

SERIES 4000

PERSONNEL

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Personnel

Recruitment and Selection

The Superintendent has the responsibility to develop a program for the recruitment and selection of staff using the Board's guidelines.

The recruitment and selection program shall include provisions for both certified and noncertified personnel.

Note: See policy 2451.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel

Staff Development

The Board supports staff development as a means to improve instruction and student learning.

All staff should have the opportunity to participate in programs designed by the Superintendent to enhance their professional development.

The Superintendent shall also attempt to make staff development opportunities available to contractor employees (employees of third parties who work in the schools as part of the educational program).

Policy Adopted:
May 6, 1988

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

PUBLIC TRUST EMPLOYEES

The Board of Education considers all employees, to be "public trust employees." The job effectiveness of such employees depends on the members of the community maintaining respect and confidence in such employees in regards to both their on-duty and off-duty conduct. Accordingly, the Board directs such employees to refrain from engaging in any conduct on or off school property which could damage the public's trust and confidence in such employees. Such conduct includes, but is not limited to, acts of moral misconduct (i.e. criminal conviction, such as commission of a felony) or conviction of any crime.

The Board considers any off-duty misconduct tending to damage the public's trust and confidence committed by such employees to have occurred in the course of employment. Accordingly, such misconduct, even if it occurs off school property or during off-duty time, can be the subject of disciplinary action by the Board up to and including termination of employment. Acceptance of an offer of employment by a Board of Education employee means that the person accepting the offer understands and accepts that acts tending to damage the public's trust and confidence, even if committed off school property or during off-duty time, will be considered willful misconduct, and may subject the employee to disciplinary action.

Legal References:

Regulations of Conn. State Agencies, Section 31-236-26c(c)(1)(2)

ADOPTED: July 22, 2003

REVISED:

335378 v.01 S1

PersonnelNon-discrimination/Affirmative Action

The Stamford Board of Education supports the principles of non-discrimination and equal employment opportunity in all of its employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, and all other terms and conditions of employment. The Stamford Board of Education requires that all its employment policies and practices be administered without discrimination on the basis of race, color, national origin, ancestry, citizenship status, age, sex, disability, present or past history of mental disability, religion, sexual orientation, parental status, marital status, genetic information, past or present service in the uniformed services of the United States, or any other basis prohibited by law.

The Stamford Board of Education recognizes that a policy of non-discrimination and equal employment opportunity is not, by itself, sufficient to rectify any existing under-representation of certain identifiable groups within the school district's workforce. Accordingly, in addition to monitoring activities aimed at the elimination of discriminatory barriers to employment and advancement, the Board of Education will undertake positive measures to ensure equal opportunity and to seek out potential candidates in those groups that are underrepresented in any job categories that exist in the school district. The protected groups include African Americans, Hispanics, Asians, Native Americans or Native Alaskans, women, individuals with disabilities, and veterans. The long-term goal is to have the representation of affected group members in all job categories be comparable to qualified members of such groups in the relevant labor market, while maintaining high standards of employee selection criteria.

In order to implement this policy, the Superintendent will develop an affirmative action plan for all school district job positions, and a plan for minority staff recruitment in accordance with federal and state law, as such laws may be amended from time to time. The Board will review on an annual basis the effectiveness of these plans in increasing minority applicant flow and attracting qualified candidates for employment.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001
April 26, 2005

Legal References:

- Title VII, Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d and 2000e
- Section 504, Rehabilitation Act of 1973 as amended, 29 U.S.C. § 794
- Americans with Disabilities Act of 1990, as amended 42 U.S.C. § 12102, *et seq.*
- Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 *et seq.*
- Equal Pay Act, 29 U.S.C. § 206(d)
- Federal Regulations, 29 C.F.R. Parts 1604 through 1608, inclusive
- Connecticut General Statutes Sections 10-153, 10-220(a), 31-75, 46a-60(a)(1) *et seq.*, 46a-81c

Personnel

Sexual Harassment

It is the policy of the Stamford Board of Education to provide a school environment free of sexual harassment by employees and to provide a process to address relevant complaints students, employees or others may have. An employee found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including termination. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

Definition of sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or participation in an educational function, or

Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting such individual's education, or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Any employee, student, or other person, who believes he or she has been subjected to sexual harassment by an employee, in the school environment should report the incident immediately, either orally or in a written complaint, to an administrator. All such incidents will be promptly investigated by the Superintendent or his/her designee. If it is found that sexual harassment has occurred, immediate and appropriate corrective action will be taken which may include appropriate disciplinary action in accordance with Policy 4160.

Policy Adopted:
April 7, 1992

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel**Family and Medical Leave**

It is the policy of the Stamford Board of Education to comply with the Family and Medical Leave Act of 1993 in its employment practices. This policy is implemented through the accompanying administrative procedures, which will be reviewed and revised periodically by the Director of Human Resources as needed.

Policy Adopted:

October 26, 2004

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Legal References: Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 et seq.
Federal Regulations, 29 C.F.R. Part 825

Internal References: See also Board Policy 4140, Maternal Disability and Child Care Leave,
for additional benefits available to eligible employees.

I. PURPOSE

The purpose of these procedures is to establish guidelines for leaves taken by employees of the Stamford Public School District under the Federal Family and Medical Leave Act of 1993 (FMLA).

This Regulation describes the family and medical leave benefits available to eligible employees under the FMLA and the terms and conditions of such leave, and establishes consistent procedures by which administrators shall evaluate and process requests for family and medical leaves of absence.

II. ELIGIBILITY

Employees who have worked for the District for a total of at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

Note: Full-time teachers are deemed to meet the 1,250-hour test.

III. REASON FOR LEAVE

Leaves under the FMLA may be taken for the following reasons:

- because of the birth and/or care of the employee's newborn child (including prenatal care);
- because of the placement of a child with the employee by adoption or foster care;
- in order to care for the employee's spouse, child or parent who has a serious health condition;
- because of the employee's own serious health condition that makes the employee unable to perform the functions of his or her current position.

IV. LENGTH OF LEAVE

If a leave is requested for one of the above reasons, each eligible employee may take up to a maximum of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period. The 12-month entitlement period for family or medical leave is determined from July 1 of each year.

V. TYPES OF LEAVE AND CONDITIONS

A. Full-Time, Intermittent And Reduced Schedule Leave

1. Full-time leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.
2. Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as needed basis for other than routine medical appointments.
3. Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.
4. An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, or his or her spouse, child or parent.

