

REVISED 3.9.20



EMPLOYEE HANDBOOK

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(All Old Saybrook School District Policies can be found on our District Website www.oldsaybrookschoools.org)

**Old Saybrook School District
Employee Handbook Acknowledgement Sign-off Form**

By signing below, I understand that I am responsible for the reading and acknowledgement of the Old Saybrook School District Employee Handbook and any further written changes that may occur within this document. The handbook is located on the **Old Saybrook School District website, www.oldsaybrookschoools.org - under District – Employment – Old Saybrook Public Schools Employee Handbook.**

I also acknowledge receipt of and agree to abide by all policies of Old Saybrook Board of Education and will pay particular note to the Personnel Policies/Regulations/Notifications (Series 4000), especially those which I need to acknowledge with a signature: Employee Computer and Internet Use, Sexual Harassment/Title IX/Workplace Bullying, and School District Safety Initiatives.

I acknowledge that the District/BOE reserves the right to alter, reduce, suspend or eliminate any practice rule, policy or benefit detailed in the Employee Handbook in whole or in part at any time with or without notice.

I acknowledge that this Handbook does not constitute a contract between myself and the Old Saybrook School District, and that my employment is “at will” unless otherwise provided by collective bargaining agreement or other employment agreement. “At will” means that I am free to resign at any time for any reason, and that I may be terminated from employment at any time, with or without cause or prior notice.

When I leave the employment of the District, I shall return any items that belong to the District.

Employee Signature _____

Date _____

Received by _____

Date _____

The signed original copy of this agreement will be given to the Human Resources Office. A copy will be placed in your personnel file.

Notice

This handbook is prepared for information purposes only. It does not constitute a contract between the Old Saybrook School District and its employees, and should not be construed as such. The policies and practices referenced in this handbook may be changed or amended at any time, as necessary. Should any questions arise regarding a policy issue a complete listing of school policies can be obtained at the Board of Education Office, 50 Sheffield Street, Old Saybrook, CT or by referencing our district webpage (www.oldsaybrookschoools.org). Employment by the Old Saybrook School District is not for a definite term but rather is at will and may be terminated by the Old Saybrook School District or by the employee at any time, pursuant to law or in accordance with any labor agreement or employment contract currently in force.

Where there is a conflict between the provisions of this handbook and any employment contract or collective bargaining agreement, the terms of the employment contract or collective bargaining agreement will prevail. Where there is conflict between this handbook and updates, State or Federal legislation, law shall prevail.

Disclaimer

This handbook is intended for information and guidance. Since this handbook is only a summary compiled for the convenience of our employees. It is not intended to cover all topics or circumstances. It is not an employment contract or agreement of any type, either expressed or implied, does not guarantee any fixed terms and conditions of employment, or guarantee benefits or working conditions between any employee and the District. Bear in mind that unless your employment is covered by a separate agreement or the terms of a collective bargaining agreement, providing for the contrary, your employment with the District is not for any specific time and may be terminated at will by you or the District for any reason and at any time.

Disclaimer for Policies

This handbook is not intended to substitute, replace, override or modify any existing federal and state laws, regulations and policies or express terms of a collective bargaining agreement, nor be inclusive of every policy. Such policies and agreements are subject to change and revision and the most current version of those laws, policies and agreements shall always be the official documents upon which a ruling will be based or interpretation made. This Disclaimer applies to any and all policies.

Old Saybrook School District

About the Old Saybrook School District

The Old Saybrook School District is operated under the guidance of the Old Saybrook Board of Education. The district consists of: the Board of Education Office (Superintendent, Pupil and Professional Services, Director of Curriculum, Instruction and Assessment and Director of Operations, Facilities and Finance); Kathleen E. Goodwin School, Grades PreK-3, Old Saybrook Middle School, Grades 4-8 and Old Saybrook High School, Grades 9-12.

Board of Education

What does a School Board Do?

- Developing, implementing and monitoring of the district's policies including short and long-term goals. These policies serve as the road map for the school district. They give direction to the administration and staff and become the foundation for accountability.
- Selecting, retaining and evaluating the superintendent of schools, who serves as the district's chief executive officer and implements board policy. Perhaps no single decision a board makes has more impact than the selection of the superintendent.
- Effective board members establish good working relationships with the superintendent. The board and individual members should refrain from becoming involved in the day-to-day operation of the schools and remember that board members have no individual authority other than their vote at a formal board meeting. Outside of an official meeting, or unless otherwise designated by the board, an individual board member is an ordinary citizen, with no more authority than any citizen.
- Serving on various hearing panels on such issues as termination, expulsion and grievance.
- Building public support and understanding of public education. This means communicating and interpreting the school district's mission to the public and vice versa.

District Administrators

What Does an Administrator Do?

