachers and the improvement of instruction.

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

Personnel -- Certified

Staff Development (continued)

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development and evaluation committee, consisting of certified employees, including representatives of the exclusive bargaining representative for such employees. Committee membership shall consist of at least one representative from each of the teachers' and administrators' unions and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, participation in the development of a teacher evaluation and support program for the District, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), (2) be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education, and (3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the Board's professional staff members, including personnel management and evaluation training or experiences for administrators, shall be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.

The members chosen by the Board to be on the professional development and evaluation committee shall serve at the pleasure of the Board.

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

Staff development activities should respond directly to the educational needs of the student body. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS 10-220a, as amended.

Such in-service training program for certified staff shall provide information on (1) the nature and the relationship of drugs and alcohol to health and personality development and procedures for discouraging their abuse, (2) health and mental health risk reduction education that includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating violence, domestic violence and child abuse, (3) school violence prevention, conflict resolution, the prevention of an response to youth suicide and the identification, prevention of and response to bullying, (4) cardiopulmonary resuscitation and other emergency life-saving procedures, (5) the requirements and obligations of a mandated reporter, and (6) the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia, as define in CGS 10-3d.

Personnel -- Certified

Staff Development (continued)

The Board will allow any paraprofessional or noncertified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

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

Professional Development Pertaining to Human Trafficking

The Board, in compliance with PA 17-32, shall provide training pertaining to human trafficking to those staff members who have contact with students. These individuals must complete the initial educational training by July 1, 2018 and refresher training annually thereafter. New hires must complete the initial training within six months after their start date, or by July 1, 2018, whichever is later. This training shall use the training program, which includes a video presentation developed by the Department of Children and Families (DCF) pertaining to the awareness of human trafficking issues and how to accurately and promptly identify and report suspected human trafficking.

(cf. 4115 - Evaluation)

Legal Reference: Connecticut General Statutes
 10-27 Exchange of professional personnel and students.
 10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19
 Special Session, Public Act No. 09-1, PA 10-91, PA 12-116, PA 13-145,
 PA 15-215, and PA 17-37.)
 10-153b Selection of teachers' representatives
 10-226f Coordinator of intergroup relations.
 10-226g Intergroup relations training for teachers.
 10-145b Teaching certificates (as amended by PA 01-173)
 10-148a Professional development (as amended by PA 17-37)
 10-151(b) Employment of teachers. Definitions. Tenure
 PA 17-32 An Act Concerning Human Trafficking
 PA 17-37 An Act Implementing the Recommendations of the Task Force on
 Professional Development and Inservice Training Requirements for
 Educators

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Publication or Creation of Materials

Staff members are encouraged to contribute professional articles and news items to local, State and national agencies. As a matter of professional ethics, all professional articles should be cleared through the office of the Superintendent of Schools in the event that the school system or any of its separate departments is mentioned.

The school system retains the rights to legal claim on all products created by its employees on the job with the assistance of school system funds.

(cf. 4132.1 – Copyrights and Patents)

Legal Reference: Public Act 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Copyrights and Patents

The Board of Education recognizes that staff members under contract to the school district may, in carrying out their professional responsibilities, develop patented or copyrightable educational materials for use in the school program. It is understood by the Board of Education and the staff members that such materials developed as part of regular employment are equally the properties of the school district and the employee.

The Superintendent of Schools shall ensure that the contractual agreement and the assignment of copyright interests form shall be executed between the employee and the school district when requested by the Board of Education and/or the employee.

It is understood also that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling his/her contractual duties to the school district are the property of the employee.

The school system retains the right to legal claim on all products created by its employees on the job with the assistance of school system funds.

(cf. 4132 – Publication or Creation of Materials)

Legal Reference: 17 U.S.C. §§101-120 (Copyright Act of 1976 as amended)

Personnel -- Certified/Non-Certified

Travel; Reimbursement

The Board of Education shall reimburse employees and officials of the district for actual and necessary expenses incurred while using private vehicles, or while attending authorized meetings or conferences.

