

## BRIDGEPORT PUBLIC SCHOOLS

### PERSONNEL -- CERTIFIED & NON-CERTIFIED

### SERIES 4000

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| (7) Smoking and Tobacco Use  | 4218.41* | P/R                  |
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|                                       | Number  | Policy or Regulation |
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\* The policy and/or regulation is the same for Certified and Non-Certified Personnel. Refer to the Certified Personnel section of this manual for the policy or regulation covering this issue.

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

### **Recruitment and Selection**

The Superintendent of Schools shall be responsible for the selection and assignment of all personnel in the Bridgeport Public Schools except as noted below. Personnel shall be determined on the basis of potential contribution to the educational program and/or the best interests of Bridgeport Public Schools. It is the policy of the board of education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law. (cf. 2111-Equal Employment Opportunity, 4111.1/4211.1-Affirmative Action in Recruitment and Selection)

The Superintendent or designee is authorized to employ all personnel below the rank of principal. Appointments to positions at the rank of principal and above shall be approved by the Board of Education upon the recommendation of the Superintendent, and shall be handled in accordance with applicable provision of C.G.S. 10-151.

Legal Reference: Connecticut General Statutes  
10-151 Employment of teachers. Notice and hearing on termination of contract.  
10-153 Discrimination on account of marital status. 10- 15 5f Residency requirement prohibited.  
31-126 Unfair Employment Practices (as amended by P.A. 80-285) Title IX - Equal Employment Opportunity  
Americans With Disabilities Act (ADA)  
Family Medical Leave Act (FMLA)

BRIDGEPORT PUBLIC SCHOOLS  
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## **Personnel – Certified/Non-Certified**

### **Recruitment and Selection**

#### **Vacancies**

The Human Resources Department shall be notified of a vacancy as early as possible. The notification shall be on a “Requisition Form” and include:

1. Reason for vacancy (resignation, retirement, new approved position);
2. Name of program and funding source;
3. Effective date of vacancy with appropriate back-up (resignation letter-leave form); and
4. An updated job description (if applicable)

Vacancies shall be posted throughout the system per contract.

For a new position, the supervisor shall draft a job description using the standard format. The draft shall be reviewed and approved by the Human Resources Department, and shall be posted according to policy and contract.

#### **Approval**

When a candidate has been selected, the supervisor shall send a memo of recommendation to the Human Resources Department for action and final approval. No candidate shall be placed on employment status prior to the approval of the Executive Director of Human Resources.

#### **Application Procedure**

In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in good teachers.

The Superintendent, or designee, shall select the candidate.

Applications submitted by unsuccessful candidates will be retained by the Office of Human Resources for at least one year, or as otherwise required by law.

#### **Assignment**

The assignment of all personnel in the Bridgeport Public Schools shall be the responsibility of the Superintendent of Schools. In accordance with Policy 4111 of this manual, the Superintendent shall make these assignments for the best educational interest of the school system and in accordance with collective bargaining agreements.

**Personnel – Certified/Non-Certified**

**Recruitment and Selection**

**Appointment**

Legal Reference: Connecticut General Statutes  
10-151 Employment of teachers. Notice and hearing on termination of contract.  
10-153 Discrimination on account of marital status.  
46a-60 Discriminatory employment practices prohibited.

BRIDGEPORT PUBLIC SCHOOLS  
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**Personnel -- Certified/Non-Certified**

**Affirmative Action: Equal Employment Opportunity**

The Board of Education will provide equal employment opportunities for all persons without regard to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education directs The administration to set as A goal the recruitment, selection and employment of qualified people among all racial and ethnic groups.

The Board of Education will receive each November an annual report from the Superintendent concerning the extent to which the above mentioned Affirmative Action Program goals are being achieved.

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

Legal Reference: Connecticut General Statutes  
10-153 Discrimination on account of marital status.  
46a-60 Discriminatory employment practices prohibited.  
Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.  
PA 91-58 An act concerning discrimination on the basis of sexual orientation.

**Personnel -- Certified**

**Certification**

Every instructional employee shall be certified as required by law.

It is the responsibility of the employee to see that his/her credential is submitted to the school system. The school system will record the credential as required by law.

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

Legal Reference:      Connecticut General Statutes  
                                 10-145d-400

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

**Security Check/Fingerprinting/Department of Children and Families Search Registry/  
Pre-Employment Drug Testing**

Each applicant for a position within the public school system shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Each person hired by the school system shall be required to submit to state and national criminal record checks; completion of DCF Search Registry form and pre-employment drug testing

Legal Reference: Connecticut General Statutes  
10-221d Criminal history records checks of school  
personnel. Fingerprinting. Termination or dismissal.  
Public Act 11-93

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

### **Security Check/Fingerprinting/DCF Search Registry/Pre-Employment Drug Testing**

In order to process such record checks, the following procedure will be followed:

1. No later than 30 calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the regional service center or the Human Resources Department. This packet shall also contain all documents and materials necessary for the regional service center or the Human Resources Department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, or pending charges, the superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, if disclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be re-fingerprinted after fulfilling the initial requirement.
7. During the employment orientation the Superintendent or his/her designee will require each newly hired employee to complete the DCF Search Registry form.
8. Once a job applicant has been notified of the Superintendent's decision to offer employment, the job applicant will be required to submit to a pre-employment drug test at the applicant's expense.