- Develops and maintains a clear instructional mission and vision for all students that is shared by the school community and articulated in a strategic plan.
- Sets clear and high expectations for student academic, social, and behavioral outcomes.
- Builds collaborative and productive relationships with colleagues, teachers, parents, students, and other stakeholders.
- Creates a clear structure and direction for the work of teams.
- Builds the capacity of teams to make decisions aligned to mission of the school and district.
- Recruits, selects, develops, *evaluates* and retains effective educators needed to implement school mission and strategic plan.
- Establishes a collaborative professional learning program linked to student, classroom, and school data, individual teacher needs, and school goals.
- Ensures high quality, standards based instruction by building the capacity of teachers to lead and perfect their craft.
- Uses all available resources to create an environment conducive to student and adult learning.
- Ensures implementation of all facets of Board Policies
- Develops school-wide practices and focus areas that align with district and state initiatives
- Develops, Implements, and regularly evaluates a comprehensive safety and security plan
- Conducts needs analysis and clearly aligns budget with instructional vision and school strategic plan

- Promotes the growth of all students by actively engaging with families, community partners, and other stakeholders to support the mission of the school and district
- Builds a culture of high achievement by promoting equitable and inclusionary practices. Implements and monitors clear expectations for adult and student conduct aligned to stated values of the school
- Maintains a focus on ethical decisions, cultural competencies, social justice, and inclusive practice for all members of the school community.
- Models, promotes and holds self and others accountable for professional conduct, ethics, student equity and rights and confidentiality of students in accordance with the CT Code of Responsibility for Educators

GENERAL DISTRICT INFORMATION

Mission Statement

The mission of Old Saybrook Public Schools is to educate and prepare students to achieve their highest aspirations, care for others and the environment, and contribute to a global society by working in partnership with families and the community, and by engaging each learner in a rigorous, personalized, and meaningful educational program.

Old Saybrook School District Website Address

<http://www.oldsaybrookschoools.org>

Strategic Plan

The Old Saybrook Strategic Plan information can be found on our district webpage or by visiting the Board of Education Office, 50 Sheffield Street, Old Saybrook, CT.

The Goals of the Strategic Plan are as follows:

- Goal 1** – Consistent implementation of a well-developed, state-of-the-art and fully articulated series of standards and outcomes for learning.
- Goal 2** – Innovative and highly focused instructional design and practices that maximize student engagement while streamlining student work to that which is meaningful and essential.
- Goal 3** – Proactive and flexible plans that respond to changing demographics including:
- Declining enrollment
 - Increasing numbers of students who speak English as a second language
 - Increasing social and emotional needs of students
 - Increasing expense of education in a setting where the number of households with school-age children is declining

SECTION 1 – HIRING PROCEDURES

- **Equal Opportunity Employer** - The Old Saybrook School District is an Equal Opportunity Employer. It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status or gender identity or expression (Please refer to our Series 4000 Non-Discrimination Policy for the full policy and regulations).

Job openings may be posted internally and externally within our schools, Central Office, on our district webpage, Applitrack, CTReap, CEA and CIAC depending on the position posted.

All applicants are required to fully complete the appropriate Old Saybrook Board of Education application materials in order to be considered as a candidate. Falsifying information on any of the required materials will be grounds for removal of the applicant from consideration.

The school district hires people based on their qualifications for the position being filled. Unless provided otherwise by contract, the school district's promotional decisions are based upon an employee's performance and qualifications as they relate to the new responsibilities.

Only the Superintendent of Schools has the authority to offer a contract and set terms and conditions of employment.

Each employee will receive an Entrance and Exit interview by the appropriate supervisor.

Reasonable accommodation shall be available to disabled employees, where their disability affects the performance of job functions. Pre-employment inquiries shall be made only regarding an applicant's fitness for the job. Medical records shall be kept separate from other employee information and shall be treated confidentially in accordance with applicable state and federal law.

Standards/Conditions for Employment - In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check, and such background checks required by or permitted by law. In addition, any person applying for employment with the Board of Education will submit to a record check with the State of Connecticut Department of Emergency Service and Public Protection before the person can be hired. The records check is performed at the applicant's expense and any employment offered is contingent upon the satisfactory completion of the check. Old Saybrook Public Schools complies with privacy requirements for non-criminal justice applicants in accordance with Federal Bureau of Investigation requirements.

Background Checks - District employees shall within 30 days after they are hired submit to state and national criminal check. In most circumstances, employees will not be allowed to begin work until their fingerprints are submitted to the State Police and FBI.

All substitutes and any person who has direct contact with students shall submit to a criminal history check pursuant to C.G.S. 29-17a. Background checks will be conducted periodically in accordance with law.

Student teacher/interns placed in District schools as part of the completion of preparation requirements for the issuance of an educator certificate, shall also be required to undergo the same criminal background checks already required for school employees.

In addition, all candidates for positions will have their references checked even if they currently hold a position at Old Saybrook Public School or have in the past held a position.

Sexual Harassment – It is the policy of the board of education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on 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.

Discrimination

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Harassment

Sexual harassment is a form of sex discrimination. 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;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or 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 discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

The Title IX Coordinator for the Old Saybrook Board of Education is: Kathy Bai, whose office is located at 50 Sheffield Street, Old Saybrook, CT 06475, and whose telephone number is (860)395-3157, ext. 3015.

Recruitment and Selection – The Board of Education shall maintain an effective recruitment program to attract, secure, and hold the highest qualified personnel for all certified and support staff positions. The recruitment program shall seek candidates who will devote themselves to the education and welfare of the children attending Old Saybrook School District. It is the responsibility of the Superintendent of Schools to identify and recommend personnel needs of the School District and to recruit and appoint suitable candidates. The Superintendent is authorized by the Old Saybrook Board of Education to appoint and employ all certified and non-certified employees (with the exception of administrative personnel), consistent with state law.

Probationary Period – All non-certified employees must complete a probationary period as defined by the individual's bargaining unit contract. Current bargaining unit contracts are available for employee use and information on the District's website. (www.oldsaybrookschools.org)

Employment Records – Personnel files are maintained in Central Office. Employees are expected to inform the Human Resources Office as soon as possible after any changes in status that could affect employment or benefits, such as marital status, educational attainment, certifications, etc. Staff members may access their files and review them at Central Office. To access and review your file, please contact the Executive Assistant to the Superintendent.