B. Foreseeable Planned Medical Treatment

When planning medical treatment, an employee must consult with his or her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the district's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with their supervisor prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of the district and the employee. The district may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and the approval of the health care provider as to any modification of the treatment schedule.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member, the District may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of any instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period).

C. Both Spouses Working For The District

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

D. Leave Taken By Instructional Employees Near the End Of A Student Year

1. If a leave taken by an instructional employee (i.e., an employee whose principal function is to teach and instruct students) begins more than five (5) weeks before the end of a student year, the District may require that employee to continue the leave until the end of the student year if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the student year.
2. If the employee begins a leave during the five-week period preceding the end of a student year for a reason other than the employee's own serious health condition, the District may require the employee to continue taking leave until the end of the student year if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the student year.
3. If the employee begins a leave during the three-week period preceding the end of a student year for a reason other than the employee's own serious health condition, the District may require the employee to continue taking leave until the end of the student year if the leave will last more than five (5) working days.

E. Requests For Leave

An employee must inform his or her supervisor of the need for a family or medical leave at least thirty (30) days before the leave is to commence, if practicable. The employee must provide sufficient information to make the supervisor aware that the employee needs FMLA-qualifying leave, and must inform the supervisor of the start date of the requested leave and the anticipated duration of the leave. If such notice is not practicable, the request should be submitted as soon as practicable under the circumstances. The supervisor must promptly notify the human resources department on the "*Notice of Potential FMLA Leave*" form that an employee has requested leave that may qualify under FMLA. The human resources department will coordinate the processing of all FMLA leave paperwork.

If an employee returns to work from an absence that may qualify as FMLA leave, but that has not been so designated by the District, the employee must notify his or her supervisor of the reason for the leave within two days of returning to work.

F. Medical Certifications Required

1. For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "*Certification of Physician or Practitioner*" form before the leave begins if possible. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the Human Resources Department's request for the medical certification.
2. If an employee takes leave (except on an intermittent basis) for his or her own serious health condition, in order to return to work the employee may be required to provide a completed "*Medical Examiner's Certification*" form, which certifies that the health condition which created the need for the leave no longer renders the employee unable to perform the essential functions of the job. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided.

G. Substitution of Paid Leave

An employee must substitute any accrued paid sick leave for any (otherwise) unpaid portion of medical leave taken for employee's own serious health condition (including child-bearing). In addition, an employee must substitute accrued paid personal, compensatory and vacation leave (in that order) for any unpaid portions of family or medical leave taken for any reason. Where the leave is for the employee's own serious health condition, accrued paid sick leave will be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal, compensatory or vacation leave. Where the leave is for the serious health condition of a family member, accrued paid sick leave that is available for substitution for that purpose must be substituted prior to the substitution of accrued paid personal, compensatory or vacation leave. The amount of family or medical leave entitlement that is unpaid is reduced by the amount of paid leave that is substituted.

H. Medical Insurance And Other Benefits

During approved family or medical leaves of absence, the employee will be entitled to all job-related benefits during any portion of such leave for which the employee is utilizing available paid leave. The District will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay his/her share of the premium, and failure to do so may result in the loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of medical insurance premiums during the

family or medical leave, unless the employee does not return because of a serious health condition or other circumstances beyond the employee's control.

During any period of unpaid family or medical leave, employees will continue to accrue service credit for seniority and longevity pay. However, employees will not accrue service credit for retirement benefits. Unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work.

I. Reinstatement

An employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

VI. ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Human Resources Department.

Policy Adopted:

October 26, 2004

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

4010
(5130)
(1239)

Personnel

Smoke-Free Environment

The Board recognizes that tobacco is not conducive to good health. Therefore, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers by others smoking, the Board declares all school-sponsored events and areas operated by the Board to be officially designated smoke-free. Smoke-free areas include all school buildings and grounds and all school buses.

For the purposes of this policy, smoke or smoking means all uses of tobacco products including cigars, cigarettes, pipes, and chewing tobacco.

Policy Adopted:
February 23, 1988

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
April 21, 1992

Policy Amended:
July 24, 2001

4010-R
(5130-R)
(1239-R)

Personnel

Smoke-Free Environment

The Administration will work with staff to inform and educate them about the personal risks associated with smoking, and has established a smoke-free environment as stated in Board of Education Policy 4010.

Personnel violating this policy are subject to disciplinary action in accordance with Board Policy 4160.

Regulation Adopted:
March 23, 1988

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
May 26, 1992

Policy Amended:
July 24, 2001

PersonnelHealth Examination for School Employees

The Superintendent may require any school employee to have a health examination by the employee's choice of one from a panel of three specialists, designated by the school medical advisor in accordance with law. The expense of such examination will be borne by the Board. The specialist shall advise the Superintendent of the employee's fitness to carry on his/her assignment.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
May 6, 1986

Policy Amended:
July 24, 2001

Communicable Diseases

The Board recognizes its obligation to provide all students an appropriate educational program in the least restrictive environment and protect the health and welfare of all members of the school community.

Students, employees, or contractor employees whose participation in the regular school program poses a significant danger to their own health or the health of others by reason of a communicable disease shall be excluded from Stamford Public School facilities on the recommendation of the School Medical Advisor and/or the Director of Health for the City of Stamford. Any student so excluded shall be provided an appropriate alternate educational program.

The School Medical Advisor shall inform himself or herself of any case of a communicable disease that poses a significant danger to the health of the individual or of others and promptly report such case to the Superintendent and the Board President with his/her recommendation. The Board, acting through the Superintendent, may require the School Medical Advisor to secure additional expert advice.

The School Medical Advisor shall promptly report his/her disposition of the case to the Superintendent.

Policy Adopted:
April 22, 1986

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel

Communicable Diseases

1. Employees or contractor employees whose participation in the regular school program poses a significant danger to their own health or to the health of others by reason of a communicable disease shall be excluded from Stamford Public School facilities on the recommendation of the School Medical Advisor and/or the Director of Health for the City of Stamford.
2. The School Medical Advisor shall notify the Superintendent or his/her designee of any employee or contractor employee diagnosed as having such a communicable disease.
3. Any employee or contractor employee with such a communicable disease shall be suspended from service in accordance with Board policies and applicable law.
4. The right of privacy of an employee or contractor employee and of his/her family shall be respected. Knowledge of the employee or contractor employee's condition shall be provided only to personnel with a need to know, e.g. those involved in the direct supervision of the individual.

Regulation Adopted:
April 22, 1986

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Regulation Amended:
July 24, 2001

PersonnelSubstance Abuse

The Stamford Public Schools recognize that employees should be drug free and alcohol-free so that the most positive learning experiences for students may take place. This policy is an integral part of the Stamford Public Schools' Drug, Alcohol, and Tobacco Prevention Program, and represents one component of a district-wide effort to respond to problems caused by the unauthorized use of controlled drugs or alcohol abuse.

