

Book	Policy Manual
Section	4000 - Personnel
Title	Title IX
Code	4000.1/5145.44
Status	Retired
Adopted	October 20, 2020
Retired	June 14, 2022

Personnel --Certified/Non-Certified Students Students

Title IX

The Norwalk Board of Education (Board) policy is to maintain a learning and working environment free from any form of sex discrimination or sexual harassment. The Board agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations as amended in the Final Rule promulgated pursuant thereto.

The Board, as required, shall respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Title IX applies to persons in this District because its education programs or activities receive Federal financial assistance. This policy applies to all of the District's programs or activities, whether such programs or activities occur on or off school grounds.

The District's response shall be triggered by notice to a Title IX Coordinator, or to an official with authority to institute corrective measures on the recipient's behalf, which charges a school with actual knowledge.

Definitions

Sex discrimination for purposes of this Title IX policy occurs when an individual, because of his or her sex, is denied participation in or the benefits of any program or activity receiving federal financial assistance. It includes when the District, as an employer, refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to such individual's compensation, terms, conditions or privileges of employment on the basis of the individual's sex.

Sexual harassment for purposes of this Title IX policy includes any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of quid pro quo harassment by a school's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person's equal access to the District's educational programs or activities; or
3. Any instance of sexual assault (as defined in 20 U.S.C.1092 (f)(6)(A)(v)), dating violence (as defined in 34U.S.C. 12291(a)(10)), domestic violence (as defined in 34U.S.C.12291(a)(8)), or stalking, (as defined in 34 U.S.C. 12291(a)(30).

(This definition does not make sexual harassment dependent on the method by which the harassment is carried out.)

Program or activity includes those locations, events, or circumstances over which the District exercises substantial control over both the alleged harasser (respondent) and the context in which the sexual harassment occurred.

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any employee of the school district.

Title IX Coordinator is the individual designated and authorized by the Board to coordinate the District's Title IX compliance efforts. The name and contact information of the Board's Title IX coordinator shall be posted on the District website and shall be disclosed at the beginning of the School Year.

Deliberately indifferent means a response to a Title IX sexual harassment report that is not clearly unreasonable in light of the known circumstances.

Complainant is the individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent is the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint is the document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment.

Document filed by a complainant is a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. These measures are without charge to a complainant or a respondent and may be offered before or after the filing of a formal complaint or when no complaint has been filed.

Notifications

The District shall notify all students, employees, applicants for admission and employment, parents or legal guardians of students, and all unions/bargaining units of the Title IX Coordinator's contact information. Such information shall include the name or title, office address, e-mail address, and telephone number of the Title IX Coordinator. The required contact information shall also be prominently displayed on District and school websites.

Reporting Procedures/Formal Complaint

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that would constitute sex discrimination or sexual harassment. Such report may be made in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Such report may be made at any time, including during non-business hours, by using the Title IX Coordinator's listed telephone number, e-mail address or by mail to the office address.

Any third party as well as the complainant may report sexual harassment. This includes parents and guardians of students.

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed.

District/School's Mandatory Response Obligations

The District and its schools recognize its mandatory obligations to respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, as defined. The following mandatory response obligations will be fulfilled:

1. Supportive measures shall be offered to the person alleged to be the victim ("complainant").

A respondent will not be disciplined without the District first following the Title IX grievance process, which includes investigating formal complaints of sexual harassment.

2. The Title IX Coordinator to discuss promptly with the complainant the availability of supportive measures, consider the complainant's wishes with respect to such measures, inform the complainant of the availability of such measures with or without filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. Follow a grievance procedure that complies with the Title IX Final Rule before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
4. The rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment and Fourteenth Amendment shall not be restricted when complying with Title IX.

5. Sexual harassment allegations in any formal complaint will be investigated. The formal complaint can be filed by a complainant or signed by the Title IX Coordinator.
6. The complainant's wishes regarding whether the District/school investigates shall be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
7. Compliance efforts, where applicable, to be coordinated with special education staff members.

If the allegations in a formal complaint do not meet the definition of sexual harassment contained within this policy, or did not occur in the District's educational program or activity against a person in the United States, the District will, as required, dismiss such allegations for purposes of Title IX but may still address the allegations in any manner deemed appropriate by the District.

Notice of Allegation to the Parties

The District shall provide notice to the parties upon receipt of a formal complaint and on an ongoing basis if the District decides to include additional allegations during the course of the investigation.

The notice shall inform the parties of the allegations that potentially constitute sexual harassment as defined in this policy and include the identities of the parties involved in the incident, sufficient details about the allegations, including the identities of the parties if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

The written notice shall also include notice of the applicable grievance process, and advise the parties that they may have an advisor of their choice and that the parties may inspect and review evidence obtained in the investigation.

The notice shall also inform the parties of any provisions in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The written notice will be on the Title IX coordinators letterhead and will be sent via certified mail (return receipt requested) or via UPS, FedEx or some other comparable courier service with appropriate tracking capabilities.

Grievance Process

The District, as required, will utilize a consistent, transparent grievance process for resolving formal complaints of sexual discrimination and/or sexual harassment. Such process, as detailed in the administrative regulation accompanying this policy, applies to all District schools equally.

A presumption that the respondent is not responsible for the alleged conduct shall be maintained until a determination is made regarding responsibility at the conclusion of the grievance process.

Allegations contained in any formal complaint will be investigated. Written notice shall be sent to both the complainant(s) and respondent(s) of the allegations upon receipt of the formal complaint in the matter described above.

During the grievance process and when investigating:

1. The burden of gathering evidence and burden of proof remains with the District.
2. The parties will be provided equal opportunity to present fact and expert witnesses and evidence.
3. The ability of the parties to discuss the allegations or gather evidence shall not be restricted.
4. The parties shall have the same opportunity to select an advisor of their choice, who may be, but need not be, an attorney.
5. The District shall send written notice of any investigative interviews or meetings.
6. The District shall send the parties, and their advisors, evidence directly related to the allegations, electronically or hard copy, with at least ten (10) working days for the parties to inspect, review and respond to the evidence.
7. The District shall send the parties, and their advisors, an investigative report, electronically or hard copy, that summarizes relevant information with at least ten (10) working days for the parties to respond.
8. After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) (who shall not be the Title IX coordinator and/or investigator) shall afford each party an opportunity to

submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The District shall dismiss allegations of sexual harassment that do not meet the definition contained in this policy or if such conduct did not occur in a District educational program or activity against a person in the United States. Such dismissal is for Title IX purposes.

The District, in its discretion, may dismiss a formal complaint or allegations therein if the Title IX Coordinator is informed by the complainant in writing to withdraw the formal complaint or allegations therein, if any of the following conditions are met:

1. respondent is no longer enrolled or employed by the District, or
2. If specific circumstances prevent the District from gathering sufficient evidence to reach a determination.

The District shall give the parties written notice of a dismissal, mandatory or discretionary, and the reasons for such dismissal.

The District, in its discretion, may consolidate formal complaints where the allegations arise out of the same or similar set of facts.

Privacy

The privacy of an individual's medical, psychological, and similar treatment records will be protected. Such records will not be accessed by the District unless the party's voluntary, written consent is obtained.

The District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para professional acting in their recognized capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, per the Title IX Final Rule, are considered irrelevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or offered to prove consent.

Standard of Evidence and Written Determination

The District shall provide the same standard of evidence to all formal complaints of sexual harassment whether the respondent is a student or an employee, including a faculty member.

The Board has chosen to use as the District's standard of evidence the preponderance of evidence standard.

The decision maker, who cannot be the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

Such written determination shall be sent simultaneously (via certified mail and/or other similar courier service that provides tracking) to the parties and include information about how to file an appeal.

Appeals

The District shall offer both parties an appeal from a determination regarding responsibility and from the District's dismissal of a formal complaint or any allegations therein, based on the following:

1. Procedural irregularity that affected the outcome of the matter;
2. Newly discovered evidence that could affect the outcome of the matter; and/or
3. Title IX personnel (Title IX Coordinator, investigator(s), or decision maker(s)) that had a conflict of interest or bias, that affected the outcome of the matter.

The District shall provide both parties a reasonable opportunity to submit a written statement in support of, or challenging the outcome. The appeal decision-maker shall issue simultaneously to the parties, a written decision describing the appeal result and the rationale for the result.

Informal Resolution Process

The District may exercise the option to offer and to facilitate an informal resolution option, such as, but not limited to, mediation or restorative justice, provided both parties give voluntary, informed, written consent to attempt informal resolution.

The Board shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. The District will not require the parties to participate in an informal resolution process and will not offer such process unless a formal complaint is filed.

At any time prior to agreeing to a resolution, the Board recognizes the right of any party to withdraw from the informal resolution process and to resume the grievance/investigative process with respect to the formal complaint.

The Board specifically prohibits the offering or facilitating of an informal resolution process to resolve any allegation that an employee sexually harassed a student.

Record Keeping

The District shall maintain for a period of seven (7) years the records of each sexual harassment investigation, any disciplinary sanctions imposed on the respondent or remedies provided to the complainant; any appeal and the results of the appeal; informal resolution, if any, and the results of informal resolution; and the materials used to train coordinators, investigators, decision-makers and facilitators of informal resolution.

The District shall also create and maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, it shall be documented the basis or the conclusion reached and the measures taken to restore or preserve access to the District's educational program or activity. Reasons must be cited when supportive measures are not provided to a complainant.

At the end of the seven (7) year period, and if appropriate under the Connecticut Library Retention Schedule, all said records shall be destroyed.

Retaliation

The District shall maintain confidentiality regarding the identity of complainants, respondents, and witnesses, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), as required by law, or as necessary to carry out a Title IX proceeding.

The District expressly prohibits retaliation against any individual for exercising Title IX rights which includes, but is not limited to any action by a person(s) (including third parties) to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or proceeding.

Complaints alleging retaliation may be filed according to the grievance procedures pertaining to sex discrimination.

The Board recognizes that the following does not constitute retaliation:

1. The exercise of rights protected under the First Amendment of the U.S. Constitution.
2. The charging of an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

The charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Training

The Board shall provide and/or make available training for any person designated as a Title IX coordinator, investigator, and decision maker and any person designated to facilitate an informal resolution process by October 1st of each school year. Such training shall include:

- The definition of sexual harassment under the new Final Rule
- The scope of the District's education programs and activities;

- The manner in which to conduct an investigation and grievance process, including appeals, hearings and informal resolution process, as applicable;
- How to serve impartially, including the avoidance of prejudgment of the facts at issue, conflicts of interest, and bias;
- The promotion of impartial investigations and adjudications of sexual harassment;
- A presumption that the respondent is not responsible for the alleged conduct until a determination is made regarding responsibility at the conclusion of the grievance process;
- Description of the range or list of the possible remedies the district may provide a complainant and disciplinary sanctions that can be imposed on a respondent, following determinations of responsibility;
- The utilization of the preponderance of evidence standard or the clear and convincing evidence standard;
- Issues of relevance of questions and evidence; and
- The creation of the investigative report to fairly summarize relevant evidence.

The District shall, as required, retain its training materials for a period of seven years and to make such materials available on its website (or upon request if the district does not maintain a website).

Nondiscrimination Notice

The Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons. The Board shall not discriminate on the basis of sex in the education programs or activities it operates. This policy of nondiscrimination in the education program or activity also extends to employment and admission.

Notice of the Board's nondiscrimination policy and grievance procedure, including how to file or report sexual harassment and how the District will respond shall be provided to applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the District.

This notice of nondiscrimination shall be posted on district and school websites and placed in any handbooks provided to the above cited groups.

Legal

United States Constitution, Article XIV

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, 20 USCS §1681, et seq.

Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.

Title IX Final Rule, 34 CFR §106.45, et seq., May 6, 2020

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)

The Clery Act, 20 U.S.C. §1092(f)

The Violence Against Women Act, 34 U.S.C. §12291(a)

Mentor Savings Bank, FSB v. Vinson 477 US.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)

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.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

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

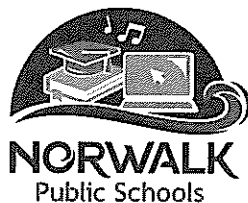
P.A. 19-16 An Act Combating Sexual Assault and Sexual Harassment

Cross References

[0521 - Equal Opportunity Policy](#)

[4118.112 - Sexual Harassment](#)

[5131.91 - Bullying/Safe School Climate Plan](#)



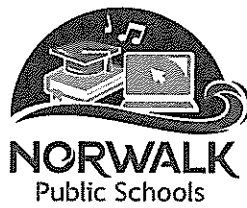
Book	Policy Manual
Section	4000 - Personnel
Title	Externally Funded Extracurricular Positions
Code	4111
Status	Retired
Adopted	May 5, 1987
Last Revised	February 3, 1998
Retired	June 14, 2022

**Personnel – Certified
Recruitment and Selection**

EXTERNALLY FUNDED EXTRACURRICULAR POSITIONS

The Board of Education will consider requests by parent groups for external funding of additional extracurricular positions subject to the procedures below:

1. The request for externally funded extracurricular positions must be submitted to the Superintendent of Schools by the supervisor and/or principal of the program or school which would have the positions. The request must include information about the program, job description(s), explanation of how the positions would affect the program/school, and other relevant data.
2. Following preliminary approval of the position(s) by the Superintendent, the Superintendent shall meet with the bargaining agent of the position(s) to negotiate an appropriate salary level.
3. The Superintendent shall then bring the proposed plan for externally funded extra- curricular positions to the Board of Education for approval.
4. If approved by the Board of Education, the position(s) shall be advertised, screened, and filled in accordance with existing personnel and business office regulations and procedures.
5. Payment of the stipend for the position(s) shall be made from private funds deposited in the appropriate Board of Education account.
6. All personnel approved under the above guidelines shall be subject to policies, regulations, and procedures of the Norwalk Public Schools and shall be protected for liability purposes as positions funded by the regular budget.