SECTION 2 – HUMAN RESOURCES/PAYROLL INFORMATION

Payroll /Human Resources Accounts Payable Business Assistant Activities/Café. Bookkeeper Dir. of Facilities, Finance and Operations

This office is a resource available to all employees, providing information and forms to employees and by answering questions and solving problems relating to personnel procedures, policies and payroll issues. We enjoy meeting and speaking with employees and welcome the opportunity to serve you. If we are unable to answer a question, we will do some quick research or refer you to someone who will be able to help. So please, when in doubt, pick up the phone and let us help. We are located at 50 Sheffield Street, Old Saybrook, CT. Office hours are 7:00 a.m. – 4:30 p.m. Monday through Friday. We can be reached at 860-395-3160. *****Please contact HR/Payroll Office (860-395-3158) with questions regarding the following:***

- **Pay Date Schedule**** – Bases on a schedule developed to meet the hourly requirement by law, as well as salary schedule based on 26 pay per fiscal year. Pay dates are published at the beginning of the fiscal year (July 1st) on the district website – www.oldsaybrookschoools.org. If you are paid on an hourly basis, it is important to note that paychecks cannot be issued without a signed time sheet/time card, and must be submitted in a timely fashion.
- **Distribution of Paychecks**** – Employees are encouraged to receive paychecks through direct deposit. Employees may elect to receive their paychecks vouchers electronically. All new direct deposit requests take at least two payroll periods for processing.
- **Payroll Information Changes**** – It may become necessary from time-to-time to change personal information on file in the payroll office (i.e., new address, change in federal or state withholding, dependent additions/deletions to medical coverage, etc.).
- **Pay Deductions**** – The law requires that the Old Saybrook Board of Education make certain deductions from every employee’s compensation. Among these are applicable federal, state and local income taxes. The employer must also deduct Medicare and/or Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base.” All deductions require signed authorization.
- **Exempt and Non-Exempt Employees**** – Certain employees, by nature of the duties they perform, are exempt from certain wage and hour laws. As a general rule of thumb, hourly employees are non-exempt. Hourly employees unless otherwise expressly approved by his/her immediate administrative supervisor, shall not be permitted more than their regularly scheduled hours.
- **Complaint and Correction Procedure**** – Every precaution is taken to ensure that employees, both exempt and non-exempt are paid correctly, and that employees are paid promptly on the scheduled payday. Furthermore, it is our policy to comply with the salary basis requirements of state and federal salaries of employees. As a general matter you should always feel free to check with the payroll office if you have any questions concerning why deductions were made from your paycheck or how they were calculated.
- **Time Sheets**** – All hourly employees are required to submit time sheets according to the published pay date schedule. Time sheets are due in Central Office by 12:00 p.m. on Monday of pay week. Please

note: you may have an earlier deadline for submitting your time sheet to your supervisor. All time sheets require the employee's signature and that of the supervisor. Additional hours beyond a normal work week must be pre-approved (except in emergencies) and listed on the bottom of the time sheet in the space provided. All sick days, emergency leave, etc. should also be noted on the time sheet and require a signed and approved Payroll Record Card.

- **Absences**** – A “Leave Request” form is used for all work missed by any employee, even if a substitute is not required. This form should be completed by the employee and submitted to his/her supervisor. Each employee should verify that the time has been approved prior to taking scheduled time off. Custodians and district-wide (non-certified employees) must fill out a Payroll Record Card and submit it to their supervisor for approval and send it to the Payroll Office.
- **Personnel Reports**** – All certified staff leaves/absences should be included on the Leave Request Form. This form should then be submitted to the Building Administrator. In certain circumstances, leaves may require the approval of the Superintendent. All leaves/absences need to be recorded on the Personnel Report and signed by the Building Administrator.
- **Work Schedules** – Work schedules are developed based on many factors including school/office hours, budgetary restrictions, student/classroom needs, etc. Work-hours/days are determined by the Superintendent/designee and/or contract provisions.
- **Concerns, Issues, Conflict Resolution** – From time to time, issues arise within the course of employment that may need to be addressed in a systematic way. Bargaining unit agreements establish procedures for dealing with personnel issues, disciplinary actions/terminations. Please refer to Collective Bargaining Agreements/Contracts, if applicable.
- **Calendar** – The annual calendar for the upcoming academic year (July 1st to June 30th) is available in Central Office or by going to our district website. School/staff hours for each school are shown on the calendar.
- **Central Office Hours** – The Central Office's normal hours of operation are 7:00 a.m. – 4:30 p.m, Monday through Friday (except on holidays). Voicemail is available twenty-four hours a day by calling 860-395-3157.
- **Office/School Closings** – Closings are posted on the local radio and television stations. In addition, the district utilizes the School Messenger Calling system which notifies employees and parents via phone and email. It is important that employees notify the Payroll Office of any changes in contact information (home phone, cell phone, email, etc.) to ensure that each employee is contacted. Send any changes or additional information to the Payroll Office.
- **Official Notifications** – All official notices required by law and all job postings are located in a designated area of each school building (ex: Teacher's Workroom/Bulletin Boards). Additional posting areas may included, but not limited to: Central Office, ciacsports.com, cea.org, CTReap.net, Applitrack, local newspapers, and district website, www.oldsaybrookschoools.org
- **Jury Duty** – If an employee receives notification that he/she may be called for jury duty, he/she is required to contact the Payroll Office immediately for information on procedures. If you are employed full time, your employer must pay you your regular wages for the first five days of jury service. Full time employment is anything more than 30 hours per week. If you do not work full-time the state may pay

you up to \$50 per day for out of pocket expenses, for the first five days of jury duty. The state pays all jurors \$50 per day starting with the sixth day of jury service and each subsequent day of jury service. Evidence of time served at jury duty must be submitted within one week of the completion of service.