Any Stamford Board of Education employee is in violation of this policy if on a school bus, during a school session, or at a school sponsored activity such individual is under the influence of alcohol or a controlled drug (except for current prescribed medication(s)). Additionally, any employee is in violation of this policy if, on or off school grounds, such individual unlawfully possesses, uses, manufactures, dispenses, distributes, sells, or aids in the procurement of controlled drugs, drug paraphernalia, or alcohol. Such employee shall be subject to discipline up to and including termination, referral for prosecution, and intervention pursuant to the provisions and procedures outlined in the Administrative Regulations.

The foregoing standards of conduct and sanctions shall be provided to all students, parents, and employees.

Drug and alcohol awareness, education, and prevention programs for students and employees shall be adopted and maintained, and shall teach that the use of controlled drugs and the unlawful possession and use of alcohol are wrong and potentially harmful. The employee program shall include information about the dangers of drug and alcohol abuse in the workplace, the Board's policy on maintaining a drug-free and alcohol-free workplace, and the availability of any drug and alcohol counseling, rehabilitation, and employee assistance programs. The program will also explain the penalties that may be imposed on employees for drug and alcohol-abuse violations occurring on or off school grounds.

Counseling and rehabilitation programs will be provided to employees as described in the Administrative Regulations.

As a condition of employment, employees shall abide by the terms of this policy and shall notify the Board of Education of any criminal drug statute conviction within five days of the conviction. The Federal Agency(ies) which grant(s) funds to the Board of Education will be notified of the conviction within ten days, and appropriate personnel action will be taken against the employee within thirty days as set forth in the Administrative Regulations.

The Board will review its program biennially to determine its effectiveness, to implement changes to the program when needed, and to ensure that the sanctions set forth in the Administrative Regulations are consistently enforced.

Policy Adopted:
October 30, 1990

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 17, 1993

Policy Amended:
July 24, 2001

Personnel

Substance Abuse

I. Drugs, Alcohol and Tobacco Prevention Program

As an integral part of the Stamford Public Schools' Drug, Alcohol and Tobacco Prevention Program, these regulations represent one component of a district-wide effort to respond to controlled-drug and alcohol-related problems that may occur on a school bus, during a school session, or at a school-sponsored activity. These procedures are intended to provide a consistent disciplinary response to controlled-drug and alcohol-related problems. The Stamford Public Schools seek to provide a safe and healthful environment for employees, with due consideration for their employees' legal rights and responsibilities.

Counseling and Rehabilitation Programs

Students and employees have available the following counseling and rehabilitation programs:

Employee Assistance Program
Child Guidance Center of Southwestern Connecticut
Liberation Programs
Meridian Center
The Alcohol and Drug Abuse Council, Inc.

II. Disciplinary Action Regarding Employees

A. Definitions:

Cooperative Behavior - shall mean the willingness of an employee to work with appropriate personnel in a reasonable and helpful manner, and the compliance with reasonable requests and recommendations.

Uncooperative Behavior - shall mean resistance or refusal, either verbal, physical or passive, on the part of the employee to comply with the reasonable requests or recommendations of administrative personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of an employee assistance program.

Conviction shall mean a finding of guilt (including a plea of nolo contendere) or an imposition of a sentence, or both, by any judicial body charged with the

responsibility to determine violation of the Federal and State (including the District of Columbia) criminal drug statutes.

B. Procedures:

1. If an employee is under the influence of alcohol on a school bus, during a school session, or at a school activity, he/she will be sent home under the direction of the individual's supervisor.
2. If an employee is suspected of unlawfully possessing, using, manufacturing, dispensing, distributing, selling or aiding in the procurement of controlled drugs or drug paraphernalia, the following will occur:
 - a. The Superintendent or his/her designee will investigate the allegations, which may include the referral for a health examination as outlined in Board Policy #4011. The Superintendent may suspend the employee with pay during such investigation.
 - b. The police will be notified if the allegations are substantiated or if assistance is needed.
 - c. If the employee is convicted or if the investigation establishes that such misconduct occurred, termination of employment will be recommended.
3. If an employee is suspected of unlawfully possessing, using, dispensing, distributing, selling or aiding in the procurement of alcohol on school grounds, the following will occur:
 - a. The Superintendent or his/her designee will investigate the allegations, which may include the referral for a health examination as outlined in Board Policy #4011. The Superintendent may suspend the employee with pay during such investigation.
 - b. The police will be notified if the allegations are substantiated or if assistance is needed.
 - c. If the employee is convicted or if the investigation establishes that such misconduct occurred, termination of employment will be recommended.

4. If an employee recognizes his/her problem and demonstrates cooperative behavior, appropriate intervention or progressive disciplinary action may be taken in lieu of termination. Such discipline may include:
 - a. Oral counseling by the appropriate administrator
 - b. Referral to the Employee Assistance Program (EAP)
 - c. A letter of reprimand
 - d. Suspension

5. If the person refuses to recognize the problem or demonstrates uncooperative behavior, appropriate and progressive disciplinary action will be taken. Such discipline may include:
 - a. A letter of reprimand
 - b. Suspension
 - c. Termination

Regulation Adopted:
November 23, 1990

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 17, 1993

Regulation Amended:
July 24, 2001
September 25, 2001
November 27, 2001

PersonnelProhibition on Recommendations for Psychotropic Drugs

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

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

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

Policy Adopted:
December 4, 2001

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

PersonnelLiability Protection for Employees

As provided by law, the Board shall protect and save harmless any member of the Board and any teacher (as defined in Conn. Gen. Stat. Section 10-235) and other employee and any member of its supervisory or administrative staff, 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, or any other acts, including infringement of any person's civil rights, resulting in any injury, provided such teacher, member or employee, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his/her duties or within the scope of his/her employment or under the direction of the Board. This protection shall extend to volunteers approved by the Board of Education to carry out a duty prescribed by the Board and under the direction of a certified staff member, and to volunteer school bus safety monitors as prescribed by the Board. This protection shall not apply to any acts that are wanton, reckless or malicious.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

PersonnelResignations

The Superintendent or designee shall have the authority to accept resignations on behalf of the Board and without further consideration by the Board. Such resignations shall be effective upon acceptance. The Superintendent shall keep the Board informed of all resignations.

