

*Existing policy, number 4118 adopted 6/10/02, appropriate as written.*

## **Personnel -- Certified**

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

Local administrative regulations will be developed, subject to the approval of the **Principal Superintendent of Schools**, to cover topics such as the following:

1. Duty hours and basic teaching duties;
2. Lesson planning, long-range and day-to-day;
3. Student behavior, own class and total student body;
4. Cooperative responsibilities, staff and community;
5. Records and reports;
6. **Local** curriculum improvement;
7. Professional ethical responsibilities;
8. Participation in **regional** evaluative procedures.

*Existing policy, number 4118.11/4218.11 adopted 4/17/17, appropriate as written, except for update to legal reference.*

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

### **Nondiscrimination**

It is the policy of the Board of Education not to exclude from participation in, deny the benefits of, or otherwise discriminate against anyone in any program or program accessibility including employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender, gender identity, ancestry, intellectual disability, past/present history of mental disorder, learning disability, or physical disability.

The Board of Education directs the administration to ensure that no discrimination will occur in employment of certified and non-certified staff except in the case of a bona fide occupational qualification or need.

The Board of Education may request an annual report from the Superintendent of Schools concerning the extent to which the above-mentioned non-discrimination policy is being achieved. The Superintendent ~~shall~~ **will** be responsible for any complaints regarding discrimination.

The Board ~~shall~~ **will** ensure that students, applicants and employees are continually notified of this non-discrimination policy as required.

Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*  
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*  
Age Discrimination in Employment Act, 29 U.S.C. § 621  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L. 110 233, 42 USC 2000ff; 34 CFR 1635  
Connecticut General Statutes  
10-153 Discrimination on basis of marital status  
46a-51 Definitions (as amended by PA 17-127)  
46a-58 Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. (as amended by PA 17-127)  
46a-60 Connecticut Fair Employment Practices Act (as amended by PA 17-127)  
46a-81a Discrimination on basis of sexual orientation: Definitions  
46a-81c Sexual orientation discrimination: Employment.  
Public Act 11-55, An Act Concerning Discrimination.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

*Existing policy, number 4118.112/4218.112 adopted 4/17/17, appropriate as written.*

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

### **Sexual Harassment**

The Sharon Board of Education is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual harassment. Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to their supervisor, so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

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

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

Legal References:      Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a)  
                                 Equal Employment Opportunity Commission Policy Guidance (N-915.035)  
                                 on Current Issues of Sexual Harassment, Effective 10/15/88  
*Meritor Savings Bank, FSB v. Vinson* 477 US.57 (1986)  
29 CFR Para. 1604.11 (EEOC)  
*Faragher v. City of Boca Raton, No. 97-282* (U.S. Supreme Court, June  
26,1998)  
*Burlington Industries, Inc. v. Ellerth, No. 97-569,* (U.S. Supreme Court,  
June 26,1998)  
*Gebbs v. Lago Vista Indiana School District, No. 99-1866,* (U.S. Supreme  
Court, June 26,1998)  
Connecticut General Statutes  
46a-60 Discriminatory employment practices prohibited.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

**SHARON CENTER SCHOOL  
Sharon, Connecticut**

**SEXUAL HARASSMENT FORMAL COMPLAINT FORM**

Name and position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged sexual harasser: \_\_\_\_\_

Date and place of incident: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Has the incident been reported before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

To whom was it reported? \_\_\_\_\_

What was the resolution? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for dissatisfaction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SHARON CENTER SCHOOL  
Sharon, Connecticut**

**SEXUAL HARASSMENT COMPLAINT - APPEAL FORM**

Name and position of complainant: \_\_\_\_\_

Date of appeal: \_\_\_\_\_

Date of original complaint: \_\_\_\_\_

Have there been any prior appeals? \_\_\_\_\_

If yes, when? \_\_\_\_\_

\_\_\_\_\_

To whom? \_\_\_\_\_

\_\_\_\_\_

Description of decision being appealed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is the decision being appealed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Existing policy, number 4118.113/4218.113 adopted 4/17/17, appropriate as written, except for update to legal reference.*