- **COBRA** – Under the Federal Consolidated Omnibus Budget Reconciliation Act of 1986, you may be allowed to temporarily continue your health care coverage under Old Saybrook School District’s employer provided group health care plan under qualifying events.
- **Health Insurance, Life Insurance, Long-Term Disability** – Plans provided are in accordance with collective bargaining agreements or individual employee contracts and are available in the Payroll Office and District Website.
- **Town Pension Plan** – Eligible employees are required to contribute to the Old Saybrook Town Pension Plan. Details and information can be obtained in the Payroll Office.
- **Personal, Vacation and Sick Days** – Please consult your collective bargaining agreement or individual employee contract for information regarding usage of these days.
- **Staff Hiring** - All procedures and policies for staff hiring can be found in the Personnel Processing Guide located in each school office and the Board of Education Office.
- **Work Related Injuries** – An employee who is injured while performing job-related duties may be entitled to Workers’ Compensation benefits. Certain steps must be taken to substantiate the potential claim:
 1. The employee must immediately notify his/her supervisor of the injury, the circumstances surrounding the injury, and the nature of the injury. Failure to do so may result in the delay or potential denial of Worker’s Compensation benefit by the Board of Education’s Workers’ Compensation carrier;
 2. The supervisor must immediately notify the Central Office and forward to the Central Office, the complete Employee Injury Report THE SAME DAY THE INJURY OCCURS;
 3. The Central Office must call in the claim to the Workers’ Compensation insurer THE SAME DAY THE INJURY OCCURS;
 4. The employee may receive a form 30C, Notice of Claim for Compensation from the State of Connecticut. If the employee elects to complete the 30C, IT MUST BE TURNED INTO THE CENTRAL OFFICE ONLY.

For a non-serious or non-life threatening injury, the employee shall be directed to his/her own physician or walk-in clinic for initial care or the district may direct the employee to receive care at a facility or physician which has been declared by the district as a designated Initial Care Provider

If the injury is serious or life threatening, the employee shall be transported by qualified medical personnel in a medically approved vehicle (e.g., ambulance, med-evacuation helicopter) to the nearest hospital or facility capable of treating the injury. The Workers’ Compensation insurer must be notified if medical transportation was required.
- **Employee Information Form** – Each year, district employees will be asked to complete an information sheet. This information is kept in Power School and accessed only by staff who have been given permission to view it. This information is used in case of an emergency to contact family, friends or Emergency Medical staff who arrives on scene or school area. Forms should be completed and returned to the school’s office or the Central Office as appropriate.

- **Retirement Savings Plan (403b) **** – A 403(b) Plan is a tax-deferred way to save for retirement. In most cases, employees can contribute funds to this program on a pre-tax basis. This means that most employees who are at least 21 years of age may authorize deductions to be taken directly from their paycheck prior to any federal or state withholding taxes. Details on the 403(b) Plans available to employees may be obtained from the Payroll Office in Central Office.
- **Health Insurance**** – Health Insurance is provided under collective bargaining agreements and individual contracts in accordance with these agreements and the requirements of the Affordable Health Care Act. For specific information regarding health plan coverage available to you please refer to your collective bargaining agreement or contract.
- **Short Term Disability**** – Short Term Disability Insurance is provided in accordance with collective bargaining agreements or individual contract benefits as specified. For more information regarding eligibility for this benefit please refer to your collective bargaining agreement or individual contract provision.
- **Flexible Spending Account**** – Flexible Spending Accounts are provided in accordance with collective bargaining agreements or individual contract benefits as specified. For more information regarding eligibility for this benefit please refer to your collective bargaining agreement or individual contract provision.
- **FMLA Leaves**** – Under the Family Medical Leave Act employees may be eligible for a family medical leave. This process begins when the employee submits a letter to the Superintendent requesting the leave. If eligibility is determined, the Superintendent will direct the Business Office to collect the proper paperwork needed to complete the authorization for the leave including the individual's portion and the medical professional's documentation. Please contact the Human Resources Office for help with determining eligibility and for forms and additional information.

SECTION 3 – EMPLOYEE RIGHTS AND DISTRICT EXPECTED BEHAVIOR

The Old Saybrook Board of Education is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Old Saybrook Board of Education does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with the Old Saybrook Board of Education within the past three years or if their previous I-9 is no longer retained or valid.

Employee Benefits – A variety of benefits are available to individuals who qualify according to the particular eligibility requirements that may apply to such benefits. A list of benefits and qualifying criteria are generally included in bargaining unit agreements or individual letters of employment.

Job Descriptions – Job descriptions have been developed for every position in the district giving a general outline of physical responsibilities, essential functions and job qualifications. If you do not have a copy of the job description for your position, contact the Central Office.

Employee Photographs and ID's – Every employee will be furnished a picture ID badge which must be worn at all times. Employees requiring replacement badges should contact Central Office.