A teacher shall give at least 30 days written notice of resignation to the Superintendent and to his/her immediate supervisor. The Superintendent, or designee shall have discretion to accept or reject a resignation which is tendered less than 30 days before the proposed termination date.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

PersonnelCode of Ethics

The Board recognizes that its responsibility to the community and to the students whom it serves requires a commitment to the highest ethical standards.

Therefore:

1. The Board will ensure that its employment practices strive toward the highest degree of professional competence, consistent with ethical and fair labor practices.
2. Neither the Board nor any employee shall engage in, or have a financial interest, directly or indirectly, in any activity that conflicts, or raises a reasonable question of conflict, with their respective duties and responsibilities.

Any employee of the Board should refer any question concerning the above to his/her immediate supervisor.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

PersonnelGifts and Gratuities

No teacher shall receive gifts of more than a de minimus nature (value of not more than \$10.00 in any year) from a pupil under his or her charge except under administrative regulations promulgated by his/her principal or the Superintendent.

No custodian shall receive or accept any gratuity or gift for work performed or action connected with the operation of school property.

No employee of the public school system of Stamford shall accept any gift or gratuity, whether in the form of service, loan, thing or promise or in any other form, from any person, firm or corporation which to his/her knowledge is interested directly or indirectly in business dealings with the school system and over which business dealings he/she has power either to take action or to influence action.

Employees are bound by, and shall comply with, the provisions of the Code of Ethics enacted by the City of Stamford, as such Code may be amended from time to time.

Note: This also appears as policy 1313.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

PersonnelConflict of Interest

All school employees must avoid any situations leading to or likely to lead to a conflict of interest. For example:

1. Employees shall not be assigned to supervise or evaluate other employees to whom they are related by blood or marriage.
2. Employees whose job duties include responsibility for payroll, accounting, auditing or personnel matters shall take no part in any decision or action that involves other employees to whom they are related by blood or marriage.
3. No employee shall, either directly or indirectly, use his or her position to attempt to affect the employment of a person to whom he/she is related by blood or marriage.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel

Computer Software

The Stamford Public Schools use computer software for instructional and other purposes. Such software is usually licensed from a vendor and copyrighted by the vendor. Although license agreements vary widely, they usually prohibit copying the software except for back-up purposes and limit the use of the software to one machine at a time.

Copying or using software other than as permitted in the license agreement not only is a breach of contract but also violates United States copyright laws, constitutes criminal theft of property, and is unethical.

No one within the Stamford Public Schools, staff or students, shall violate copyright laws or license agreements. If doubt exists, written approval must be secured from the Superintendent or designee acting with the advice of legal counsel.

Policy Adopted:
May 6, 1986

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel**Acceptable Use Of The Internet And Other Electronic Systems**

The Board of Education believes that the Internet and all other electronic communication should be used in school to educate and inform. Resource sharing and communication for both students and teachers have increased with access to telecommunications and the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval or telecommunications systems.

The Board believes that staff members have a professional responsibility to teach students to understand that the Internet, similar to other information sources, requires the intellectual skills to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate, use and communicate information to meet their educational goals.

These electronic telecommunications and computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

It is the responsibility of the student, parent, teachers and administrators to ensure that access to telecommunication networks and computers provided by the school system is not abused.

The Superintendent of Schools will appoint one administrator to serve as the Board's "Internet Administrator," who will be responsible for implementing this policy, establishing procedures, and supervising access privileges.

Policy Adopted:
Marched 23, 1999

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Policy Amended:
September 25, 2001
November 27, 2001

Personnel

Acceptable Use Of The Internet And Other Electronic Systems

Introduction

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

These computer systems are business and educational tools. *As such, they are being made available to employees of the district for district-related educational and business purposes.* All users of the computer systems should use district computer systems for appropriate district-related educational and business purposes. Incidental personal use of computer systems is permitted provided that it does not interfere with job responsibilities. In addition, any such use is subject to the provisions of this regulation concerning prohibited uses and monitoring.

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

Monitoring

It is important for all users of these computer systems to understand that the Board of Education, as the owner of the computer systems, intends to monitor the use of the computer systems to ensure that they are being used for appropriate business and education purposes. The Board of Education intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for district-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes.

Why Monitor?

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

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

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

Privacy Issues.

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

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

Therefore, in addition to the prohibitions found below, employees must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

Prohibited Uses.

Certain specific types of system misuse are expressly prohibited, including but not limited to the following:

Sending any form of solicitation not directly related to the business of the Board of Education;

Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be *crime*, pursuant to Public Act 95-143, and other laws);

Gaining or seeking to gain unauthorized access to computer systems;

Sending any message that breaches the Board of Education's confidentiality requirements, including the confidentiality rights of students;

Sending any copyrighted material over the system;

Sending messages for any purpose prohibited by law.

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

Disciplinary Action.

Misuse of these computer systems will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

Complaints of Problems or Misuse.

Anyone who is aware of problems with, or misuse of these computer systems, should report this to his or her supervisor.

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

Regulation adopted:
March 23, 1999

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Regulation readopted:
July 24, 2001

Regulation Amended:
September 25, 2001
November 27, 2001

PersonnelCopyright

The United States copyright laws apply to many kinds of materials used within the Stamford Public Schools, including books, magazines, tests, videotapes, and computer software.

Inasmuch as students learn good citizenship in school, including respect for the law, honesty, and integrity, personnel within the Stamford Public Schools have a special obligation to comply with copyright laws as with all laws.

No member of the staff shall violate copyright laws or knowingly permit students to violate copyright laws.

Policy Adopted:
May 6, 1986

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

PersonnelSolicitation By Board Employees

The Board recognizes the importance of an educational environment devoted to learning and free from unnecessary distractions. Consequently, no staff member may, on school property or during school activities, solicit students or offer services to students for non-school sponsored activities for personal gain.

Policy Adopted:
February 24, 1987

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

PersonnelSolicitation By Board EmployeesA. Purpose:

Students should be free to learn in an atmosphere free of distraction or subtle coercion. Teachers stand in a particular relationship with their students, and should not utilize that relationship for personal gain. Moreover, in discharging their professional responsibilities as educators, teachers should avoid even the appearance of a conflict of interest between discharging those professional responsibilities and their own personal interests.

B. Scope:

“Solicitation” may be generally defined as asking students to expend money or otherwise participate in activities that lead to the financial gain by such teachers. While it is not possible to define all forms of solicitation of students, the following examples illustrate the basic principles:

1. Solicitation of students to participate in non-school sponsored trips.
2. The offering of services for pay directly to students in the school setting.
3. Solicitation of students to participate in any activity, in which such participation by students leads to the financial gain of such teachers.