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

### **Personnel Records/Medical Records**

Personnel records shall be kept on all current employees.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

The employee's personnel file can be reviewed by the employee in the presence of an administrator or designee. Upon request, an employee will be provided a copy of supervisory records and reports maintained in said employee's personal file as a guide to evaluation of performance.

#### **Use and Disclosure of Employee Medical Information**

Medical records are considered highly confidential because of the very private and personal information they contain. Medical information cannot be disclosed without written consent of the employee. Employee medical information will be reviewed only by Human Resources staff and the employee's supervisor as needed for reasonable accommodation.

Other than health information contained in employment records held by the School District in its role as employer, all information in the School District's possession which is related to employee past, present and future health conditions and that identifies the individual employee or could reasonably be utilized to identify the employee, will be protected under the terms of the Health Insurance Portability and Accountability Act of 1996.

To the extent the School District possesses personally identifiable health information regarding employees, aside from health information contained in employment records held by the School District in its role as employer, the Superintendent or his/her designee shall act as the Privacy Officer to oversee the administration of privacy of such records.

Legal Reference: Connecticut General Statutes  
1-19b Agency administration. Disclosure of personnel, birth and tax records.  
1-20a Objection to disclosure of personnel or medical files.  
1-21i(b) Denial of access to public records or meetings.  
10-151a Access of teacher to supervisory records and reports in personnel file.  
10-151c Records of teacher performance and evaluation not public records.  
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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

### **Nepotism: Employment of Relatives**

Board of Education members and school administrators in order to avoid both the reality and appearance of nepotism will make public any relationship the board members or administrators have with any possible candidate for a position for which the board member or administrator must give approval or has influence in such appointment.

For the purpose of this policy, relationship is defined as a member of the immediate family which means the mother, father, grandmother, grandfather, or a grandchild of the board member or administrator, or of the spouse of the board member or administrator, and the spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the board member or administrator, or other close friendships or business relationships that could be construed as possibly causing a bias or loss of objectivity on the part of the board member or administrator.

A board member or administrator who has such relationship with any employee of the school system as of the effective date of this policy shall declare such relationship immediately. No administrator shall have a supervisory relationship to any member of his/ her family.

***A disclosure form to be completed by applicant will be included in Board of Education application materials as of the effective date of this policy.***

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

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

**Nepotism: Employment of Relatives**

The following regulations shall govern nepotism in the employment of staff:

1. Persons related by blood or marriage to an employee shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position or in payroll accounting, auditing, or personnel.
2. Persons related by blood or marriage, shall not be appointed to a position in the same school, department or facility
3. It is the intent of these policies to avoid any situation where there can arise a conflict of interest either on the part of the member of the board or on the part of an employee.

Legal Reference: Connecticut General Statutes  
31-126 Unfair employment practices.

**Personnel -- Certified**

**Supervision/Evaluation**

**Evaluation**

In accordance with Connecticut State Statute (10-151b), the Superintendent shall evaluate or cause to be evaluated each certified employee in the School District and report the status of the evaluation to the Board of Education on or before June 15 of each year.

Legal Reference: Connecticut General Statutes  
10-151b Evaluation by superintendent of certain  
educational personnel.  
Public Act 95-58 An Act Concerning Teacher Evaluations,  
Tenure and Dismissal.

BRIDGEPORT PUBLIC SCHOOLS  
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**Personnel -- Certified****Tenure Status**

The granting of tenure is a serious decision having long-term consequences for the Bridgeport Public Schools. For this reason, tenure status is not awarded to Bridgeport teachers whose performance in their probationary years has been no more than adequate. Rather, tenure is achieved only when there is evidence that the teacher has met the standard of excellence as determined by the Superintendent, or his/her designee and the School District's Staff Evaluation Plan.

Legal Reference: Connecticut General Statutes  
10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract.  
Appeal.

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

### **Nondiscrimination**

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The board of education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

The Board of Education will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability or genetic information, except in the case of a bonafide occupational qualification.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member.

Title VII of The Civil Rights Act of 1964, 42 USC § 2000e  
Title IX of The Education Amendments of 1972, 20 USC § 1681 Seq  
Age Discrimination In Employment Act, 29 USC 621  
Americans With Disabilities Act, 42 USC 12101  
Section 504 of The Rehabilitation Act of 1773, 29 USC § 794  
Connecticut Fair Employment Practices Act, CGS 46A-60  
Discrimination on Basis Of Marital Status, CGS 10-153  
Discrimination on Basis Of Sexual Orientation, CGS 46A- 81A

BRIDGEPORT PUBLIC SCHOOLS  
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## **Personnel – Certified/Non-Certified**

### **Reports of Suspected Abuse or Neglect of Persons with Disabilities**

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel (including teachers, school administrators, school guidance counselors, paraprofessionals, licensed nurses, psychologists, social workers, mental health professionals, occupational therapists, dental hygienists and speech pathologists) report any suspected abuse or neglect of persons with disabilities between eighteen (18) and sixty (60) years of age. 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 the event that they have reasonable cause arising out of, or in the course of his or her employment by the Board of Education, to suspect that any person with disabilities between eighteen (18) and sixty (60) years of age has been abused or neglected.

#### **1. Scope of Policy**

This policy applies to all employees of the Board of Education.