1. Out of district travel requiring air travel and/or hotel accommodations will be approved in advance by the Superintendent.
2. Conference attendees should book hotel accommodations well in advance of travel dates in order to take advantage of early booking discounts. Attendees are encouraged to book accommodations at the conference host hotel in order to maximize the value of attendance, but should make efforts to take advantage of all available discounts and/or promotional rates.
3. When traveling by commercial rail or airline, travelers should book travel as far in advance as practicable in order to obtain the lowest available fare. The Superintendent is authorized to reimburse transportation expenses in advance of the travel if the employee has been required to prepay fare more than 30 days in advance of travel in order to obtain the lowest fare. Airline selection should be made on the basis of the lowest airfare and optimal schedule only, without regard to frequent flyer membership, and only coach airfares are permitted.
4. Expense reports must be filed within two weeks of the ending date of travel.
5. Receipts must be provided for all eligible expenses. When submitting receipts which detail personal, non-reimbursable and reimbursable expenses, the employee should clearly mark both on the face of each receipt.
6. When parking at an airport, employees should use long term or discounted off-site parking when available. Employees may use airport shuttle or limo services whenever the cost of the service is equal to or less than the cost of discounted airport parking plus personal mileage allowance.
7. When using personal autos for transportation, the employee will be reimbursed at the standard rate per mile as published by the Federal Internal Revenue Service.
8. When traveling on behalf of a Federally-funded program, meals, incidentals and lodging must be limited to the rates published in the Federal Travel Regulations, unless otherwise justified. Similarly, car rentals are limited to mid-size vehicles, unless otherwise justified.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Organizations/Units

Employee Organizations

All employees are free to join or not to join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organizations. Each employee is entitled to his/her individual legal or ethical rights and privileges.

Employees shall not be interfered with, intimidated, restrained, coerced, or discriminated against, either by the school system or by employee organizations, because of their membership or non-membership in employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Board of Education.

Employee organizations, which meet the provisions of the law and the policies of the school district, shall have the right to represent their members in matters within the scope of the law.

Units

The State Labor Relations Board will, as provided by law, consider what appropriate units should exist in this school system to provide fair employee representation and provide for effective system-wide operations. The State Labor Relations Board will decide appropriateness in the light of such criteria as:

1. Community of interest of the employees
2. Established practices
3. Organizational affiliation of employees
4. Effect of size of units on school system operations
5. Effect of number of units on school system operations
6. Present placement of employees on established salary schedules
7. Interfacing job relationships (i.e., nurses, librarians, counselors, teachers)
8. Funding source

Legal Reference: Connecticut General Statutes
10-153a Rights concerning professional organization and negotiations.
Annual service fees negotiable item
10-153b Selection of teachers' representatives
10-153c Disputes as to elections
10-153e Strikes prohibited. Interference with the exercise of employees' rights prohibited. Hearing before state board of labor relations. Appeal. Penalty.
46a-60 Discriminatory employment practices prohibited

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Agreement

All articles included in negotiated agreements with employees shall have the effect of Board of Education policy. In cases of conflict between negotiated agreements and Board of Education policies or administrative regulations, the agreements shall take precedence.

Personnel – Certified

Negotiations/Consultations

The Plymouth Board of Education will adhere to negotiation guidelines as stated in Section 10-153a of the Connecticut General Statutes and will, therefore, consider any organizational request which clearly relates to salaries, hours, and other conditions of employment of employees represented by the organization, and will not negotiate any request which does not so relate. In case of dispute as to whether a particular topic is or is not within the scope of negotiations, the decision of the state labor board on that topic will be considered binding, but until such decision is made by the state labor board the Board of Education will not negotiate any item which it considers to be outside the general topic “salaries, hours, and other conditions of employment.”

The Board of Education must meet and confer with the Board of Finance (or other fiscal authority) within thirty (30) days prior to the commencement of negotiations. A member of said fiscal authority shall be invited to attend negotiating sessions and must provide any fiscal information requested by the Board of Education.

Negotiations shall begin not less than two hundred ten (210) days before the budget submission date. Procedures for filing signed negotiated contracts, their acceptance, or appeal shall be according to law.

Legal Reference: Connecticut General Statutes

10-153a Rights concerning professional organization and negotiations.
Annual service fees negotiable item

10-153d Meeting between board of education and fiscal authority required. Duty to negotiate. Procedure if legislative body rejects contract (as amended by P.A. 87-250 He negotiating of “hours” as defined by law)

10-153e (d) “to negotiate in good faith”

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified/Non-Certified

Non-School Employment

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

Personnel — Certified/Non-Certified

Employee Safety

General

Employees are entitled to work under safe conditions and shall be provided necessary training in safety techniques and precautions. The Superintendent of Schools and administrative staff shall maintain safe and healthy work places in each school and district facility with safe equipment and proper materials. Safe methods and practices shall be developed and practiced by staff and students.