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

### **Harassment**

Harassment will not be tolerated in this ~~district~~ school. This policy applies to all students, staff members, Board members, parents, vendors, other employees and other visitors -- who are on ~~district~~ school grounds or property or on property within the school's jurisdiction; ~~of the district~~; on buses operated by or for the school ~~district~~; while attending or engaged in ~~district~~ school activities; and while away from ~~district~~ school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school. ~~district~~.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines the school's ~~district's~~ fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

Harassment may address, for example, race, religion, sex, gender, gender identity, national origin, physical attributes or disability, scholastic aptitude, parental or marital status, sexual orientation, or age. Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- exposure to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in district programs or activities;
- exposure to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual;
- such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating or hostile learning or working environment.

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- demeaning jokes, stories, or activities directed at the individual.

**Workplace bullying** is defined as conduct that a reasonable person would find hostile, intimidating, offensive, humiliating or an abuse of authority. It may be verbal, nonverbal, public or private. It is typically behavior repeated across multiple incidents; a single incident is rarely a violation.

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

### **Harassment** (continued)

#### **Reporting Procedures**

It is the intent of this policy that such issues are identified early by the targeted individual, a coworker or colleague, and the issue is resolved at the earliest possible stage.

Incidents of harassment should be handled, if possible, in an informal manner among or between individuals. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behavior is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from a third party employee.

If the complaint is not resolved informally, the complainant should proceed to the filing of a written complaint and submit it to the ~~Building~~ Principal/Superintendent of Schools.

The report should include details of the date, time, place, identification of witnesses and the specific conduct which occurred. The ~~Building~~ Principal/Superintendent or his/her designee will seek to maintain confidentiality while investigating the incident(s) but may discuss the situation with other supervisors/administrators or, if deemed necessary, with the Chairperson of the Board, via the Superintendent of Schools. The ~~District~~ School will implement appropriate remedial measures. Disciplinary action may be taken if the severity of the harassment makes that intervention appropriate. While investigating and responding to the prohibited misconduct, the Principal/Superintendent, or his/her designee, will give priority to avoiding possible retaliation or reprisals, while restoring and maintaining a congenial and healthy workplace.

#### **Related Considerations**

Harassment, especially in the form of workplace bullying, must not be confused with the exercise of management rights to assign tasks, coach, evaluate and reprimand or take disciplinary actions against employees. Any administrator, supervisor or individual in a position of leadership to whom a complaint is reported (verbally or in writing) must take appropriate action according to internal procedures. Failure to comply may result in disciplinary action.

Freedom from retaliation is protected under this policy. Retaliation is a separate offense from the original claim of harassment. Protected individuals include complainants, or anyone who testifies, assists, or participates in any manner in an investigation or proceeding, internal or external, pertaining to the allegation of harassment.

Misuse of the policy is a violation of the policy itself.

## Personnel -- Certified/Non-Certified

### Harassment (continued)

(cf. 0521 - Nondiscrimination)  
(cf. 1316 - Conduct on School Property)  
(cf. 41 18.11/4218.11 - Nondiscrimination)  
(cf. 4118.112/4218.112 - Sexual Harassment)  
(cf. 4118.13/4218.13 - Conflict of Interest)  
(cf. 4118.211 - Retaliation and Whistle-Blowing)  
(cf. 4118.24/4218.24 - Staff/Student Relations)  
(cf. 5131.911 - Bullying)

Sharon BOE Safe School Climate Plan

CSDE Connecticut Code of Professional Responsibility

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.  
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.  
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
34 CFR Section 106.8(b), OCR Guidelines for Title IX.  
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49,  
29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1977) and 66 Fed.  
Reg. 5512 (January 19, 2001)  
*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)  
*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June  
26,1998)  
*Burlington Industries, Inc. v. Ellerth*, No. 97-569, (U.S. Supreme Court, June  
26,1998)  
*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme  
Court, June 26,1998)  
*Davis v. Monro County Board of Education*, No. 97-843, (U.S. Supreme  
Court, May 24, 1999.)  
Connecticut General Statutes  
46a-60 Discriminatory employment practices prohibited.  
10-15c Discrimination in public schools prohibited. School attendance by  
five-year olds. (Amended by P.A. 97-247 to include “sexual orientation”)  
10-153 Discrimination on account of marital status.  
17a-101 Protection of children from abuse.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