#### **2. 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 person with disabilities either is living alone or is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health or is not receiving such necessary services from the caretaker.

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Statutes to report suspected abuse and/or neglect of persons with disabilities. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed nurses, psychologists, social workers, mental health professionals, physical therapists, occupational therapists, dental hygienists and speech pathologists.

## Personnel – Certified/Non-Certified

### Reports of Suspected Abuse or Neglect of Persons with Disabilities (continued)

#### 3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause, arising out of, or in the course of his or her employment by the Board of Education, to suspect that any person with disabilities between eighteen (18) and sixty (60) years of age has been abused or neglected, he/she shall immediately, but in any case within no later than five calendar days, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities. The statutory mandated reporter shall also immediately notify the Superintendent.

Such oral report shall be followed by a written report to the Director of the Office of Protection and Advocacy for Persons with Disabilities within five additional calendar days, and a copy of any written report shall be given to the Superintendent.

#### 4. Reporting Procedures for Non-Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as set forth above.

- a. If an employee who is not a statutory mandated reporter has reasonable cause, arising out of, or in the course of his or her employment by the Board of Education, to suspect that any person with disabilities between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.
  - i. The employee shall immediately, but in any case within no later than five calendar days, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
  - ii. If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a person with disabilities between eighteen (18) and sixty (60) years has been abused or neglected, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.
- b. Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of a person with disabilities directly to the Office of Protection and Advocacy for Persons with Disabilities.

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

### **Reports of Suspected Abuse or Neglect of Persons with Disabilities** (continued)

#### 5. Contents of Report

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

- a. the name and address of the allegedly abused or neglected person,
- b. a statement from the reporter indicating a belief that the person is a person with disabilities, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c. information concerning the nature and extent of the abuse or neglect; and
- d. any additional information which the reporter believes would be helpful in investigating the report or in protecting the person with disabilities.

#### 6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Office of Protection and Advocacy for Persons with Disabilities.

The Superintendent's 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.

If the investigation by the Superintendent and/or the Office of Protection and Advocacy produces evidence that a person with disabilities 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.

#### 7. 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.

**Personnel – Certified/Non-Certified**

**Reports of Suspected Abuse or Neglect of Persons with Disabilities** (continued)

8. 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.

9. 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.

Legal References: Connecticut General Statutes Section 46a-11b et seq.

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

### **Reports of Suspected Abuse or Neglect of Children**

Conn. Gen. Stat. Section 17a-101 et seq. as amended by Public Act 97319, requires certain educational personnel (school teachers, school administrators, school guidance counselors, paraprofessionals physicians, physical therapists, dentists, dental hygienist, and coaches of intramural and interscholastic athletics as well as licensed nurses, psychologists and social workers, and other mental health professionals, who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. 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.

#### **1. Scope of Policy**

This policy applies to all employees of the Board of Education.

#### **2. Definitions**

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him 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 or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (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, or (d) has been abused.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed nurses, physicians, physical therapists, dentists, dental hygienist, coaches of intramural or interscholastic athletics, psychologists, social workers and other mental health professionals.

## Personnel – Certified/Non-Certified

### Reports of Suspected Abuse or Neglect of Children (continued)

#### 3. What Must Be Reported

A report must be made when any employee of the Board of Education, in his/her professional capacity, has reasonable cause to suspect or to believe that a child under the age of eighteen:

- a. has been abused; or,
- b. has had non accidental 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.

#### 4. Reporting Procedures for Statutory Mandated Reporters

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

- a. When an employee of the Board of Education has reasonable cause to suspect or believe that a child has been abused or neglected, the following steps shall be taken.
  - i. The employee shall immediately upon having reasonable cause to suspect or believe that a child has been abused or neglected, and in no case later than twelve 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.
  - ii. The employee shall also immediately make an oral report to the Superintendent or the Superintendent's designee.
  - iii. In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
  - iv. 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.
  - v. The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.

## Personnel – Certified/Non-Certified

### Reports of Suspected Abuse or Neglect of Children (continued)

- vi. If the report concerns suspected abuse or neglect by a certified school employee, the Superintendent shall submit a copy of the written report to the Commissioner of Education or his/her representative.

#### 5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

- a. When an employee who is not a statutory mandated reporter has reasonable cause arising out of, or in the course of his or her employment by the Board of Education, to suspect or believe that a child has been abused or neglected, the following steps shall be taken.
  - i. The employee shall immediately upon having reasonable cause to suspect or believe that a child has been abused or neglected, and in no case later than twelve hours after having such a suspicion or belief, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
  - ii. If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.
- b. Nothing in this policy shall be construed to preclude an employee from reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

#### 6. Contents of Reports

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

- a. the names and addresses of the child and his/her parents or other person responsible for his/her care;
- b. the age of the child,
- c. the gender of the child;

**Personnel – Certified/Non-Certified**

**Reports of Suspected Abuse or Neglect of Children** (continued)

- d. the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e. the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f. information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g. the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h. the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- i. whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. Recognizing the fact that the Department of Children and Families is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's, investigation shall be coordinated with the Department of Children and Families and/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 such child are the perpetrators of the alleged abuse, or where the Department of Children and Families has indicated and obtaining such consent will interfere with its investigation.

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, upon completion of the investigation by the Commissioner of Children and Families, the Superintendent has received a report from the Commissioner of Children and Families that the Commissioner of Children and Families has reasonable cause to believe that a child has been abused by a certified employee in a position requiring a certificate.