Book	Policy Manual
Section	4000 - Personnel
Title	Affirmative Action Plan
Code	4111.02
Status	Retired
Adopted	June 3, 1986
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

AFFIRMATIVE ACTION PLAN

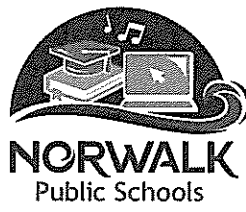
The Board of Education believes it is especially important that diversity of the Norwalk population be recognized in the recruitment, hiring, promotion, and assignment of personnel. Therefore, the Norwalk Board of Education is committed to the concept of an Affirmative Action Plan as a means to increasing the number of underrepresented minority staff members.

The specific purposes of this Affirmative Action Plan are:

1. to eliminate practices or policies that discriminate on the basis of race, religion, color, national origin, gender, age, marital status, sexual preference, or physical or mental disability.
2. to increase the representation of minorities at all levels of employment where underrepresentation presently exists.
3. to continue to implement internal assessment, reporting and modification procedure for the evaluation of the plan.
4. to develop employee training programs designed to assist employees, particularly those with the responsibility for recruitment, hiring, training, and assigning to ensure the fullest compliance with the plan.
5. to ensure that procedures within the various grievance and complaint mechanisms are adhered to.
6. to provide for the publication and dissemination, internally and externally, of the Affirmative Action Plan and ensure its availability to interested citizens and groups.

The Superintendent of Schools is directed by the Board of Education to develop, implement, and monitor this plan and its procedures in order to facilitate attainment of its goals. In the development and implementation of this plan, the Superintendent shall seek the advice of community, employee, and minority group representatives.

The Superintendent is also directed to report annually to the Board of Education on minority representation within the staff the effectiveness of the plan authorized by this policy, and the need for continuation of the plan.



Book	Policy Manual
Section	4000 - Personnel
Title	Nominations for Administrative and Supervisory Personnel
Code	4112
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified
Appointment and Conditions of Employment

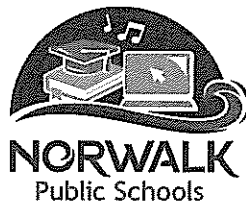
NOMINATIONS FOR ADMINISTRATIVE AND SUPERVISORY PERSONNEL

The Superintendent of Schools shall submit nominations to the Board of Education for its consideration. While the Board may accept or reject nominations, elections of a principal or supervisor shall be valid only if made on the nomination of the Superintendent, In the case of rejection, it is the duty of the Superintendent to make another nomination.

Other Certified Personnel

Employment of all certified personnel other than the Superintendent of Schools shall be made upon the nomination of the Superintendent of Schools except at such times as the Superintendent has been authorized by the Board of Education to issue contracts prior to official action by the Board of Education.

Legal	Connecticut General Statutes 10-151 Employment of teachers...
	10-153 Discrimination on account of material status
	10-155f Residency requirement prohibited
	46a-60 Discriminatory employment practices prohibited



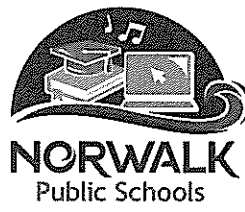
Book	Policy Manual
Section	4000 - Personnel
Title	Certification
Code	4112.02
Status	Retired
Adopted	August 29, 1985
Last Revised	June 3, 1986
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

Personnel – Certified

CERTIFICATION

The Board of Education shall require employees to meet certification requirements as established by law and/or the directives of the State Department of Education.

Legal	Connecticut General Statutes 10-145 et seq. Connecticut Teachers Certificates
	10-146c Interstate agreement on qualification of educational Personnel
	State Department of Education Regulations 10-145a-1 et seq. State teachers Certificates



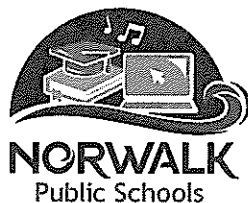
Book	Policy Manual
Section	4000 - Personnel
Title	Health Examinations
Code	4112.04
Status	Retired
Adopted	June 3, 1986
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-certified

HEALTH EXAMINATIONS

At the time of hire, employees of the Norwalk Board of Education are required to submit to a physical, which will include a determination that they are able to perform the essential job functions with or without reasonable accommodation. They must also be free from communicable diseases.

Legal	Connecticut General Statutes 10-207 Duties of medical advisors
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Book	Policy Manual
Section	4000 - Personnel
Title	Health Examinations Regulation
Code	4112.04-R
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-certified

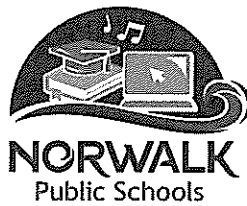
HEALTH EXAMINATIONS REGULATION

After the offer of employment, an employee of the Board of Education is required to submit to a physical, and send the completed, approved form to Personnel. The form must include certification by the physician that the individual is able to perform the essential functions of the job with or without reasonable accommodation and is free from communicable diseases. Such evidence shall include the results of a chest X-ray or tuberculin test.

The completed physical form shall be submitted to the Personnel Office no more than 30 days subsequent to the date of employment.

As required by statute, all food handling personnel shall have medical examinations annually. They shall submit on the approved form, signed by a physician, certification that they are able to perform the essential functions of their jobs with or without reasonable accommodation and are free from communicable diseases.

Legal	Connecticut General Statutes 10-207 Duties of medical advisors
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Book	Policy Manual
Section	4000 - Personnel
Title	Personnel Records
Code	4112.06 / 4212.06
Status	Retired
Adopted	August 29, 1985
Last Revised	May 21, 2019
Retired	June 14, 2022
Prior Revised Dates	02/03/1998; 05/21/2019;

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 on a form developed by the Superintendent 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.

In accordance with federal law, (ESSA), the District shall notify parents at the beginning of each school year of their right to request information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. The District will provide such information on request in a timely manner. The District shall also provide notification to the parent/guardian of a child who has been assigned or has been taught for four or more consecutive weeks by a teacher not meeting applicable state certification at the grade level and subject area in which the teacher has been assigned.

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

Legal

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.

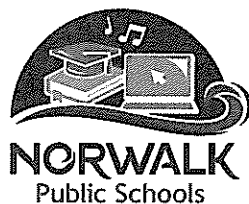
10-151a Access of teacher to supervisory records and reports in personnel file.

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

Section 1112(c)(6) The Every Student Succeeds Act

(ESSA) Section 1112(e)(1)(B) The Every Student Succeeds Act (ESSA)



Book	Policy Manual
Section	4000 - Personnel
Title	Nepotism Immediate Family
Code	4112.08
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel - Certified/Non-Certified

NEPOTISM IMMEDIATE FAMILY

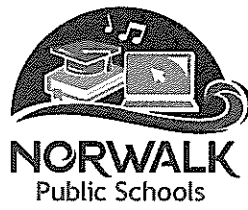
A Board member should not vote on any action of the Board which will directly affect a member of the immediate family or the member.

For the purposes of this policy, a member of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the Board member or administrator, or of the spouse of the Board member or administrator, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the Board member or administrator.

A Board member or administrator who has such a relationship with any employee of the school system shall declare such relationship immediately. So far as possible, no administrator shall have supervisory relationship to any member of his/her immediate family.

A Board member shall not be an employee of the school district.

Legal	Connecticut General Statutes 10-232 Restrictions on employment of members of Board of Education
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Book	Policy Manual
Section	4000 - Personnel
Title	Background Check
Code	4112.52 / 4212.52
Status	Retired
Adopted	May 15, 2018
Retired	June 14, 2022

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

Criminal History Record Information (CHRI)

(Proper Access, Use and Dissemination Procedures)

I. Purpose

The Norwalk Board of Education's (Board) intent of this policy is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

This policy is based upon the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Board considers the FBI CJIS Security Policy as the minimum standard. This Board policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

II. Scope

This policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location within the Norwalk Public Schools. This policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing FBI CJI.

III. Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI refers to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI is a subset of CJI and for the purposes of this policy is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

IV. Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose.

Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or the other agency is performing noncriminal justice

administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

V. Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual or group of individuals, appropriately vetted through a national fingerprint-based record check and granted access to CJI data. Agencies, including school districts, located within states with legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit a fingerprint-based record check within 30 days of employment or assignment on all personnel with those who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI.

VI. Security Awareness Training

Basic security awareness training is required, within six months of initial assignment, and biennially thereafter, for all personnel with access to CJI.

VII. Physical Security

A "physically secure location" is a facility or an area, room, or group of rooms within a facility with sufficient physical and personnel security controls to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel shall access physically secure non-public locations. The District will maintain a current list of authorized personnel. All physical access points into the District's secure areas will be authorized before granting access. The District will implement access controls and monitor physically secure areas to protect all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the District from physical, logical and electronic breaches.

VIII. Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, USB drives, external hard drives, or digital memory cards. "Physical media" includes printed documents and imagery that contain CJI.

The District shall securely store electronic and physical media within physically secure locations or controlled areas. The District restricts access to electronic and physical media containing CJI to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted.

IX. Media Transport

Controls shall protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure. The District shall protect and control electronic and physical media during transport outside controlled areas and restrict the activities associated with transport of such media to authorized personnel.

X. Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by the Norwalk Public Schools.

One of the following methods shall dispose of physical media (printouts and other physical media):

1. Shredding using District issued shredders;
2. Placing in a locked shredding bin for private contractor to come on-site and shred, witnessed by District personnel throughout the entire process;
3. Incineration using District incinerators or witnessed by District personnel onsite at District or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the following District methods:

1. Overwriting (at least 3 times) – an effective method of clearing data from magnetic media. Overwriting uses a program to write (1's, 0's, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Common magnets are weak and shall not be used to degauss magnetic media.
3. Destruction – a method of destroying magnetic media. Destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

XI. Account Management

The District shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The District shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges are commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

XII. Remote Access

The District shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to the District's information system by a user (or an information system) communicating temporarily through an external, non-District controlled network (e.g., the Internet).

The District shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The District shall control all remote accesses through managed access control points. The District may permit remote access for privileged functions only for compelling operational needs, but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

XIII. Personally Owned Information Systems

A personally owned information system is not authorized to access, process, store or transmit CJI unless the District has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer.

XIV. Reporting Information Security Events

The District shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated to allow for timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the District shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

XV. Policy Violation/Misuse Notification

Violation of any of the requirements contained in this CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Legal

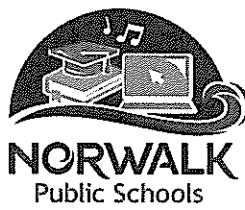
10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

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.

CJIS Security Policy Title 28 C.F.R. Part 20



Book	Policy Manual
Section	4000 - Personnel
Title	HIPAA Privacy Policy
Code	4112.61
Status	Retired
Retired	June 14, 2022

PERSONNEL

HIPAA PRIVACY POLICY

The City of Norwalk Board of Education (the "Board") shall comply at all times with the security and privacy provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). This policy applies to the following group health plans sponsored and maintained by the Board:

- Group medical plan, including vision, prescription drug and employee assistance plan (EAP) benefits;
- Group dental plan;
- Medical Flexible Spending Account.

Accompanying Regulations. The Board authorizes the school administration to promulgate regulations that satisfy applicable HIPAA requirements.

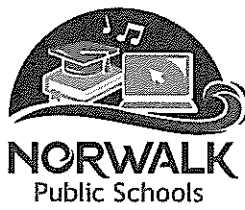
Privacy Officer. The Board shall appoint a Privacy Officer responsible for overseeing and monitoring the implementation of Board policy and regulations. The Privacy Officer may be removed from office upon written notice at any time. In the event of the Privacy Officer's resignation or removal, the Board shall appoint a replacement officer.

Non-Retaliation. Neither the Board nor any of its employees, members or officials shall take any retaliatory or intimidating action against a plan participant for exercising his or her rights under HIPAA or the Board's applicable policy and corresponding regulations. Further, a participant's treatment under any group health plan may not be conditioned upon a participant's failure to waive his or her privacy rights.

Amendment to Policy. The Board reserves the right to amend or modify this policy and/or the accompanying regulations from time to time. Further, the Board authorizes the Administration, in conjunction with its Privacy Officer, to amend or modify the accompanying regulations from time to time. Such amendments and/or modifications shall be made for legal compliance and may be made for other reasons and such revisions shall be documented in advance.

No Third Party Rights. No third party rights (including but not limited to rights of plan participants or a plan's business associates) are intended to be created by this policy or its accompanying regulations.

State and Other Requirements. This policy and its corresponding regulations shall supplement other privacy, security and confidentiality policies, regulations and practices implemented by the school district to satisfy applicable state, local and federal laws, insurance rules and/or contractual obligations.



Book	Policy Manual
Section	4000 - Personnel
Title	HIPPA Privacy Policy Regulation
Code	4112.61-R
Status	Retired
Adopted	January 16, 2007
Retired	June 14, 2022

PERSONNEL

HIPAA PRIVACY POLICY REGULATION

The following regulations are administered by the City of Norwalk Board of Education (the "Board") in accordance with the security and privacy provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which govern the Group Health Plan of the Board. These regulations shall be interpreted so as to comply with that law.

Group Health Plan(s): These regulations shall apply to the following group health plans sponsored and maintained by the Board:

- Group medical plan (self-insured in part), including vision, prescription drug and employee assistance plan (EAP) benefits;
- Group dental plan (self-insured);
- Medical Flexible Spending Account Plan (self-insured).

These regulations comprise of three parts. Part I sets forth the general rules applicable to all group health plans of the Board. Part II sets forth the policies and procedures applicable exclusively to the Board's group health plans which are self- insured, either in whole or in part. Part III sets forth the policies and procedures applicable exclusively to the Board's group health plans which are fully insured.

PART I – GENERAL RULES

Privacy Officer: The following individual currently serves as the designated Privacy Officer: Human Resources Officer. The Privacy Officer is responsible for overseeing and monitoring the implementation of the HIPAA policy and these regulations. The Privacy Officer also serves as the contact person for receiving complaints regarding privacy disclosure issues and for providing additional information to participants upon request. The Privacy Officer serves in such capacity at the sole discretion of the Board. The Privacy Officer may delegate performance of his/her administrative duties to any member of the privacy team ("Team Members").

Protected Health Information: For purposes of these policies and procedures, protected health information ("PHI") means information that (1) is created or received by a group health plan and relates to the past, present, or future physical or mental health condition of a plan participant; the provision of health care to a plan participant; or the past, present, or future payment for the provision of health care to a plan participant; and (2) identifies the participant or provides a reasonable basis for identifying such participant. PHI includes information of persons living or deceased. PHI does not include employment records held by the Board in its role as employer; or any other records excluded under the Department of Health and Human Services ("DHHS") privacy regulations.