Solicitation of students shall relate to direct personal appeals, whether made orally or in writing, but shall not include the placing of general interest advertisements in the school or other newspapers or the posting of notices outside of any of the school buildings of the Stamford Public Schools. In no event shall teachers or other employees conduct business for personal gain on school property.

C. Conflicts of Interest Prohibited:

Given the special relationship between students and teachers, it is essential that teachers avoid even the appearance of a conflict of interest. Consequently, no teacher may offer, provide, or refer to private tutorial or other educational services for personal compensation to any student for whom that teacher has any direct instructional/service responsibility.

Regulation Adopted:

March 10, 1987

Regulation Amended:

July 24, 2001

STAMFORD PUBLIC SCHOOLS

Stamford, Connecticut

PersonnelWeapons and/or Threats on School Property

The Stamford Board of Education finds that the presence of weapons poses a risk to all persons, and it prohibits weapons from school property and school-sponsored activities, except as may be required as a condition of employment, such as for peace officers. The Board therefore has adopted the following rules concerning weapons on school property:

- No employee or other person shall bring onto any school property or to any school-sponsored activities any weapon or dangerous instrument as defined herein.
- No employee or other person shall use, attempt to use, or threaten to use any such weapon or dangerous instrument on school property or at any school-sponsored activity.
- No employee or other person shall cause or threaten to cause death or physical injury to any individual on school property or at any school-sponsored activity.

Violation of the above rules shall subject the employee to disciplinary action up to and including discharge and may result in criminal charges against the employee or other person who possesses a weapon on school property without authorization. This prohibition shall not apply to a peace officer engaged in this performance of his or her official duties.

Any weapon or dangerous instrument on school property or at a school-sponsored activity will be confiscated, and there is no reasonable expectation of privacy with respect to such items in the workplace.

Definitions:

“Weapon” means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

“Dangerous instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

“School property” means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Such property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

“School-sponsored activity” means any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.

“Peace officer” means a state police officer, a member of the local police department, an inspector in the state Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, a special policeman, an adult probation officer, a Department of Correction official authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, an investigator in the investigations unit of the Office of the State Treasurer, or any special agent of the federal government. Conn. Gen. Stat. § 53a-3 (9).

Policy Adopted:
May 22, 2001

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

PersonnelWeapons and/or Threats on School Property

A. Purpose

Policy 4040 and this regulation are intended to:

1. Reduce the potential for violence in and around the workplace;
2. Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
3. Mitigate the negative consequences for employees who experience or encounter violence in their work lives.

B. Scope of the policy and regulation:

The word "violence" in Policy 4040 and this regulation shall mean an act or behavior that includes one or more of the following:

- is physically assaultive;
- a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property;
- consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
- would be interpreted by a reasonable person as conveying potential harm to the individual;
- is a behavior, or action, that a reasonable person would perceive as menacing;
- involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- consists of a communicated or reasonably perceived threat to destroy property.

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of Stamford or Stamford Board of Education.
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.

- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City and/or Board of Education.
- Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Making a suggestion of harm or intimidation or stating that an act to injure persons or property is “appropriate”.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City/Board property, or in the course of City/Board business.

While under rare circumstances employees of the Board may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, such employees are to use them only in accordance with Board operating procedures and all applicable State and Federal laws.

C. Citizen, Client and Vendor Interaction

Employees of the Board interact with citizens, clients and/or vendors who are distressed and who may make threats or commit acts of violence. The Board will provide support and guidance as deemed appropriate, to employees so that threats of violence can be recognized and addressed and potentially prevented.

Citizen violence may be difficult to control and some employee exposure may be a result of working with special populations. The handling of some citizen violence situations may be the function of local law enforcement agencies. The Board will not tolerate violent acts or threats of violence by clients, vendors or other members of the public towards or against its employees.

D. Family Members or Acquaintances

If the workplace is affected by a violent act or threat of violence by an employee’s family member or acquaintance, the Board will provide access to support and guidance for the victim and any other affected co-workers. The Board will not tolerate violent acts or threats of violence by family members or acquaintances of Board employees toward employees.

E. Employees

The Board will not tolerate violent acts or threats of violence, verbal or implied, by employees. In such cases the Board will impose immediate and definitive use of the disciplinary process, up to and including termination of employment. If appropriate, criminal prosecution will also be pursued in addition to the disciplinary process.

F. Employee Assistance Program (EAP)

The Board has established an Employee Assistance Program (EAP). Any troubled employee may request and will be entitled to receive guidance and, if necessary, professional help from the Employee Assistance Program (EAP). By working with employees with personal problems, the EAP may assist in addressing potential violence before it occurs. Employees are encouraged to access the EAP in accordance with the conditions under which it operates.

G. Reporting Violations

Any employee who experiences or witnesses an act or threat of violence is directed to immediately report such policy violation to his/her immediate supervisor or the Personnel Department.

Administrators and supervisors are responsible for ensuring that Board policy as set forth in the Regulation is implemented in their respective areas of responsibility. Employee safety and the safety of the public must be the highest concern of all Board employees. When made aware of a real or perceived threat of violence, administrators, regardless of their level, must immediately contact the Human Resources Division at (203) 977-4070 or the Personnel Department at (203) 977-4097. Human Resources and/or the Personnel Director will initiate an immediate and thorough investigation, provide support for employees and supervisors and take specific actions to prevent acts of violence from occurring.

If necessary, in circumstances that so require, administrators, teachers and other employees should not hesitate to contact the Stamford Police Department directly at #911.

Personnel - CertifiedContract/Conditions of Employment

(Staff with the exception of the Superintendent)

A contract, specifying the salary and other conditions of employment, shall be issued upon hiring to each certified employee. The Superintendent or his/her designees shall be authorized to sign contracts, and certified employees shall be allowed a reasonable length of time to sign and return their contracts to the Personnel Office. A contract shall be invalid if a teacher fails to hold a teaching certificate legal in the State of Connecticut and endorsed for the grades and/or subjects taught for the period covered by said contract.

Policy Adopted:

Nov. 12, 1985.

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:

July 24, 2001

Personnel - Certified

Appointment

The Superintendent shall report monthly to the Board on all appointments and resignations of certified personnel, including their names, and positions and schools to which appointed.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel - Certified

Professional Growth

The Board expects teachers in the Stamford Public Schools to grow professionally over the entire period of their service. Planned professional programs shall be designed to bring about teachers' professional growth as well as improvement in the educational program.

Policy Adopted:
November 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel - CertifiedResponsibilities

Teachers are responsible to the principal of the school to which they are assigned and to such other administrative personnel as the Board may designate to lead particular programs or activities.