Standards of Conduct

All employees are expected to conduct themselves in a professional manner in the performance of their duties and as a role model to students at school and outside of school. The Board of Education recognizes that school children are often influenced by the conduct displayed by teachers and other members of the school's staff. The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward and appropriate school atmosphere.

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

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

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

All employees and certified staff should refer to Series 4000 – Personnel Policies.

Certified staff should refer to, "Standards for Professional Ethics for Teachers and Administrators" found on the Connecticut State Department of Education website.

Staff Dress

All employees should dress in a way which communicates the importance of our mission at school. Employees should always appear neat and professional. Employees should always be aware that we are modeling appropriate dress for our students as detailed in the student dress code. All employees must wear their identification badges during their work day. Custodians should refer to their established dress code.

To ensure that the instructional staff of the Old Saybrook School District project a professional appearance and support an atmosphere where learning is the focus for our students, please adhere to the following guidelines:

- Short, tight, transparent, excessively soiled, immodest, cut-off or ripped clothing is prohibited. Items of clothing such as miniskirts and short-shorts, halters, spaghetti strap tops, strapless tops, blouses/shirts that expose the midriff, cleavage or undergarments, are not prohibited.
- Styles of clothing that are disruptive to the educational process, pose a threat to the safety and/or health of self or others, or violate any lawful statute, will not be permitted in school. This includes expressions and/or words that appear on articles of clothing. Apparel that includes provocative symbols, offensive language, or references to alcohol, sex, drugs, violence, and/or racial/ethnic prejudice, is unacceptable.

Workplace Bullying (Congenial and Healthy Workplace)

The District believes in promoting a healthy, positive workplace climate so that every individual is able to contribute fully to the educational community. Every person has the right to dignity at work. The rights and responsibilities apply to all employees, parents, and all who utilize or visit District facilities.

The Board requires all of its employees to treat all other employees, as well as students, with dignity and respect. Building principals and supervisory staff need to be sensitive to signs of stress among staff. During periods of high stress, staff may act in an unprofessional manner. Unprofessional behavior must be dealt with and not ignored. Further, rudeness will not be tolerated among the staff.

Consequences of Bullying in the Workplace – The Board of Education does not condone bullying in the workplace. Workplace bullying antithetical to maintaining a congenial and healthy workplace. The Board desires to provide a workplace that is free from violence, harassment, intimidation, and other disruptive behavior as outlined in the following Series 4000 Policies: Non-Discrimination, Section 504/ADA, and Sex Discrimination and Sexual Harassment in the Workplace.

Reporting of Workplace Bullying/Procedures - As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), genetic information, gender identity or expression, or veteran status he/she should make a written complaint (using the forms available on the District website) to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

The complaint should state the:

- A. Name of the complainant,

- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination;
and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

At times, incidents of workplace bullying can be handled effectively in an informal manner. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behavior is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from another colleague, a contact person, staff representative or an administrator. A complaint may decide, for whatever reason, to bypass the informal procedure and proceed to the filling of a written complaint to the Superintendent or his/her designee.

For an individual to allege a policy violation, to call it bullying according to this policy's standard, the targeted individual must be able to demonstrate that due to the alleged bullying activity that he/she has experienced negative consequences which are affecting his/her ability to perform his/her job. It is the intent of this policy that such issues are identified early by the targeted individual, a co-worker or colleague, and the issue is resolved at the earliest possible stage.

Related Considerations – Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, and reprimand or take disciplinary actions against employees. Any administrator, supervisor, or individual in a position of leadership to whom a complaint is reported (verbally or in writing) must take appropriate action according to internal procedures. Failure to comply may result in disciplinary action.

Freedom from retaliation is protected under all non-discrimination or harassment policies. Retaliation is a separate offense from the original claim of bullying. Protected individuals include complaints, or anyone who testifies, assists or participates in any manner in an investigation or proceeding, internal or external, pertaining to the allegation of bullying.

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

For further information, please refer to the following Series 4000 Policies: Non-Discrimination, Section 504/ADA, and Sex Discrimination and Sexual Harassment in the Workplace.

Alcohol, Drugs and Tobacco

According to Series 4000 Policy Alcohol, Tobacco, and Drug-free Workplace, it is the policy of the Old Saybrook Board of Education to maintain a drug-free and alcohol-free workplace. There shall be no smoking or other use of tobacco products on school property, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervisions of the Board or its authorized agent.

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems which may be caused by alcohol and/or drug abuse.

Use of Telephone

Telephones are provided to employees to conduct school/district business. Personal long distance calls may not be made on District telephones. The use of cell phones for personal calls and/or messaging during instructional time/contact with students is prohibited.

Secretaries will route phone messages to staff voicemail. Employees are responsible for checking their voicemails on a daily basis. In cases of emergency, personal messages may be taken for an employee.

Employee Use of the District's Computer Systems and Electronic Communications

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, and other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal cassette players, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices) (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting

forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Leaving the Building

Employees must sign out at the identified area if they are leaving the building at any time during the normal workday. Upon returning, employees must sign themselves back in at the receptionist/secretary station.

If an employee has a need to leave the building early (undeclared) due to illness or an emergency, he/she must get his/her supervisor's permission before leaving for the day if at all possible. If possible, he/she must report this with the School Office secretary or Executive Assistant to the Superintendent prior to their departure or as soon after as possible.