**Personnel – Certified/Non-Certified**

**Reports of Suspected Abuse or Neglect of Children** (continued)

The Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution, or termination of benefits.

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.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his or her representative, within seventy-two (72) hours after such termination.

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, as appropriate, may take disciplinary action, up to and including termination of employment.

8. 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.

**Personnel – Certified/Non-Certified**

**Reports of Suspected Abuse or Neglect of Children** (continued)

9. 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.

10. 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, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References: Connecticut General Statutes Section 10-151  
Section 17a-101 et seq.  
Public Act 97-319  
Public Act 02-106

## Personnel -- Certified/Non-Certified

### Harassment

It is the policy of the Bridgeport Public Schools that all staff and students, parents and all other members of the school community treat each other with dignity and respect. No form of harassment will be tolerated whether related to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability

### Definitions

Harassment is defined as unwelcome discriminatory behavior toward an individual or individuals on the basis of race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of school accommodations or of employment.
- Submission to or rejection of such conduct is used as a basis for education or employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive school or work environment.

Forms of harassment may include spoken and/or written remarks, symbols, caricatures, physical contact, gestures and innuendo, the display of posters, book covers, T-shirts or other items that contain images or words that can be interpreted as harassing.

No form of harassment will be tolerated in the Bridgeport Public Schools.

All reported incidents of harassment will be promptly and thoroughly investigated. Any person, including student, employees, visitors and vendors engaged in an action or continuing harassment will be subject to appropriate disciplinary action, up to and including expulsion or termination of employment. The Bridgeport Public School System will also discipline any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment complaint. Other members of the school community are within the jurisdiction of this policy and are subject to its terms.

Legal Reference      42 USC, s2000(e), (Title VII) and (Title IX)  
                                 29 CFR, s1004.11 (EEOC Guidelines on Sexual Harassment)  
                                 Connecticut General Statutes 46a-60(8)

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

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

### **Harassment**

#### **Central Harassment Prevention Team**

The Superintendent shall appoint a Central Harassment Prevention Team to assume primary responsibility for initially addressing reports of harassment in violation of this policy and making recommendations to the appropriate school principal for remedial action in the case of student violators, or to the Superintendent in the case of staff and other non-student violators, including vendors and visitors. The Central Team shall also be responsible for making suggestions and/or recommendations regarding policy implementation at each school site as needed

The Central Team shall consist of at least the following:

- Executive Director of Human Resources and his/her designee
- Title IX Coordinator
- Assistant Superintendent for Youth Services and his/her designee
- At least one school principal

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

**Harassment**

**School Site Harassment Prevention Team**

Each site will have a Harassment Prevention Team consisting of the principal or his/her designee and any other members that he/she sees fit.

**Enforcement – Student/Student and Student/Staff Complaints**

All non-school staff is responsible for reporting information concerning potential violations of this policy involving staff and other non-student violators directly to the Central Team. All school staff and students are responsible for reporting potential violations of this policy to the Site Team, which will immediately notify the Central Team of potential violations of this policy.

Reports made by staff or students relating to student/student harassment may be made to any Team as appropriate. Such reports may be made verbal or in writing, and may be made anonymously.

Upon receipt of any report or other information concerning a potential violation of this policy by any person, the Central Team shall convene to evaluate the information received. If any member of the Central Team is a potential witness or violator, that person shall be removed from all proceedings with respect to the report. The Central Team shall determine whether the information is sufficiently substantive to warrant further action, and shall determine what further action, if any, shall be taken.

Such further action may include investigation, counseling, referral to other persons of agencies, notification of other agencies or other appropriate action. All incidents involving significant physical contact shall be referred for further investigation. In the case of student offenders, such investigation shall be conducted by individuals deemed appropriate by the Central Team. In the case of non-student offenders, including visitors and vendors, such investigation will be conducted by the Executive Director of Human Resources or his/her designee. It is the responsibility of the Central Team and the superintendent to appoint proper investigators in each instance and to assure that the investigation is completed in a timely manner.

The Central Team and the Site Teams shall maintain a log. If further investigation is required, the Central Team shall refer the report to the Executive Director of Human Resources in the case of complaints involving staff, or the superintendent or his/her designee in the case of complaints involving students.

**Enforcement – Staff/Student and Staff/Staff**

The Director of Human Resources or his/her designee (investigator) shall meet with both the complainant and the alleged offender (in cases involving staff and other non-students) and all appropriate witnesses in order to give all parties involved the opportunity to provide information concerning the incident in as non-threatening and environment as possible.

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

### **Harassment**

#### **Enforcement – Staff/Student and Staff/Staff (continued)**

The investigator will maintain a record of his/her investigation, with reference to the log of reports and information received.

The investigator will encourage all complaints to keep a record of all objectionable incidents and the steps taken to resolve the problem. The investigation will be completed as promptly as possible and within fifteen (15) school days after the formal complaint is filed unless the time for completion is extended by the Central Team. Based on the investigation, the Executive Director of Human Resources will file a report with the Central Team on the factual findings of the investigation. The Central Team will convene as soon as possible to review the report and consider whether to make any recommendations concerning remedial action to the superintendent. The Superintendent or school principal shall review the report and recommendation of the Central Team as soon thereafter as possible, and take appropriate remedial action.