The responsibilities of teachers shall include the following:

- Instruct and guide pupils in accordance with the established curricula and the individual needs and abilities of the pupils.
- Conduct the classes to which they are assigned in such a way as to encourage and foster the ethical, intellectual, physical, emotional, and social development of each pupil, and to provide the pupils with training in citizenship.
- Make themselves available for individual conferences with pupils and their parents.
- Assist the principal in interpreting to the parents and community the purposes and program of the school.
- Perform such other duties as may be reasonably directed by the principal.
- Report to school and remain at school for the time necessary to perform the aforementioned responsibilities. It is understood that a teacher's day cannot be regulated by the clock and that many professionally necessary and desirable activities will take place beyond the designated minimum limits.
- Comply with Board policies and administrative regulations.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

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(6164.1)

Personnel

Child Abuse/Neglect

The Stamford Public School District shall comply with the Connecticut General Statutes regarding child abuse and neglect by requiring all school employees who have reasonable cause to suspect or believe that a child has been abused or neglected to report any suspected child abuse or neglect, whether by a family member, caretaker, school employee, or other person, to the designated authority.

Policy Adopted:
July 10, 1990

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 17, 1993
February 25, 1997

Policy Amended:
July 24, 2001

PersonnelChild Abuse/Neglect

I. INTRODUCTION

Connecticut General Statutes Section 17a-101, as amended by Public Act 96-246, requires certain school personnel (school teachers, school principals, school guidance counselors, and school paraprofessionals), as well as licensed nurses, psychologists and social workers, as mandated reporters, who have reasonable cause to suspect or believe that a child has been abused or neglected, to report such suspected abuse and/or neglect to the designated agency with the understanding that failure to do so shall result in a fine of not more than \$500.00 and that they are protected by immunity from liability (civil or criminal). In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth below.

All personnel shall receive a copy of these procedures and be provided training which will enable them to carry out their mandate.

II. DEFINITIONS

For the purposes of this policy:

- A. "Abused:" Any child or youth under the age of eighteen who (a) has had physical injury or injuries inflicted upon him/her other than by accidental means. or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment such as but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment, or cruel punishment.
- B. "Neglected:" Any child or youth under the age of eighteen who (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally, or morally or (c) is being permitted to live under conditions; circumstances or associations injurious to his/her well being.

Exception: The treatment of any child by a Christian Science practitioner in lieu of treatment by a licensed practitioner of the healing arts shall not of itself constitute maltreatment.

- C. "Statutorily Mandated Reporter:" means an individual required by Conn. Gen. Stat. Section 17a-101, as amended by Public Act 96-246, to report suspected abuse and/or neglect.

The following school personnel are statutorily mandated reporters:

Administrators
School Principals
Classroom Teachers
Guidance Counselors
Psychologists
Social Workers
Speech Pathologists
Nurses
Educational Assistants

- D. "Proper Agency:" Commissioner of DCF or his/her representative, or area DCF office, or the local police or state police.
- E. "Immunity from Liability:" Any person, institution or agency which, in good faith, makes the report required by this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceedings which result from such report.

III. REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT CASES

- A. A report must be made when any employee of the Board of Education, in his/her professional capacity, has reasonable cause to suspect or believe that a child under the age of 18:
- a) has been abused; or
 - b) has had non-accidental physical injuries or physical injuries which are at variance with the history given for them inflicted by a person responsible for the child's health, welfare or care or by a person given access to such child by a responsible person; or
 - c) has been neglected.

B. Reporting Procedures for Statutorily Mandated Reporters.

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

(a) When an employee of the Board of Education, in his/her professional capacity, suspects or believes that a child has been abused or neglected, the following steps shall be taken.

- (1) The employee shall immediately upon suspecting or believing that a child has been abused or neglected, and in no case later than twenty-four hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.
- (2) The employee shall also immediately make an oral report to the school administrator and the Superintendent or the Superintendent's designee.
- (3) The Superintendent or his/her designee, who may be the building administrator, shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Unless the employee's oral report to the Commissioner of Children and Families provided all the information listed under Section D below, within 48 hours of making an oral report the employee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.
- (5) Regardless of whether a written report to the Commissioner of Children and Families is required under step 4, above, the employee shall immediately submit a written report containing such information to the Superintendent or the Superintendent's designee.
- (6) If a report prepared in accordance with section 3, above, concerns suspected abuse or neglect by a certified school employee, the Superintendent shall submit a written report to the Commissioner of Education or his/her representative.

C. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters.

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

(a) When an employee who is not a statutorily mandated reporter suspects or believes that a child has been abused or neglected, the following steps shall be taken.

- (1) The employee shall immediately upon suspecting or believing that a child has been abused or neglected, and in no case later than

twenty-four hours after having such a suspicion or belief, make an oral report by telephone or in person to the school administrator, Superintendent, or his/her designee. This should be done with discretion and in a manner that ensures the student's right of confidentiality, to be followed by an immediate written report to the school administrator, Superintendent or his/her designee.

- (2) The Superintendent or his/her designee, who may be the school administrator, shall immediately upon suspecting or believing that a child has been abused or neglected, and in no case later than twenty-four hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency, if such report has not already been made.
- (3) The Superintendent or his/her designee, who may be the school administrator, shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Unless the oral report of the Superintendent, school administrator or his/her designee to the Commissioner of Children and Families provided all the information listed under Section D below, within 48 hours of making an oral report the Superintendent, school administrator or his/her designee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.
- (5) If a report prepared in accordance with Section A, above, concerns suspected abuse or neglect by a certified school employee, the Superintendent shall submit a written report to the Commissioner of Education or his/her representative.

D. Contents of Reports.

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

- (1) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- (2) the age of the child;
- (3) the gender of the child;
- (4) the nature and extent of the child's injury or injuries, maltreatment or neglect:

- (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- (6) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- (8) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect, and
- (9) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

E. One copy of the written report is sent to the appropriate DCF office. A second copy is placed in a designated locked file maintained by the building administrator, and a third copy is sent to the District Department Head for Social Work. This information is treated and monitored according to established procedures for the Confidentiality and Maintenance of Student Records.

F. Forms will be maintained by academic year in the office of the District Department Head for Social Work where school copies of the written report shall be filed at the end of each school year.

G. Follow-up Guidelines.

The school social worker should ascertain the name of the DCF worker who is assigned to complete the investigation and the timeline that will be followed. The social worker should ascertain the outcome of the investigation in order to assist the student, parent/guardian and school with future educational program planning or required related services for the student.