Certified Staff may leave during their lunch break if necessary after obtaining permission from the administrator and signing out. The principal may ask the teacher to wait if there is an urgent, emerging issue or there are a large number of staff members out of the building. Certified staff should sign back in when they return. Certified staff may leave school grounds during a planning period only in an unusual circumstance after seeking and getting permission from administrator or his/her designee. Leaving school grounds on a regular basis is not acceptable. Safety and security may be compromised.

Non-Certified Staff may leave during a lunch break after notifying the administrator and signing out. The administrator may ask the staff member to wait if there is an urgent or emerging issue. The staff member will sign back in upon return. Non-certified staff should be on school grounds at all other times except in an unusual circumstance after seeking and getting permission from the administrator or his/her designee. Leaving school grounds on a regular basis is not acceptable. Safety and security may be compromised.

Corrective Action

It is the Administration's intention to operate the Old Saybrook School District as efficiently and effectively as possible. Supervisors are expected to take action to correct situations or conduct that is inconsistent with that intent. The corrective action process generally follows the provisions of the various labor agreements and legal requirements between the Old Saybrook School District and its employees. Notwithstanding any steps take to correct an employee's behavior, the Old Saybrook School District retains the right to immediately discharge him/her from employment, consistent with the law and any applicable employment and labor contract rights. In addition, nothing herein shall be deemed to create a contract or imply any rights to an employee inconsistent with his/her at-will employment status.

SECTION 4 – BUSINESS OFFICE -

Director of Operations, Facilities and Finance Business Assistant 860-395-3158
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- **Purchasing Procedures** – The district utilizes the purchase order method for placing orders. It is imperative that a purchase order be submitted and approved BEFORE an order for goods or services is given. Emergency purchases which need to be made before a purchase order can be submitted require prior authorization from the Director of Operations, Facilities and Finance. Purchase orders are not official until signed by the Director of Facilities, Finance and Operations and Superintendent.
- **Activity Accounts** – The district maintains a separate bank account in a local bank for the purpose of conducting student activities. This account does not utilize the purchase order method; however, it has its own deposit and payment authorization forms. These forms are available in each school’s office. Only Payment Authorization forms that have been signed by the activity’s advisor and the school’s principal will be submitted to the Director of Operations, Facilities and Finance for payment. An activities handbook is available outlining procedures and process for all student activities. This is also available on line.
- **Crisis/Emergency Plan** – The Old Saybrook Board of Education has an emergency crisis plan which includes site teams. A complete description of the plan may be obtained from a building administrator or from the Central Office. This plan has been filed with the State of Connecticut in accordance with Public Act 13-3. The District does not publish the plan in its entirety in public places for safety reasons.

SECTION 5 – SEPARATIONS

Voluntary Resignations

Employees who wish to terminate their employment with the District are requested to notify the Superintendent in writing. All employees are asked to provide at least two weeks notice.

Note: Health insurance coverage for teachers resigning as of the end of the school year ends on June 30th of that year and does not carry into the new school year (July/August). If you will require coverage for July/August you will need to contact the Business Office.

Involuntary Termination –Layoff

Whenever it becomes necessary to reduce the number of employees in a job classification, employees in that classification are laid off in accordance with the respective collective bargaining agreement. Recall procedures vary according to the collective bargaining contract involved

Note: Health insurance coverage for staff ends on June 30th of that year and does not carry into the new school year (July/August). If an employee will require coverage for July/August he/she will need to contact the Business Office to inquire about access to coverage.

Involuntary Termination

Termination for cause may be based on a variety of reasons, including but not limited to poor performance or behavior problems. The procedure for involuntary termination for cause varies according to the law and any labor contract involved. Probationary employees may be terminated at any time during the probationary period, at the supervisor's discretion. Teacher termination and non-renewal procedures are described in CGS 10-151.

Retirements

Employees who are retiring should notify the Superintendent in writing at their earliest convenience, but at least thirty (30) days prior to the effective date of their retirement.

SECTION 6 – REQUIRED EMPLOYEE POLICIES AND NOTIFICATIONS

The following are a list of policies and notifications that are legally required for inclusion in all Old Saybrook Public Schools Employee Handbooks. A complete set of published policies, regulations, and notifications are available on the district website www.oldsaybrookschoools.org and upon request at each school office, and the Board of Education Office.

REQUIRED EMPLOYEE POLICIES AND NOTIFICATIONS

Alcohol, Tobacco and Drug-Free Workplace

Electronic Monitoring in the Workplace

Non-Discrimination

Pesticide Application Notification

Report of Suspected Abuse or Neglect of Children

Section 504/ADA Rights

Sex Discrimination and Sexual Harassment in the Workplace

State Department of Education Complaint Resolution Procedure

Title IX Grievance Procedure and Coordinator

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE PURPOSE

PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance, or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, and the use of tobacco products on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. The term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“School property” means any land and all temporary and permanent structures comprising the district’s school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

“School-sponsored activity” means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon, or other problem with alcohol or drugs is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Public Act 19-13

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

ADOPTED – December 10, 2019

NOTICE REGARDING ELECTRONIC MONITORING

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

“Electronic monitoring,” as defined by Connecticut General Statutes Section 31-48d, means the collection of information on the Board’s premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board’s premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board’s computer systems, including monitoring of electronic devices such as PDAs, Smartphones, and mobile or handheld devices that access the computer systems, for compliance with the Board’s policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district’s telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that: (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

Legal References:

Connecticut General Statutes: Conn. Gen. Stat. § 31-48b Conn. Gen. Stat. § 31-48d

8/10/16

NON-DISCRIMINATION

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), veteran status or gender identity or expression.