Staff members and students and their parents who are subject to remedial action shall have the right to review the decision otherwise available to them. Student complainants who are dissatisfied with the school principal's action with respect to an incident may appeal to the superintendent.

#### **Vendors and Other Visitors**

All persons engaged in business with and/or visiting the Bridgeport Public School System must abide by this policy. Any reported incident involving vendors or visitors must be immediately reported to the Central Team for investigation pursuant to this regulation.

#### **Training**

The anti-harassment policy shall be part of the ongoing education and training of students and staff as determined by the superintendent. Such education and training shall address not only the provisions of this policy and regulation, but also stereotyping, cultural sensitivity, diversity, and mutual respect. The training shall include the following objectives for the participants.

In addition, all managers of employees shall receive this and other training and education in accordance with the requirements of C.G.S Sec. 46a-54-204, as it may be amended from time to time.

Training will be provided for members of the board of education, central and school administrators and staff, and every member of the central and site teams.

#### **Training – Student/Student Harassment**

The training of administrators, teachers, support staff, students and parents is critical. To facilitate staff training, a team of site-based personnel (site team) will be identified for each school. This team should consist of at least one administrator who will serve as team leader,

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**4218.3**

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

### **Harassment**

one teacher or counselor, one member of the support staff (nurse, social worker, etc.), and one parent. Schools are encouraged to have students participate where appropriate. Site teams may consist of a team specifically selected to focus on harassment issues or may consist of members of an already established team (crisis intervention, governance, etc.). It is strongly recommended that the teams be composed of diverse members to the greatest extent possible.

After the school staff has been trained by the site team or outside agency, all teachers in all subject areas will be required to incorporate anti-harassment topics into their teaching and subject areas, in a manner deemed appropriate by the teachers and the site administrator.

### **Student Training**

The Bridgeport Public School Health Services/Education Department has developed a K-12 Curriculum that will become the basis for initial anti-harassment training for students. The curriculum will be periodically reviewed and updated, with supplemental materials added as needed. Students will receive initial information through the classes offered by the Health Services/Education Department, along with supplemental training provided by various agencies.

“Students Training Other Students” has proven effective. Site teams at each school will identify students willing to be trained as presenters to other students within the schools and, if appropriate, for lower grades.

Enhancement training provided by other groups and individuals will be incorporated to the greatest extent possible when deemed appropriate.

### **Publication**

All staff is responsible for ensuring compliance with this policy and regulation and procedures at their school site, and ensuring an atmosphere free of harassment for all individuals, staff, and students alike.

### **Parent Rights and Responsibilities**

The Bridgeport Public Schools shall make every effort as required by this document to inform parents of this policy

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**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 witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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**HARASSMENT COMPLAINT - APPEAL FORM**

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Sexual Harassment**

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment and is illegal under state and federal law. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings; and
4. The threat or suggestion that continued employment advancement, assignment of earnings depend on whether or not the employee will submit to or tolerate harassment.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Superintendent or his/her designee. Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including

**Personnel – Certified/Non-Certified**

**Sexual Harassment** (continued)

discharge from employment. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Bridgeport, CT (860) 556-7710 and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Center, Boston MA (617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Note: This policy is limited to addressing sexual harassment. Other types of harassment also are prohibited by law, such as harassment on the basis of sexual orientation, race, color, religious creed, marital status, national origin, ancestry, physical or mental disability, or age.

Legal References: Connecticut General Statutes Section 46a-60(8)

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

**Alcohol and Drugs**

It is the goal of the Bridgeport Public Schools to provide a learning environment for students and a working environment for employees that is free from the negative effects of drug abuse.

In order to comply with the Drug Free Schools and Communities Act and the Drug Free Workplaces Act, the Bridgeport Board of Education notifies all employees of the Bridgeport Public Schools that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on district premises and during any district sponsored activities. Further, being under the influence of alcohol or drugs on district grounds or during district sponsored events is strictly prohibited.

Employees experiencing problems related to drug use, including the misuse of alcohol, should ask for confidential rehabilitation assistance before the problem leads to either misconduct or a lack of productivity. Each employee of the Bridgeport Public Schools should be aware of the fact that each year a small number of staff members seek and obtain rehabilitation through this process with the help of our board provided health insurance policies. No disciplinary sanctions are taken against employees who seek assistance before the problem negatively affects their productivity.

Employees of a school system are held to higher standards of conduct due to their contact with students. Therefore, drug-related activities, including the misuse of alcohol, during the hours away from school may be considered serious misconduct and may lead to termination.

Employees who violate these standards of conduct listed in paragraph one will be subject to disciplinary action, consistent with applicable State and Federal laws, board policy, and contractual obligations. Disciplinary action may include suspension and/or termination.

Each employee of the Bridgeport Public Schools is reminded that confidential assistance can be obtained by contacting Employer Assistance Program Services.

## Personnel -- Certified/Non-Certified

### Alcohol and Drugs

#### Terms

- Drug: Any medications and other substances, e.g. alcohol, legal or illegal, which could impair-the employee's ability to perform his / her job safely and effectively.
- Drug paraphernalia: Any object or device used, intended for use, designed for use in ingesting, inhaling, injecting or otherwise introducing controlled substances into the human body (e.g. razor blades, bong, pipes, roach clips, tobacco rolling papers or any object or container used, intended for use, or designed for use in storing, concealing or distributing controlled substances.
- Possession: Any possession which is unlawful under connecticut state law.
- Distribution: To give possession of a drug to another person, whether or not for compensation.