Privacy Team: The Privacy Officer is responsible for identifying those employees of the Board who will have access to PHI and are responsible for performing administrative functions directly on behalf of the group health plans. Each Team Member will be required to execute a Confidentiality Agreement acknowledging that he or she will have access to PHI and will be bound by these policies and procedures, as amended from time to time. The initial Team Members will include the following persons:

- Human Resources office employees, school attendance secretaries
- Other school personnel designated by the Privacy Officer

Training: The Privacy Officer is responsible for training Team Members with respect to these policies and procedures and the privacy requirements of HIPAA generally. Additional training will also be provided to the extent necessary and appropriate to permit such members to carry out the specific administrative functions assigned to the Team Member.

To the extent the Privacy Officer deems necessary and appropriate, training will also be provided to the Board's personnel who are not Team Members but receive from time to time incidental disclosures of PHI.

Non-Compliance/Discipline: If at any time, the Privacy Officer determines that any Team Member is not in compliance with Board policy, these regulations and/or HIPAA requirements, then the Privacy Officer may conduct additional training. The Privacy Officer will also maintain a separate record of such noncompliance and periodically monitor any corrective procedures taken to ensure compliance. To the extent necessary, the Privacy Officer will discipline or remove Team Members.

Amendment to Regulations: The Board and/or the administration, reserves the right to amend or modify these regulations from time to time, and is required to do so when changes in the law cause such revisions to be made. Amendments and modifications to these regulations will be documented in advance.

No Third Party Rights: No third party rights (including but not limited to rights of plan participants or a plan's business associates) are intended to be created by these regulations.

PART II – REGULATIONS FOR SELF-INSURED GROUP HEALTH PLANS

Permitted Access and Disclosure of PHI for Self-Insured Plans: With respect to each group health plan of the Board, which is self-insured either in whole or in part, Team Members will have access to and may use and disclose PHI only for the purpose of:

- Carrying out treatment, payment or health care operations;
- Pursuant to and in compliance with a valid authorization of the covered participant (or his or her designed representative); or
- To the extent otherwise expressly permitted or required under the Department of Health and Human Services ("DHHA") privacy regulations.

Disclosures of PHI may also be made directly to the covered participant. Team members having access to PHI may not use such information or disclose such information to any other employees of the Board for employment-related or other reasons unless authorized by the covered participant. Team Members may not access PHI from home or offsite computers without the permission of the Privacy Officer, who will grant permission only if the home or offsite computer meets the required security standards.

"Minimum Necessary" Disclosure: When using or disclosing PHI or when requesting PHI from another covered entity, Team Members will make reasonable efforts not to use, disclose or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the permitted use, disclosure or request, taking into consideration practical and technological limitations. In particular, Team Members will make a determination as to whether disclosure of the participant's name and/or social security number is necessary and will blackout or delete all unnecessary information. The "minimum necessary" standard does not apply to any of the following:

- Uses or disclosures made to the covered participants;
- Uses or disclosures made pursuant to an authorization of the covered participant;
- Disclosures made directly to the Department of Labor;
- Uses or disclosures required by law; or
- Uses or disclosures required to comply with HIPAA.

All other disclosures will be reviewed on an individual basis by the Team Members to ensure that the amount of information disclosed is the minimum necessary to accomplish the purpose of the disclosure.

Safeguarding PHI: Team Members will use all reasonable efforts to secure PHI including locking file drawers, clearing work areas of PHI, not disclosing passwords, and ensuring that computer screens log-out after non-use. All written PHI records received by the Team Members will be maintained in a secure location at the Board facilities and only other Team Members, to the minimum extent necessary to accomplish a permitted use or purpose, will have access to such information. PHI that is not in an electronic format

shall either be maintained in a locked file drawer or other secure location. PHI maintained in an electronic format will be password-protected and only those Team Members who have a need to know will have access to the information.

Team Members will destroy all PHI received from the group health plan or other person or entity, and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made to the Team Member. If destruction is not feasible, Team Members will limit further uses and disclosures to those purposes that make the destruction infeasible.

The Privacy Officer will be responsible for informing personnel within the Board's information technology department of their responsibilities and obligations with respect to HIPAA. Such information technology personnel who are not Team Members may not access PHI records without the express approval of a Team Member. Such personnel will be notified that they are subject to discipline, including termination, if they improperly access PHI.

Authorizations: Except as permitted under DHHS Reg. §164.506 (relating to uses and disclosure of PHI to carry out treatment, payment or health care operations) or DHHS Reg. §164.512 (relating to uses and disclosures for public policy reasons), disclosures of PHI may only be made upon the written authorization of the covered participant. Each such authorization must be in writing on a form prescribed by the Privacy Officer. Such authorizations shall be compiled and delivered to the Privacy Officer or his or her designee on a quarterly or more frequent basis. Such authorizations shall be maintained for a minimum period of six years following the date of disclosure.

A participant may revoke a prior authorization in writing at any time, except to the extent that the group health plan has taken action in reliance on the original authorization; or if the original authorization was obtained as a condition of obtaining insurance coverage, applicable law provides the insurer with the right to contest a claim under the policy.

A group health plan will not condition the provision of benefits or eligibility under the plan upon receipt of an authorization from a participant, unless the authorization is sought for determining the participant's eligibility or enrollment under the plan or determining the plan's underwriting or risk rating.

Disclosure to Family Members and Other Persons: Team Members may disclose PHI to participant's family members, other relative, or close personal friend, or any other person identified by the participant, if (1) the participant agrees to such disclosure either orally or in writing or (2) the Team Member reasonably infers from the circumstances, based on his or her judgment and common practice, that the participant does not object to the disclosure and it would be in the best interest of the participant to disclose such PHI. For example, each Team Member will normally verify a person's relationship by requesting the participant's social security number or other identifying information. Each Team Member, in his or her judgment, reserves the right to further request a written power of attorney or other authorization of the participant before disclosing the participant's PHI to such family member, other relative, or close personal friend.

Disclosure to Personal Representatives: Team Members may disclose PHI to a personal representative of the participant if the plan receives:

- A written power of attorney for health care purposes, notarized by a notary public;
- A court order of appointment of the person as the conservator or guardian of the individual; or
- The personal representative is a parent of a minor child.
- Each Team Member reserves the right to deny access to a participant's PHI to a personal representative if the Team Member, in his or her judgment, determines the non-disclosure would be in the best interest of the participant in light of the surrounding circumstances.

Individual Right to Restrict Disclosure: Each participant will have the right to request in writing that a group health plan not use or disclose his or her PHI for any otherwise permitted purpose. It shall be the policy of each plan that such individual requests will normally be denied unless the Privacy Officer or his or her designee determines that special circumstances warrant an exception. If the individual's request to restrict the disclosure of PHI is granted, then the Team Members will not use or disclose such information in violation of the requested restriction except as follows: (1) to carry out medical emergency treatment on behalf of the participant; (2) to facilitate the treatment, payment or health care operations of the plan; or (3) for any other permitted purpose under DHHS Reg. §164.510(a) (relating to uses and disclosures for the directory of a health care provider's facility) or DHHS Reg. §164.512 (relating to uses and disclosures for public policy reasons).

Individual Right to Request Alternative Means or Location of Communication: Each group health plan will honor a participant's reasonable request to receive confidential communications of his or her PHI by alternative means or at an alternative location, if the participant states that the disclosure of all or part of that information could endanger the participant. Such request must be made in writing and directed to the Privacy Officer. As appropriate, the Privacy Officer will notify the Team Members of the participant's request and will cause reasonable steps to be taken to honor the participant's request. If a participant requests that his or her PHI be communicated by alternative means or at an alternative location for a reason other than the endangerment of the participant, the Privacy Officer will not normally grant such request unless the circumstances warrant a special exception to the plan's normal administrative process.

Individual Right to Access PHI: Each participant shall have a right to inspect and obtain a copy of his or her PHI so long as such information is maintained in a designated record set (as defined below). The requested information will be provided within 30 days of the request, or within 60 days if the information is maintained off-site. Each participant (or his or her personal representative) will be required to complete a form prescribed by the Privacy Officer to request access to PHI. All such requests must be directed in writing to the Privacy Officer. If access is denied, the participant or his or her representative will be provided with a written denial setting forth the basis for the denial and any steps that he or she may take to request a review.

Each participant shall also have the right to request an amendment of his or her PHI for so long as it is maintained in a designated record set. All requests to amend PHI should be directed to the Privacy Officer in writing. The participant's request to amend his or her PHI may be denied, if the Privacy Officer determines that the PHI that is the subject of the request (i) was not created by the group health plan (unless the participant provides a reasonable basis to believe that the creator of the PHI is no longer available to act on the requested amendment); (ii) is not part of the designated record set; (iii) would not otherwise be available for inspection under the DHHS regulations; or (iv) is accurate and complete.

A "designated record set" means and includes (i) the medical records and billing records about an individual maintained by or for a covered health care provider; (ii) enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a group health plan; or (iii) other information used in whole or in part by or for the group health plan to make decisions about an individual.

Accounting for Disclosures: In accordance with DHHS Reg. §164.528, each Team Member will be responsible for maintaining a written or electronic record of all disclosures of PHI other than: (i) disclosures that are for purposes of carrying out payment, treatment or health care operations; (ii) disclosures that are pursuant to a valid authorization of the participant; (iii) disclosures that are to the covered participant; or (iv) disclosures that are otherwise allowed under the DHHS privacy regulations. All such disclosures must be reported to the Privacy Officer or his or her designee on a quarterly or more frequent basis. The Privacy Officer or his or her designee will be responsible for compiling and maintaining a master list of such disclosures. All records of disclosure will be maintained for a minimum period of six years following the date of disclosure.

Upon request to the Privacy Officer and in accordance with DHHS Reg.

§164.528, a participant may request an accounting of all disclosures of PHI during the six-year period prior to the date on which the accounting is requested, except for the following:

- Disclosures to carry out treatment, payment and health care operations;
- Disclosures to individuals of PHI about themselves;
- Disclosures pursuant to a valid authorization of the participant;
- Disclosures that occurred prior to the HIPAA compliance date for the group health plan;
- Disclosures for the directory of a health care provider's facility or to persons involved in the individual's care or for other notification purposes as provided in with DHHS Reg. §164.510; or
- Disclosures incident to any other use or disclosure permitted or required by the DHHS regulations (for example, disclosures mandated for national security or national intelligence, disclosures to correctional institutions or law enforcement professionals, disclosures to the Department of Health and Human Services to determine compliance, etc.).

Distribution of Privacy Notice: Existing plan participants will be provided with a notice of their privacy rights and the uses and disclosures of PHI that may be made by the group health plan and the group health plan's legal duties with respect to PHI no later than the time prescribed by applicable law. New participants will be provided with the privacy notice at the time of enrollment. The privacy notice may also be included as part of the summary plan description for the group health plan. The Privacy Officer will be responsible for amending the privacy notice from time to time as the Privacy Officer deems necessary to reflect amendments to these policies and procedures.

Disclosures of De-Identified Information, Summary Information, and Limited Data Sets: Each group health plan may disclose de-identified information, which is health information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual. The group health plan may disclose summary information to the Board for purposes of determining plan design and obtaining bids from providers. The Privacy Officer will be responsible for determining that the information disclosed constitutes either de-identified information or summary information. In accordance with the DHHS regulations, a group health plan may also use or disclose a "limited data set" to another covered entity for purposes of research, public policy or health care operations, if the plan obtains satisfactory assurance, in the form of a data use agreement, that the limited data set recipient will only use or disclose for such permitted purposes.

Relationships with Third Party Vendors: All third party vendors providing services involving PHI to, related to, or on behalf of a group health plan will be required to enter into a business associate contract no later than the effective date of HIPAA's privacy regulations (or, if later, the date they first commence services on behalf of the group health plan). PHI will not be disclosed to any

such vendor in the absence of a business associate contract. The business associate contract shall include provisions necessary to require the business associate to comply with HIPAA's privacy rules.

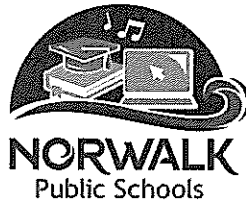
Periodic Monitoring/Audits: The Privacy Officer will perform an overall assessment of the Team Members' compliance with these policies and procedures no less frequently than annually. The Privacy Officer may also require an internal or external audit of the policies and procedures to ensure compliance with the DHHS privacy regulations.

Handling of Complaints: All complaints regarding PHI disclosures must be reported to the Privacy Officer. The Privacy Officer will be responsible for resolving any disputes and taking corrective action. The Privacy Officer will maintain a log of all such complaints and a summary of the resolution of the matter. Such log will be maintained for a minimum period of six years.

PART III – REGULATIONS FOR FULLY INSURED GROUP HEALTH PLANS

Permitted Access and Disclosure of PHI for Fully Insured Plans: With respect to each fully insured group health plan of the Board, Team Members will not normally have access to PHI. All such PHI will remain solely with the insurer. However, if a participant voluntarily discloses PHI to a Team Member and requests assistance in processing a claim with the insurer, a Team Member may contact the insurer on behalf of the participant in order to help facilitate resolution of the matter generally, but will request as a matter of course that no further PHI be disclosed to the Team Member. The Team Member may follow up with the insurer or participant to make sure that the claim was resolved to the satisfaction of the participant generally but will request that the specifics of the participant's claim (including PHI) not be disclosed to the Team Member.

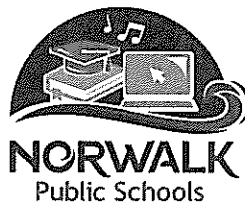
Handling of Complaints: All complaints regarding PHI disclosures must be reported to the insurance carrier for the group health plan. The insurer will be responsible for resolving any disputes and taking corrective action.



Book	Policy Manual
Section	4000 - Personnel
Title	Assignment – Transfer/Reassignment
Code	4113
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

ASSIGNMENT - TRANSFER/REASSIGNMENT

The Superintendent shall make such assignments and such transfer in assignment of employees as the interest of the school system may require, reporting his/her action to the Board for information and record. All such assignments and transfers shall be made in accordance with existing employee organization negotiated agreements.



