

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

### **Nondiscrimination**

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, and the American With Disabilities Act, the Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

### **Equal Employment Opportunity**

Both federal and state law prohibit discriminatory practices in hiring and employment. The Board of Education prohibits discriminatory acts in all district matters dealing with employees and applicants for positions and requires equal employment opportunities for all employees and applicants. As an equal opportunity employer, the Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, past or present history of mental disorder, mental retardation, learning disability regarding any individual who can perform the essential functions of the job, with or without reasonable accommodations, physical disability (including blindness), or other disability except in the case of a bona fide occupational qualification or need.

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

1. Hiring and promotion
2. Compensation
3. Job assignments
4. Leaves of absence
5. Fringe benefits
6. Labor organization
7. Contracts or professional agreements

If an employee believes that he or she has been discriminated against in regard to either of the preceding policies, a grievance may be filed charging that the employee's personal rights have been denied or violated.

The Superintendent shall designate a Civil Rights Coordinator.

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

### **Nondiscrimination** (continued)

Employees wishing to discuss these regulations or rights under this policy, or who wish to discuss or file a grievance, should contact the district's Civil Rights Coordinator or any administrator.

Forms are available in the main office or from the Civil Rights Coordinator. Contact with the Civil Rights Coordinator should take place within forty (40) calendar days of the alleged occurrence.

Legal Reference: Connecticut General Statutes

Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

*Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)*

46a 60 Discriminatory employment practices prohibited.

Constitution of the State of Connecticut, Article I, Section 20.

46a-81a Sexual orientation discrimination definition

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

## **Personnel -- Certified**

### **Nondiscrimination**

#### **Discrimination Grievance Procedure**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officer or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

- Level I: The complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Officers or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian, or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.
- Level II: The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either of the Civil Rights Officers. Within five (5) working days a conference must be held. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.
- Level III: Within ten (10) working days after receipt of such complaint the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution, or refer the matter to the Board of Education for consideration.
- Level IV: The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

## **Personnel -- Certified**

### **Nondiscrimination** (continued)

Legal Reference: Connecticut General Statutes

Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

*Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)*

46a-60 Discriminatory employment practices prohibited.

46a-81a Sexual orientation discrimination definition

Constitution of the State of Connecticut, Article I, Section 20.

**ANDOVER ELEMENTARY SCHOOL**

**Discrimination Grievance Form**

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with either of the Civil Rights Coordinators of the Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination.

Civil Rights Coordinators: \_\_\_\_\_

Name of Presenter/Complainant: \_\_\_\_\_

Circle One: Employee \_\_\_\_\_ Employment Applicant \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Home address \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Claim \_\_\_\_\_ Date of Incident \_\_\_\_\_

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).

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

2. Please attach any additional information/documentation as necessary.

Signature of Presenter: \_\_\_\_\_

Signature of Civil Rights Coordinator: \_\_\_\_\_

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

*Forms are available from Civil Rights Coordinator's, Administrators' and Main Office.*

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

### **Harassment**

The Board strives to provide a safe, positive working climate for its employees. Therefore, harassment in any form will not be tolerated in this district. This policy applies to all students, staff members, Board members, parents, vendors, contracted individuals, volunteers, other employees and other visitors who are on district grounds or property or on property within the jurisdiction of the district; on buses operated by or for the district; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order efficient management, and welfare of the district.

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

For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when such conduct/harassment:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abuse education environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities.

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

1. Verbal, physical, or written intimidation or abuse;
2. Repeated remarks of a demeaning or condescending nature;
3. Repeated demeaning jokes, stories, or activities directed at the individual.

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

### **Harassment (continued)**

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's continued employment; and
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; and
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employees' ability to work or creates an intimidating, hostile or offensive working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment and that the problem/concern shall be appropriately addressed.

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board directs the Superintendent to appoint the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure annually to students, parents, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the district's Compliance Officer.

The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained consistent with the district's legal and investigative obligations.

## Personnel -- Certified/Non-Certified

### Harassment (continued)

The building Principal or his/her designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building Principal is the subject of the complaint.