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.

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4218.41

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

### **Smoking and Tobacco Use**

The Board of Education is committed to maintaining and improving the health and well-being of students and employees. Medical research has shown that smoking poses a significant risk to the health of the smoker and non-smoker alike. In the face of such overwhelming evidence about smoking as a health hazard, and in keeping with the Board's commitment to the well-being of its students and employees, the Board adopts the following:

Tobacco use is prohibited at all times in all buildings and on the property under the jurisdiction of the Board of Education and in all facilities where Board of Education activities transpire.

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.

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**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 be confiscated. Any violation will be reported to the police. Appropriate disciplinary or legal action shall be pursued by school officials.

(cf. 5131 – Suspension/Expulsion; Due Process)  
(cf. 5133 - Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes  
10-221 Board of Education to prescribe rules.

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

**Internet Acceptable Use**

**Rules for Access**

- a. Employees may not utilize the Internet connection for anything other than sanctioned business-related reasons.
- b. Employees may not download software from the internet without first clearing it with the Director of Technology. The threat of viruses and malicious programming on the Internet is real.
- c. The information technologies staff is not responsible for content filtering. acceptance of this use policy constitutes an understanding that there is a broad range of material available on the internet, both appropriate and inappropriate. it is up to the employee and his or her manager to see that the connection is properly utilized. The Internet Administrator will relieve any employee of access who fails to comply with these rules.
- d. Recreational use of the board's internet connection "on an employee's own time" will not be permitted. This includes, but is not restricted to breaks, lunch hours, and coming in early, late, or on the weekends.
- e. Employees using Board of Education technology off premises, must adhere to this policy.
- f. There should be no expectation of privacy on the part of all employees regarding any use of Board of Education technology.

Legal Reference: Connecticut General Statutes  
P.A. 98-142 Electronic Monitoring of Employees

BRIDGEPORT PUBLIC SCHOOLS  
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## **POLICY ON SOCIAL NETWORKING**

The Board of Education recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1. interferes with the work of the School District
2. is used to harass co-workers or other members of the school community
3. creates a hostile work environment
4. breaches confidentiality obligations of School District employees
5. harms the goodwill and reputation of the School District in the community
6. violates the law, Board policies, and/or other school rules and regulations

### **Definitions:**

Social media includes, but not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube and MySpace.

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

### **Rules Concerning Personal Social Media Activity**

1. An employee may not mention, discuss or reference the Board of Education, the School District or its individual school, programs or teams on personal social networking sites, unless the employee also states that the post is the personal communication of the employee of the School District and that the views posted are the employee's alone and do not represent the views of the School District or the Board of Education.
2. Employees must refrain from mentioning other Board of Education employees or other members of the school community (parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable Constitutional protections pertaining to same.
3. Employees are required to maintain appropriate professional boundaries with students, parents and colleagues. For example, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the School District.
5. Employees are required to use appropriately respectful speech in their personal, social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the School District's reputation, can affect the educational process and may substantially

and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on School District property or using School District equipment must comply with those policies and may not interfere with an employee's duties at work.
8. The Board of Education reserves the right to monitor all employees' use of School District computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using School District computers, cellular telephones or electronic data devices.
9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.
11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct and protecting confidential information.

### **Rules Concerning School-District Sponsored Social Media Activity**

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the School District, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school based activity or an official school-based organization, or an official sports team, the employee must also comply with the following:
  - The employee must set up the club, etc. as a group list which will be closed and moderated
  - Members will not be established as "friends" but as members of the group list

- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (teacher, administrator, supervisor or coach).
  - Parents shall be permitted to access any site that their child has been invited to join
  - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team
  - The employee responsible for the site will monitor it regularly
  - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose
  - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such School District sponsored social media activity
3. Employees are required to use appropriately respectful speech in their social media posts on School District sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
  4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing School District sponsored social media sites.
  5. The Board of Education reserves the right to monitor all employees' use of School District computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using School District computers, cellular telephones or electronic data devices.
  6. All posts on School District sponsored social media sites must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
  7. An employee may not link a School District sponsored social media site or webpage to any personal social media site or sites not sponsored by the School District.
  8. An employee may not use School District social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
  9. An employee may not use the School District sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or School District, or in a manner that could be construed as such.

### **Disciplinary Consequences**

Violation of this policy may lead to discipline up to and including the termination of employment consistent with State and Federal law.

**Personnel – Certified/Non-Certified****Communication of Behavior Concerns to Students and Parents**

All personnel of the Bridgeport Public Schools are prohibited from recommending the use of Ritalin and other similar stimulant (psychotropic drugs) to a student or a parent as a solution or an option to behavior issues within the classroom, or for any other reason.

School system staff should communicate their concerns about behavior through the appropriate educational SAT, SST or PPT channels, but refrain from suggesting at any time the use of these medications as a therapy or trial.

School nursing staff must also refrain from suggesting that Ritalin or similar medications be used for behavior or improvement in educational issues. School medical staff may recommend that child be evaluated by appropriate medical practitioners for conditions or behaviors that may impact education.