Book	Policy Manual
Section	4000 - Personnel
Title	Social Media
Code	4114
Status	Retired
Adopted	February 16, 2021
Retired	June 14, 2022

SOCIAL MEDIA

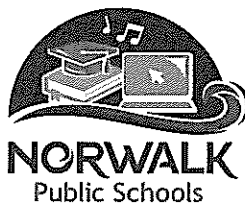
The Norwalk Board of Education (the "Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts 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	U.S. Constitution, Amend. I
	Conn. Constitution, Article I, Sections 3, 4, 14
	Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
	Conn. Gen. Stat. § 31-40x
	Conn. Gen. Stat. § 31-48d
	Conn. Gen. Stat. § 31-51q
	Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250



Book	Policy Manual
Section	4000 - Personnel
Title	Evaluation and Support Program
Code	4115
Status	Retired
Adopted	August 29, 1985
Last Revised	May 21, 2019
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

EVALUATION AND SUPPORT PROGRAM

The primary purpose of a teacher and administrator evaluation program shall be the improvement of the student learning experience, including the encouragement of creativity and innovation in the planning and implementation of teaching strategies. Secondary purposes of the teacher evaluation program include promoting professional growth and development of staff, providing accountability by ensuring that only effective teachers continue in the school system, and assist in the determination of teachers being "highly qualified" in the core academic subject areas taught as defined in the Every Student Succeeds Act.

The Board of Education shall adopt and implement a teacher evaluation and support program. Such teacher evaluation and support program shall be developed through mutual agreement with the District's Professional Development and Evaluation Committee. The required union representation on such committee shall include at least one representative from each of the teachers' and administrators' unions. If unable to attain mutual agreement, the Board and the Professional Development and Evaluation Committee shall consider adopting by mutual agreement the State Board of Education (SBE) adopted model teacher evaluation and support program without any modification. Further, if the Board and the Professional Development and Evaluation Committee fail to agree on the SBE model, the Board, will use its statutory authority to adopt and implement a teacher evaluation program of its choice, provided such program is consistent with the SBE adopted guidelines.

The District's Teacher Evaluation Model is based on nine essential purposes which focus on student learning, mastery of professional competencies, professional growth, and school/district improvement. These nine purposes are:

- to provide annually a continuous and consistent system of staff assessment which, in turn, will help to provide a climate for maintaining and improving the quality of instruction and student learning;
- to provide opportunities to enable teachers and administrators to become more skillful, more effective and more creative in their work
 - identifying and analyzing their knowledge and skills so they can direct the growth and development of students more effectively and with greater sensitivity
 - identifying their strengths as well as areas for more growth
 - formulating and evaluating specific student learning objectives
 - developing a better understanding of their obligations and their responsibilities;
- to provide a variety of opportunities for self-analysis;

- to improve the process by which teachers, administrators and the Board of Education realize their goals and objectives;
- to improve the quality and effectiveness of the professional development program;
- to develop awareness of and accountability for the quality of the instructional program;
- to foster teamwork and understanding between evaluatees and evaluators;
- to raise the standards of the education profession; and
- to provide a sound basis and appropriate documentation for administrative decisions to separate from employment those staff who do not meet professional standards, ef effectiveness, efficiency and competency.

Prior to June 1" annually, the Superintendent shall report to the Board of Education the status of teacher evaluations. The Superintendent will also report annually to the Commissioner of Education on the implementation of the teacher evaluation and support program, including their frequency of evaluations, aggregate evaluation ratings, the number of teachers and administrators not evaluated and other requirements as determined by the State Department of Education.

The evaluation process for each school year shall be in accordance with the teacher evaluation and supp01t program. The evaluation and support program shall include, but need not be limited to, strengths, areas needing improvement, strategies for improvement and multiple indicators of student academic growth. *Further claims of failure to follow the established procedures of such teacher evaluation and support program shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004. The evaluation process for teachers and administrators shall include opportunities for:

- use of four performance evaluations designators: exemplary, proficient, developing and below standard;
- use of multiple indicators of student academic growth and development;
- self-evaluation;
- individual performance objectives related to job competency;
- supervisor-initiated conferences and observation;
- teacher-initiated conferences and observations;
- addressing the needs of staff as they progress through their careers;
- professional development based on individual or group needs to be identified through evaluations;
- individual performance objectives related to the improvement of student learning;
- alternative means to evaluate teacher performance;
- collegial work;
- methods of assessing student academic growth and development; and
- giving due consideration to additional sources of information concerning teacher performance, including but not limited to, parents, students, colleagues, community members, professional organizations and other district administrators.
- periodic training on the evaluation program, offered by the District or its RESC;
- opportunities for career development and professional growth;
- a validation procedure to audit ratings of below standard or exemplary (for the SDE);
- consideration of "control" factors that could influence teacher performance such as student characteristics, attendance and mobility.

Implementation Plan

The Board of Education recognizes that the State Board of Education (SBE) has adopted a flexible plan for the implementation of Connecticut's Educator Evaluation and Support System.

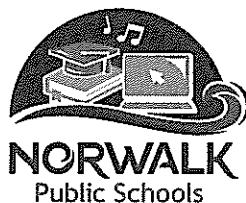
Options: The district will utilize one of the following three options:

- Implement the SEED state model in its entirety and implement all components as written within the Handbook.
- Use the State Department of Education approved plan with adopted flexibilities.
- Use a District developed plan. (Such plan must have at least one variation from any of the elements/components of the SEED model.

Beginning with the 2014-15 school year and all subsequent years, the submission of the District's evaluation plans for State Department of Education's review and approval, including flexibility requests, shall take place by annual deadlines set by the State Department of Education.

Legal	<p>10-145b Teaching certificates.</p> <p>10-151a Access of teacher to supervisory records and reports in personnel file.</p> <p>10-151b Evaluation by superintendent of certain educational personnel. (amended by PA 04-137, P.A. 10-111, P.A. 12-116, PA 12-2 (June Special Session), PA 13-245, PA 15-5 (June Special Session))</p> <p>10-151c Non-disclosure of records of teacher performance and evaluation. Exceptions.</p> <p>10-220a In-service training</p> <p>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)</p> <p>PA 11-135 An Act Concerning Implementation Dates for Secondary School</p> <p>PA 12-116 An Act Concerning Education Reform (as amended by PA 13- 145 An Act Concerning Revisions to the Reform Act of 2012.)</p> <p>Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012</p> <p>Connecticut's System for Educator Evaluation and Development (SEED) State Model Evaluation System.</p> <p>"Flexibility to Guidelines for Educator Evaluation" adopted by Connecticut State Board of Education, February 6, 2014</p> <p>34 C.F.R. 200.55 Federal Regulations</p> <p>PL 114-95 Every Student Succeeds Act §9213</p>
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Cross References	<u>4131 - Staff Development</u>
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Book	Policy Manual
Section	4000 - Personnel
Title	Athletic Coaches
Code	4115.03
Status	Retired
Adopted	October 17, 2006
Last Revised	February 10, 2009
Retired	June 14, 2022
Prior Revised Dates	09/03/2009;

ATHLETIC COACHES

It is the policy of the Norwalk Board of Education (the "Board") that an athletic coach employed by the Board shall:

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

For purposes of this policy, the term "athletic coach" means any person holding a coaching permit who is hired by a local or regional board of education to act as a coach for a sport season.

I. Evaluations

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

II. Employment of an Athletic Coach

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

If the athletic coach has served in the same coaching position for three (3) or more consecutive school years, the following procedures shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season. The Superintendent may terminate the employment of any such athletic coach at any time for 1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three (3) or more consecutive years may appeal any such

non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time (usually not to exceed sixty (60) calendar days) of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement. The Superintendent shall have the opportunity to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing (usually not to exceed sixty (60) calendar days), the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final unless a coach who is a bargaining unit member of the Norwalk Federation of Teachers and at the time the non-renewal or contract termination is initiated has been in his/her position for three (3) consecutive years. In this case, upon written request of the Federation, and only the Federation, the Board's decision may be submitted to the American Arbitration Association for arbitration in accordance with its rules, provided such request is made within fifteen days after the Board rendered its decision.

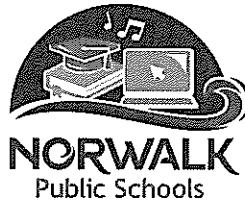


Book	Policy Manual
Section	4000 - Personnel
Title	Non-tenure/Tenure Status
Code	4116
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

NON-TENURE/TENURE STATUS

Certified personnel may attain tenure as provided by law.

Legal	10-151 Employment of teachers. Definitions
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Book	Policy Manual
Section	4000 - Personnel
Title	Disciplinary Action
Code	4117 / 4217
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-Certified

DISCIPLINARY ACTION

Most public complaints against employees and disciplinary matters that arise should be handled by the applicable principal or member of the supervisory staff involved. Some complaints will be governed by the Connecticut General Statutes relating to the immediate suspension or termination of employees. This policy is not intended to modify the duties and rights under any such statute.

In situations where information or a complaint comes to the Board indicating a situation that might lead to employee discipline, the following procedure will typically apply:

Whenever possible, the complaint should be reduced to writing and signed by the complainant. The matter will be referred to the Superintendent or the staff, who will investigate the matter.

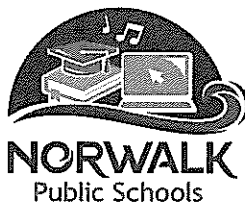
After investigation, the Superintendent or staff will inform the individual or individuals initiating the complaint whether a basis exists for their complaint.

After investigation, the Superintendent or staff will inform the Board of the results of the investigation.

If the Superintendent or the staff find no basis for the complaint, the individual or individuals bringing the complaint may appeal the finding to the Board.

In the event that the Superintendent or staff, or the Board after appeal, so determine, disciplinary action may be taken against the employee. Such action will be taken consistent with state and federal law, and the employee's collective bargaining agreement.

Legal	10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract 46a-60 Discriminatory employment practices prohibited
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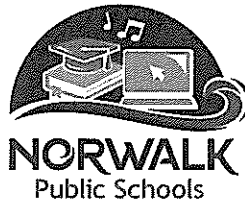
Book	Policy Manual
Section	4000 - Personnel
Title	Retirement
Code	4117.01
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

RETIREMENT

Any certified employee may retire under provisions of any pension or retirement plan or system provided for state or municipal employees or for teachers in the public schools of the State at the option of the employee.

Legal	10-183f (a) Normal retirement
	10-183f (b) Pro-ratable retirement
	10-183f (c) Deferred vested retirement
	10-183f (d) Disability allowance
	Public Law 95-256 – Age Discrimination in Employment Act Amendments of 1978

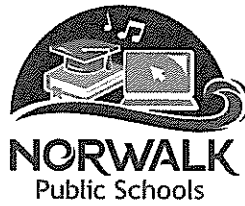


Book	Policy Manual
Section	4000 - Personnel
Title	Civil and Legal Rights
Code	4118.01
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-Certified

CIVIL AND LEGAL RIGHTS

All personnel shall have the privilege of appearing in person before a Board of Education. Any employee desiring to do so should inform the Superintendent of Schools so that an appointment may be made.

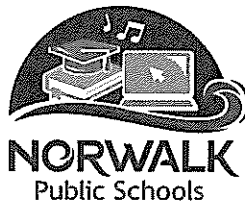


Book	Policy Manual
Section	4000 - Personnel
Title	Professional Responsibilities
Code	4118.02
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

PROFESSIONAL RESPONSIBILITIES

In order to ensure maximum continuity of instruction for students, the Board of Education stresses the professional responsibility of every member of the staff to complete his or her academic year.



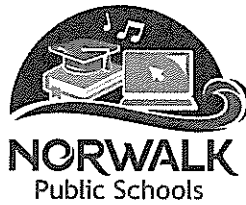
Book	Policy Manual
Section	4000 - Personnel
Title	Teacher Responsibilities
Code	4118.03
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022
Prior Revised Dates	10/01/1996;

**Personnel – Certified
Duties**

TEACHER RESPONSIBILITIES

The teacher is directly responsible to the building principal and/or supervisor and through him/her to the Superintendent. Each teacher shall discharge his/her duties in accordance with the policies of the Board of Education and the rules and instructions of the Superintendent and the building principal.

It is recognized that teachers have responsibilities to the school system, to students, and to the parents and community. The responsibilities are specified in administrative regulation.



Book	Policy Manual
Section	4000 - Personnel
Title	Teacher Responsibilities Regulation
Code	4118.03-R
Status	Retired
Adopted	August 29, 1985
Last Revised	February 13, 1998
Retired	June 14, 2022

Personnel – Certified Duties

TEACHER RESPONSIBILITIES REGULATION

Teacher Responsibilities

Discipline: Teachers shall be kind and courteous to their students requiring of them in return politeness and prompt obedience. They shall aim at such discipline as would be used by a wise and kind parent, avoiding severe punishment in all cases where milder means can be effectual. They should avoid all appearance of anger and indiscreet haste in discipline, and in more difficult cases should apply to the principal for advice and direction and to the parents for their cooperation.

Conduct of Students: Teachers shall exercise a general supervision of the conduct not only of their own students but also of each other's students in and out of the school building. They shall report any improper conduct on the part of any student not under their direction to the teacher of said student or to the principal. They shall maintain neatness and order in their rooms at all times and they shall exert their influence to prevent quarrels and disagreements, rude and profane language, and improper games.

Health and Physical Condition: Students should be allowed access to school health services. Teachers having concerns regarding the health and/or physical condition of any student should discuss their concerns with the school nurse.

Toilet Requirements: Ordinarily a student should be allowed to go to the toilet whenever such request is made. Room and building regulations must not be established which will in any way interfere with the toilet requirements of students.

Leaving School During School Hours: Teachers may not excuse students to leave the school building during school hours without direct authorization by the principal. During school hours teachers may not send students outside the school building on errands not pertaining to school business.

Attendance and Reporting: Each teacher shall keep a record of attendance, scholarship and deportment of students under his/her instruction and make reports in the form prescribed by the Superintendent.

Each teacher responsible for checking the attendance of students will keep said attendance records as prescribed by the school system.