Legal Reference: Connecticut General Statutes  
Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.  
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.  
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
34 CFR Section 106.8(b), OCR Guidelines for Title IX.  
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49,  
29CFR Sec. 1606.8 (a0 62 Fed. Reg. 12033 (March 13, 1997) and 66 Fed.  
Reg. 5512(1/19/01)  
*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)  
*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June  
26,1998)  
*Burlington Industries, Inc. v. Ellerth*, No. 97-569, (U.S. Supreme Court,  
June 26, 1998)  
*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme  
Court, June 26,1998)  
*Davis v. Monroe County Board of Education*, No. 97-843, (U.S. Supreme  
Court, May 24, 1999.)  
46a-60 Discriminatory employment practices prohibited.  
10-15c Discrimination in public schools prohibited. School attendance  
by five-year olds. (Amended by P.A. 97-247 to include sexual orientation)  
10-153 Discrimination on account of marital status.  
17a-101 Protection of children from abuse.

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut



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

### **Conflict of Interest**

The Board of Education wished to avoid any conflict of interest on the part of its employees regarding their personal interests and the interests of the school district in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the school district. For this reason, the Board of Education prohibits employees from directly or indirectly soliciting any gift.

Legal Reference:       Connecticut General Statutes

7-479 Conflicts of interest

Policy adopted:       November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

## Personnel -- Certified/Non-Certified

### Disabilities

The Board of Education prohibits discrimination against a qualified individual with a disability with regard to job application procedures, hiring, advancement, employee compensation, or job training. The Board will afford qualified disabled individuals reasonable accommodations. The Supreme Court of the United States has recognized that individuals with a communicable disease may be considered disabled.

Disabled employees who can no longer perform essential job functions are encouraged to advise their supervisors or administrators of the nature of their disability and which functions cannot be performed. The Board will consider any reasonable suggestions of accommodation that would enable performance of those functions so long as the accommodation will not impose an undue hardship on the operation of the school system.

Legal Reference: Connecticut General Statutes

10-209 Records not to be public.

19-581 AIDS testing and medical information.

46a-60 Discriminatory employment practices prohibited.

Federal Law

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

*Chalk v. The United States District Court of Central California.*

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

## **Personnel – Certified**

### **Academic Freedom**

The teacher must be free to think, to express ideas, to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within the teacher's professional group. Such freedom must be used judiciously and prudently so that it promotes the free exercise of intelligence and student learning.

Academic freedom, not an absolute, must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. an understanding of our democratic tradition and its methods;
2. a concern for the welfare, growth, maturity, and development of children;
3. the method of scholarship; and
4. application of good taste and judgment in selecting and employing materials and methods of instruction.

### **Controversial Issues and Academic Freedom**

The District will offer courses of study which will afford learning experiences appropriate to levels of student understanding. The instructional program respects the rights of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize various points of view, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and to the free exchange of ideas and information.

In a study of controversial issues or materials, however, the Board directs teaching staff to take into account the following criteria:

- Relative maturity of students;
- District philosophy of education;
- Community standards, morals and values;
- Necessity for a balanced presentation; and
- Necessity to seek administrative counsel and guidance in such matters.

## Personnel – Certified

### Academic Freedom (continued)

(cf. 1220 – Citizens’ Advisory Committees)

(cf. 1312 – Public Complaints)

(cf. 5145.2 – Freedom of Speech/Expression)

(cf. 6144 – Controversial Issues)

(cf. 6161 – Equipment, Books, Materials: Provision/Selection)

Legal Reference: Connecticut General Statutes

53a-193 through 53a-200

*Keyishian v. Board of Regents*, 395 U.S. 589, 603 (1967)

*Perry v. Sindermann*, 408 U.S. 593 (1972)

*Pickering v. Board of Education*, 391 U.S. 563 (1968)

*Sterzing v. Fort Bend Independent School District*, 376F. Supp. 657 (S.D. Tex 1972)

*Grayned v. City of Rockford*, 408 U.S. 104 (1972)

*Miller v. California*, 413 U.S. 15 (1973)

Amendment to U.S. Constitution, Article I

Connecticut Constitution, ARTICLE FIRST, Declaration of Rights, Sections 4, 5

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/8/81)

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

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

### **Retaliation and Whistle Blowing**

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

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

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

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

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

### **Retaliation and Whistle Blowing (continued)**

The District will exercise reasonable efforts to:

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

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

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

Legal Reference: Connecticut General Statutes

31-51m Protection of employee who discloses employer's illegal activities or unethical practices. Civil action.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-3(a)