Use of Physical Force

Employees may use reasonable physical force as necessary to protect themselves from attack, to protect another person or property, to quiet a disturbance which threatens physical injury to others, or to obtain possession of weapons or other dangerous objects.

Physical Assaults on Teachers, Administrators, Other School Personnel, and Students

Employees shall report, as soon as possible, assaults on them in connection with their employment to their Principal or other immediate supervisor who shall further report such assault to the local police. The Principals or supervisor shall notify the Superintendent of the incident.

The employee may also, in his/her discretion, file a complaint with the local police.

The Superintendent shall maintain records of any assaults for required reports to the Commissioner of Education.

Legal Protection of Employer

As required by the general statutes, the Board of Education shall indemnify Board members and employees.

(cf. 4113/4213 - Provisions of Negotiated Agreements)

Legal Reference: Connecticut General Statutes
10-233g Boards to report school violence. Reports of principals to police authority.
10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.
10-236a Indemnification of educational personnel assaulted in the line of duty.
53a-18 Use of reasonable physical force...

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified/Non-Certified

Exposure to Blood, Other Pathogenic Body Fluids or Infectious Material

The Plymouth Public Schools recognizes its responsibility to protect all people from exposure to pathogenic body fluids or other infectious materials. Pathogenic body fluids include the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The Superintendent of Schools or his/her designee will develop administrative regulations consistent with OSHA standards and Connecticut Department of Public Health Standards. The policy will be reviewed annually and whenever necessary. It will be accessible to all employees.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule.

Connecticut State Agencies Regulations Section 31-372-101-1910.1030.

Connecticut General Statutes 31-372 Adoption of federal and state standards. Variance.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel - Certified/Non-Certified

Exposure to Blood, Other Pathogenic Body Fluids or Infectious Material

I. Work Area Restrictions

- A. Wastebaskets in all spaces will be lined with plastic and disposed of in accordance with OSHA standards.
- B. Food and beverages will not be stored in refrigerators, freezers, cabinets, or on countertops where blood, other pathogenic fluids or infectious materials are present.
- C. In restricted work areas where there is a reasonable likelihood of exposure to blood or potentially infectious materials, such as health rooms, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses.
- D. All procedures in handling pathogenic fluids or other infectious materials will be conducted in a manner that will minimize splashing, spraying and splattering droplets of blood or other potentially infectious materials.
- E. All syringes, needles and broken glass exposed to potentially infectious fluids will be stored in OSHA approved containers for pickup and disposal by an approved-service provider.
- F. Other discarded non-sharp waste (such as gauze/tissue) that are saturated and/or dripping with blood or a regulated body fluid, or were saturated and/or dripping but are not caked must be disposed of in a biohazard waste bag kept in a container in all health rooms. Other non-sharp waste items include: human tissue, teeth, purulent (containing pus) syringes without needles, irrigating syringes, feeding tubes, and intravenous bags.

Biohazard waste bags are stored in OSHA approved containers for pick-up and disposal by an approved service provider.

II. Universal Precautions

All staff will practice “universal precautions” with exposure to blood or other potentially infectious materials. All new employees will be trained and other employees will be provided updates in universal precautions by the appropriate personnel (See Appendix A). Additional training or review sessions will be scheduled as needed. Training records will be kept for three years.

Personnel - Certified/Non-Certified

Exposure to Blood, Other Pathogenic Body Fluids or Infectious Material (continued)

III. Personal Protective Equipment

- A. Personal protective equipment will be provided without cost to employees. This equipment includes the following:
1. Disposable gloves, tissue and plastic bags and band aids will be available to all employees.
 2. Disposable facemasks, gowns and goggles (protective eyewear) will be available in the health room.
 3. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to the employee.
 4. All garments, which are penetrated by blood, shall be removed immediately, or as soon as feasible.
 5. Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes.

Disposable gloves used will not be washed or decontaminated for re-use. Contaminated, torn or punctured gloves will be replaced as soon as practical. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

All contaminated areas will be decontaminated immediately or as soon as feasible and the end of the school day.