Accident Reports: In the event of any accident involving a student, a report in duplicate shall be made to the Superintendent or his/her designee within twenty-four hours on the prescribed forms.

Teachers Relations to Parents and Community

It is expected that teachers will, so far as is consistent with other duties, make themselves personally acquainted with the parents and guardians of their students in order to receive their aid and cooperation and to understand better the characteristics and needs of the children.

Reports to Parents: The teacher is responsible for submitting reports to parents as are required by the school system under the direction of the principal and in such manner and form as are established by the school system. It is further expected that within the first month of the school year, the teacher shall communicate¹ in writing, the expectations and goals for the academic year.

Teacher Duties

Preparation: Teachers shall make thorough preparation for the daily program. As far as possible each teacher shall make him/herself familiar with the social and economic conditions of the city, particularly as related to the group or grade assigned to him/her.

Curriculum: Teachers shall carry out the requirements of the curriculum unless a change is authorized by the Superintendent of Schools and confirmed by the principal of the school.
Care of Property: Teachers shall see that textbooks and other school property committed to their charge are properly cared for. The distribution of textbooks and supplies and the collection of assignments for damages shall be made in the manner prescribed by the principal.

Care of Funds: Teachers are advised not to leave money or valuables in their desks or elsewhere in the room. No money should be left in the classroom overnight.

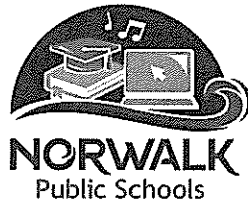
Time Schedules: Teachers shall cooperate in following the schedule of assignments set up by the principal for supervision of the playground and the lunch period. They shall see that the rules and regulations governing students on the playgrounds, in the halls, and all areas of the building are carried out.

On cold and stormy days, at the discretion of the principal, students shall be admitted to the school building upon arrival fifteen (15) minutes before the beginning of the school session. Bus students may be admitted upon arrival. Teachers shall be in their respective buildings at the time designated by the principal and in accordance with their contract. Teachers shall be ready to receive students in their respective rooms when the students are admitted to the school before the regular opening time.

Dismissal: Teachers shall begin classes promptly and shall not close the school work until the time appointed in the program. They shall not dismiss school for any part of the day without the approval of the Superintendent, unless an emergency arises, in which case the principal shall exercise discretionary authority.

Departure: Teachers shall remain in the building for at least the period of time as specified in their contract. In the case of meetings, where the attendance of teachers is required, the teacher shall be expected to give such time as is specified within the contract. At the close of the day or at the close of the regular use of a room or at a fire drill, the teacher shall be the last person to leave the room unless other arrangements are approved by the principal.

Absences: Teachers who expect to be absent on a certain day, or who are returning after absences shall call at such time and in such manner as determined by the school and the district.



Book	Policy Manual
Section	4000 - Personnel
Title	Sexual Harassment
Code	4118.112
Status	Retired
Adopted	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-Certified

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

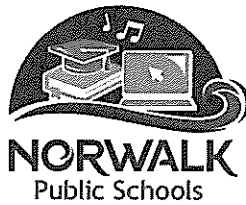
Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual;

The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile or offensive work environment;

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding job benefits and/or working conditions.

Sexual harassment complaints shall be filed and investigated in accordance with Board policy 0521.3.

Legal	42 U.S.C. 2000e, et. Seq. (Title VII)
	29 C.F.R. 1604.11 (EEOC Guidelines on sexual harassment)
	20 U.S.C. 1681, et. Seq. (Title IX)
	Connecticut General Statutes, 46a-60(a)(8)



Book	Policy Manual
Section	4000 - Personnel
Title	Illegal Possession of Controlled Substances
Code	4118.231
Status	Retired
Adopted	May 6, 1986
Last Revised	February 3, 1998
Retired	June 14, 2022
Prior Revised Dates	09/22/1987; 07/01/1993; 05/20/1997;

Personnel – Certified/Non-Certified
Smoking, Drinking & Use of Drugs on School Premises

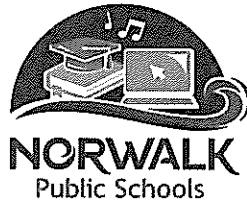
ILLEGAL POSSESSION OF CONTROLLED SUBSTANCES

No alcoholic beverages or any other controlled substances shall be sold, brought to, allowed to be brought to, or consumed in the buildings or on the grounds of any facility, other than as medically prescribed, and as set forth in Regulation 5142.21(a) of this manual.

Smoking

Smoking is prohibited in all areas of Norwalk Public School buildings at all times and on school grounds between 30 minutes before and after school and during school activities.

Legal	1-21b Smoking prohibited in certain places. Signs required. Penalty (as amended by P.A. 87-201 An Act Prohibiting Smoking in Schools During School Hours)
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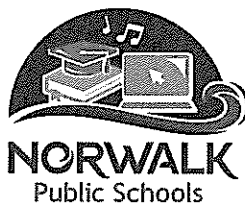
Book	Policy Manual
Section	4000 - Personnel
Title	Drug Free Work Place
Code	4118.232 / 4218.232
Status	Retired
Adopted	October 1, 1996
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-Certified

DRUG FREE WORK PLACE

The employees of the Norwalk Board of Education are subject to the requirements of the Drug Free Work Place Act of 1988. The School District recognizes the problem of alcohol and drug dependency and the threat that these dependencies pose to the health, safety, welfare, and security of its employees.

Legal	41 USCS 701 Drug Free Work Place Requirements
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Book	Policy Manual
Section	4000 - Personnel
Title	Drug Free Work Place Regulation
Code	4118.232 / 4218.232-R
Status	Retired
Adopted	October 1, 1996
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified/Non-Certified

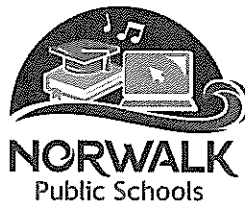
DRUG FREE WORK PLACE REGULATION

Employees are encouraged to participate in and to utilize any available health insurance benefits to help with drug and alcohol dependency problems. An employee who wishes to utilize Norwalk's Employee Assistance Program may do so by contacting the program coordinator. Employees may obtain the coordinators name by consulting the employee bulletin boards or by contacting the union representative, supervisor, or the Personnel Department. No action will be taken against an employee for participating in any such program. Participation will not be recorded in an employee's personnel file.

The welfare and success of the school district depends on the physical and physiological health of its employees. For that purpose, the school district has adopted the following policies:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including, but not limited to, narcotics, depressants, amphetamines hallucinogens, and marijuana) while on school district property or on school district business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including immediate termination and may also have criminal legal consequences.
2. The possession, use, or sale of alcohol, unauthorized or illegal drugs or the misuse of any legal or prescribed drugs on school district property or while on school district business off premises is prohibited and will result in disciplinary action up to and including immediate termination and may also have criminal consequences.
3. An employee under the influence of alcohol or drugs while on school district property or while on school district business off premises may be subject to disciplinary action up to and including immediate termination.
4. In compliance with the Drug Free Work Place Act, employees must abide by the terms of the above policy and report any conviction, or arrest, under a criminal drug statute for violations occurring on school district property or on school district business off premises. Such a report must be made within five (5) days after the conviction or arrest. Any employee who reasonably believes this policy has been violated must report the violation as soon as possible after learning of it.

Within thirty (30) days after receiving notice of a criminal drug statute conviction for a violation(s) occurring on or off school district premises while conducting school district business, the school district will take disciplinary action against the convicted employee, up to and including immediate termination and/or requiring the employee to satisfactorily participate 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.



Book	Policy Manual
Section	4000 - Personnel
Title	Temporary and Part-Time Personnel
Code	4120
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

TEMPORARY AND PART-TIME PERSONNEL

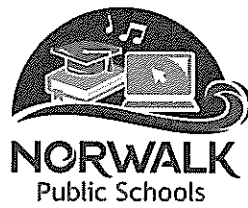
The Board of Education has the responsibility to employ such persons as may be needed to conduct the business of the school system. Such employment requires the official action of the Board of Education.

The Board of Education recognizes that there are times when extraordinary conditions warrant that the Superintendent of Schools hire temporary personnel in advance of official action by the Board of Education in order to ensure the continuity of the school system's function and programs.

Retired Teachers

The Board of Education may employ a retired teacher temporarily according to the terms prescribed by law.

Legal	Connecticut General Statutes 10-183v (a) (b) (c) Reemployment of teachers (as amended by P.A. 82-401 re employing retired teachers)
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Book	Policy Manual
Section	4000 - Personnel
Title	Substitute Teachers
Code	4121
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

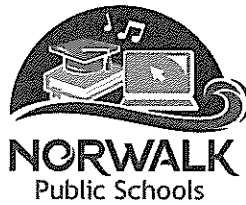
Personnel – Certified

SUBSTITUTE TEACHERS

A substitute teacher is one who is employed because of circumstances which make the regular teacher temporarily incapable of attending to his or her duties.

Assignment of substitute teachers shall be made from the regular list of substitutes approved by the Superintendent of Schools.

The rate of pay for substitutes shall be in accordance with the amounts specified in the current substitute salary scale.



Book	Policy Manual
Section	4000 - Personnel
Title	Substitute Teachers Regulation
Code	4121-R
Status	Retired
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

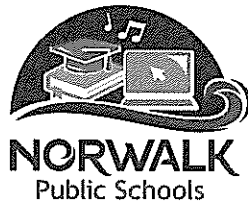
SUBSTITUTE TEACHERS REGULATION

Assignment

The central substitute calling service assigns substitute teachers. Teachers who anticipate absence are responsible for calling this service in advance. It is the responsibility of the principals to inform the central substitute calling service if the substitute is asked to return to the same assignment for subsequent days.

Salaries

The substitute shall receive a full day's pay if services of four hours or more are required.

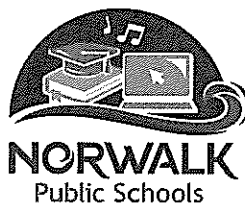


Book	Policy Manual
Section	4000 - Personnel
Title	Homebound Teachers
Code	4123
Status	Retired
Adopted	February 3, 1998
Retired	June 14, 2022

Personnel – Certified

HOMEBOUND TEACHERS

The Board recognizes the need for homebound teachers to assist students who have been recommended for homebound instruction as per criteria established in the district.



Book	Policy Manual
Section	4000 - Personnel
Title	Homebound Teachers Regulation
Code	4123-R
Status	Retired
Adopted	August 29, 1985
Retired	June 14, 2022

HOMEBOUND TEACHERS REGULATION

Relationship to Staff: They are directly responsible to the principal of the school which the student would attend. The school staff is required to provide appropriate guidelines for instruction.

A central file on home tutors is maintained in the office of student personnel services. This includes attendance and payroll data.

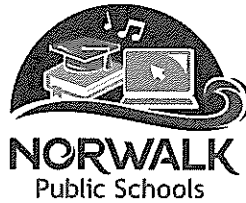
Relationship to Students: They shall maintain and expect the same standards of discipline and control that would be expected by teachers in the regular classroom. The amount and kind of homework assignments will be expected to vary with the physical condition and age of the particular student.

Relationship to Parents and Community: They shall make themselves personally acquainted with the parents or guardians of their students in order to receive their aid and cooperation, and to understand better the characteristics and needs of the students. They shall, through individual conferences and written reports, keep parents informed of the progress and needs of their children. They shall interpret the program and the physically handicapped to the community. An adult must be present when home instruction is given.

Assignments: Students to receive such home instruction will be assigned to teachers, however, no teacher will teach more than five (5) one hour classes per day. Students will normally receive five (5) one hour periods of instruction per week, grades k-5; eight (8) hours of instruction per week, grades 6-12, except that on recommendation of the attending physician, this schedule may be modified.

Responsibilities of Homebound Teachers

1. **Instruction:** Homebound teachers shall be responsible for careful preparation execution of the instructional programs. Instruction should be adjusted to the needs and physical condition of each student.
2. **Records and Reports:** They shall keep regular attendance records and make reports of progress once each month.
3. **Materials:** They shall obtain textbooks and other materials from the school in which a student would normally be enrolled and shall see that these materials are properly cared for, and returned to the school upon termination of instruction.
4. **Substitutes:** In the event of illness or any other emergency preventing a teacher from fulfilling his/her regular assignment, he/she shall notify the central substitute calling service so that a substitute may be supplied.



Book	Policy Manual
Section	4000 - Personnel
Title	Outside Consultants/Service Providers
Code	4126
Status	Retired
Adopted	August 29, 1985
Last Revised	March 3, 2009
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

Personnel – Certified

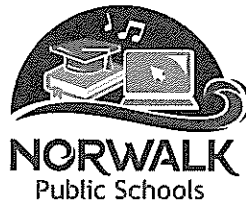
OUTSIDE CONSULTANTS/SERVICE PROVIDERS

The Board of Education recognizes the skills and expertise of its employees and encourages the development of necessary expertise within the district so that district staff can meet the educational needs of the students. The Board is aware that, at times, there may be a need to retain the services of outside consultants/service providers to provide particular expertise. Regulations and rules shall include:

1. insurance that a consultant meet all legal requirements and professional standards (including but not limited to appropriate licensure and certification as necessary) to perform the tasks for which the consultant is contracted;
2. the requirement of a written agreement between the Board and the consultant, in a form acceptable to the district, setting forth the terms of the consultant's responsibility;
3. assurances that the rate charged by the consultant is the prevailing rate in the community for similar services.
4. the requirement that the consultant comply with all local, state and federal law, rules and regulations, including without limitation criminal background checks and fingerprinting requirements as may be applicable.
5. accountability for the services provided by the consultant

The Superintendent shall report to the Board quarterly regarding the compliance with this policy. That report shall include detailed information including but not limited to the identification of each consultant/service provider the district has retained, the amount paid to each identified consultant, the services provided, and whether these regulations have been implemented for each such consultant.

Upon completion of Regulations and Rules 1-4 above, the agreed contract shall be signed by either the Director of Elementary Education or the Director of Pupil Personnel Services, the Assistant Superintendent of Curriculum and Instruction, the Director of Human Resources, and the Chief Operating Officer.