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 a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy Series 4000 Non-Discrimination and are available online at www.oldsaybrookschoools.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies (e.g., Series 4000 Sex Discrimination and Sexual Harassment in the Workplace; Series 4000 Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office U.S. Department of Education
8th Floor
5 Post Office Square

Boston, MA 02109- 3921
(617) 289-0111 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities 450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination, may contact:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of gender/sex may contact the Board’s Title IX Coordinator:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of disability may contact the Board’s Section 504/ADA Coordinator:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.

Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,

Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq. Connecticut General Statutes 1-1n, "Gender Identity or Expression" defined Connecticut General Statutes §_§ 10-153. Discrimination on basis of marital status

Connecticut General Statutes § 46a-58. Deprivation of Rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.

ADOPTED: December 10, 2019

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Old Saybrook Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, veteran status or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Series 4000 Sex Discrimination and Sexual Harassment in the Workplace; Series 4000 Section 504/ADA).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

The complaint should state the:

1. Name of the complainant,
2. Date of the complaint,
3. Date(s) of the alleged harassment/discrimination,
4. Name(s) of the harasser(s) or discriminator(s),
5. Location where such harassment/discrimination occurred,
6. Names of any witness(es) to the harassment/discrimination,
7. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
8. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub- paragraph 6);
8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies (e.g., Series 4000 Sex Discrimination and Sexual Harassment in the Workplace; Series 4000 Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office U.S. Department of Education
8th Floor
5 Post Office Square

Boston, MA 02109- 3921
(617) 289-0111 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities 450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about these regulations may contact:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator:

Kathy Bai/Director of Pupil and Professional Services, 50 Sheffield Street, (860)395-3157

Adopted: December 10, 2019

POLICY REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY

It is the policy of the Old Saybrook Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Old Saybrook public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Old Saybrook public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Old Saybrook public school during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Legal References: Connecticut General Statutes:

§10-231a §10-231b §10-231d

ADOPTED: November 8, 2016

ADMINISTRATIVE REGULATIONS REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY

A. Definitions:

1. **Pesticide:** means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.
2. **Lawn Care Pesticide:** means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas. "Lawn care pesticide" does not include (A) a microbial pesticide or biochemical pesticide that is registered with the United States Environmental Protection Agency, (B) a

horticultural soap or oil that is registered with the United States Environmental Protection Agency and does not contain any synthetic pesticide or synergist, or (C) a pesticide classified by the United States Environmental Protection Agency as an exempt material pursuant to 40 C.F.R. § 152.25, as amended from time to time.

3. **Integrated Pest Management:** means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

4. **Restricted Use Pesticide:** means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.

5. **Microbial Pesticide:** means a pesticide that consists of a microorganism as the active ingredient.

6. **Biochemical Pesticide:** means a naturally occurring substance that controls pests by nontoxic mechanisms.

B. Integrated Pest Management Plan:

1. The district's integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-661 of the Connecticut General Statutes.

2. At the beginning of each school year, the district shall provide the staff of each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. Such statement shall (1) indicate that the staff, parents or guardians may register for notice of pesticide applications at the school, and (2) describe the emergency notification procedures provided for in this section. Notice of any modification to the integrated pest management plan shall be sent to any person who registers for notice under this section.

C. Notice of Pesticide Application to Those Who Request Such Notice:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.

2. Each school shall maintain a registry of persons requesting such notice.

3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice, by any means practicable, of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.

4. The notice shall include the following information:

- a. The name of the active ingredient of the pesticide being applied;
- b. The target pest;
- c. The location of the application on school property;
- d. The date of the application; and
- e. The name of the school administrator, or designee, who may be contacted for further information.

D. Notice of Pesticide Application by Electronic Means:

1. Prior to providing for any application of pesticide within any building or on the grounds of any school, in addition to the notice requirements in Section C, above, the district shall provide for notice of such application not less than twenty-four (24) hours prior to such application by posting the notice required in Section C, above, either on or through: (a) The home page of the Internet web site for the school where such application will occur, or, if the school does not have a web site, on the home page of the district's Internet web site, and (b) the primary social media account of such school or the district. For purposes of these administrative regulations and Section 10-231d of the Connecticut General Statutes, "social media" means an electronic medium where users may create and view user-generated content, such as uploaded or downloaded videos or still photographs, blogs, video blogs, podcasts or instant messages.

2. The district shall indicate on its home page how parents may register for prior notice of pesticide applications, as described in Section C, above.

3. Not later than March 15 of each year, each school or the district shall send through its e-mail notification or alert system or service the notice required by Section C, above, for applications made since January 1 of that year and a listing of such notices for applications made during the March 15 through December 31 timeframe from the preceding calendar year.

4. The district shall additionally print such e-mail notification required by this section in the applicable parent handbook or manual, although the reprinting of such handbook or manual shall not be required to provide such notification.

5. Nothing in these administrative regulations shall require the development or use of an Internet web site, social media account or e-mail notification or alert system by a school or the district that is not already in use or existence prior to October 1, 2015.

E. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.

2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (a) it is necessary to make the application during such period, and (b) such emergency application does not involve a restricted use pesticide.

3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

4. In the event of such emergency application, the provision set forth below in Section G regarding authorized pesticide applicators shall not apply if the Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

F. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

G. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school within the district.