IV. Hepatitis Vaccine

All employees who may be potentially exposed through employment to blood or other potentially infectious materials will be offered the Hepatitis vaccines, at no cost to the employee. The vaccine will be offered within 10 working days of the initial assignment to work involving the potential for occupational exposure to blood or potentially infectious materials, unless the employee has previously had the vaccine or the option of antibody testing which showed the employee had sufficient immunity. Employees who decline the vaccine will sign a waiver according to the OSHA Standard.

Employees who initially decline the vaccine but who wish to have it later may then have the vaccine provided at no cost. Employees will receive a booster shot, if needed, at no cost to the employee.

Personnel - Certified/Non-Certified

Exposure to Blood, Other Pathogenic Body Fluids or Infectious Material (continued)

V. Post-Exposure Evaluation and Follow-Up

An “exposure incident” of an employee will be reported to the building Principal and/or the school nurse. All employees who incur an exposure incident will be offered a post-exposure evaluation and follow-up in accordance with the OSHA standard, through a contracted health care company. An exposure incident means direct contact with an eye, mouth, mucous membrane, non-intact skin or potential contact with blood or other potentially infectious materials that resulted from the performance of an employee’s duties. “Potential” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions. The follow-up will include:

- A. Documentation of the route of exposure and the circumstances related to the incident (See Appendix A).
- B. The employee will be offered a confidential medical evaluation and follow-up.
- C. The employee will be offered the option of having his/her blood tested for HIV/HBV serological status.
- D. The exposed employee will be informed concerning Connecticut State law and regulations regarding disclosure of the identity and infectivity of the source individual.
- E. The employee will be offered Hepatitis vaccines, at no cost to the employee, under the supervision of a licensed physician or licensed health care professional.
- F. The employee will be offered post-exposure prophylaxis consistent with current medical practice.
- G. The employee will receive appropriate counseling concerning precautions to take during the period after the exposure incident.
- H. Confidential medical records for each employee with occupational exposure shall be kept for the duration of employment plus 30 years.

VI. Recordkeeping

All recordkeeping required by the OSHA standards will be maintained by the Business Manager.

Implementation for Custodians and Housekeeping

1. Routine daily cleaning procedures will be followed.
2. Disinfectant-detergents must be used for cleaning environmental surfaces. Visible material must be removed by physical scrubbing.
3. Appropriate barrier precautions must be used as necessary. Reusable household-type gloves should be used for performing general housekeeping cleaning procedures.
4. Hands must be washed immediately and thoroughly with an antiseptic soap if contaminated with blood and other body fluids, and always after removing gloves.

Cleaning and Decontaminating Spills of Blood or Body Fluids

1. Clean all spills immediately.
2. Gloves must be worn.
3. Remove visible material with paper towels, and then decontaminate the area with a chemical germicide that is approved as “disinfectants.” (A 1:10 dilution of 5.25% bleach solution may be used as an alternative).
4. Hands must be washed with soap and water after removing gloves.
5. Disinfect carpeting as follows:
 - a. Apply sanitary absorbent agent, wait until dry, and then vacuum.
 - b. If necessary, mechanically remove waste with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush, and re-vacuum.
 - c. Rinse dustpan and broom with disinfectant. If necessary, wash brush with soap and water. Dispose of no reusable cleaning equipment as noted above.



CIRMAcare Injury Reporting Hotline

1-800-652-4762 (24 hours)

REVISED 9/21/08

LOSS INFORMATION

Loss Date: _____ Loss Time: _____ Call Type: Claim Occurrence

Injured Employee's Employment Status: Full Time Part Time Volunteer Other

Loss Location Name: _____

Loss Location Address: _____ City & State: _____ Zip Code: _____

INJURED EMPLOYEE'S INFORMATION

Employee's First & Last: _____

Employee's Home Address: _____ City & State: _____ Zip Code: _____

Employee's Social Security Number: _____

Employee's Telephone Numbers Work: _____ Home: _____

Gender: Male Female Date of Birth: _____ Job Title: _____

Department: _____

Supervisor's Name: _____ Telephone Number: _____

Employee's Hire Date: _____

Did employee miss work beyond normal shift? Yes No If yes, continue below

Last Day Worked: _____ Disability Date: _____ Returned to Work: _____

Time Employee Began Work: _____ Date Employer Notified: _____

Loss Description: _____

Injury Type: _____ Cause of Injury: _____ Body Parts Involved: _____

Contact Name: _____ Telephone Number: _____

TREATMENT INFORMATION (If known)