H. Special Procedures for Reporting Suspected Child Abuse of a Student by School Employee.

If any employee of the Stamford Public Schools has reasonable cause to suspect another employee of the school system is engaged in behavior which has or is causing physical or emotional injury to a student that employee must follow the procedures in Paragraphs B and C above. In addition, the building administrator shall notify the Superintendent or his/her designee, who shall immediately conduct a thorough investigation. To the extent feasible, this investigation shall be coordinated with the Commission of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When

investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child to an interview with a child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of the child are the perpetrators of the alleged abuse.

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

a) Evidence of Abuse by Certified School Employee

If the investigation undertaken by the Commissioner of Children and Families makes a finding that a child has been abused by a certified employee in a position requiring a certificate, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits. Within 72 hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or his representative, of the reasons for and the conditions of the suspension. Any decision of the Superintendent concerning such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151.

If the contract of employment of a certified school employee is terminated as a result of the investigation, the Superintendent shall notify the Commissioner of Education, or his representative, within 72 hours of such termination.

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

b) Evidence of Abuse by Other School Staff

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

I. Delegation of Authority by Superintendent.

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

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

IN ADDITION TO the reporting procedures set forth above, Section 46a-11 b of the Connecticut General Statutes requires that certain school personnel (including teachers, licensed nurses, psychologists and social workers) report any suspected abuse or neglect of mentally retarded persons. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in connection with the suspected abuse, or neglect (as defined below) of any mentally retarded person regardless of that person's age.

a) Definitions

For the purposes of this policy:

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

"Neglect" means a situation where a mentally retarded person either is living alone or is not able to provide for himself the services which are necessary to maintain his physical and mental health or is not receiving such necessary services from the caretaker.

b) Reporting Procedures

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

c) Contents of Report

Any such report shall contain the following information:

- (1) the name and address of the allegedly abused or neglected person;
- (2) a statement from the reporter indicating a belief that the person is mentally retarded, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- (3) information concerning the nature and extent of the abuse or neglect; and,
- (4) any additional information which the reporter believes would be helpful in investigating the report or in protecting the mentally retarded person.

d) Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, following the procedures regarding the investigation of reports of child abuse set forth in Section H, above.

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

K. Disciplinary Action for Failure to Follow Policy.

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

L. Non-discrimination Policy.

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

IV. COOPERATION OF SCHOOL DISTRICT IN DCF INVESTIGATION

Connecticut Law requires school personnel to cooperate toward the prevention, identification and treatment of child abuse and neglect. To the extent feasible, any investigation shall be coordinated with DCF or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect.

A. DCF Response to a Report of Child Abuse/Neglect

1. Once the oral report is received by DCF it is immediately assigned to a DCF Social Worker who becomes responsible for investigating the case.

B. DCF Request for Access to the Student and Cooperation of the School District

1. DCF worker will notify the building administrator, when he/she requires access to the student at school and will present official identification to the administrator or his/her designee.
2. The building administrator will notify the Assistant Superintendent for Operations, Instruction and Curriculum or Director of Pupil Personnel Services of the request by DCF for access to the student.
3. DCF will follow its established procedure for notification of parent/guardian.
4. If the DCF worker chooses to interview the student at school, the building administrator will arrange a location for the interview.
 - a. The school social worker or other designated school staff will be present at the interview to represent the school and help the child establish a level of comfort.
 - b. DCF will not conduct any physical examination of the student(s) in the school.
 1. If the DCF worker determines the need for further medical assessment in a health care facility, the DCF worker will notify the building administrator and the parent/guardian, and may sign the student out of school only with parental permission.
 - a. If the parent denies permission for the release of the student from school, the DCF worker will submit to the building administrator either a court order or written authorization from DCF to invoke the "96 hour hold". A copy of such order or authorization will be filed with the Form CYS-136R or subsequent replacement.
 1. If DCF does not have a court order or written authorization to invoke the "96 hour hold", the student will not be released from school.

C. Emergency Court Removal of Student from School by DCF

1. DCF may take steps (through court procedures) for the immediate removal of the student from the home/foster home and may wish to take the student directly from the school site.
 - a. DCF worker will notify the building administrator who will notify the Assistant Superintendent for Operations, Instruction and Curriculum or the Director of Pupil Personnel Services.
 - b. DCF will present legal documentation for removal of the student to the building administrator.
 - c. One copy of the DCF legal documentation will be given to the building administrator to be attached to the school's copy of Form CYS-136R or subsequent replacement.

D. Recurrence of Abuse

1. Each occurrence of suspected abuse or neglect is to be treated in the same manner. The procedures written above are to be followed for each such occurrence.

- E. If the student is eighteen years of age or over, the referral is made to the Office of Protection and Advocacy.

Regulation Adopted:
August 10, 1990

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 17, 1993
February 25, 1997

Regulation Amended:
July 24, 2001

Personnel

EVALUATION OF ATHLETIC COACHES

It is the policy of the Stamford 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. This term “coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches who serve as coach to a team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

I. Evaluations

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

II. Employment of 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 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 or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

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

Legal References: Public Act 04-243

Policy Adopted: Feb. 25, 2006

Personnel – Certified

Probationary/Tenure Status

The Board and the Superintendent shall be in compliance with the State Teacher Tenure Act, Section 10-151, Connecticut General Statutes.

Policy Adopted:

Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS

Stamford, Connecticut

Policy Readopted:

July 24, 2001

Personnel – CertifiedEvaluation

The Board recognizes that the teaching process is a complex one and that the appraisal of this process is a difficult and technical function. Nevertheless, because good teaching is an important element in a sound educational program, provision shall be made to conduct appraisals of teachers' performances.

Appraisal of teaching performance should serve three purposes:

1. To raise the quality of instruction and educational service to the children of our community.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual teacher to grow professionally.
4. To assure that only competent teachers are retained in the classroom.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Board values the input and participation of all staff involved in the process.

The Board of Education shall adopt and periodically review and revise a comprehensive professional development plan. Such professional development plan shall be directly related to the educational goals of the district and shall provide for the systematic assessment and improvement of both teacher evaluation and professional development of the professional employees of the Board. This plan shall include personnel management and evaluation training for administrators, shall be related to regular and special student needs, and may include provisions concerning career incentives and parent involvement. This professional development plan (including teacher evaluation) shall be developed and reviewed with the advice and assistance of professional staff members, included representatives of the Stamford Education Association and the Stamford Administrative Unit, in accordance with the provisions of Connecticut General Statutes, Section 10-220a(b).