All staff should be aware that failure to comply with these regulations could carry both a civil and a criminal penalty.

Further, a parent's refusal to administer or consent to administration of psychotropic drugs to a child does not, in itself, constitute grounds for (1) the Department of Children and Families (DCF) to take the child into custody or (2) a court to order that the child be taken into DCF custody, unless that refusal results in the child's abuse or neglect.

Legal Reference: Public Act 01-124, An Act Concerning Recommendations For And Refusal Of The Use Of Psychotropic Drugs By Children And Utilization Review Determinations Related To Mental And Nervous Conditions.

## Personnel Certified/Non-Certified

### Bullying

The Bridgeport Public Schools has the responsibility to maintain a safe school environment for everyone. To ensure that no person ever feels threatened or intimidated by others, the School District expressly forbids any form of bullying behavior.

#### Definitions:

Bullying means any **overt acts over time with the intent to ridicule, humiliate, or intimidate another person**. Bullying could include such behaviors as physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, actions, cruel rumors; false accusations; and social isolation.

School-sponsored activity means any activity that the Board of Education sponsors, recognizes or authorizes on or off school property, including travel between home and school.

Students who engage in bullying behavior shall be subject to school discipline that may include expulsion in accordance with the Board's policy on student discipline. **Personnel policies and practices will guide any disciplinary action against an employee.**

To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations no later than February 1, 2003 to address the existence of bullying in the schools. As provided by statute, these regulations will:

- Enable students to anonymously report acts of bullying to teachers and school administrators;
- enable the parents or guardians to file written reports of suspected bullying with the principal;
- require teachers and other school personnel who witness acts of bullying or receive student written reports of bullying to notify school administrators;
- require school administrators to investigate any reports, including any that are anonymous;
- include an intervention strategy for school staff;
- require school administrators to provide in writing to the parents of both the aggressor and the victim, a description of the school's staff and administration response to the bullying behavior and the consequences that may result from the commission of any further acts of bullying;
- maintain a list that is available to the public of all verified acts of bullying.

#### 1. Intervention by a staff member

School District employees who become aware of an act of bullying will take immediate and appropriate steps to intervene. If the intervention threatens their personal safety, they should immediately report the incident to a school administrator. If the intervention has not

## **Bullying (cont)**

resolved the matter and the bullying persists, the staff member will report the bullying to the school administration for further investigation.

### **2. Reporting**

The School District expects parents, students, and others who become aware of an act of bullying in school, on school buses, or at school-related activities would report in writing the bullying behavior to the principal. Teachers and administrators will accept anonymously written reported acts of bullying from students.

### **3. Investigation Procedures**

If the school administrator determines that the reported incident of student bullying warrants investigation, the administrator will contact the parents of both the aggressor and the victim, interview both or more students, and thoroughly investigate the report. This investigation may also include interviews with the students, parents, and school personnel; review of school records; and whatever other information may be necessary to determine an appropriate response. The school administrator will investigate any incident of bullying behavior by an adult.

### **4. Consequences and Administrative Intervention**

Consequences for students who bully others will depend on the results of the investigation and may include an administrative discipline conference with the student; a parent conference; detention; suspension and/or expulsion; or any other appropriate consequence. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising students involved; providing support for students as necessary; reporting incidents to law enforcement; and developing a supervision plan with the parents. Care must be taken to decipher between an act of bullying that involves power imbalance versus conflict among individuals or groups, which may be resolved through a peer mediation process.

Any student who retaliates against another for reporting bullying may be subject to appropriate disciplinary consequences.

Consequences for employees who bully others will depend upon the results of the administrative investigation and be consistent with appropriate personnel policies and practices. Such consequences could range from a verbal warning up to and including termination of employment.

### **5. Notification**

The school administration will notify both the parents or guardians of student(s) who committed any verified act of bullying and the parents or guardians of students against whom such acts were directed. This notification will include the school's response to such act and any consequences that may result from the commission of such further acts.

**4118.8(c)**

## **Bullying (cont)**

### **6. Record Keeping**

The school administration will maintain a list of verified acts of bullying and make such list available to the public for inspection. The list of incidents will not include the names of the aggressor or victim.

**7. Publication**

The Board of Education policy statement will be published in all student-parent school handbooks and distributed to all school district employees.

**8. Education and Prevention**

The school administration will ensure that all persons are aware of the Board's prohibition of bullying, reporting procedures, and consequences of such acts.

School principals will establish a climate in the school in which all employees work together to reduce bullying behavior, model non-physical and consistently enforced measures of discipline as opposed to ridicule, sarcasm, yelling at students, or ignoring bullying behavior. All employees need to model and encourage praise and kindness to one another. Students need to learn the social skills necessary to make friends and become confident and resourceful. Students also need to learn how to resolve arguments other than using violent words and actions.

Legal Reference: Public Act No. 02-119

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

**Personnel – Certified**

**Student Teachers/Interns**

**Student Teachers**

Bridgeport Public Schools will accept qualified student teachers to teach in Bridgeport classrooms. The Superintendent or his/her designee will create appropriate procedures for the supervision of these teachers.

## **Personnel -- Certified**

### **Student Teachers/Interns**

Placement of student teachers with cooperating teachers is arranged in consultation with the University supervisor, the building administrator, and the teacher and the Office of Human Resources. Placements are made according to the subject area and grade level of the student teacher.