Name of Physician: _____ Physician's Telephone Number: _____

Name of Hospital: _____ Hospital Telephone Number: _____

WITNESS

Name: _____ Address: _____

City & State: _____ Zip Code: _____ Telephone Number: _____

FOR OFFICE USE ONLY

CLAIM NUMBER: _____

Supervisor's Accident Investigation

(To be completed by the employee's supervisor or other responsible administrative official)

Location where accident occurred		Employer's Premises: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of accident or illness
		Job site: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Who was injured?		<input type="checkbox"/> Employee	Time of accident a.m. <input type="checkbox"/>
		<input type="checkbox"/> Non-Employee	p.m. <input type="checkbox"/>
Job title or occupation	Name of dept.		
What was employee doing when injury/illness occurred?			
How did injury/illness occur? List all objects and substances involved.			
Part of body affected/injured?		Any prior physical conditions? *If so, what?	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nature and extent of injury/illness			

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

- | | | |
|---|--|--|
| <input type="checkbox"/> Failure to lockout | <input type="checkbox"/> Improper maintenance | <input type="checkbox"/> Poor housekeeping |
| <input type="checkbox"/> Failure to secure | <input type="checkbox"/> Improper protective equipment | <input type="checkbox"/> Poor ventilation |
| <input type="checkbox"/> Horseplay | <input type="checkbox"/> Inoperative safety device | <input type="checkbox"/> Unsafe arrangement or process |
| <input type="checkbox"/> Improper dress | <input type="checkbox"/> Lack of training or skill | <input type="checkbox"/> Unsafe equipment |
| <input type="checkbox"/> Improper guarding | <input type="checkbox"/> Operating without authority | <input type="checkbox"/> Unsafe position |
| <input type="checkbox"/> Improper instruction | <input type="checkbox"/> Physical or mental impairment | <input type="checkbox"/> Other _____ |

Supervisor's corrective action to ensure this type of accident does not recur: _____

- Was employee trained in the appropriate use of Personal Protective Equipment/Proper safety procedures? ... Yes ___ No ___
- Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? Yes ___ No ___
- Did employee promptly report the injury/illness? Yes ___ No ___
- Is there modified duty available? Yes ___ No ___

Supervisor's name Supervisor's signature Phone# Date

Accident Witness Statement

(To be completed by accident witness)

Injured employee's name: _____
Last First Middle

Name of witness: _____ Ph# _____
Last First Middle

Job title of witness: _____ How long employed here? _____

Home address of witness: _____

City: _____ State: _____ Zip Code: _____

Location of accident: _____
Address/Name of building Area (bathroom, etc.)

Date of accident: _____ Time of accident: _____

Describe fully how accident occurred: (including events that occurred immediately before the accident):

Describe bodily injury sustained (be specific about body part(s) affected): _____

Recommendation on how to prevent this accident from recurring: _____

Name of Witness's Supervisor: _____ Ph# _____
Last First

Signature of Witness: _____ Date: _____

Personnel — Certified/Non-Certified

Employee Protection

The reasonable exercise of authority should be the criterion for any verbal or physical contact by a Board of Education employee with any student in the Plymouth School System. Any verbal abuse or physical contact which is fostered by a loss of temper on the part of a Board of Education employee or which is given as a form of punishment is not a reasonable exercise of authority.

The application of reasonable physical restraint when a student's or other student's safety is threatened is a teacher responsibility which cannot be abridged. The use of physical restraint on a student when a teacher's safety is threatened likewise is reasonable. Any and all verbal threats and assault to staff members should be immediately reported to a school administrator and a written report of it placed on file with the school system. In all cases, staff must avoid using physical restraint when other avenues are available such as reporting incidents to the office or immediately calling an administrator. Where the physical well-being of the staff is endangered, he or she should seek immediate assistance.

Employees immediately shall 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.

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

Section 52-557b of the Connecticut 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. Such immunity extends to civil damages for and personal injuries that result from acts of 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.