**SHARON CENTER SCHOOL  
Sharon, Connecticut  
HARASSMENT FORMAL COMPLAINT FORM**

Name and position of complainant: \_\_\_\_\_  
\_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of witness(es) (if any): \_\_\_\_\_  
\_\_\_\_\_

Has the incident been reported before?     Yes     No

If yes, when? \_\_\_\_\_

To whom was it reported? \_\_\_\_\_

What was the resolution? \_\_\_\_\_  
\_\_\_\_\_

Reasons for dissatisfaction: \_\_\_\_\_  
\_\_\_\_\_

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

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

Signature/Filed by: \_\_\_\_\_  
\_\_\_\_\_

Signature/Received by: \_\_\_\_\_  
\_\_\_\_\_

Resolution: attached

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

cc:    *Personnel File*  
      Principal  
      Named Employees

**SHARON CENTER SCHOOL  
Sharon, Connecticut  
HARASSMENT COMPLAINT – APPEAL FORM**

Name and position of complainant: \_\_\_\_\_  
\_\_\_\_\_

Date of appeal: \_\_\_\_\_

Date of original complaint: \_\_\_\_\_

Have there been any prior appeals?       Yes       No

If yes, when? \_\_\_\_\_

To whom? \_\_\_\_\_

Description of decision being appealed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why is the decision being appealed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature/Filed by: \_\_\_\_\_  
\_\_\_\_\_

Signature/Received by: \_\_\_\_\_  
\_\_\_\_\_

Resolution: attached

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

cc:    *Personnel File*  
      Principal  
      Named Employees

*Existing policy, number 4118.13/218.13 adopted 6/10/02,  
appropriate as written, if still current practice.*

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

### **Conflict of Interest**

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

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

*Suggested replacement for existing policy, number 4118.14/4218.14 adopted 6/10/02, which does not reflect legislative modifications.*

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

### **Nondiscrimination on the Basis of Disabilities (*Option 1*)**

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

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

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

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

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

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

Persons, including employees of the district, that feel they may have been discriminated against on the basis of a disability should contact the **Region 1 Central Office Human Resource Generalist, Director of Pupil Personnel Services.**

## Personnel – Certified/Non-Certified

### Nondiscrimination on the Basis of Disabilities (*Option 1*) (continued)

*Note: The district needs to name a person who will coordinate the system's efforts to comply with the Americans with Disabilities Act. It can be the same person named to coordinate the district's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.*

Employees seeking accommodations for a disability in order to perform essential job functions are encouraged to contact their supervisors or administrators and/or the **Region 1 Central Office Human Resource Generalist**, Director of Pupil Personnel Services.

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

(cf. 0521 - Nondiscrimination)

(cf. 4112.4/4212.4 - Health Examinations)

Legal Reference: Connecticut General Statutes  
10-209 Records not to be public.  
19-581 AIDS testing and medical information.  
46a-60 Discriminatory employment practices prohibited.  
Federal Law  
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).  
American Disability Act of 1989, 42 U.S.C. 12101 et. seq., as amended by the ADA Amendments Act of 2008  
29 CFR, Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, published in the Federal Register, Vo. 76, No. 58, 3/25/11  
*Chalk v. The United States District Court of Central California.*  
Amendments of Americans with Disabilities Act, Title II and Title III, Regulation to Implement ADA Amendments Act of 2008. Federal Register, Vol. 81, No. 155 (28 CFR Parts 35 & 36)

Policy adopted:

rev 3/16

rev 1/17

*An optional policy to consider.*

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

### **Retaliation and Whistle Blowing**

Employees are encouraged to report suspected illegal activity to appropriate ~~District~~ **School or Region 1 administrators** or to the Board of Education. The Board of Education will not tolerate any form of reprisal, retaliation or discrimination against:

- Any employee, or applicant for employment, because ~~he/she~~ **they** opposed any practice that ~~he/she~~ **they** reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.
- Any employee, or applicant for employment, because **they** ~~he/she~~ filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because ~~he/she~~ **they** reported a suspected violation of such laws according to this policy; or,
- Any employee or applicant because ~~he/she~~ **they** reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because ~~he/she~~ **they** ~~was~~ **were** requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that ~~he/she~~ ~~has~~ **they** **have** suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the **Principal or Superintendent of Schools** or ~~his/her~~ designee. The Board of Education guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or discrimination for making the report. Individuals are forbidden from preventing or interfering with whistle blowers who make good faith disclosures of misconduct.

The Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee or someone acting on the employee's behalf, reports, verbally or in writing, a violation or suspected violation of any state or federal law or regulation or any town/city ordinance or regulation to a public body, or because an employee is requested by a public body, as defined in C.G.S. 31-51m, to participate in an investigation, hearing or inquiry held by that public body, or a court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee, or a person acting on ~~his/her~~ **their** behalf, reports, verbally or in writing, to a public body, as defined in the statutes, concerning unethical practices, mismanagement or abuse of authority by the employer. This section does not apply when an employee knowingly makes a false report.

## Personnel – Certified/Non-Certified

### Retaliation and Whistle Blowing (continued)

The ~~District School or Region 1~~ administrators will exercise reasonable efforts to:

- investigate any complaints of retaliation or interference made by whistle blowers;
- take immediate steps to stop any alleged retaliation; and
- discipline any person ~~associated with the District~~ found to have retaliated against or interfered with a whistle blower.

The Board of Education considers violations of this policy to be a major offense that will result in disciplinary action against the offender, regardless of the offender's position within the ~~District School~~.

The Board shall make this policy available to its staff by posting it on its website with its other ~~District School~~ policies.

Legal Reference: Connecticut General Statutes  
31-51m Protection of employee who discloses employer's illegal activities or unethical practices. Civil action.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-3(a)  
Age Discrimination in Employment Act, 29 U.S.C. §623 (d)  
Americans with Disabilities Act, 42 U.S.C. §12203(a) and (b)  
Fair Labor Standards Act, 29 U.S.C. §215(a)(3)  
Occupational Safety and Health Act, 29 U.S.C. §6660(c)  
Family and Medical Leave Act, 29 U.S.C. §2615  
National Labor Relations Act, 29 U.S.C. §158(a)  
*CBOCS West, Inc. v. Humphries* 128S.Ct 1951, 76 U.S.L.W. 4322 (2008)  
*Gomez-Perez v. Potter* 128S.Ct. 1931, 76 U.S.L.W. 4488 (2008)

Policy adopted:

cps 3/05

rev 4/09

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

*Existing policy, number 4118.22 adopted 5/15/17, appropriate as written.*

**Personnel -- Certified**

**Code of Ethics**

Certified staff should exhibit professional behavior and should observe professional ethics and cooperate with and support the administration. Certified staff are also bound to the Code of Ethics in their respective areas of discipline. The Board of Education accepts as a guide for certified staff the State Department of Education Professional Code of Conduct.

Reference: Connecticut State Department of Education (2010) Common Core of Teaching Foundational Skills, The Code of Professional Responsibilities for Educators.

## Connecticut Code of Professional Responsibility for Teachers

### Preamble

The Code of Professional Responsibility for Teachers is a set of principles which the teaching profession expects its members to honor and follow. These principles set forth, on behalf of the teaching profession and the public it serves, standards to guide conduct and the judicious appraisal of conduct in situations that have professional and ethical implications. The Code adheres to the fundamental belief that the student is the foremost reason for the existence of the profession.

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. Therefore, the teacher accepts both the public trust and the responsibilities to practice the profession according to the highest possible degree of ethical conduct and standards. Such responsibilities include the commitment to the students, the teaching profession, and the community.

Consistent with applicable laws, the Code of Professional Responsibility for Teachers shall serve as a basis for decisions on issues pertaining to licensure and employment. It shall apply to all teachers licensed by or individuals seeking licensure from the State of Connecticut. For the purposes of this section, “teacher” means a person who is applying for, who holds or who is employed under a teaching certificate, or other equivalent certificate, issued by the State Board of Education.