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel – CertifiedSubstitute Teachers

Substitute teachers shall be employed on either a short-term or continuing basis, and shall be contacted from a list of qualified substitutes, approved by the Superintendent or designee. The Board encourages the use of innovative means of recruiting and employing qualified persons to maintain current lists.

The status and entitlements of interim teachers shall be as set forth in any applicable collective bargaining agreement or, in the absence of an applicable agreement, in administrative guidelines enacted by the Superintendent or designee.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, CT

Policy Readopted:
July 24, 2001

Personnel - CertifiedStudent Teachers

It shall be the policy of the Board to accept student teachers to teach in Stamford classrooms under the supervision of a regular classroom teacher. The feasibility of having a student teacher will be based on the quality and experience of the training teacher available, number of other student teachers already arranged for, agreement of the cooperating teacher, and any other pertinent factors.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel - CertifiedMaternal Disability and Child Care Leave**A** Disability

- (1) For any period of time as to which a teacher presents a statement by her physician that she is disabled from performing the duties of her job because of pregnancy or conditions attendant thereto, she shall be entitled to all job-related benefits provided in cases of any other temporary disability including the right to sick leave, continuation of health insurance, pension contributions and retirement credit.
- (2) A teacher wishing to return to duty after such a period of disability resulting from pregnancy or any condition attendant thereto must present a written statement from her physician that she is physically able to resume the duties of her employment.

B. Child Care Leave

Child care leave may be granted to teachers upon the birth or adoption of a child if the following conditions are met:

- (1) A request in writing must be made by the teacher to the Personnel Office at least thirty (30) days before commencement of leave.
- (2) Leave will normally be for the remainder of the year in which the leave commences, plus the entire following year. A teacher may request one additional year. The maximum length of child care leave is two full years plus the fraction of the year in which the leave commenced.
- (3) A teacher on child care leave will be guaranteed a return to duty only by the first day of the school year following the termination of his or her leave.
- (4) A teacher will be returned to service on the step of the salary schedule to which he or she was entitled at the time of leave plus any seniority earned during such time as the teacher is receiving sick pay and other disability benefits under Section A1.
- (5) A teacher must make application, in writing, to return to duty or to extend a child care leave at least sixty (60) days prior to the termination of that leave. Failure to do so will be considered an automatic resignation.
- (6) Child care leave will be granted to teachers on tenure only, and only one spouse, if both are employed by the Stamford School System, will be granted child care leave at a time.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, CT

Policy Readopted:
July 24, 2001

Personnel - Certified

Military

Benefits to Personnel Entering the Armed Forces

The benefits that apply to persons on military leave of absence shall be as provided in state and federal law.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, CT

Policy Amended:
July 24, 2001

Personnel - Certified

Transfers

The Superintendent shall have responsibility for all transfers. Such transfers shall be made in compliance with the current collective bargaining agreement, if any such provision applies.

There shall be no transfer of pre-tenured teachers from one school to another except under unusual circumstances.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, CT

Policy Amended:
July 24, 2001

Dismissal/Suspension/Disciplinary Action

Dismissal

All dismissals of certified staff shall be in accordance with Section 10-151 of the Connecticut General Statutes, as it may be amended from time to time. All dismissals of non-certified staff shall be in accordance with the applicable collective bargaining agreement or, if the staff member is not a member of a bargaining unit, for just cause as determined by the Superintendent.

Suspension

The Superintendent may suspend an employee with pay and benefits and without prejudice pending board action on a proposed dismissal when the Superintendent has reason to believe that the employee poses a danger to student, staff, property, or the operation of the educational program. The Superintendent may also suspend an employee with pay and benefits and without prejudice pending investigation of allegations against the employee of serious misconduct. The Superintendent shall provide the Board of Education with periodic updates on the status of any such investigation that continues for more than six months. After notice and an opportunity for a hearing as described below, a staff member may also be suspended from duty in cases in which the Superintendent or the Board, respectively, determines that suspension, rather than dismissal, is a warranted sanction.

Except as provided below, disciplinary action against staff members is the responsibility of the Superintendent or his/her designee. The affected staff member may seek review of any such disciplinary action in accordance with the contractual grievance procedure, or if the staff member is not a member of a bargaining unit, by filing a written request for review by the Personnel Committee within five days of the action.

Disciplinary Suspension Up to Five Days

The Superintendent may suspend employees without pay for up to five days, provided however that the employee shall be given copies of all documents used, the names of all witnesses interviewed by the administration when it made its decision, and afforded an opportunity for an informal hearing before the Superintendent or his/her designee prior to any suspension without pay. Suspension decisions shall be subject to review upon the request of the employee through the contractual grievance procedure, commencing at the Board of Education level, or if the staff member is not a member of a bargaining unit, by filing a written request for review by the Personnel Committee within five days of the action, the decision of which shall be final.

Disciplinary Suspension in Excess of Five Days

Implementation of a proposed suspension in excess of five days shall be subject to review upon the request of the employee by the Personnel Committee of the Board of Education. The affected employee shall be given copies of all documents used, the names of all witnesses interviewed by the administration when it made its decision, and afforded an opportunity for an informal hearing before the Personnel Committee prior to the implementation of the suspension. The decision of the Personnel Committee shall be final, except that in cases where in the staff member is a member of a bargaining unit, this decision shall be subject to review upon the request of the employee through the contractual grievance procedure, commencing at the Board of Education level.

Policy Adopted:
November 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, CT

Amended:
June 22, 1999

Policy Amended:
July 24, 2001

Personnel - Certified

Retirement

Any employee serving in a position requiring a state certificate may retire under provisions of any applicable 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.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel - Classified/Noncertified

Professional Growth

The Board expects employees in the Stamford schools to grow professionally over the entire period of their service. Planned professional programs shall be designed to bring about professional growth in the employee as well as improvement in the school system's programs.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

Personnel - Classified

Responsibilities

The responsibilities of the members of the classified service shall be as fixed and prescribed in the job description as approved for each class.

Classified staff shall comply with Board policies and administrative regulations.

Job descriptions will be maintained and made available in a separate manual.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Amended:
July 24, 2001

Personnel - Discretionary

The Board will review evaluations of discretionary personnel every spring. At that time, the Board will determine salaries and benefits for each discretionary position for the next fiscal year. Upon employment and annually thereafter, each discretionary employee shall be notified of the salary and benefits applicable to his/her position. The notification will include the available medical coverage, insurance, sick leave, vacation, legal holidays and retirement. Such notification shall not create a contract of employment for any particular period of time.

Policy Adopted:
Nov. 12, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Policy Readopted:
July 24, 2001

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