Personnel — Certified/Non-Certified

Employee Protection (continued)

Legal Reference: Connecticut General Statutes

- 10-233b Removal of pupils from class
- 10-233c Suspension of pupils
- 10-233g Boards to report school violence. Reports of principals to police authority (as amended by P.A. 83-44)
- 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
- 53a-19 Use of physical force in defense of person

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Leaves and Vacations

Employed personnel of the school district may wish or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies
2. Those governed by compassion or conviction, such as family illness, bereavement, and other personal reasons
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study
4. Those provided by scheduled vacations

The Board of Education recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and specified within the negotiated agreements.

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays.

10-156 Sick leave.

10-156b Tenure and sick leave rights of teacher.

10-156c Military leave.

10-156d Reemployment after military leave.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel — Certified

Personal Illness and Injury Leave

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

Verification of Absence

The Superintendent or supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five (5) days of the absence.

All personnel who have been absent for more than ten (10) consecutive working days shall submit to the Superintendent a statement from the attending physician with full diagnosis and prognosis as well as the date upon which the employee may return to work.

Personnel -- Certified

Emergency/Personal

Request for Extra Personal Days with Pay

The following criteria will be followed by the Superintendent when he/she makes a recommendation to the Board of Education for approval of extra personal days with pay, beyond the number designated in the negotiated contract for certified employees.

- 1. Necessary Conditions for Extensions (All conditions must be met)**
 - A. The activity must be one that could not have been foreseen.
 - B. The activity must be one that could not be moved to a non-school day.
 - C. The certified employee's presence must be required at the activity.
 - D. The activity must be such that the certified employee or his/her immediate family will suffer hardship if the certified employee does not attend.

- 2. Factors that will be considered in the decision**
 - A. The certified employee's attendance history.
 - B. The reasons for the use of prior personal days.
 - C. The degree of disruption to the education of the students.

Certified staff requesting extra personal days with pay will, in all likelihood, need to discuss the request personally with the Superintendent.

Request for Extra Personal Days without Pay

All requests for extended leave without pay shall be requested in accordance with the negotiated contract between the Plymouth Board of Education and the Plymouth Education Association.

Personnel -- Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances) and 2013 Final Rules. Eligible employees (employment for at least one-year and at least 1,250 hours actually worked in the twelve-month period immediately preceding the commencement of the leave) are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period.

Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve-month period preceding the commencement of the leave. A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

The District will continue to pay the District's share of the employee's health benefits during the leave. In addition, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay and other conditions of employment after the termination of the leave in accordance with Board policy and collective bargaining agreements.

Eligible employees are entitled to take unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

- A "qualifying exigency" as defined by Department of Labor regulations arising out of a covered family member's covered active duty or Federal call to covered active duty (includes National Guard and Reserves) in the Armed Forces including deployment to a foreign country or to international waters;
- To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces (including as a member of the National Guard or Reserves) provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating;
- To care for a covered family member who is a veteran who is undergoing medical treatment, recuperation or therapy for a service related illness or injury that was incurred or aggravated while on active duty and manifested itself before or after the member became a veteran, within five years after a veteran leaves service; and/or

Personnel -- Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act (continued)

- To care for a parent of a military member called to active duty provided the military member is the spouse, (including same-sex marriages*), parent or child of the employee.

When leave is due to a “qualifying exigency” of a service member, an eligible employee may take up to 12 work weeks of leave during any 12-month period. When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Employees will not be deprived of any employment benefits accrued before taking FMLA leave.

The District will maintain health insurance benefits at the same basis as is provided to other similarly situated employees. Conversely, employees on FMLA leave are not entitled to accrue any seniority or benefits during the leave unless determined otherwise due to a collective bargaining agreement. When an employee returns from FMLA leave, benefits will be resumed in the same manner as provided prior to taking the leave, subject to any changes in benefit levels that may have occurred during the FMLA leave period and which affect the entire work force. Leave available for eligible employees under FMLA is not intended to supplement leave otherwise provided to such employees. The District may require the eligible employee substitute any accrued vacation or sick leave for any part of the twelve-week period that may be taken for the serious health condition of a spouse, child or parent, or for the employee’s own serious health condition.