### Responsibility to the Student:

1. The professional teachers, in full recognition of his or her obligation to the student, shall:
  - a. Recognize, respect and uphold the dignity and worth of students as individual human beings, and, therefore, deal justly and considerately with students;
  - b. Engage students in the pursuit of truth, knowledge and wisdom and provide access to all points of view without deliberate distortion of subject matter;
  - c. Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion, or sexual orientation;
  - d. Foster in students the full understanding, application and preservation of democratic principles and processes;
  - e. Guide students to acquire the requisite skills and understanding for participatory citizenship and to realize their obligation to be worthy and contributing members of society;
  - f. Assist students in the formulation of value systems and worthy, positive goals;
  - g. Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their fullest potential;
  - h. Strive to develop within students, fundamental critical thinking and problem-solving skills and problem-solving techniques;
  - i. Remain steadfast in guaranteeing equal opportunity for quality education for all children, and not unlawfully discriminate; and
  - j. Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice.

**Connecticut Code of Professional Responsibility for Teachers**  
(continued)

**Responsibility to the Student:** (continued)

2. The Professional teacher, in full recognition of his or her obligation to the student, shall not:
  - a. Abuse his or her position as a professional with students for private advantage;
  - b. Sexually or physically harass or abuse students;
  - c. Emotionally abuse students; or
  - d. Engage in any misconduct which would put students at risk.

**Responsibility to the Profession:**

1. The professional teacher, in full recognition of his or her obligation to the profession of teaching, shall:
  - a. Conduct himself or herself as a professional realizing that his or her action reflects directly upon the status and substance of the profession;
  - b. Uphold the professional teacher's right to teach effectively;
  - c. Uphold the principle of academic freedom;
  - d. Strive to exercise the highest level of professional judgment;
  - e. Assume responsibility for his or her professional development;
  - f. Encourage the participation of teachers in the process of educational decision-making;
  - g. Promote the employment of only qualified and fully licensed teachers;
  - h. Encourage promising, qualified and competent individuals to enter the profession;
  - i. Decline any gratuity, gift or favor that would impair or influence professional decisions or actions; and
  - j. Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice.
2. The professional teacher, in full recognition of his or her obligation to the profession of teaching, shall not:
  - a. Obtain licensure or employment by misrepresentation or fraud;
  - b. Misrepresent his, her or another's professional qualifications or competencies; or
  - c. Engage in any misconduct which would impair his or her ability to teach.

**Connecticut Code of Professional Responsibility for Teachers**  
(continued)

**Responsibility to the Community**

1. The professional teacher, in full recognition of the public trust vested in the teaching profession, shall:
  - a. Be cognizant of the influence of teachers upon the community-at-large, and therefore, shall not knowingly misrepresent facts or make false statements;
  - b. Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
  - c. Promote the principles and ideals of democratic citizenship; and
  - d. Endeavor to secure equal educational opportunities for all children.
  
2. The professional teacher, in full recognition of the public trust vested in the teaching profession, shall not:
  - a. Exploit the educational institution for personal gain; or
  - b. Be convicted in a court of law of a crime involving moral turpitude or of any crime of such nature that violates such public trust.

*Existing policy, number 4118.23/4218.23 adopted 6/10/02, appropriate as written.*

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

### **Conduct**

The Board of Education recognizes that school children are often influenced by the conduct displayed by teachers and other members of a school's staff. The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere.

Employees are expected to report for work appropriately dressed, on time and fully prepared to perform their duties. They are expected to perform their duties in a timely and efficient manner, ~~and efficient manner~~, and to refrain from inappropriate conduct. Every employee is expected to deal effectively with students, parents and other staff members, both superior and subordinate.

The personal life of an employee will be the concern and warrant the attention of the Board only as it may directly affect the employee's fitness to perform the job, ~~his/her~~ ~~their~~ fitness to be placed in a position of trust with children, the property of the district, or constitute a conflict of interest.

Disciplinary action, when necessary, will be applied in accord with applicable laws, policies, and collective bargaining agreements.

*Existing policy, number 4118.231/4218.231 adopted 6/10/02, modified.*

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

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

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates the use of alcohol, drugs and tobacco are hazardous to health. The Board recognizes its responsibility to protect against these hazards and requires personnel to serve as role models to students.