Age Discrimination in Employment Act, 29 U.S.C. §623 (d)

Americans with Disabilities Act, 42 U.S.C. §12203(a) and (b)

Fair Labor Standards Act, 29 U.S.C. §215(a)(3)

Occupational Safety and Health Act, 29 U.S.C. §6660(c)

Family and Medical Leave Act, 29 U.S.C. §2615

National Labor Relations Act, 29 U.S.C. §158(a)

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

## **Personnel -- Certified**

### **Code of Ethics**

Certified staff should be mature, well-balanced, and should observe professional ethics and cooperate with and support the administration. It is expected that certified staff members demonstrate knowledge of the Connecticut Code of Professional Responsibility for Teachers. Certified staff are also bound to the Code of Ethics in their respective areas of discipline. The Board of Education accepts as a guide for certified staff the Connecticut Education Association Code of Ethics.

Reference:     Connecticut Education Association Code of Ethics  
                  Connecticut Code of Professional Responsibility for Teachers  
                  Regulation of Connecticut State Agencies  
                  Section 10-145d-4001

## **Connecticut Code of Professional Responsibility for Teachers**

### **Preamble**

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

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

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

### **Responsibility to the Student:**

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



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

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

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

**Responsibility to the Profession:**

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

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

**Responsibility to the Community**

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

## **Code of Ethics of the Education Profession**

### **Preamble**

*The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.*

*The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.*

*The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.*

### **PRINCIPLE I**

#### **Commitment to the Student**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## **PRINCIPLE II**

### **Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

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

### **Conduct and Dress**

The Board of Education believes that all school personnel are role models for the students with whom they came in contact with during and after school hours. All personnel are encouraged to present a professional impression in their dress and appearance and to project an acceptable role-model image for their students which is not offensive to community standards nor disruptive of educational process.

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

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

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

#### **Alcohol and Drugs**

The Board of Education recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawfully manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Each employee shall notify his or her supervisor of his or her conviction occurring in the workplace as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

#### **Tobacco**

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 supervision of the Board or its authorized agent.

A copy of this policy and the consequences of violating the policy shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed by the administration.

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

**Alcohol, Drugs, and Tobacco (continued)**

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

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

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

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

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

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

### **Weapons and Dangerous Instruments**

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules.

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut



## **Personnel – Certified**

### **Students**

#### **Psychotropic Drug Use**

Procedures shall be established by the Superintendent of Schools or his/her designee (or Director of Special Education) delineating the manner in which school personnel and school health and mental health personnel shall communicate with each other regarding children who may need to be recommended for a medical evaluation. Such procedures shall also include how school health and mental health personnel should communicate the need for a medical evaluation to the child's parents/guardians. Such procedures shall be consistent with all mandatory and existing procedures and due process safeguards governing assessment and diagnosis.

Further, upon the consent of the student's parents or guardian, obtained, in writing, through the Planning and Placement Team process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team (PPT) may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child's eligibility for special education and related services, or educational needs for an individualized education program (IEP).

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Legal Reference:      Connecticut General Statutes  
                                 10-212b Policies prohibiting the recommendation of psychotropic drugs  
                                 by school personnel. (as amended by PA 03-211)  
                                 46b-120. Definitions  
                                 10-76a Definitions. (as amended by PA 00-48)  
                                 10-76b State supervision of special education programs and services.  
                                 10-76d Duties and powers of boards of education to provide special  
                                 education programs and services. (as amended by PA 97-114 and PA 00-48)  
                                 10-76h Special education hearing and review procedure. Mediation of  
                                 disputes. (as amended by PA 00-48)  
                                 State Board of Education Regulations.  
                                 34 C.F.R. 3000 Assistance to States for Education for Handicapped  
                                 Children.  
                                 American with Disabilities Act, 42 U.S.C. §12101 et seq.  
                                 Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.  
                                 Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:      November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

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

### **Staff/Student Non-Fraternization**

The relationship between the teacher and the student should be one of cooperation, understanding and mutual respect. The teacher has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members are expected to regard each student as an individual and to accord each the rights and respect due to any individual. Neither insults, disparaging names, nor sarcasm shall be used as a way of forcing compliance with a staff member's requirements or expectations.