Teachers recommended to serve as cooperating teachers must meet the following prerequisites:

1. Appropriate mentor certification as granted by the State of Connecticut
2. Employment as a full-time classroom teacher by the Bridgeport Public Schools during at least one school year within the last two years;
3. Ability to work cooperatively as team members to aid the professional growth of student and beginning teachers;
4. Professional commitment to improving the induction of student and beginning teachers into the teaching profession;
5. Ability to relate effectively to adult learners;
6. Ability to be reflective and articulate about the craft of teaching

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

**Personnel -- Certified**

**Professional Staff Development**

The Board of Education believes that professional development is essential to ensure the highest quality education for the students enrolled in the Bridgeport Public Schools.

**Personnel -- Certified****Publication or Creation of Materials**

Professional staff members shall be encouraged to write and publish educational materials whether it be for local use, periodicals or books.

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

**Copyrights and Patents**

Materials created by staff at the instigation and/or direction of superiors and/or during work-time shall be considered "work made for hire" under Sections 201(b) and 101 of the Copyright Act and shall be solely the property of the school district.

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

**Personnel -- Certified/Non-Certified****Soliciting and Selling**

No Board of Education funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities.

**Collections, Contests, and Drives**

Approval by the Superintendent shall be required for participation by schools in collections, contests, and drives. Every effort shall be made to keep collections, contests, and drives at a minimum to avoid interference with the regular school program.

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

4137.1  
4237.1

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

**Solicitation of Staff Members**

Outside groups shall not be permitted to solicit among the staff for any purpose.

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

### **Non-School Employment**

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

All employees shall notify the Superintendent of outside activities that may interfere with the performance of normal duties.

If an outside activity occurs during compensated work time and the Superintendent permits the employee to participate, any compensation given the employee shall be remitted to the district.

**Personnel -- Non-Certified**

**Evaluation/Supervision**

The Superintendent shall evaluate or cause to be evaluated each employee in the School District and report the status of the evaluation to the Board of Education on or before June 15 of each year..

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

**4215.1**

**Personnel -- Non-Certified**

The Superintendent of Schools or designee shall determine annual salary increases for all unaffiliated staff by June 15.

BRIDGEPORT PUBLIC SCHOOLS  
Bridgeport, Connecticut

## Personnel – Certified/Non-Certified

### Family and Medical Leave

#### 1. Purpose

The purpose of this policy is to establish guidelines for leaves taken by School District employees under the Federal Family and Medical Leave Act of 1993.

#### 2. Eligibility

Employees who have worked for the School District for 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 ***paid/unpaid*** leave under the FMLA.

#### 3. Reasons For Leave

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

- a. the birth and/or care of the employee's newborn child, or
- b. the placement of a child with the employee by adoption or for foster care; or
- c. to care for the employee's spouse, child or parent who has a serious health condition; or
- d. to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position.

#### 4. Length Of Leave

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total 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 measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

## Personnel – Certified/Non-Certified

### Family and Medical Leave (continued)

#### 5. Types of Leave and Conditions

##### a. Full-time, Intermittent, and Reduced Schedule Leave

Full-time unpaid 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.

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 medical appointments.

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 .

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, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent or his/her designee.

If intermittent or reduced schedule leave is medically required, the Board 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 an 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).

##### b. Both Spouses Working for the Same Employer

If both spouses are employees of the Board 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 entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

## Personnel – Certified/Non-Certified

### Family and Medical Leave (continued)

#### c. Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that employee to continue the leave until the end of the term 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 term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term 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 term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

#### 6. Requests For Leave

Requests for a family or medical leave must be submitted to the Office of Human Resources at least thirty (30) days before the leave is to commence, if possible. If thirty (30) days notice is not possible, requests must be submitted as soon as practicable under the circumstances.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins if possible. This form may be obtained from the Office of Human Resources. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the employer's request for the medical certification.

## Personnel – Certified/Non-Certified

### Family and Medical Leave (continued)

If an employee takes leave to care for his or her own serious health condition, immediately upon return to work the employee must provide medical certification that the health condition which created the need for the leave no longer renders the employee unable to perform the functions of the job. This certification must be submitted to the personnel department.

#### 7. Use of Paid Leave

Accrued paid personal leave and accrued paid vacation may be substituted for any unpaid portions of family or medical leave taken for any reason at the Board's discretion. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

#### 8. Medical Insurance and Other Benefits

During approved family or medical leaves of absence, the Board 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 loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board 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 circumstances beyond the employee's control.

During an FMLA leave, an employee shall not accrue pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board Policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under Board's attendance policy.

#### 9. Reinstatement

Except for circumstances unrelated to the taking of a family or medical leave, 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.

**Personnel – Certified/Non-Certified**

**Family and Medical Leave** (continued)

10. Additional Information

Questions regarding family or medical leave may be directed to the Superintendent or his/her designee.

Legal References: United States Code 29 U.S.C - Section 2601 et seq.

**Ethics****4161**

Bridgeport Public Schools' employees must adhere to current standards of ethical behavior as referenced by City of Bridgeport Ethics Policy, Connecticut Code of Professional Responsibility for Teachers, Connecticut Code of Professional Responsibility for School Administrators and Standards for School Leaders.

BRIDGEPORT PUBLIC SCHOOLS  
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