Book	Policy Manual
Section	4000 - Personnel
Title	Outside Consultants/Service Providers Regulation
Code	4126-R
Status	Retired
Adopted	March 17, 2009
Retired	June 14, 2022

Personnel-Certified

OUTSIDE CONSULTANTS/SERVICE PROVIDERS REGULATION

When it is determined that there is a need to retain the services of an outside consultant/service provider, the following procedures will be followed:

The NPS Human Resources Department will verify all legal requirements and professional standards, including but not limited to appropriate licensure and certification as necessary to perform the tasks for which the consultant is contracted and that the consultant complies with all local, state and federal law, rules and regulations, including without limitation criminal background checks and fingerprinting requirements as may be applicable.

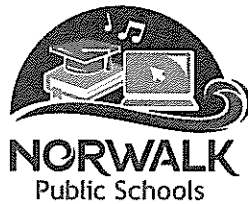
The Director of Pupil Personnel Services or the Director of Elementary Education will verify that the rate charged by the consultant is the prevailing rate in the community for similar services and will verify that the services are being provided as outlined in the contract.

The contract must clearly state the agreed method of payment, e.g., monthly, upon receipt of invoice, 25% payment at the start of the job and 75% payment at the completion, etc.

When payment or partial payment is requested, the Director of Pupil Personnel Services or the Director of Elementary Education must sign off on the invoice that the work has been done and is acceptable as outlined in the contract.

The signed invoice is sent to the accounts payable department for payment or partial payment.

Services cannot begin until the Regulations and Rules 1-4 as described in the Norwalk Board of Education Policy have been met. It is the expectation of the Norwalk Board of Education that contracts will be executed as soon as possible. Contracts that directly relate to a student's IEP must be expedited.



Book	Policy Manual
Section	4000 - Personnel
Title	Staff Development
Code	4131
Status	Retired
Adopted	August 29, 1985
Last Revised	May 21, 2019
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

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 frequently 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.

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 (PDEC), 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 a 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.

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

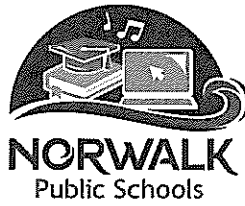
The Board, in compliance with PA 17-32, shall provide training pertaining to human trafficking to those staff members who have contact with students. These individuals must complete the initial educational training by July 1, 2018 and refresher training annually thereafter. New hires must complete the 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.

Legal

10- 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 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)
10-15l(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

Cross References

4115 - Evaluation and Support Program



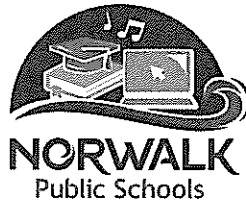
Book	Policy Manual
Section	4000 - Personnel
Title	Exchange Teaching
Code	4131.01
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

EXCHANGE TEACHING

An exchange of teachers between the local school system and other school systems, both in and out of the United States, may be authorized by the Board of Education upon application to the Superintendent and approval by the Board.

Legal	Connecticut General Statutes 10-27 Exchange of professional personnel ...
Cross References	<u>4131.01 - Exchange Teaching</u>



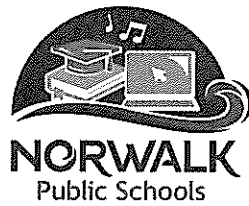
Book	Policy Manual
Section	4000 - Personnel
Title	Publication or Creation of Materials
Code	4132
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

PUBLICATION OR CREATION OF MATERIALS

Staff members are encouraged to contribute professional articles and new 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 may have legal claim on all products created by its employees on the job with the assistance of school system funds.



Book	Policy Manual
Section	4000 - Personnel
Title	Travel - Reimbursement
Code	4133
Status	Retired
Adopted	August 29, 1985
Last Revised	January 3, 1998
Retired	June 14, 2022
Prior Revised Dates	03/03/1992;

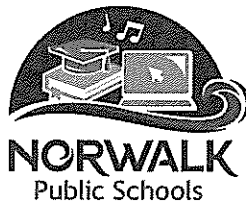
Personnel-Certified/Non-Certified

Visitations, Conferences, Conventions and Workshops

TRAVEL REIMBURSEMENT

The Superintendent is authorized to approve travel and expenses incurred by employees on official business. All out-of-district and out-of-state travel must be approved in advance by the Superintendent or designee. Such approval is to be consistent with rates of payment established by the Board of Education.

Staff members will report to their immediate supervisor/department head their findings following their attendance at such meetings. Staff members will be reimbursed for normal and reasonable business expenses incurred for all travel, lodging, meals, and related expenses. Each person is expected to account for all expenditures and to attach expense receipts to reimbursement applications.



Book	Policy Manual
Section	4000 - Personnel
Title	Travel - Reimbursement Regulation
Code	4133-R
Status	Retired
Retired	June 14, 2022

Visitations, Conferences, Conventions and Workshops

TRAVEL - REIMBURSEMENT REGULATION

Automobile mileage allowance for persons who are authorized to use their personal cars in performance of their school duties shall be reimbursed at the rate equal to the IRS.

Expense Reports: Completed expense reports must be submitted for approval to the Superintendent or his/her designee. Upon approval, the expense report form will be forwarded to the finance office where the report will be reviewed again for accuracy. Should the finance office have reason to question an expense, the question should be directed to the Superintendent. The Superintendent's decision will be final and the bill will be scheduled for payment. Approved expense reports are not returned to the person submitting the report. If an "advance request" was approved by the Superintendent, any portion of the advance in excess of the claimed expenses must be returned as soon as possible by check, payable to the school district.

Required Receipts: Receipts must be attached to the expense report and are required as follows:

Lodging: Lodging accommodations must provide normal comforts and services well located in relation to the area in which business is to be conducted. Lodging must be within established limits.

Meals: Reasonable expenditures are allowed for meals as set by the district. Expenses that are lavish or extravagant must not be incurred. Any expenses that might seem unreasonable should be carefully documented and explained. Receipts are required for individual meals.

Taxi or bus/limousine charges: Receipts are required for bus/limousine fares and taxi fares.

Parking fees or toll charges: Receipts are required for parking fees or tolls.

Personal Cars: When a private car is used, the mileage must be listed in the expense report and be within established limits.

Inter-City Transportation: The most economical type of transportation should be selected. Rail transportation with Pullman accommodations may be used. The standard airline accommodation is coach class and reservations should be made well in advance to take advantage of discount rates. When coach accommodations are not available, the next higher price available accommodations may be used in emergency situations if the airline ticket reflects that coach class was not available.

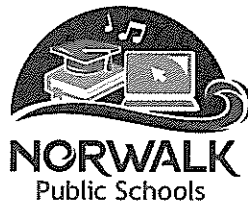
Personal Telephone Calls: Personal telephone calls will not be covered.

Other Expenses: Expenses for baggage handling, telephone and telegraph service, travel insurance, child care fees, personal items such as clothing, toiletries, barber, etc. liquor and tobacco, personal side trips, luggage, cost of personal credit cards, and gifts are not reimbursable.

Travel Expense for Spouse: Travel expenses for a spouse are not reimbursable.

Gratuities: Other than for normal tips, gratuities are not authorized. If gratuities of an unusual amount or nature are required for a major meeting, convention, etc., they must be approved in advance and detailed on the individual travel expense report.

Charge Accounts: Except as approved by the Board of Education, the establishment and/or use of charge accounts in the name of the school system is prohibited. Payment of expenses charged on personal charge accounts is permitted but does not eliminate the need for documentation required herein.



Book	Policy Manual
Section	4000 - Personnel
Title	Organization/Units
Code	4135
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

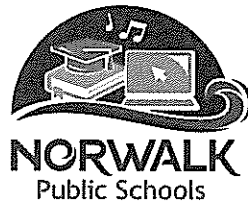
ORGANIZATION/UNITS

The Board of Education recognizes the right of teachers and other employees to be consulted in all matters of personnel policies with which they are involved and will seek to promote Board and staff cooperation in formulating such policies.

The Board also recognizes the right of teachers and other employees to participate in the work of organizations engaged in furthering the professional and personal welfare of their members. No individual shall be punished, disciplined, discharged, suspended or denied renewal by reason of his/her membership in any such organization.

The Board and the bargaining unit have agreed to accept and abide by the provisions of law concerning the right of bargaining groups to negotiate with Boards of Education.

Legal	Connecticut General Statutes 10-153a Rights concerning professional organizations and negotiations. Annual service fees negotiation item 10-153b Selection of teachers' representatives
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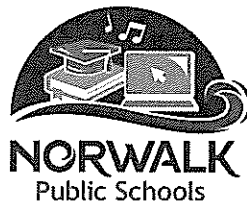
Book	Policy Manual
Section	4000 - Personnel
Title	Communications/Contacts: Negotiations/Consultation
Code	4135.2
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

COMMUNICATIONS/CONTACTS: NEGOTIATIONS/CONSULTATION

There will be consultation on personnel policies and conditions of professional practice between the recognized teacher bargaining group, the Superintendent and/or Board, especially in regard to new and additional personnel policies and conditions of professional practice.

Legal	Connecticut General Statutes 10-153a Rights concerning professional organizations and negotiations. Annual service fees negotiable item
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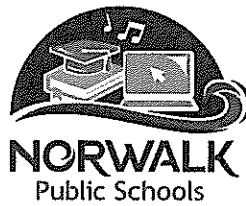


Book	Policy Manual
Section	4000 - Personnel
Title	Non-School Employment
Code	4138
Status	Retired
Adopted	August 29, 1985
Last Revised	October 20, 1998
Retired	June 14, 2022

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 negative effects to the school district or the individual in the performance of their duties at work and within the community. It is expected that any outside activity should be carried on in a businesslike and ethical manner.



Book	Policy Manual
Section	4000 - Personnel
Title	Salary
Code	4141
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

SALARY

Payments to teachers and to other personnel shall be in accordance with salary schedule established by the Board of Education in agreement with the teachers and other personnel.

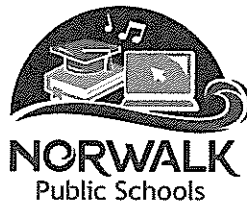
The placement of personnel on the salary schedule shall be based on training and experience and/or such other provisions as have been agreed upon and are part of a contract and/or policy.

Personnel will be paid on dates established through negotiations and specified in the contract and/or policy.

All overtime work for which compensation is required shall be at a rate established by the Board as contracted with the employee group.

Salary deductions will be made for personnel who are absent for reasons which are not provided for in the contract.

The Board of Education shall be responsible for submitting to the Board of Estimate and Taxation its budgetary request, including salaries for personnel, in accordance with stipulations of the Norwalk City Charter and Statutes of the State of Connecticut.



Book	Policy Manual
Section	4000 - Personnel
Title	Salary Checks & Deductions Regulation
Code	4142-R
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

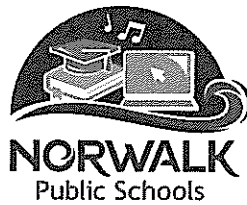
Personnel-Certified/Non-Certified

SALARY CHECKS AND DEDUCTIONS REGULATION

Salary checks for certified employees will be issued biweekly on Fridays, or the last work day of the week if school is not in session on a Friday on specified dates.

Salary checks for non-certified employees shall be issued weekly on Fridays, or on the last work day if schools are not in session on Friday.

Deductions necessary for absences for all employees, certified and non-certified, which occur after the completion of any payroll and prior to the end of the period for which the check is intended shall be adjusted on the succeeding payroll.



Book	Policy Manual
Section	4000 - Personnel
Title	Extra Pay for Extra Work
Code	4143
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

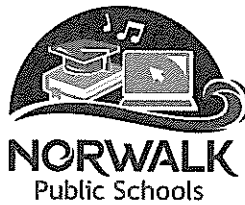
Personnel-Certified

EXTRA PAY FOR EXTRA WORK

This policy applies to any of the extracurricular activities provided in any of the schools.

Teachers recognize that their responsibility to their students and their profession requires the performance of duties that involve time beyond that of the normal working day. It is the duty of the school principal and/or supervisor to assign extra class and extracurricular responsibility on an equitable basis.

The payment of stipends in addition to the regular salary schedule is limited to assignments as stipulated in any agreement ratified by the Board of Education and the bargaining unit representing the teachers.



Book	Policy Manual
Section	4000 - Personnel
Title	Compensation for Extracurricular Assignments Regulation
Code	4143-R
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

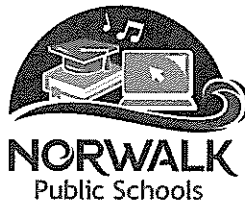
Extra Pay for Extra Work

COMPENSATION FOR EXTRACURRICULAR ASSIGNMENTS REGULATION

The payment of stipends in addition to the regular salary schedule is limited to assignments that are clearly substantially above and beyond what is ordinarily required as stipulated in any agreement ratified by the Board of Education and the bargaining unit representing the teachers.

Certain extracurricular work is expected of all teachers without extra compensation. The nature and extent of such work is described as follows:

1. Performance of assigned services before school, during school and after school according to the policies and regulations of the Board of Education The exact hours when teachers are obliged to be in school is specified in the agreement ratified by the Board of Education and the bargaining unit representing the teachers.
2. Necessary planning and grading of papers - some of which must be done at home or at school - outside the regular hours listed above.
3. Attendance at faculty meetings, school programs, meetings of parent groups.



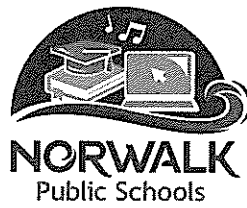
Book	Policy Manual
Section	4000 - Personnel
Title	Employee Protection
Code	4148
Status	Retired
Adopted	September 10, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

EMPLOYEE PROTECTION

Only in accordance with state law, the Board of Education shall protect and save harmless any member of the Board or any teacher or other employees from financial loss and expense arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property within or without the school building, provided such board member, teacher or other employee at the time, of accident, was acting in the discharge of his/her duties within the scope of his/her employment.

Legal	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
	10-236 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

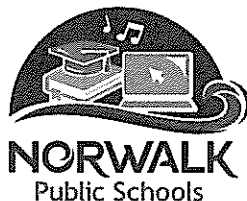


Book	Policy Manual
Section	4000 - Personnel
Title	Short Term Leaves
Code	4151
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel-Certified

SHORT TERM LEAVES

Absences granted without loss of pay and not deductible from sick leave may be granted in accordance with administrative regulations, providing such regulations in no way change or otherwise modify stipulated agreements reached between the Board and the bargaining unit representing the teachers.