In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

The Board, in compliance with state statute, shall provide to its employees who are a party to a civil union with the same family and medical leave benefits under the federal Family Medical Leave Act (FMLA) as are provided to employees who are party to a marriage. The term “marriage” includes a same-sex marriage which all states must now recognize, or common law marriages that either was entered into in Connecticut or another state that recognizes such marriages or if entered into out of Connecticut is valid in the place where entered into and could have been entered into in at least one state. In addition, the Board shall allow its employees leave time under this policy to serve as organ or bone marrow donors.

The District, in compliance with FMLA’s regulations, will post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the provisions of the FMLA and providing information concerning the procedures for filing complaints of violations of the Act. Electronic posting may be utilized.

**Due to the Obergefell Supreme Court Decision, there is no distinction under the law between same sex and opposite sex spouses. It is advisable to refer to “marriage” and “spouse.”*

Personnel -- Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act (continued)

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

(cf. 4118.14 - Disabilities)

(cf. 4151.2 - Family Illness)

(cf. 4152.3 - Maternity; Adoptive; Child Care)

Legal Reference: P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, section 565, Title V.
Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).
Final Rule – published in Federal Register, Vol. 78, Wed. February 6, 2013.
Final Rule – published in Federal Register, Vol. 80, No. 37, Wednesday, February 25, 2015
Connecticut General Statutes
46b-3800 Applicability of statutes to civil unions and parties to a civil union.
PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.
PA 12-43 An Act Concerning Family and Medical Leave Benefits for Certain Municipal Employees
United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)
Obergefell v. Hodges, No. 14-556, 135 S. Ct. 2584 (2015)

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Certified

Leave for Governmental Service

Any teacher entering military service shall be reinstated upon return therefrom in the position previously occupied at a salary level thereafter to which he/she would have been entitled had his/her employment by the Board not been interrupted by the period of military service.

Personnel -- Certified

Jury Duty

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. However, teachers, due to the nature of their employment, are encouraged to request that they be excused from jury duty.

Personnel -- Non-Certified

Recruitment and Selection

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school system and to locate suitable candidates to recommend for employment to the Board of Education. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board of Education for inclusion in the annual budget.

This policy shall be administered without prejudicial or discrimination in regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, except in the case of a bona fide occupational qualification or need.

Prior to initial employment, a physician shall certify to the Superintendent of Schools that said employee is in good health and in fit condition for service within 30 days from the date of hire.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

(cf. 4111.1 - Affirmative Action)

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

46a-81a Discrimination on the basis of sexual orientation

Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Non-Certified

Drug and Alcohol Testing For School Bus Drivers

The Plymouth Public School district is committed to the establishment of a drug and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. The district shall adhere to federal law and regulations requiring a school bus drivers drug and alcohol testing program.

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations and this policy and will actively enforce the regulations of this policy as well as federal requirements.

Legal Reference: United States Code, Title 49
 2717 Alcohol and controlled substances testing (Omnibus Transportation
 Employee Testing Act of 1991)
 Code of Federal Regulations, Title 49
 40 Procedures for Transportation Workplace Drug and Alcohol Testing
 Programs
 382 Controlled Substance and Alcohol Use and Testing
 395 Hours of Service Drivers
 Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540.
 International Brotherhood of Teamsters v. Department of Transportation
 932 F. 2d 1292 (1991)
 American Trucking Association, Inc. v. Federal Highway Administration,
 (1995) WL 136022 (4th circuit)
 Connecticut General Statutes
 14-261b Drug and alcohol testing of drivers of certain commercial motor
 vehicle.
 14-276a Regulations re school bus operators and operators of student
 transportation vehicles; qualifications; training. Pre-employment drug test
 required for operators.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Non-Certified

Assignment

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

Personnel -- Non-Certified

Transfer/Reassignment

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

Personnel-Non-Certified

Evaluation/Supervision

The Board of Education endorses a continuous process of evaluation of all employees of the school district.

The Superintendent is directed to establish those procedures which will ensure that the quality of programs and services in the school system be improved and maintained.

It also is the intention of the Board of Education that all employees receive such supervision that all aspects of their job assignments are properly and competently performed in accordance with the performance objectives of the respective position.

Personnel- Non-Certified

Dismissal/Suspension

The Superintendent is directed to develop regulations which will permit orderly and fair procedures for the dismissal, suspension or demotion of any employee for reasons of incompetency, malfeasance, immoral or improper conduct, insubordination, failure to conform to the policies and regulations of the district, mental and/or physical illness or disability, and actions which are, in the opinion of the Board of Education, inimical to the welfare of the district, the staff, or the students.