The Board believes that students and staff members should interact with each other in a warm, open, and positive fashion. However, there must be maintained a certain distance in order to preserve the businesslike atmosphere that is necessary to achieve the educational mission of the school. In recognition of the fact that sexual harassment, whether verbal or physical, may create a psychological harmful atmosphere, inhibit performance, undermine the integrity of the staff-student relationship and constitute a form of illegal sex discrimination, the Board prohibits all forms of sexual remarks or conduct between staff and students of the District.

(cf. 4118.23/4218.23 – Conduct)  
(cf. 5141.4 – Child Abuse/Neglect)

Legal Reference:        Connecticut General Statutes

10-53a-71 Sexual assault in the second degree: Class C or B felony.

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

Policy adopted:        November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

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

### **Acceptable Computer Network Use**

The Andover School District Board of Education provides computers, networks, and Internet access to support the educational mission of the Andover School District and to enhance the curriculum and learning opportunities for students, school staff, and school volunteers.

Employees are to utilize the Andover School District computers, networks, and Internet services for school-related purposes and performance of job duties. Absolutely no person may use our computer system to conduct any illegal actions or to make any contact of any nature with any web site that is not appropriate within the school setting including any and all pornographic sites and all other applicable policies, procedures, and rules.

Any employee who violates this policy and/or any rules governing use of the Andover School District computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All District computers remain under the control, custody, and supervision of the Andover School District. The Andover School District reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Andover School District can not be held liable or responsible for any messages that are sent to or from our system if they are lost or deleted.

Each employee authorized to access the Andover School District computers, networks, and Internet services is required to sign an acknowledgement form stating that they have read this policy and the accompanying regulations. This acknowledgement form will be retained in the employee's personnel file.

Andover School District reserves the right to collect information on all computer usage in the building and to use that information in any appropriate manner that will enforce this policy or the accompanying regulations.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying regulations and for advising the Andover School District Board of Education of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Andover School District Board of Education's policy/regulations. The Superintendent may delegate specific responsibilities to building principals and others he/she deems appropriate.

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

### **Acceptable Computer Network Use (continued)**

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

53A-182B Harassment in the First Degree

P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers

Policy adopted: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

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

### **Acceptable Computer Network Use**

#### **Guidelines to Prevent Loss of Computer Privileges or Disciplinary Action**

1. Do not use the computer to harm other people or their work.
2. Do not damage or vandalize the computer or the network in any way.
3. No hacking. Do not interfere with the operation of the network.
4. Do not violate copyright laws. Respect the intellectual properties of others.
5. Do not view, send, print, or display offensive or threatening messages, web sites, or pictures.
6. Do not trespass in another's folders, work or files.
7. Do notify the building administrator immediately if you encounter materials that violate the rules of acceptable use.
8. Be prepared to be held accountable for your actions and the loss of privileges and/or disciplinary action if the rules of acceptable use are violated.
9. Do not use your school email account for non-school-related personal communications. Employees should maintain separate, personal accounts for these communications.
10. Don't open attachments that might contain viruses or other potential malicious agents.
11. Do not engage in any illegal activities.

#### **Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette (Netiquette).

1. Be polite: Never send or encourage others to send abusive messages.
2. Use appropriate language. Do not use profanity, vulgarities, or any other inappropriate language.
3. Privacy. Do not reveal any personal information, home addresses, personal telephone numbers, or credit card numbers of yours or your colleagues.
4. Password. Do not reveal your password to anyone. Never use another person's password regardless of having their permission to do so.
5. Electronic mail. Email is not guaranteed to be private. Others may read anything you send. Messages related to or in support of illegal activities must be reported to the authorities.
6. Disruptions. Do not use the network in any way that would disrupt use of the network by others such as viruses, vandalism, tampering, etc.,
7. Ownership. All communications and information accessible via the network should be assumed to be private property. Copyright laws must be observed.

Legal Reference: Connecticut General Statutes  
Boards of Education to prescribe rules.

Regulation issued: November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

**EMPLOYEE COMPUTER AND INTERNET USE  
ACKNOWLEDGMENT FORM**

No employee shall be allowed to use school computers or the internet until he/she has signed and returned this acknowledgment.

I have read Policy 4118.5, Acceptable Computer Network Use and its administrative regulations and understand their terms and conditions.

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Employee Signature

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Date