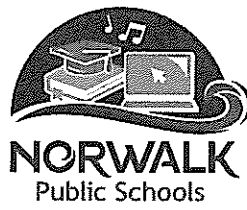
Book	Policy Manual
Section	4000 - Personnel
Title	Short Term Leaves Regulation
Code	4151-R
Status	Retired
Retired	June 14, 2022

Personnel-Certified

SHORT TERM LEAVES REGULATION

All short-term leaves shall be granted in accordance with the employee's collective bargaining agreement. Upon written request, the Superintendent may approve short-term leaves not covered in the collective bargaining agreement. The following absences shall be granted without loss of pay and are not deductible from sick leave.

1. **Personal Injury:** Absences due to a personal injury received while in the performance of service to the school system will be allowed. The Superintendent will determine the validity of the absence.
2. **Bereavement:** Bereavement is allowed in accordance with the employee's collective bargaining agreement.
3. **School Business:** Request for absence may be granted for reasons pertaining to school business, at the discretion of the Superintendent.
4. **School Visitations:** Professional days in any scholastic year for the purpose of visiting schools may be granted to each teacher at the discretion of the Superintendent.
5. **Educational Courses:** If an administrator is taking an educational course during the summer, which involves a period beyond the month of vacation, he/she may be allowed the time required to complete the course with full salary reimbursement for this period, provided the individual remains a member of the Norwalk staff the following year. Permission for this may be granted at the discretion of the Superintendent.
6. **Legal Process:** Absence in obedience to legal process will be allowed. The term "legal process" shall mean summons to appear as a witness in a court in the State of Connecticut or in a court of the United States in a case to which the person summoned is not a party and also such that the individual has no option to appear.
7. **Armed Forces Physical Examinations:** Absence in obedience to a summons to appear for a physical examination for the Armed Forces will be allowed.
8. **Religious Holidays:** Teachers will be permitted to be absent without loss of pay for significant high holy days of their religion.

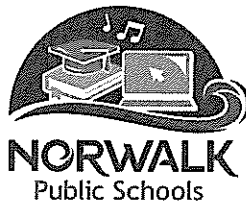


Book	Policy Manual
Section	4000 - Personnel
Title	Military Leave
Code	4151.09
Status	Retired
Adopted	October 1, 2002
Retired	June 14, 2022

MILITARY LEAVE

Employees of the Norwalk Board of Education are entitled to military leave, reemployment and reinstatement after military leave.

Legal	10-156d. Reemployment after military leave
	10-156d. Reemployment after military leave
	7-462. Reinstatement after military leave



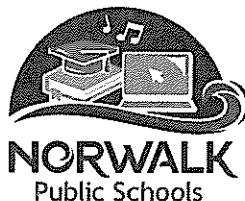
Book	Policy Manual
Section	4000 - Personnel
Title	Military Leave Regulation
Code	4151.09-R
Status	Retired
Adopted	October 1, 2002
Retired	June 14, 2022

Personnel-Certified/Non-certified

MILITARY LEAVE REGULATION

1. Any employee of the Norwalk Board of Education who is a duly qualified member of the Reserve components of the Armed Forces will receive in addition to his/her normal vacation if applicable, a leave of absence with pay not to exceed 15 consecutive calendar days in any one calendar year in order to receive military training with the Armed Forces of the United States under the following conditions:
 - a. He/she shall give evidence defining the date of departure and date of return for purposes of military training 30 days prior to the date of departure.
 - b. He/she shall give evidence of satisfactory completion of such training immediately upon his/her return.
2. In time of war or national emergency, any employee of the Norwalk Board of Education ordered to active duty in the Armed Services of the United States shall, upon application, be granted a specific leave of absence. The Board will pay said employee's salary for one month.* The remainder of the leave will be without pay. This leave shall continue for the duration of the period of actual military service and for up to 90 days immediately following the discharge of the employee or up to one year if said employee is hospitalized due to injuries sustained on active duty.
3. Within 90 days following discharge, each person desiring reinstatement shall so notify the Board in writing and shall furnish evidence of physical fitness and mental competence for the type of work in which he/she was engaged at the time leave was granted or such other work as may be available.
4. Reinstatement of such employee shall be made to his/her former position, if available, or to an equivalent position, if available or to another available position for which he/she is qualified within 90 days after receipt of the written notice that said employee desires to be reinstated. This shall not apply to any employee who, because of voluntary reenlistment, has been absent from the employ of a board of education for a period of more than three years in addition to war service or compulsory service and the 90-day period as already provided.
5. All employees on military leave shall be given the benefit of any increments and benefits which would have been credited to them had they remained in active service with the Board of Education including uninterrupted seniority.
6. The Norwalk Board of Education reserves the right to extend a leave to those remaining in military beyond the compulsory service period.
7. The Board recognizes that for strategic and security reasons, upon receipt of military orders, the employee may be required to leave immediately before granting due notice to the Board.

*The number of working days within the 30 day calendar period commencing with the first day of the leave.



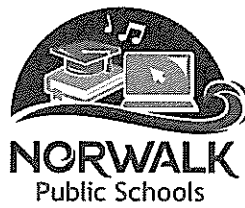
Book	Policy Manual
Section	4000 - Personnel
Title	Family, Medical and Pregnancy-related Leave Policy
Code	4152.05
Status	Retired
Adopted	October 11, 1994
Last Revised	July 21, 2009
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

Personnel – Certified, Non-Certified

FAMILY, MEDICAL AND PREGNANCY-RELATED LEAVE POLICY

Family and Medical leaves are provided by the Board as required by the federal Family and Medical Leave Act of 1993, as amended (FMLA). This policy and the corresponding regulations will be interpreted to comply with that law, as well as the Connecticut Fair Employment Practices Act (CFEPA) with respect to pregnancy-related disability leave and transfer. Employees should contact the Human Resources Office if they have any questions regarding how the Board's FMLA policy and regulations apply to their situation, when and how they may take leave or any other question regarding family, medical or pregnancy-related disability leave.

Legal	29 U.S.C. §2601 et. Seq., as amended (Family and Medical Leave Act of 1993) 29 C.F.R. §825 et. seq., as amended (Family and Medical Leave Act Regulations) Connecticut General Statutes §46a-60 (7) (Connecticut Fair Employment Practices Act)
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Book	Policy Manual
Section	4000 - Personnel
Title	Family and Medical and Pregnancy-Related Leave Regulation
Code	4152.05-R
Status	Retired
Adopted	October 11, 1994
Last Revised	July 21, 2009
Retired	June 14, 2022
Prior Revised Dates	02/03/1998;

Personnel – Certified/Non-Certified

FAMILY AND MEDICAL AND PREGNANCY-RELATED LEAVE REGULATION

Family and Medical leave is regulated by the federal Family and Medical Leave Act of 1993, as amended (FMLA). The following administrative regulations and the corresponding Board policy will be interpreted to comply with that law, as well as the Connecticut Fair Employment Practices Act (CFEPA) with respect to pregnancy-related disability leave and transfer. Employees should be referred to the Human Resource Office if they have any questions regarding how these regulations apply to their situation, when and how they may take leave, or any other question regarding FMLA leave.

The Basic Entitlement. An eligible employee is entitled to unpaid leave:

- Upon the birth of the employee's son or daughter, or to care for an employee's newborn child;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
- Because of a serious health condition that makes the employee unable to perform his or her job;
- In connection with a "qualifying exigency" (such as making legal, financial and child care arrangements and taking care of other family obligations) involving the employee's spouse, son, daughter or parent's active military service or call (or impending call) to active duty military service; or
- To care for a covered service member who (1) is the employee's spouse, child, parent or nearest blood relative and (2) is a member of the Armed Forces who is medically unfit to perform his duties and (3) has a serious illness or injury suffered in the line of active duty and (4) is undergoing medical treatment, recuperation or therapy or is on the temporary disability retirement list.

Leave Time. When FMLA Leave applies, an employee will be entitled to up to twelve (12) workweeks of unpaid leave during a 12-month period. An eligible employee who takes family leave to care for a covered service member shall be entitled to a combined total of twenty-six workweeks of unpaid leave during a single 12-month period.

The period during which an employee may take FMLA Leave will be determined on a rolling basis, measured backwards from the date upon which an employee first uses any leave. For instance, an employee requiring FMLA Leave in April will be entitled to up to twelve or twenty-six workweeks of leave less any leave taken since April of the prior year.

If a husband and wife eligible for leave are both employed by the district, their combined leave for the birth of a child, to care for a child after birth or placement for adoption or foster care, and/or to care for a parent who has a serious health condition, cannot exceed twelve (12) weeks of leave.

If a husband and wife eligible for leave are employed by the district, their combined leave cannot exceed twenty-six (26) weeks of leave during a single 12-month period when leave is taken for the following reasons:

- To care for a covered service member, or;
- When a combination of leave is taken to care for a covered service member as well as for the birth of a child, to care for a child after birth or placement for adoption or foster care, and/or to care for a parent who has a serious health condition.

Eligibility Requirements. In order for an employee to be eligible for FMLA Leave, he or she must have been employed by the school District for no less than twelve months and worked at least 1,250 hours in the twelve months just before the beginning of the leave.¹

Eligibility Determinations. When an employee requests FMLA leave, or when the school District learns that an employee's absence may be for an FMLA-qualifying reason, the District will notify the employee of FMLA eligibility within five business days, absent extenuating circumstances. Notification will be achieved through the District's distribution of DOL Form WH-381 to the employee directly, or at his or her recorded home address.

Eligibility notification will include a description of the employee's FMLA rights and responsibilities. Additionally, eligibility notification will inform the employee of any certification the District may require to support the leave request.

Serious Health Condition. A serious health condition is an illness, injury, impairment or physical or mental condition involving continuing treatment by a healthcare provider or any period of incapacity or treatment related to in-patient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility. Continuing treatment entails:

- Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider; or
- Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

A serious health condition also exists during any:

- Period of incapacity due to pregnancy or prenatal care;
- Period of incapacity or treatment for such incapacity due to a chronic serious health condition, such as asthma or diabetes, which requires periodic visits to a health care provider and may involve occasional episodes of incapacity;
- Period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as terminal cancer or Alzheimer's disease; or
- Period of absence to receive multiple treatments for restorative surgery or a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence

An employee who needs to know whether he or she has a health condition that would qualify him or her for FMLA Leave should contact the Human Resource Specialist.

Intermittent Leave/Reduced Hours. Leave taken intermittently or on a reduced work schedule is permitted under this policy for medical reasons only, including for the care of a covered servicemember. Employees on intermittent leave must be allowed to take leave in as small a block of time as is provided for under the District's timekeeping practices. Any employee group that takes leave in increments greater than one hour will be permitted to use intermittent FMLA leave in one hour increments. For example, an employee who is normally eligible to take sick time in increments of half-days will be permitted to use intermittent FMLA leave in one hour blocks. By contrast an employee who is normally eligible to take sick time in fifteen minute increments will be allowed to take intermittent FMLA leave in fifteen minute increments as well.

Unless a collective bargaining agreement provides otherwise, if the District determines that the intermittent leave would be disruptive to school operations, the District may require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent or reduced hours leave. The temporary position will have rank, pay and benefits equivalent to the employee's regular job.

Special rules affecting intermittent leave, leave on reduced leave schedule, or leave near the end of an academic term apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students, including not only teachers, but also coaches, special instructors and some assistants and aides.

Some instructional employees requesting intermittent leave or a reduced scheduled leave may be required to choose between taking leave for the entire period of the intermittent leave or transferring temporarily to an alternative position for which the employee is qualified. This will occur in those situations where the leave is foreseeable based on planned medical treatment and the intermittent leave would involve the employee being absent for more than twenty (20%) percent of the working days during the period over which the leave extends.

An instructional employee requesting leave near the end of an academic term may be required to remain on leave through the end of the term. Whether an instructional employee will be required to do so will depend on when the leave is requested and the number of weeks remaining in the term. Instructional employees requesting intermittent leave, reduced schedule leave, or leave near the end of an academic term and having questions regarding these restrictions should contact the Superintendent's Office.

Paid Leave Substituted for (Runs Concurrently with) FMLA Leave. The federal FMLA regulations refer to "substituting" leave. This means the same thing as having two or more types of leave run concurrently. Earned-paid leave will be charged against the employee's FMLA Leave entitlement as set forth below:

- Vacation and personal leave will run concurrently when an employee cares for his or her child after the birth or placement for adoption or foster care; when an employee cares for his or her son, daughter or parent who has a serious health condition; when a qualifying exigency occurs arising out of the employee's spouse, child or parent's tour of active duty in support of a contingency operation; and/or when an employee cares for care for his or her spouse, child, parent or next of kin who is on, called or ordered to active duty in the Armed Forces but is medically unfit to perform the duties of the member's office, grade, rank or rating.
- Vacation, personal and sick leave will run concurrently when a serious health condition makes an employee unable to do his or her job except when an employee is receiving workers' compensation or state disability insurance benefits for a serious health condition.
- Workers' Compensation and State Disability Benefits will run concurrently when a serious health condition makes an employee unable to perform his or her job.

In the event that no paid leave is available to an employee while he/she is on FMLA Leave, FMLA Leave will be unpaid. The District's policies, practices and collective bargaining agreements control whether an employee has accrued paid leave.

The employee will be notified that paid leave will run concurrently with, and counted against, FMLA leave.² Under most circumstances, this notice will be provided within five business days of the District learning that the leave is being taken for an FMLA required reason.

Advance Notice. A request for FMLA Leave due to a qualifying exigency arising out of a spouse, child or parent's tour, impending call or order to active duty that is foreseeable must be made as far in advance as is reasonable and practicable. The District requires copies of the covered servicemember's active duty orders for qualifying exigency leaves. DOL Form WH-384 may be used for this purpose.