Therefore, this policy directs each employee of the school district to abide by rules respecting a drug-free, alcohol-free workplace. **“Workplace”** is defined to mean the site for the performance of work done, including any school building or any school premises; any school-owned vehicle or any other school approved vehicle to transport students to and from school or school activities; off-school property during any school sponsored activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

This policy also forbids smoking or other use of tobacco products, ~~or~~ electronic cigarettes, or vaping paraphernalia on school property during regular school hours or on transportation provided by the Board.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program; may lose renewal of his/her contract; may be suspended or terminated at the direction of the Board.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (199)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

## First Reading

**R4118.231(a)**  
**4218.231**

*Existing regulation, number 4118.231/4218.231 approved 6/10/02, appropriate as written.*

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

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

##### **Alcohol and Drugs**

Information about drug and alcohol counseling, rehabilitation and reentry programs, and tobacco cessation classes in the area will be made available to all employees.

##### **Procedures for Violation of Alcohol and Drug Policy:**

1. Employees observed selling, possessing or transferring alcohol or drugs to or from school must be reported to the Principal at once.
  - A. The Principal will inform the Superintendent, who will become responsible for holding the suspicious materials and will issue a signed receipt for them.
  - B. The police will be notified and the material turned over to them in exchange for a written receipt. Any further action will be left to the police. No employee of the school district will act in a law enforcement capacity.
2. Employees suspected to be under the influence of alcohol or drugs must be reported to the Principal at once.
  - A. The employee will be taken to the nurse and will be treated as a person who is ill. In case of emergency or if there is a clear and present danger to the employee's health, the employee will be transferred to the hospital.
  - B. The Superintendent will be notified by the Principal.
3. Discovery of Alcohol or Controlled Drugs.
  - A. An employee finding such material must deliver it to the Principal.
  - B. The Principal will investigate the matter and notify the Superintendent of the incident.
  - C. If the material is found to be, or suspected to be a controlled drug, the Principal will turn over the material to the police in exchange for a written receipt.

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

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

#### **Alcohol and Drugs (continued)**

#### **Sanctions for Violation of Alcohol and Drug Policy**

1. The Principal and/or Superintendent will meet with the employee to determine appropriate counseling and rehabilitation, as well as recommended sanctions consistent with local, state and federal law.
  - A. A full report of the incident will be entered on the employee's file.
  - B. Possible suspension of the employee may be recommended for action by the Board of Education.
  - C. Possible termination of employment.
  - D. Legal prosecution.

#### **\*Employees Funded by Federal Grant**

Any employee who is funded by a federal grant in an amount greater than \$25,000 must receive a copy of this policy. All employees will abide by the terms of this policy, and will notify the district of any criminal drug **statute** conviction occurring in the workplace no later than five days after such conviction. The federal agency will be notified within ten days after the employer receives notice from an employee of such conviction.

The above sanctions apply.

#### **Sanctions for Violation of Tobacco Policy:**

1. Upon the first violation, an employee found to be smoking in the school building or on the school grounds during regular school hours will be warned verbally that **they are he/she is** violating the school smoking ban policy and that further violation will lead to a written warning.
2. Further violations will be recorded in the employee's file, and the employee will be warned that the Principal may recommend suspension or termination to the Board of Education.

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

**Alcohol, Drugs and Tobacco**

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended y P.L. 101-226 (1991)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Regulation approved:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut

*Existing policy, number 4118.233/4218.233 adopted 6/10/02, appropriate as written, except for update to legal reference.*

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

### **Weapons and Dangerous Instruments**

All dangerous instruments and illegal weapons (guns, knives, etc.) are prohibited on school property, student transportation and at school-sponsored activities. Such instruments and weapons ~~shall~~ **will** be confiscated. Any violation will be reported to the police. Appropriate disciplinary or legal action ~~shall~~ **will** be pursued by school officials.

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules.

53a-3 Definitions.

53a-217b Possession of a weapon on school grounds.

Policy adopted:

SHARON PUBLIC SCHOOLS  
Sharon, Connecticut