H. Prohibition on Use of Lawn Care Pesticides at District Schools with Students through Grade 8:

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions and the conditions set forth above.

Legal References: Connecticut General Statutes:

§ 10-231a § 10-231b § 10-231d § 22a-47 § 22a-54 § 22a-66a § 22a-66l

United States Code:

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136 et seq.

Code of Federal Regulations:

40 C.F.R. § 152.25

ADOPTED: November 8, 2016

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Old Saybrook Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but 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 or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation 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 well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Old Saybrook Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for

the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or

- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;
 - ii) aggravated sexual assault in the first degree;
 - iii) sexual assault in the second degree;
 - iv) sexual assault in the third degree;
 - v) sexual assault in the third degree with a firearm; or
 - vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

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

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee.
 - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
 - (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or his/her designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student 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.

- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or his/her designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or his/her designee).

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 and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made 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.
 - (2) 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 or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be

made in accordance with the procedures set forth for statutory mandated reporters.

- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any 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;
- 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;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 2, above.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
 - b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
 - c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
 - d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
 - e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.
8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee
- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the

Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of DCF 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 or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension

pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. 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.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and 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 or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or

neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy Series 4000 Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Connecticut General Statutes:

Section 10-151

Section 10-221s

Section 17a-101 et seq.

Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

Section 17a-103

Section 46b-120

Section 53a-65

ADOPTED – December 10, 2019

POLICY REGARDING EMPLOYEES AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Old Saybrook Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Old Saybrook Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

Kathy Bai, Director of Pupil and Professional Services, 50 Sheffield Street, Old Saybrook, CT 06475, (860)395-3157, ext. 3015.

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board's Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office U.S. Department of Education
8th Floor
5 Post Office Square

Boston, MA 02109- 3921 (617) 289-0111

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office,

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, Hartford, CT 06106 (TELEPHONE NUMBER 800-477-5737).

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact Kathy Bai, the Section 504/ADA Coordinator for the Old Saybrook Public Schools, at phone number (860)395-3157, ext. 3015.

Legal References:

29 U.S.C. §§ 705, 794
34 C.F.R. Part 104
42 U.S.C. § 12101 et seq. 28 C.F.R. Part 35

ADOPTED: November 22, 2016

ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEES AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Old Saybrook Board of Education Section 504/ADA Grievance/Complaint Procedures Regarding
Discrimination Against Employees

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating Measures: include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or Mental Impairment: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine or (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention

Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504/ADA Coordinator within thirty (30) school days of the alleged occurrence. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- B. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint **or the participation in an investigation of a complaint.**
- C. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures.
- D. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- E. The complaint should contain the following information:
 1. The name of the complainant;
 2. The date of the complaint;
 3. The date(s) of the alleged discrimination;
 4. The names of any witnesses or individuals relevant the complaint;
 5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
 6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

- F. Upon receipt of the complaint, the individual investigating the complaint shall:
 1. Provide a copy of the written complaint to the Superintendent of Schools;
 2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes have relevant information, and obtain any relevant documents the complainant may have;
 3. Provide the complainant with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;

4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
 5. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
 6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504/ADA;
 7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
 8. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination.
 9. In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.
- G. If the complainant may present the complaint and written outcome to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for the complainant to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of his/her decision within ten (10) school days following the receipt of the written request for review.

III. The Section 504/ADA Coordinator for this district is:

Kathy Bai, Director of Pupil and Professional Services, 50 Sheffield Street, Old Saybrook, CT 06475, (860)395-3157, ext. 1015.

IV. Complaints to Federal or State Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109- 0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 800-669-4000) or the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, Hartford, CT 06106 (TELEPHONE NUMBER 800-477-5737).

Adopted: April 6, 2017

Old Saybrook Board of Education
Sex Discrimination and Sexual Harassment Complaint Procedure

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide training for all employees on federal and state sexual harassment laws and remedies available to victims and will provide periodic supplemental training to employees. The district will publish its policy and grievance procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment. The district will also post a notice regarding sexual harassment in a conspicuous place readily available for viewing by employees. The district will email this notice to employees within three months of hire with the subject line "Sexual Harassment Policy" or words of similar import.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Capital Region Office of the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, suite 2, Hartford, CT 06103, (860)541-3400 and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 800-669-4000). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 300 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, punitive damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Old Saybrook Board of Education is: Kathy Bai, whose office is located at 50 Sheffield Street and whose telephone number is 860-395- 3157, ext. 3015.

Approved: February 11, 2020

CONNECTICUT STATE DEPARTMENT OF EDUCATION Complaint Resolution Procedure
Elementary and Secondary Education Act
34 Code of Federal Regulations (CFR) Part 299(10)(a)

I. Filing of Complaint

1. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

2. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

3. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of

aggrievement with the decision rendered by the agency or

consortium of agencies based on a prior written complaint.

2. A clear and concise description of the facts on which the statement is

based and the specific alleged violation or aggrivement.

3. A description of prior efforts to resolve the complaint, including

information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.

4. Complainant's and respondent's name, address and telephone number.

5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

1. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

2. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.

2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.

3. The allegations fail to state a bona fide aggrivement with the decision rendered by an agency or consortium of agencies based on prior written complaint.

4. The allegations were not caused by the actions or failure to act by the

SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

1. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

2. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure:

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

2. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

3. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report upon written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
 2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
 3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
 4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.
- ## 4. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.