A request for all other FMLA Leave must be made at least thirty days before the date on which the leave will begin unless the need is not foreseeable. When planning or scheduling foreseeable medical treatment, the employee must consult with the District and make a reasonable effort to schedule the leave so as to meet the approval of his or her health care provider without unduly disrupting school operations. If the need for FMLA Leave is not foreseeable, the request must be made as early as practicable under the particular facts and circumstances. Failure to provide timely notice may delay the taking of foreseeable leave. The District may decide to waive such notice requirement and designate the leave as FMLA Leave if it would otherwise qualify.

Medical Certification. When an employee requests a leave based on a family member's or an employee's own serious health condition or to care for a covered servicemember, he or she may be required to support the request with written certification from the treating health care provider. The medical certification must explain the reason for the leave, the approximate date the condition commenced, the probable duration of the condition and the general nature of the treatment regimen. The employee should provide the health care provider with either a DOL Form WH-380-E, for an employee's own condition, or a DOL Form WH-380-F, for an immediate family member's condition, for this purpose.

When the leave is planned, the employee should provide the medical certification with the request, and if not with the request, before the leave begins. When the leave is not foreseeable, the employee must provide medical certification within 15 calendar days after the certification is requested, or as soon thereafter as reasonably possible. Delay in providing the certification could impact the start or continuation of leave, and failure to provide certification could result in the leave being treated as an unexcused absence. The District may require an employee to obtain a second or third opinion at the District's expense, depending on the particular circumstances of the individual case.

The employee has an obligation to provide the District with a complete and sufficient medical certification. If the certification is incomplete or insufficient the District will inform the employee of the deficiency and describe what information is needed to make the certification complete. The employee will be granted seven calendar days to cure a deficiency.

The District may contact the health care provider for the purposes of clarifying or authenticating a certification. This action will only be taken after the initial seven-day cure period and will only be taken if the employee has provided the district with a Health Insurance Portability and Accountability Act ("HIPAA") release (FMLA Policy Addendum A). If a certification deficiency is not cured within the seven-day time period, and the District is unable to correct the deficiency through direct, HIPAA-authorized, health care provider contact, the District may deny FMLA and any related absence may be counted as unexcused. The employee bears the ultimate responsibility for providing the District with timely and complete certification. Under no circumstances may the employee's direct supervisor contact the health care provider for purposes of clarification.

Other Medical Certification. While an employee is out on leave, the District may require additional reports regarding the employee's status and intent to return to work, which may include re-certification(s) from a health care provider.

Military Leave. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain "qualifying exigencies". A "qualifying exigency" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

In order to secure leave for a qualifying exigency, employees must submit a completed DOL Form WH-384 along with a copy of the covered military member's active duty orders or other documentation that certifies that the covered military member is on active duty (or has been notified of an impending call to active duty). DOL Form WH-384 must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. This entitlement applies if the covered servicemember has a serious injury or illness suffered in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy. The entitlement may also apply if the servicemember is in outpatient status, or is on the temporary disability retired list.

In order to secure this extended leave, employees must submit a completed DOL Form WH-385. This Form must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

Designation Notice. Upon timely receipt of either a DOL Form WH-380-E, DOL Form WH-380-F, DOL Form WH-385 medical certification or a DOL Form WH-384 qualifying military exigency leave certification, the District will determine whether or not the employee's leave request is FMLA qualifying. The employee will be informed of this determination through the distribution of DOL Form WH-381, within five business days of receipt of the employee's certification form. The DOL Form WH-381 designation notice will inform the employee of the status of their FMLA request and whether additional information is needed by the District.

Health Insurance. The District will continue health benefits during an employee's FMLA Leave as if the employee was continuously employed during the leave period. Employees making co-pay contributions to their health benefits must continue to do so, or coverage may be lost. If paid leave is substituted for FMLA Leave, any co-pay contributions will be paid by the method used prior to the leave (e.g., payroll deduction).

If the FMLA Leave is unpaid, insurance payments must be paid in the manner the District designates. The District will notify the employee in writing of the terms and conditions by which these payments must be made. If an employee is able to return to work after the expiration of the leave but chooses not to, the employee will be required to reimburse the District for premiums the District paid to maintain his or her health coverage.

Other Benefits. During FMLA leave, the employee shall not accrue any additional benefits unless otherwise provided for by contract or school policy. Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave.

With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

Return to Work. An employee who took leave because of his or her own serious health condition may be required to provide a fitness-for-duty certification (medical clearance) before returning to work. This will occur at the District's discretion, and factors considered will include, but not be limited to, the nature of the employee's health condition, the functions of the employee's position, the nature of the employee's initial medical certification(s) and evidence of abuse of leave entitlements.

An employee returning from FMLA Leave will be returned to his or her same job position or to an equivalent position. If the employee would not have been employed at the time he or she returned to work, then the District may deny reinstatement. For example, the District has no obligation to reinstate an employee who would have been laid-off during his or her FMLA leave period.

An employee who is unable to return to work after exhausting his or her FMLA Leave entitlement or who would not otherwise have been employed, will be separated from employment, unless the District has granted an extension to the leave.

Key Employees. Some higher-paid employees are considered "key employees". Such employees will be advised at the beginning of their FMLA leave that they are a key employee and, on that basis, may be denied restoration to their position if restoration would cause substantial and grievous economic injury to the District.

Pregnancy-related Leave and Transfer. Under state law, an employee is entitled to a reasonable leave of absence for disability resulting from pregnancy. An employee taking such leave must provide a medical certification from a health care provider in the same manner he or she would for FMLA leave.

When an employee's disability also qualifies as a serious health condition under this policy, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement. While on pregnancy-related disability leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, the leave will be unpaid. Return to work FMLA entitlements apply.

If a pregnant employee reasonably believes that continued work in her current position could cause injury to herself or the fetus, she should give written notice to the Superintendent's Office. Upon receipt of such notice, the District will make a reasonable effort to transfer the pregnant employee to a suitable temporary position. The District's decision regarding the request for transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

Posting and Record-Keeping.

Posting Requirements

- Notice explaining the Federal Family and Medical Leave Act provisions and providing information concerning the procedures for filing complaints must be posted where employees can easily see it. (Department of Labor Form WHD Publication 1420 is recommended.)
- If a significant number of employees speak a language other than English, a second FMLA notice, written in a language that employees can understand should be posted as well. (The Department of Labor's web-site provides FMLA notices in foreign languages. Use the site- address www.dol.gov/esa/whd/fmla/finalrule.gov.)
- Notice explaining employee FMLA rights and responsibilities must be included in applicable employee handbooks.³ (The text of DOL Form WHD Publication 1420 is recommended.)

Record-keeping Requirements

- Must keep records in conformance with wage and hour law.
- Records must be kept for no less than three years.
- Name, address and occupation of the employee; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
- Dates FMLA leave is taken by employees must be recorded.
- If FMLA leave is taken in increments of less than one full day, the hours of the leave;
- Any written notice of FMLA leave given by the employee, and copies of all notices given to employees as required by law and by this policy;
- Any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves;
- Payment of any employee benefits premiums; and
- Records of any dispute regarding designation of leave as FMLA leave, including any written statements from the employer and/or the employee concerning the reasons for the designation and for the disagreement.

Medical Records

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

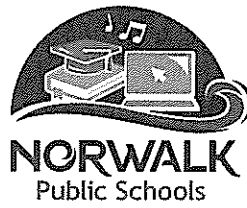
- "FMLA Rights and Responsibilities Notice" WHD Publication 1420
- "Notice of Eligibility and Rights & Responsibilities" DOL Form WH-381
- "Certification of Health Care Provider for Employee's Serious Health Condition" DOL Form WH-380-E
- "Certification of Health Care Provider for Family Member's Serious Health Condition" DOL Form WH-380-F
- "Certification of Qualifying Exigency For Military Family Leave" DOL Form WH-384
- "Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave" DOL Form WH-385
- "Designation Notice" DOL Form WH-382
- FMLA Leave Administration Checklist
- HIPAA Authorization form (FMLA Policy, Addendum A)

1 A member of the National Guard or Reserve who is absent from employment for an extended period of time due to military service and is then reemployed by the District is entitled to FMLA leave if he or she would have been eligible for leave had he or she remained continuously employed.

2 See DOL Form WH-382.

3 This does not include collective bargaining agreements.

Legal	29 C.F.R. §825 et. seq., as amended (Family and Medical Leave Act Regulations)
	29 U.S.C. §2601 et. Seq., as amended (Family and Medical Leave Act of 1993)
	Connecticut General Statutes §46a-60 (7) (Connecticut Fair Employment Practices Act)

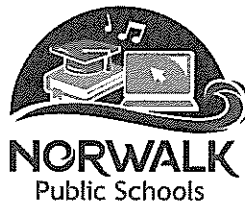


Book	Policy Manual
Section	4000 - Personnel
Title	Jury Duty
Code	4158
Status	Retired
Adopted	June 20, 2006
Last Revised	June 15, 2010
Retired	June 14, 2022

JURY DUTY

An employee called to jury duty must promptly forward to the Human Resources Office the summons to jury duty.

The employee shall be authorized to be absent with pay to fulfill the jury duty obligation without charge to sick, personal or other leave of absence, provided that the employee assigns any compensation for jury duty to the Board. The employee must submit to the Human Resources Office a copy of the certificate of completion from the court once service is completed.



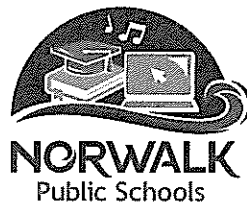
Book	Policy Manual
Section	4000 - Personnel
Title	Appointment and Conditions of Employment
Code	4212
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Non-Certified

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent is authorized to employ non-certified personnel. Such employment shall be in accordance with established employment procedures and collective bargaining salary schedules.

Legal	Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited
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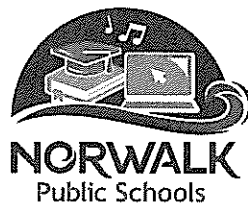
Book	Policy Manual
Section	4000 - Personnel
Title	Appointment and Conditions of Employment Regulation
Code	4212-R
Status	Retired
Adopted	September 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

Personnel – Non-Certified

APPOINTMENT AND CONDITIONS OF EMPLOYMENT REGULATION

In the case of non-certified personnel, the Superintendent is authorized to make appointments subject to the conditions that: (a) the positions have been approved by the Board of Education and (b) funds are budgeted for such positions.

Legal	Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited
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Book	Policy Manual
Section	4000 - Personnel
Title	Drug and Alcohol Testing For School Bus Drivers
Code	4212.42
Status	Retired
Adopted	June 26, 2018
Retired	June 14, 2022

Personnel -- Non-Certified

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of commercial motor vehicles, the District shall establish a drug and alcohol misuse prevention program.

The District's program shall meet the requirements of the Omnibus Transportation Employee Testing Act of 1991 and C.G.S.14-276a.

The Superintendent will develop administrative regulations as needed to implement the District's program including provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing as may be necessary. The regulations will also include training, education and other assistance to employees to promote a drug and alcohol-free environment.

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, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Drivers License (CDL) to operate school vehicles.

When contracting with a private service provider, Norwalk Public Schools must ensure the provider has a drug and alcohol-testing program fulfilling federal regulations, and state law pertaining to a required pre-employment and random drug testing program for drivers of school buses and school transportation vehicles (STVs).

For purposes of this policy, the term "controlled substance" includes any illegal drug or any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purpose or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

The District will also require pre-employment alcohol testing in accordance with the following provisions:

1. All candidates for employment or transfer with the District and subject to OTETA and state regulation requirements will be tested;
2. All tests will be conducted using the alcohol testing procedures of 49 CFR Part 40;
3. Such tests must be conducted prior to the new or transferred employee's performance of safety-sensitive functions.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions which includes just before or just after the driver performs the safety-related function. Controlled substances testing may be performed at any time while the driver is at work.

A driver covered by the federal regulations may not refuse to take a required test. An offer of employment or transfer will be immediately withdrawn from any individual who refuses drug testing.

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the driver shall be removed immediately from safety-related functions in accordance with federal regulations. These drivers shall not be reinstated to service Norwalk Public Schools.

The Board retains the authority consistent with state and federal law to discipline or discharge any driver who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affects the driver's qualifications for and performance of the job.

The District is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. Notification of available resources for evaluation and treatment will be made as required by law. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable state law, district policies and negotiated agreements.

The Contractor/Provider shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the Contractor/Provider's consent, the district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. An employee shall be entitled upon written request to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.

Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

The Contractor/Provider shall take steps to insure that supervisors receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations.

This policy applies to all drivers and applicants for driver positions for the Contractor/Provider who must have a Commercial Driver's License (CDL) to operate school vehicles.

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.

Legal

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

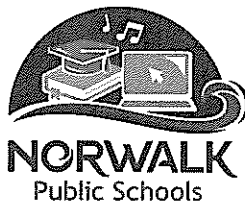
International Brotherhood of Teamsters v. Department of Transportation 932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 [4th circuit]

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement



Book	Policy Manual
Section	4000 - Personnel
Title	Dual Employment
Code	4213.04
Status	Retired
Adopted	August 29, 1985
Last Revised	February 3, 1998
Retired	June 14, 2022

DUAL EMPLOYMENT

The Norwalk Board of Education adopts the following policy concerning any employee of the Norwalk Board of Education who is not employed in an executive, administrative or professional capacity:

1. No person shall be employed in any capacity, In two separate employment positions, either full or part-time by more than one department of the Norwalk Board of Education.
2. No person who is a regular full-time or part-time employee of the Norwalk Board of Education shall be permitted to be employed in any full or part-time position by any agency, board, commission or department of the City of Norwalk.
3. No person who is a regular full or part-time employee of any agency, board, commission or department of the City of Norwalk shall be permitted to be employed in any capacity of the Norwalk Board of Education.
4. The limitations set forth above shall not apply to the following:
 - a. Teachers and other professional employees
 - b. Any custodian who remains in an assigned building for schedule events as provided by the collective bargaining agreement.
5. The Board of Education, in individual cases, may approve a waiver of this policy for an employee who is exempt from the provisions of the Connecticut General Statutes concerning wages, hours and conditions of employment.
6. Every employment application for non-certified personnel shall:
 - a. make inquiry as to whether the applicant is employed by the City of Norwalk, or any of its agencies, or the Board of Education, and
 - b. notify the applicant of this policy.