

First Reading

P4132.1

Existing policy, number 4132.1 adopted 6/10/02, appropriate as written.

Personnel -- Certified

Copyrights and Patents

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

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

(cf. 4132 - Publication or Creation of Materials)

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

First Reading

**P4133
4233**

Existing policy, number 4133/4233 adopted 6/10/02, appropriate as written.

Personnel -- Certified/Non-Certified

Travel; Reimbursement

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

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

First Reading

P4134

Existing policy, number 4134 adopted 6/10/02, appropriate as written.

Personnel -- Certified

Tutoring

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

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

Legal Reference: Connecticut General Statutes

53-392a - 53-392e All related to academic crimes.

53-392b Preparation of assignments for students attending educational institutions prohibited.

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

First Reading

P4141

Existing policy, number 4141 adopted 6/10/02, appropriate as written.

Personnel -- Certified

Salary Guides/Schedules

Salary schedules, per the contractual agreement between the Sharon Center School Board of Education and the Sharon Center School Faculty Association, are re-negotiated as stipulated. ~~in the above mentioned agreement.~~

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

First Reading

**P4148(a)
4248**

Existing policy, number 4148/4248 adopted 6/10/02, appropriate as written.

Personnel -- Certified/Non-Certified

Employee Protection

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a student.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior, and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act as liaison between the employee, the police and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits set by law.

The Board of Education shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of **any an** injury sustained in the course of his/her employment.

Section 52-557b of the General Statutes grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department, as certified by that agency, has such immunity that extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Personnel -- Certified/Non-Certified

Employee Protection (continued)

Legal Reference: Connecticut General Statutes

10-233b Removal of pupils from class.

10-233c Suspension of pupils.

10-233g Boards to report school violence. Reports of principals to police authority.

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

10-236 Liability insurance.

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

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

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

53a-19 Use of physical force in defense of person.

First Reading

P4215

Existing policy, number 4215 adopted 6/10/02, appropriate as written.

Personnel -- Non-Certified

Evaluation/Supervision

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

It is also the intention of the Board of Education that all employees receive supervision to insure that all aspects of their job assignments are properly and competently performed.

A policy to consider in situations in which a bargaining unit agreement does not exist.

Personnel – Non-Certified

Reduction in Support Staff

If a reduction in the support staff becomes necessary, the _____ **Sharon** Board of Education shall follow the procedures listed below:

1. Normal attrition will be first explored to ascertain the need for reduction, if any, and the specific positions at issue.
2. The Board of Education will then reduce the force of support staff by taking the following two criteria into consideration:
 - a. Continuous service to the _____ **Sharon** Public Schools and
 - b. Special skills required and needs of the school District as recommended by the Superintendent of Schools and approved by the Board of Education.
- ~~3. Whenever possible, in the determination of the Superintendent, personnel dismissed under this policy will be reassigned to comparable or alternate positions within the District.~~
- ~~4. If a support staff member is part of a bargaining unit whose contract contains a reduction in staff clause, that clause will supersede this policy.~~

Policy adopted:

cps 5/16

First Reading

P4217.4

Existing policy, number 4217.4 adopted 6/10/02, appropriate as written. A more comprehensive sample follows for comparison and consideration.

Personnel -- Non-Certified

Dismissal/Suspension

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

Policy adopted:

SHARON PUBLIC SCHOOLS
Sharon, Connecticut

Branford's version of this policy to consider.

Personnel -- Non-Certified - Table

Dismissal/Suspension

Definitions

“**Suspension**” means temporary removal of an employee from a position without loss of pay, as a disciplinary measure, or removal from a position preliminary to a decision by the Board on charges leading to dismissal or demotion.

“**Demotion**” means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

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

Notice of Disciplinary Action

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

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

Suspension of the Employee Pending Disciplinary Action

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

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

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

Policy adopted:

BRANFORD PUBLIC SCHOOLS

First Reading

R4217.41(a)

Existing regulation, number 4217.41 approved 6/10/02, appropriate as written.

Personnel -- Non-Certified

Just Cause

One or more of the following causes may be grounds for suspension, demotion or dismissal of any person employed in the non-certified service:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination (including, but not limited to, refusal to do assigned work).
3. Carelessness or negligence in the performance of duty or in the care or use of district property.
4. Discourteous, offensive or abusive language or conduct toward other employees, students or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated.
7. Use and possession of harmful drugs on school grounds without medical supervision.
(P4118.231)
8. Personal conduct unbecoming an employee of the district.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated or unexcused absence or tardiness.
12. Abuse of leave privileges.
13. Falsifying any information supplied to the school district, including but not limited to, information supplied on application forms, employment records, or any other school district record.

Personnel -- Non-Certified

Just Cause (continued)

14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board of Education, the Superintendent, or by any appropriate state or governmental agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public.
16. Abandonment of position.

Legal Reference: Connecticut General Statutes

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

First Reading

P4220.1(a)

Existing policy, presently numbered 4211.4 adopted 2/14/05, appropriate as renumbered, except for update to legal reference.

Personnel – Non-Certified

Athletic Coaches

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

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

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

I. Evaluations

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

II. Employment of Athletic Coaches

Athletic coaches serve at the discretion of the **Principal or the** Superintendent, and their employment in their specific coaching positions (e.g. basketball, baseball) 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 **Principal or** Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) days of the end of the season. The **Principal or** Superintendent may terminate the employment of any such athletic coach at any time for:

1. 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.

Personnel – Non-Certified

Athletic Coaches (continued)

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 his/her receipt 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: Connecticut General Statutes
 10-149 Qualifications for coaches of intramural and interscholastic athletes
 10-145d-423 of the State Board of Education Regulations

A new policy to consider.

Personnel -- Non-Certified

Teacher Aides/Paraprofessionals

All support staff positions in the school system shall be ~~established~~ **approved** initially by the Board.

~~All paraprofessionals who provide instructional support for students in Title I Schoolwide Programs and Targeted Assistance Programs shall meet the qualifications set forth in federal law and regulations.~~

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the ~~Superintendent~~ **Principal**. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish a position that it has created.

(cf. 6159.1 – Teacher Aides)

(cf. 4222.1 – Title I Paraprofessionals)

Legal Reference: 34 C.F.R. 200.58, 200.59 – Federal regulations concerning paraprofessional qualifications.

Policy adopted:

cps 5/03

rev 7/18