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel-Non-Certified

Dismissal/Suspension

Definitions

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

"Demotions" means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

"Dismissal" means separation, discharge, or permanent removal of an employee from service in the district for cause in accordance with the policies and regulations of the district.

Notice of Disciplinary Action

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the district is alleged, the policy or regulation shall be set forth in the notice. The notice must contain specific action or omission with which the employee is charged. A general charge will not serve the purpose.

A proceeding may be brought by, or on behalf of, the employee to restrain any further proceed proceedings under any notice of disciplinary action in violation of this provision.

Suspension of the Employee Pending Disciplinary Action

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

This suspension shall be without pay, except that if the Board of Education denies the recommendation of the Superintendent or designee, the employee shall be entitled to full pay for the suspension period. If the Board modifies the recommendation of the Superintendent, the Board shall determine as part of its action whether the suspension or any part of the suspension shall be without pay.

All dismissals and suspensions of non-certified employees will be done in accordance with due process procedures. A hearing with the Superintendent will be held prior to any dismissal or suspension proceedings.

Legal Reference: Connecticut General Statutes
 46a-60 Discriminatory employment practice prohibited.

Regulation approved: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel – Non-Certified

Athletic Coaches

Volunteer Coaches

The Board of Education (Board) prefers to hire paid coaches in accordance with the Teacher's Contract. The Board recognizes, however, that in some instances in the interest of enhancing the sports program and increasing the number of adults working with the students, a volunteer coach may be appointed to work under the direction and supervision of a certified Head Coach if he /she has the appropriate coaching certificate, has been interviewed and recommended by the Principal and Athletic Director, and approved by the Board of Education upon the Superintendent's recommendation. Volunteer coaches must abide by the same policies and procedures that other coaches who are employed by the Board of Education are required to follow.

Background checks, including fingerprinting, shall be required for all volunteer coaches prior to being allowed to work in the District's intramural or interscholastic athletic program.

Volunteer coaches who adhere to these guidelines need to have successfully completed a First Aid course, maintain CPR certification, and completed a coaching certification course. He/she must follow all District policies and procedures required of other coaches. However, under no circumstances shall volunteer coaches have any individual supervision or responsibility for students. A volunteer coach working with and instructing student-athletes must have a coaching permit.

Note: Either a coaching permit or a temporary emergency coaching permit **is required** for a coach of intramural or interscholastic athletics in kindergarten through grade 12, inclusive, including volunteer coaches who work with or instruct student-athletes. A person assisting a coach but not instructing or working with the athletes shall not be required to hold a coaching permit or temporary emergency coaching permit if not serving as any type of coach and working under the direct and continual supervision of a coach. (SBE Regulations 10-145d-423)

Legal References: Connecticut General Statutes

10-149 Qualifications for coaches of intramural and interscholastic athletes

10-145d-423 of the State Board of Education Regulations

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel -- Non-Certified

Organizational/Units

All employees are free to join or not to join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organizations. Each employee is entitled to individual legal or ethical rights and privileges.

Employees shall not be interfered with, intimidated, restrained, coerced, or discriminated against, either by the district or by employee organizations, because of their membership or non-membership in employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Board of Education.

Employee organizations which meet the provisions of the law and the policies of the district shall have the right to represent their members in matters within the scope of the law.

Legal Reference: Connecticut General Statutes

7-467 et seq. Municipal Employees Relations Act 4da-60 Discriminatory employment practices prohibited

46a-60 Discriminatory employment practices prohibited

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Personnel--Non-Certified

Vacations/Holidays

Non-certified employees on the regular non-certified salary schedule who are employed full-time are allowed vacation with pay each year according to terms established by employee agreement(s) or the current regulations established by the school district. Less than one year's service merits vacation in proportion to the time served. Part-time employees working on an intermittent basis are not entitled to vacation time.

Non-certified employees receive holidays specified in law and in their contracts. Holidays falling within the employee's vacation time do not count as vacation days.

The term of employment to be used for determining vacation time shall be based on the time served by the employee during the fiscal year.

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays

Policy adopted: August 9, 2017

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut