EMPLOYEE HANDBOOK

2019-2020

Cooperative Educational Services
40 Lindeman Drive, Trumbull, CT 06611
www.ces.k12.ct.us

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Introduction

Cooperative Educational Services' Policy and Procedures Manual is an electronic document that describes your rights and responsibilities as an employee of this agency. The manual is located at www.ces.k12.ct.us, and contains all of C.E.S.' policies and procedures, including: Employment, Wage and Salary Benefits, Leaves of Absence, and Staff regulations. It is the responsibility of each member of the organization to adhere to all C.E.S. policies.

This handbook contains a synopsis of selected personnel policies and procedures from the aforementioned manual. It is designed to be an informational guide for all C.E.S. personnel and, hopefully, will provide our employees with basic employment information that responds to the most common employment related questions. For the complete compendium of C.E.S. policies and procedures, please refer to the C.E.S. Policies and Procedures Manual located on our website (www.ces.k12.ct.us/).

"It is the policy of C.E.S. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any service or program on account of race, color, religious creed, age, marital or civil union status, national origin, sex, sexual orientation, gender identity or expression, ancestry, residence, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness, or pregnancy and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding C.E.S. nondiscrimination policies should be directed to Christopher La Belle, Associate Executive Director, C.E.S., 40 Lindeman Dr., Trumbull, CT 06611, (203) 365-8831."

Overview of Cooperative Educational Services (C.E.S.)

C.E.S. is one of six Regional Educational Service Centers (**RESC**s) in Connecticut. RESCs are public education agencies created under state statute for the purpose of "cooperative action to furnish programs and services" to school districts, communities, and the public. C.E.S. and its five sister agencies throughout the state (ACES, CREC, EASTCONN, EdAdvance, and Learn) were created over 30 years ago. Every school district in Connecticut belongs to and benefits from services provided by a RESC. Membership gives districts access to cost-saving, collaborative programs, initiatives, and data analysis.

As one of these six RESCs, C.E.S. is here to do what our districts need us to do: we support both the instructional and the operational sides of the school districts, as well as design, deliver, and assess other community-based education, training, or human service programs, which add to the economic well-being or the quality of life in the region.

C.E.S. is governed by board of education representatives, who comprise the C.E.S. Representative Council, from each of the communities it serves: Bridgeport, Darien, Easton/Region 9, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Ridgefield, Shelton, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.

At Cooperative Educational Services we believe in the process of continuous improvement. Each year we adjust our programming to meet the needs of our member districts. As a result, gathering data to evaluate our success and determine our focus and priorities is a continuous process at C.E.S. We hold council meetings for various education professionals such as special education directors, curriculum specialists, assistant superintendents, school principals, subject area specialists, human resources personnel, and technology coordinators. During these council meetings we solicit feedback from our members to help us determine future initiatives. The executive director also meets monthly with the C.E.S. Representative Council, and with the superintendents of member districts. All of the divisions at C.E.S. hold meetings with their constituents so that our services are customized to meet the unique needs of each district.

The Leadership Institute at C.E.S. which is a separate entity comprised of leaders from our participating member districts, meets quarterly to address the continuum of leadership needs from teacher leadership to administrative leadership. Through dialogue with the Leadership Institute Board, we are able to establish programs and support that reflect the needs of our member districts.

The strategic planning process involves constituents from our member districts and the communities we serve. Objectives are rewritten and an action plan for each goal is developed. C.E.S. also encourages strong parental involvement. Each year, our Special Education division solicits feedback from parents, and our Six to Six Interdistrict Magnet School meets regularly with the School Planning and Management Team (SPMT), made up of both parents and staff. The Regional Center for the Arts (RCA) has an active parent advisory group supporting fundraising efforts and all of RCA's student productions. We are also in continuous contact with representatives from the State Department of Education in order to assist our districts with state mandates such as school improvement plans, policy development, and teach and administrator evaluation models.

As a service center, we must always be prepared to assist our districts according to their individual needs. We compile an annual profile of our member districts that includes their goals, school data reports, comprehensive school improvement plans, and additional relevant information to further customize our services. Often state or federal mandates or economic conditions determine needs. We strive to provide lower cost options to satisfy the needs of our member districts. The Leadership Team at C.E.S. is comprised of the Executive Director, the Associate Executive Director, Director of Special Education, the Director of Finance and Operations, the Director of our Professional Development Services division, the Directors of our magnet schools, and the Director of our School Readiness program. Our team meets collectively and individually with key constituents to obtain recommendations in planning future programs and services.

C.E.S. Mission Statement

To identify and provide quality educational opportunities for educators, students, families, and communities.

C.E.S. Vision Statement

With a strong commitment from a diverse and highly qualified staff, C.E.S. is the primary educational resource for the communities we serve. We are a model of leadership promoting a community of lifelong learning. We assure student success through regional collaboration, leadership, resources, and support.

Guiding Beliefs

We Believe:

- Every student has a right to high quality education.
- Student-centered instruction recognizes the individual abilities of each learner.
- The unique cultural and developmental differences of our students must be recognized and valued.
- Partnerships among families, schools, communities, and state agencies are essential for the achievement of common goals and conservation of financial resources.
- Leadership, communication, innovation, and creative thinking promote positive change and growth.
- Every educator has the responsibility to be a lifelong learner.
- The commitment of our dedicated staff must be valued.
- Our effectiveness as an organization contributes to our clients' success.
- It is important to reflect upon and continually evaluate the services we provide.
- It is important to nurture the growth of progressive learning communities.
- Every staff member represents the mission, core beliefs, and vision of C.E.S.

Overview of C.E.S. Programs 2019-2020

Executive Director: *40 Lindeman Drive, Trumbull* *(203) 365-8803*	Advocacy at state level Building Partnerships C.E.S. Foundation, Inc. Development of Educational Specifications Executive Mentoring Executive Search Services Legislative Monitoring and Advocacy Magnet School Development and Support New Program/Service Development School Enrollment Studies School Readiness Support for Superintendents Technology Leadership
Associate Executive Director: *40 Lindeman Drive, Trumbull* *(203) 365-8831*	Certification/Licenses Common Core State Standards Implementation Employment Opportunities Fingerprinting 504 Coordination McKinney-Vento Homeless Act Orientations Paraprofessionals Personnel files and records Policy Development Safe School Climate Coordination Special Projects – New Business Opportunities Staff Evaluations Teacher Education and Mentoring Program (TEAM) Title I & Title IX Coordination Workers' Compensation

Administrative Services: *40 Lindeman Drive, Trumbull* *(203) 365-8827*	Accounts Payable/Receivable Annual Notice of Assignment Benefits Budget Management Facilities Management Financial Reporting Insurance Administration Network Administration/Technology Support Payroll Purchasing Transportation

Professional Development Services: *40 Lindeman Drive, Trumbull* *(203) 365-8847*	TEAM Program Early and Adolescent Literacy Early Childhood Initiatives Interdistrict Programs/Grants Leadership Development Leadership Institute Minority Teacher Recruitment/Retention Professional Development Training and Support School Improvement Technology Training and Support

Magnet Schools and Programs:

Regional Center for the Arts (RCA)
23 Oakview Drive, Trumbull
(203) 365-8857

Six to Six Interdistrict Magnet School
601 Pearl Harbor Street, Bridgeport
(203) 365-8200

Thurgood Marshall Middle School
at Six to Six Interdistrict Magnet School
601 Pearl Harbor Street, Bridgeport
(203) 365-8250

Special Education: *25 Oakview Drive, Trumbull* *Main (203) 365-8840*	Developmental Learning Center (DLC): *(203) 365-8868* Preschool/Primary Learning Center (PLC): *(203) 365-8865* Therapeutic Day Program (TDP): (*203) 365-8902* Transition Learning Center (TLC): *(203) 365-8837* RISE Transition Program: *(203) 365-8998* Related Special Education Services, including audiological, behavioral psychological, diagnostic/consultation, educational therapy, and assistive technology services.
Special Education: *40 Lindeman Drive, Trumbull* *Main (203) 365-8985*	Therapeutic Day Program (TDP High School)
Eastern Fairfield County Diagnostic Center *7 Cambridge Drive, Trumbull*	K-3 Diagnostic Program
School Readiness: *40 Lindeman Drive, Trumbull* *Main (203) 365-8997*	Three & Four-year old Program

Telecommunications Device for the Deaf/*TDD LINE* (203) 365-8813
(located in the 25Oakview Reception Area)

All C.E.S. Employees

Attendance:
Each employee is expected to appear on time and ready for work on each scheduled work day and to remain at work for the full day. Employees must report all absences, no later than the start of the work day, to their immediate supervisor.

Cancellations/Delayed Openings:

Blackboard Connect – Blackboard Connect is an electronic notification system that informs staff of emergencies, school and office closings via voicemail, and/or text message, and/or email. For all school programs, announcements of cancellations or delayed opening will be made using the Blackboard Connect system. As a backup, announcements are also posted on radio stations WICC (60 AM), WEBE (108 FM) and TV stations WFSB (3), WTNH (8) and WVIT (30).

Technology Usage & Electronic Communications:
Please refer to the C.E.S. Acceptable Use Policy and the Email and Electronic Communication Policy. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.

Certified Staff:

TEAM Program:
C.E.S. endorses the implementation of the Teacher Education and Mentoring Program (TEAM) as a critical component of Connecticut's educational reform effort. All newly hired beginning teachers must participate in the TEAM program. See your Program Supervisor to initiate the process. Christopher La Belle, Associate Executive Director, is the C.E.S. TEAM District Facilitator. Further information may be found at **ctteam.org** or by contacting him directly at (203) 365-8828.

***Certification*:**

For consultation on topics such as certification, please contact the Office of the Associate Executive Director. For questions concerning certification status, you may contact the State Bureau of Certification and Accreditation Bureau of Educator Preparation, Certification, Support and Assessment at:

Bureau of Educator Standards and Certification
Connecticut State Department of Education
P. O. Box 150471
Hartford, Connecticut 06115-0471
Phone: **860-713-6969**
Email: **teacher.cert@ct.gov**

For express mail services:
Bureau of Educator Standards and Certification
Connecticut State Department of Education
450 Columbus Boulevard, Suite 503
Hartford, CT 06103-1841

Note: Requiring a signature for mail delivery may cause delays.

PHONE: **860-713-6969** between the hours of 12 p.m. and 4 p.m. on Monday, Tuesday, Thursday and Friday
FAX: 860-713-7017
EMAIL: **teacher.cert@ct.gov**

ELECTRONIC TRANSCRIPTS: **teacher.etranscript@ct.gov**
Note: Electronic transcripts are not accepted from applicants. They must be delivered directly from the institution or via authorized companies such as Parchment or eSCRIP-SAFE.

OFFICE HOURS: 8:00 a.m. - 5:00 p.m. Monday – Friday

Website: **www.state.ct.us/sde** to access online certification application process.

We recommend that you use the following online portal to apply, renew or update your Certification: **http://sdeportal.ct.gov/cecscreateuser/default.aspx**.

Union Status:
Certified Teaching Staff serve under a collective bargaining agreement between C.E.S. and the Cooperative Educational Services' Education Association (CESEA). The current agreement extends from July 1, 2019 to June 30, 2022. Members of the Association pay union dues through payroll deduction. A copy of the agreement is available from your union representative.

***Confidentiality*:**
C.E.S. requires that employees who have access to confidential information be aware at all times of the need to protect confidential data. Employees should never discuss such confidential information with other employees or any other person unless there is a specific professional purpose related to the program of a C.E.S. student or client. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.

***Conference Leave and Travel Expense*:**
Attendance by employees at any conference or training session on C.E.S. time requires prior approval from the employee's immediate supervisor, Director of Finance and Operations, and the Executive Director.

Employees who have received prior approval from their immediate supervisor, Director of Finance and Operations, and Executive Director are eligible to be reimbursed for expenses related to attendance at conferences and approved travel on C.E.S. business. **Requests for travel and/or conference reimbursement must be submitted on the approved C.E.S. voucher and authorized by the immediate supervisor and Director of Finance and Operations.** Employees will be reimbursed for mileage at the rate determined by the Executive Director. The current approved travel rate is 58¢ per mile. Tolls and parking fees are reimbursable only with receipts. Travel for less than one (1) mile is not a reimbursable expense. Vouchers must be submitted at the end of each month to the program supervisor. Vouchers of less than $25.00 must be reimbursed through petty cash. Those exceeding this amount will be submitted to Administrative Services by the program supervisor by the 10th of the month following the

month for which reimbursement is requested. **Reimbursement requests for travel other than the immediate preceding month will not be accepted. C.E.S will not reimburse or pay any motor vehicle fines incurred with either C.ES. owned or rented vehicles.**

Emergency Procedures:

Blackboard Connect – Blackboard Connect is a notification system that informs staff of emergencies and school closings via voicemail and/or, text message, and/or email.

Each classroom, office and meeting area of each C.E.S. facility should have a copy of the **C.E.S. Emergency/Disaster Guidelines**, which is to be used to guide staff through a variety of crises situations. It is the responsibility of each C.E.S. employee to be familiar with the safety procedures outlined in this guide. Please contact your immediate supervisor for a copy of the C.E.S. Emergency/Disaster Guidelines.

Evaluations:
Certified staff is evaluated using the C.E.S. Administrator and Teacher Evaluation Plans. Non-Certified staff is evaluated using the C.E.S. Performance Evaluation Rubrics for their respective positions. All non-certified staff is expected to identify a special project or area of focus for professional growth annually. Newly hired Non-Certified personnel serve a probationary period of four months. These employees are evaluated using a Probationary Evaluation form prior to the end of the third month of their employment. For those non-certified personnel hired post February 1, the probationary evaluation serves as the final summative evaluation for that year.

A written review of individual job performance (both for Certified and Non-Certified staff) is conducted annually by program supervisors and signed by both parties. The evaluation is then reviewed by the Division Director and Associate Executive Director and placed in the employee's personnel file.

ID Badges:
For security purposes, staff members receive an ID badge which opens the exterior doors at various locations. This badge is assigned to each employee who is responsible for the badge. Your badge should be visibly worn at all times during the work day and should not be loaned to anyone. Please make sure you have the badge with you during outdoor activities so that you can re-enter the building. You are required to turn in your ID badge at the end of the school year or upon termination of employment with C.E.S.

Should you lose this ID badge, report the loss immediately to your Program Supervisor who in turn will notify the Administrative Services office. Each badge has its own code built into it and consequently codes for lost badges will be removed from the system for security reasons. There will be a charge of $20 to have a new badge issued.

Job Descriptions:
Every new staff member will receive a written job description indicating his/her work responsibilities. Many staff will share the same job titles with other staff members. Specific responsibilities may vary according to the nature of the program.

The Executive Director of C.E.S. has the sole authority to hire all employees. Recommendations to hire are made by Program Supervisors. Annual Notices of Assignment are issued prior to July 1st of each new fiscal year.

Lengths of Assignment fall into two categories:

Annual: Fiscal year July 1 – June 30 of the following year

Academic: 187 days in accordance with academic year calendar.

Summer session employment is offered through Temporary Notices; employees are paid for days worked and no benefits are accrued.

Personnel Files:
Each C.E.S. staff member has a Personnel file maintained by the Office of the Associate Executive Director, which is located at 40 Lindeman Drive. Staff members have the right to review their own file upon reasonable notice. Staff must call the Office of the Associate Executive Director at (203) 365-8828 to make an appointment during regular business hours of 8:00 a.m. to 4:00 p.m.

Reduction of Staff Statement:
C.E.S. may find it necessary to reduce the number of personnel that it employs because of reduced enrollment, lack of funds, program elimination or program reduction. When necessary, positions are eliminated by the Executive Director in consultation with the Program Supervisor(s).

Staff Lunches:
All staff is provided with one-half hour for lunch. Be aware that your prompt return from lunch ensures that all staff will receive their full lunch period. A designated time will be assigned to each teaching staff member and these times may not be changed without prior approval of the program supervisor. Office staff should ensure appropriate coverage of phones during their lunch breaks.

Fundraising:
The many programs within our C.E.S. family conduct fundraising activities throughout the year to benefit each program's needs. We thank you for your continuing and generous support.

At the same time, some of us may also choose to offer our co-workers the opportunity to purchase fundraising items from outside the C.E.S. community; our children's schools, our churches, etc. In these instances, AND to lessen the impact of competing with C.E.S. offers, we request that such "private" sale enterprises NOT be done through direct one-to-one solicitation but, instead, be made available in certain designated areas of the workplace such as a staff lunchroom.

Please call the Office of the Associate Executive Director if you have questions regarding this request.

Voluntary Termination of Employment:
Employees who voluntarily terminate their employment with C.E.S. by resignation, retirement, or otherwise must notify C.E.S. by letter to the Executive Director stating the last day of work and the reason for terminating employment. A copy of said letter should be delivered to his/her Division Director.

Administrative and professional personnel must provide notice at least four (4) weeks prior to the termination date. Support personnel must provide notice at least two (2) weeks prior to the termination date.

The Associate Executive Director shall conduct an exit interview with each employee who voluntarily terminates employment with C.E.S.

PAYROLL SCHEDULE 2019 - 2020						
Twelve Month Employees 26		10 Month Salaried Academic Staff		Teachers - Plan C 26		10 Month Academic Year Hourly Employees
Pay # 1	July 05					Will be paid bi-weekly for hours worked in the previous two week pay period. The two week pay period ends on the Friday the week before the payday. The first pay day for 2019-2020 will be September 13, 2019.
Pay # 2	July 19					
Pay # 3	August 02					
Pay # 4	August 16					
Pay # 5	August 30					
Pay # 6	September 13	Pay # 1	September 13	Pay # 1	September 13	
Pay # 7	September 27	Pay # 2	September 27	Pay # 2	September 27	
Pay # 8	October 11	Pay # 3	October 11	Pay # 3	October 11	
Pay # 9	October 25	Pay # 4	October 25	Pay # 4	October 25	
Pay # 10	November 08	Pay # 5	November 08	Pay # 5	November 08	
Pay # 11	November 22	Pay # 6	November 22	Pay # 6	November 22	
Pay # 12	December 06	Pay # 7	December 06	Pay # 7	December 06	
Pay # 13	December 20	Pay # 8	December 20	Pay # 8	December 20	
Pay # 14	January 03	Pay # 9	January 03	Pay # 9	January 03	
Pay # 15	January 17	Pay # 10	January 17	Pay # 10	January 17	
Pay # 16	January 31	Pay # 11	January 31	Pay # 11	January 31	
Pay # 17	February 14	Pay # 12	February 14	Pay # 12	February 14	
Pay # 18	February 28	Pay # 13	February 28	Pay # 13	February 28	
Pay # 19	March 13	Pay # 14	March 13	Pay # 14	March 13	
Pay # 20	March 27	Pay # 15	March 27	Pay # 15	March 27	
Pay # 21	April 10	Pay # 16	April 10	Pay # 16	April 10	
Pay # 22	April 24	Pay # 17	April 24	Pay # 17	April 24	
Pay # 23	May 08	Pay # 18	May 08	Pay # 18	May 08	
Pay # 24	May 22	Pay # 19	May 22	Pay # 19	May 22	
Pay # 25	June 05	Pay # 20	June 05	Pay # 20	June 05	
Pay # 26	June 19	Pay # 21	June 19	Pay # 21	June 19	
				Pay # 22	July 03	
				Pay # 23	July 17	
				Pay # 24	July 31	
				Pay # 25	August 14	
				Pay # 26	August 28	

4/24/2019

Salary

Payroll:
The C.E.S. payroll office is located within Administrative Services at 40 Lindeman Drive in Trumbull. Paychecks are issued bi-weekly.

Deductions:
Certain deductions are required by law depending on your C.E.S. position. These deductions include federal and state income taxes, Social Security and Medicare, and State CT Teachers' Retirement (TRB) if applicable.

Other deductions may include union dues/agency fees (teaching staff); employee and/or dependent health insurance premium costs, supplemental insurance; and deductions to health savings accounts, if applicable; tax sheltered annuities.

Direct Deposit:
Direct Deposit of salary is a condition of employment. After completing the Direct Deposit form, which is a part of the hiring packet, your bi-weekly paycheck will be deposited directly into your checking or savings account.

Employee Benefits

Your position, full or part – time status, and the assignment year for which you are hired determine your eligibility for benefits. Project consultants, temporary and substitute employees are ineligible for benefits with the exceptions noted below for ALL employees.

C.E.S. offers a comprehensive benefit package to eligible employees covering health, life and disability insurance, retirement savings; sick and personal time and vacation time.

This section of the employee handbook is designed to give you a basic understanding of these benefits.

Health Insurances:
To be eligible for participation in C.E.S.' group medical and dental plans; an employee must work an average of 30 hours per week. By contract, certified teachers must work .50 FTE or higher to be eligible for medical and dental benefits.

ConnectiCare is the insurance carrier for our medical plan. Anthem Blue Cross/Blue Shield is the insurance carrier for our dental plan. Coverage is provided on a twelve-month basis to eligible employees.

Insurance Premium Cost-Sharing:
Eligible participating employees must share in the annual premium costs as follows:

Eligible Certified and Non- Certified Staff (except Administrators/Managers):

	Medical
Individual	22% ($150.03/mo.)
Employee and Child(ren)	23% ($321.08/mo.)
Employee and Spouse	23% ($358.26/mo.)
Employee and Family	23% ($457.41/mo.)

	Dental
Employee	22% ($9.35/mo.)
Employee and Dependents	23% ($25.47/mo.)

These required premium costs are made through payroll deductions. Employees have the opportunity to enroll in a plan that allows these deductions to be taken on a pre-tax basis.

According to C.E.S. policy, insurance coverage is provided on a 12-month basis. Employees who leave service during the summer and are not employed as of September 1st by C.E.S., but who wish to continue their insurance coverage will be required to pay full monthly premiums retroactive to July 1st.

Effective dates: Medical and dental coverage for eligible employees begins on the first day of the month following the first day of employment.

Call Administrative Services at (203) 365-8827 or Colonial Life at (888) 280-0009 for more information or specific eligibility questions.

Health Savings Account (HSA):
Eligible employees who elect to participate in C.E.S.' group medical and dental plans will be required to utilize a health savings account as part of the high deductible plan. HSA's provide a tax-advantaged flexible way to save for current and future medical expenses while earning interest and can only be used as part of a High Deductible Health Plan. C.E.S. contributes 50% of the individual employee deductible through monthly payroll deposits. Employees may contribute additional pre-tax funds into their HSA through payroll deduction. Employees must adhere to strict federal guidelines in regard to allowable annual account maximum balances and qualifying expenses.

Employee Assistance Program:
A service available to **ALL** C.E.S. employees and their families, the Employee Assistance Program (EAP), provides professional consultation and referral for employees and their families experiencing personal problems. Employees who use EAP services are guaranteed CONFIDENTIALITY. The Employee Assistance Program is administered Solutions, Inc.

The EAP Confidential HOTLINE Number is

1-800-526-3485

24 hours

Retirement:
ALL employees are eligible to enroll in a voluntary Supplemental Retirement Annuity (SRA) administered by the Teachers Insurance Annuity Association (TIAA) and/or Voya Financial (formerly ING Financial Services). This 403b Plan is a tax-deferred annuity which allows you the opportunity to deposit some of your pre-tax income into a variety of investment programs. A 457 tax-deferred plan is also available from VOYA Financial.

CERTIFIED administrators and teaching staff are mandated by state statute to contribute to Connecticut's Teacher Retirement Board.

Eligible ***NON-CERTIFIED*** employees will be enrolled in a 403b pension plan, available through TIAA, and/or VOYA Financial following two years of continuous employment with C.E.S. In order to be eligible to enroll, you must be 21 years of age; have completed 2 years of service with C.E.S., and worked a minimum of 1,000 hours per year. Enrollment for this plan is held each year during January and July.

The C.E.S. contribution varies from 3% of your salary to 8% of your salary, increasing as your contribution increases.

Flexible Benefits Plan:
Section 125 of the Internal Revenue Service code permits C.E.S. to offer eligible employees a Flexible Benefits Plan. A Flexible Benefits program allows you to use pre-tax dollars, through payroll deductions, to pay your share of medical/dental premiums.

An FSA, or *Flexible Spending Account*, administered by Wage Works is also permitted under this program. Your enrollment in an FSA again allows you to use a limited amount of pre-tax dollars to pay for eligible vision and dental expenses and dependent daycare expenses. More detailed information is available from Administrative Services at (203) 365-8827.

A Dependent Care Flexible Spending Account is a pre-tax benefit account and can be used for all dependent care services, such as preschool, summer day camp, before or after school programs and child or elder day care.

Workers' Compensation:
If you are injured while working report the injury immediately to your program supervisor. They will assist you in preparing a first report of injury form which must be forwarded to the Office of the Associate Executive Director. The Office of the Associate Executive Director will process the paperwork regarding the incident for insurance purposes.

Should the injury require medical attention go to the following Walk–In Centers:

St. Vincent's Urgent Care, 900 White Plains Road, Trumbull

Our insurance carrier for Workers' Compensation is Connecticut Interlock Risk Management Agency (CIRMA). For a more detailed description of our Workers' Comp Policy, please visit **www.ces.k12.ct.us** for all C.E.S. policies or call the Office of the Associate Executive Director.

Life, Short (STD) and Long Term Disability (LTD)

Life Insurance:
For eligible employees the value of this insurance is twice your annual salary up until the age of 65. At this time, it is reduced based on your age. Accidental death and dismemberment coverage is also provided. Premium costs are paid by C.E.S. Lincoln Financial administers these insurances.

***Short-Term Disability (STD)*:**
This Insurance, administered by C.E.S. is provided for **full-time** employees absent for an extended period of time as the result of non-job-related illness or injury. The maximum STD payment period is 26 weeks. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.

***Long-Term Disability(LTD)*:**
This Insurance, for **full-time** employees, may commence after six months of absence from work. These benefits are provided in accordance with the terms of the insurance policy administered by Lincoln Financial. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.
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***Leave Time*:**
Approved Leave Time is intended to cover emergencies in an individual's personal life. Most leave days must be requested on a Time-Off Request form. As appropriate, leave time, both paid and unpaid, will count against the FMLA entitlement. During unpaid leave, no benefits or seniority accrue.

Family Medical Leave Act (FMLA): The FMLA entitles any ELIGIBLE employee up to 12 weeks of unpaid leave during any rolling 12-month period. The leave may be used for the birth or adoption

of a child, for the provision of accepting a foster child/children, to care for your parents, spouse, or child who has a serious health condition or if you are unable to work because of your own serious health condition. You must use any available appropriate paid benefit (leave) time as part of the 12-week period before using any unpaid time. A doctor's certification may be required for absences of more than three days.

For eligibility requirements, please visit **www.ces.k12.ct.us** for all C.E.S. policies.

Questions and eligibility about FMLA should be directed to the Associate Executive Director's office.

Leave Without Pay Days:
C.E.S. expects all employees to honor the commitment of days to be worked as agreed to in an individual's Annual Notice of Assignment. However, in the event of an emergency, Leave Without Pay requests should be filed as soon as the need is known and no plans should be finalized until approval is given. All requests for Leave Without Pay (LWOP) days must be submitted to the employee's immediate supervisor and also receive approval from the Division Director and Executive Director.

Approval of requests for Leave Without Pay days will be at the discretion of the agency administration who will determine if there is sufficient cause to grant such leave and whether the employee's workload can be appropriately covered. The Program Administrator will have the option to limit/deny LWOP days to ensure program continuity. When appropriate or possible, staff may be required to utilize other benefit days in lieu of LWOP. Leave without pay will be granted for medical reasons to eligible recipients as provided by the Family Medical Leave Act (FMLA).

Leave Without Pay Days should not be used as an extension of holiday or vacation periods; however, if a special circumstance occurs, approval of LWOP days will be at the discretion of the Executive Director.

Bereavement Leave:
In the event of death in the immediate family or any other than the immediate family with whom the employee resides, an employee may be granted one to three days of paid leave with the permission of the Division Director and the Executive Director. Staff must use the Employee Self-Service System to request Bereavement Leave. Staff shall also be granted one paid leave day per fiscal year to attend the funeral of someone not included in the definition of immediate family.

Immediate family typically includes parent, spouse, child, sibling, in-law, grandparent or grandchild.

Jury Duty:
It is expected that a C.E.S. employee will respond when called for jury duty. Notify your program supervisor **immediately**, and request the time-off using the Employee Self-Service System. Any paperwork from the court defining jury service of more than one day must be forwarded to the Payroll Department so that appropriate pay will be made to the employee.

Military Leave:
Any C.E.S. employee, who is called for military training, enlists in the U.S. armed forces, or who serves in the military reserve should contact the Associate Executive Director's office for guidance. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.

Personal Days:
Full time eligible employees may be granted two personal business days each fiscal year; prorated if hired between January 1 and June 30 of a fiscal year. Personal days are also pro-rated for qualified part time employees based on the number of hours worked weekly. Personal business days are intended to provide you with time for matters which cannot be addressed outside normal working hours; for example religious services, court appearances, etc. Unused personal days may not be carried over from one fiscal year to the next. Please visit **www.ces.k12.ct.us** for all C.E.S. policies.

Sick Leave:
For eligible employees sick leave is granted as follows:

ADMINISTRATORS:
Fifteen days each fiscal year; may accumulate up to 180 days. Administrators may use a total of five days per fiscal year to attend to a family member's illness or injury, provided the employee is the primary care giver of the family member. The family is defined as parents, spouse and children who **reside** with the employee.

CERTIFIED TEACHING STAFF:
Fifteen days each fiscal year; may accumulate up to 180 days. Eligible certified teaching staff may use five days per fiscal year to attend to a family member's illness or injury, provided the employee is the primary care giver of the family. The family is defined as parents, spouse and children who **reside** with the employee.

NON-CERTIFIED STAFF:
Academic Year employees: accrue 9.38 hours/month during ten months of service; 12.5 days/year.
Twelve month employees: accrue 9.38 hours/month during twelve months of service; 15 days/year.

Employees within these classifications may accumulate a maximum of 150 days.
Employees may use five (5) of his/her annually awarded sick days for family illness. The family is defined as parents, spouse and children who **reside** with the employee.

Part-time employees who are not twelve month employees accrue one (1) hour of sick leave for every forty (40) hours of work (up to an accumulation of forty (40) hours per calendar year.

Vacation:
Academic year employees are not eligible for paid vacation. Their work schedule is established by the school year calendar.

ELIGIBLE employees who work a twelve-month calendar accrue ten to twenty vacation days each fiscal year depending on their position and tenure with the agency.

PART-TIME twelve-month employees who work at least twenty hours per week are eligible for vacation accrual on a pro-rated basis.

Vacation should be used by June 30th of the fiscal year in which it is earned or granted. Where circumstances intervene to prevent the use of vacation time, then the employee may request, in writing, to the Executive Director, that up to fifty percent of earned vacation time be carried forward to the succeeding year. For more detailed eligibility and EXCEPTIONS to the above about vacation, please visit **www.ces.k12.ct.us** for all C.E.S. policies or contact the Office of the Associate Executive Director.

For Eligible 12-month employees

Employees scheduled for **7.5 hour** work days	
Tenure	**Accrued time for a 7.5 hour work day**
1 - 5 years	earn 6.25 hours/month = 10 days/year
5 years	earn 9.38 hours/month = 15 days/year
6 years	earn 10 hours/month = 16 days/year
7 years	earn 10.63 hours/month = 17 days/year
8 years	earn 11.25 hours/month = 18 days/year
9 years	earn 11.88 hours/month = 19 days/year
10 years	earn 12.50 hours/month = 20 days/year

Employees scheduled for **8.0 hour** work days	
Tenure	**Accrued time for a 8.0 hour work day**
1 - 5 years	earn 6.67 hours/month = 10 days/year
5 years	earn 10 hours/month = 15 days/year
6 years	earn 10.67 hours/month = 16 days/year
7 years	earn 11.33 hours/month = 17 days/year
8 years	earn 12 hours/month = 18 days/year
9 years	earn 12.67 hours/month = 19 days/year
10 years	earn 13.33 hours/month = 20 days/year

Tuition Reimbursement:
C.E.S. encourages all employees to be life-long learners.
Available to ELIGIBLE employees are tuition reimbursement plans as outlined below:

CERTIFIED Teaching Staff:
Any certified employee may apply for tuition Reimbursement payment who meets the following criteria:

- Two years of continuous employment at C.E.S.;
- Scheduled to work 20 hours or more per week;
- Attendance over prior two years of employment 95% or better (e.g., average of 177 days or better for full-year academic year employees.)*
- Recommendation of Program Supervisor.
- Staff member must continue as a C.E.S. employee through the end of the fiscal year in which the course is taken in order to remain eligible for actual reimbursement.

*In the event that there is an extended absence in a given year due to a medical doctor certified disability for an employee, the attendance of the year prior to the most recent two year period may be considered in lieu of the year in which the absence due to the disability occurred.

NON-CERTIFIED Staff:
Any non-certified employee may apply for tuition reimbursement payment who meets the following criteria:

- Two years of continuous employment at C.E.S.;
- Scheduled to work 20 hours or more per week;
- Attendance over prior two years of employment 95% or better (e.g., average of 177 days or better for full-year academic year employees – average of 234 days or better for full-year 12-month employees);
- Recommendation of Program Supervisor
- A staff member must continue as a C.E.S. employee through the completion of the course in order to remain eligible for actual reimbursement.

Eligible employees may receive 70% or a maximum of $750.00 of tuition reimbursement per approved course when ALL requirements are met. Reimbursement is limited to one course per employee per semester.

Application forms must be submitted to Administrative Services prior to **July 1st, December 1st, and May 1st** and are available in each program office and Administrative Services.

Travel:
C.E.S. reimburses travel for pre-approved C.E.S. business, such as home visits, PPT's and attending conferences. Travel reimbursement must be submitted on the approved C.E.S. travel expense voucher and authorized by the division director and/or immediate supervisor for reimbursement.

Staff will be reimbursed at a rate determined by the C.E.S. Representative Council for authorized travel. The current approved travel rate is 58¢ per mile. Tolls and parking fees are reimbursable only with receipts.

***Video Surveillance*:**
The C.E.S. Representative Council has authorized the use of electronic surveillance systems on school property. The system will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis or be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view surveillance contents used in a disciplinary proceeding involving their child.

Policies

For a more detailed explanation of each of the following policies, please visit www.ces.k12.ct.us.

Smoking - Policy 3.017:
C.E.S. prohibits smoking in all areas under its control, including motor vehicles. Smoking is not allowed in any C.E.S. building or on any property under C.E.S. control

Employees will not smoke at any time in the presence of students while engaged in activities where participation has been sanctioned by or is under the jurisdiction of C.E.S. such as trips and other staff/student activities.

Dress Code - Policy 3.016:
All employees shall dress in professional attire which is appropriate to their responsibilities and which will best allow them to carry out their specific job duties. The Executive Director shall determine what constitutes appropriate, professional dress. Exceptions to this dress policy shall be made on an individual basis by the Executive Director.

Child Abuse/Neglect - Policy 6.002:
C.E.S. recognizes that it is the responsibility of those employees designated by state law to report suspected cases of child abuse/neglect or at risk children in order to protect children whose health and welfare may be adversely affected through injury and neglect.

The Executive Director is authorized to establish administrative procedures, including appropriate staff training to insure the recognition and reporting of suspected child abuse/neglect or at risk children by personnel as specified in the Connecticut General Statutes and as amended.

The following C.E.S. school employees are required, as mandated reporters, by law to report any reasonable suspicion of child abuse/neglect to Dept. of Children & Families (DCF) with the understanding that failure to do so shall result in a fine of not less than $500 nor more than $2,500:

-Certified Substance Abuse Counselors
-Physicians (i.e., C.E.S. Medical Advisor, Consulting Physician)
-Nurses (i.e., Licensed Practical Nurse, Registered Nurse)
-Psychologists (i.e., School Psychologist)
-School Guidance Counselors/Licensed Professional Counselors
-School Administrators (i.e., Program Administrators, Directors, Coordinators)
-School Teachers (i.e., Special Education Teachers, Speech Pathologists)
-Social Workers (i.e., School Social Workers)
-Mental Health Professionals (i.e., Consulting Psychiatrist/Psychologist)
-School Paraprofessionals (i.e., Educational Instructors, Instructional Aides)

-Licensed Health Professionals (i.e., Occupational and Physical Therapists, Audiologists)
-Coach of intramural or interscholastic athletics
-Person who provides intensive ongoing instruction (e.g., consultant teachers, after-school/extra curricular activities instructors)

Behavior Management Strategies – Policy 6.013:
C.E.S. utilizes a comprehensive approach to address the behavioral, educational and social-emotional needs of students. An integral component of each program's treatment process is a behavior management system. Each system is rooted in principles of proactive behavior management and is guided by a least restrictive treatment model. More restrictive interventions, should they be necessary, are implemented in a predictable and consistent manner which afford the student the opportunity to make choices. Consistent with Public Law 99-210, the systems also include the use of physical restraint and seclusion time-out, which can be used as emergency interventions to prevent immediate or imminent injury to self or others, or, in the case of seclusionary time-out, its use can be prescribed in a student's Individual Education Plan (IEP).

The C.E.S. Representative Council authorizes the use of such behavior management strategies and emergency interventions when necessary, appropriate and in keeping with specific written administrative procedures as approved by the Executive Director. Staff will receive annual training on the use of proactive behavior strategies and the safe use of more restrictive interventions such as physical restraint and seclusion time-out. Data will be maintained related to use of more restrictive and/or emergency interventions and when requested be made available to the Commissioner of Education.

Important to note that only Physical Management Trained (PMT) trained employees may use physical restraints if required in an emergency situation. Please review Emergency Behavioral Management guidelines on our website for detailed protocols.

***Wellness – Policy 6.031*:**

Consistent with the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), and An Act Concerning Childhood Obesity and Physical Exercise in Schools (PA 13-173), C.E.S. recognizes the importance of physical education and nutrition education for all students to promote healthy lifestyles that include physical activity and consumption of healthful foods in accordance with the USDA requirements and the Dietary Guidelines for Americans.
It is the policy of Cooperative Educational Services that:

-A C.E.S. Wellness Committee is established that engages students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing district wide nutrition and physical activity policies and procedures.

-All students enrolled in C.E.S. schools and programs will have opportunities, support and encouragement to be physically active on a regular basis.

-All students in preschool and elementary programs are required to have 20 minutes of physical activity daily.

-Foods and beverages sold or served at school are required to meet the healthy food certification under Section 10-215f of the Connecticut General Statues.

-C.E.S. staff will provide students clean, safe, and pleasant settings and adequate time for students to eat.

-To the maximum extent practicable, schools and programs of C.E.S. will participate in available federal school meal programs including the School Breakfast Program, and the National School Lunch (including after-school snacks.)

-C.E.S. will provide nutrition education and physical education to students to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

-A Pool Safety Plan will be implemented for all courses and activities at a school pool.

The Executive Director is authorized to establish administrative procedures to ensure that C.E.S. schools and educational programs are supporting wellness, good nutrition and regular physical activity as part of the total learning environment.

Phone Use - Policy 3.013:

Use of office telephones and equipment is limited to C.E.S. business; this applies to phone calls made and phone calls received. However, employees may make personal calls while on duty in cases of emergencies, during lunch, or before and after work hours. Employees should follow the same criteria when utilizing personal cell phones. Employees are expected to call collect or use a credit card when using C.E.S. long distance services for personal calls.

To ensure effective telephone communications, employees should always use the standard greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Smile before you answer the phone -- a customer is on the other end! Avoid using 'cliffhangers' (see below).

Cliffhanger	Try this instead
He/She's gone	Offer to take a message
He/She's not in	Can I help you?
He/She is out at lunch	Can I get someone else to help you?

C.E.S. Vehicle Use - Policy 3.014:

C.E.S. vehicles may be used for C.E.S. business only and should not be used for personal matters. C.E.S. vehicles are operated by the Transportation Department. Only properly licensed C.E.S. employees may drive a C.E.S. vehicle and must comply with all C.E.S. Transportation Department Rules and Regulations including but not limited to State and Federal laws.

Code of Ethics - Policy 3.024:

It is the policy of Cooperative Educational Services that private employment of any C.E.S. staff member with any school district, municipality, organization, or agency with which C.E.S. or any other regional educational service center may legitimately contract for services is

expressly prohibited. Furthermore, the following practices must be followed by all C.E.S. employees. C.E.S. employees:

- May not sell products or services as private practitioners to any Connecticut school district, municipality, organization, or agency with whom C.E.S. or any other regional educational service center may legitimately contract;
- May not market or distribute products or expertise developed at C.E.S for personal gain and will recognize that any such products are the property of C.E.S.
- Use his/her position at C.E.S. to develop or promote private work situations that would represent a conflict of interest;
- May not use time at C.E.S., or C.E.S. resources, to prepare, market, or deliver programs for personal gain;
- Will follow established C.E.S. practices to respond to a request for services.

Rationale:

C.E.S. employees are selected for employment based on the value that their backgrounds and expertise can bring to Cooperative Educational Services and the districts it serves. Being on the staff of a regional educational service center gives professionals who perform a service exposure to a wide market. This exposure may present opportunities for additional business for Cooperative Educational Services related to the staff member's area of expertise, including referrals to other organizations that may need a similar service. Therefore, employees who accept private consultation work are detracting from the services available through the agency and can detract from business expansion efforts. A C.E.S. employee is defined as an individual hired by C.E.S. for salary, full or part-time.

Non-Discrimination - Policy 3.001:

Cooperative Educational Services (C.E.S.) is committed to the promotion of nondiscrimination and an environment free of harassment. Therefore, it is the policy of C.E.S. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any service or program on account of race, color, religious creed, age, marital or civil union status, national origin, sex, sexual orientation, gender identity or expression, ancestry, residence, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness, or pregnancy and provides equal access to the Boy Scouts and other designated youth groups.

The Executive Director shall appoint and make known the individuals to contact on issues concerning the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX, and other civil rights or discrimination issues.

Conn. Gen. Stat. §§ 46a-60, 46a-81a, 46a-81c

COOPERATIVE EDUCATIONAL SERVICES

ANNUAL NOTICE

"It is the policy of C.E.S. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any service or program on account of race, color, religious creed, age, marital or civil union status, national origin, sex, sexual orientation, gender identity or expression, ancestry, residence, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness, or pregnancy and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding C.E.S. nondiscrimination policies should be directed to the Associate Executive Director's office, C.E.S., 40 Lindeman Dr., Trumbull, CT 06611, (203) 365-8831."

Cooperative Educational Services (C.E.S.) in compliance with federal and state anti-discrimination laws and requirements has designated the following individuals as Compliance Coordinators for specific areas of discrimination. Although C.E.S.' formal discrimination grievance procedures encourage complaints, concerns or issues to be resolved at the lowest possible level, individuals have the right to process such complaints directly with the designated Compliance Coordinator. Listed below are the names of the designated Compliance Coordinators, their C.E.S. mailing address and work telephone number. Formal written complaints should be submitted to them for areas of discrimination as designated.

Title VI Coordinator (race, color, national origin)

Name: Esther Bobowick Title: Director of Professional Development Services

Mailing Address: C.E.S., 40 Lindeman Drive, Trumbull, CT 06611 Phone: (203) 365-8850
TDD #: (203) 365-8813

Title IX Coordinator (sex equity/sexual harassment)

Name: Christopher La Belle Title: Associate Executive Director

Mailing Address: C.E.S., 40 Lindeman Drive, Trumbull, CT 06611 Phone: (203) 365-8828
TDD #: (203) 365-8813

Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (disability)

Name: Christopher La Belle Title: Associate Executive Director

Mailing Address: C.E.S., 40 Lindeman Drive, Trumbull, CT 06611 Phone: (203) 365-8828
TDD #: (203) 365-8813

Complaint Forms are available from the C.E.S. Central Office, C.E.S. administrators and school/program offices.

If you feel that you are the victim of discrimination, you may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106, Telephone number: 566-7710; TDD Number 566-2301. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged discrimination occurred. Furthermore, you may also file a complaint with the U.S. Department of Education, Office for Civil Rights, J.P. McCormack Post Office and Court House Building, Room 222, Boston, MA 02109-4557, (617) 223-9662.

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***Affirmative Action Policy - 2.001*:**
Cooperative Educational Services (C.E.S.) is committed to the promotion of affirmative action and equal employment opportunity. In furtherance of these objectives, C.E.S. is committed to the promotion of nondiscrimination and an environment free of harassment. Therefore, it is the policy of C.E.S. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any service or program, including employment, because of race, color, religious creed, age, marital or civil union status, national origin, sex, sexual orientation, gender identity or expression, ancestry, residence, present or past history of mental disorder, mental retardation, learning disability or physical disability, including, but not limited to blindness, or pregnancy. Such actions shall include, but not be limited to, the following: hiring, employment upgrading or promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship and other terms, conditions or privileges of employment.

Cooperative Educational Services emphasizes this policy to assure compliance to the Civil Rights Act of 1964 as amended, Presidential Executive Orders #11246 and #11375, the Connecticut Fair Employment Practices Act, The Equal Pay Act of 1963; the Age Discrimination in Employment Act 1973, Veteran's Readjustment Act of 1974, the Americans with Disabilities Act of 1990 and all other laws which pertain to Equal Employment Opportunity.

The Executive Director will develop administrative regulations to insure that C.E.S. recruit, employ, promote, and implement the hiring of qualified staff of diversity at all levels. The Executive Director, or designee, will communicate the contents of this policy and its regulations to employees and applicants for employment.

All of C.E.S. programs shall demonstrate a commitment to non-discriminatory practices and affirmative action.

Workplace Problem Resolution – Policy 3.001(a)
It is the policy of C.E.S. that all employees be assured of fair and equitable behavioral treatment in the workplace. To ensure a positive and productive environment, it is expected that all C.E.S. employees will resolve problems related to their job responsibilities at the level at which they occur with positive communication and focus on the issues not the individuals. Employees not able to resolve problems at this level may employ the grievance procedures of Policy 3.003A.

Substance Abuse Prevention/Drug Testing - Policy 3.004

General Policy Statement

Employees are C.E.S.' most valuable resource and for that reason, their health and safety is of paramount concern. Whenever possible, C.E.S. will assist employees in overcoming drug, alcohol and other problems which may adversely affect employee job performance.

The illegal manufacture, use, sale, or possession of narcotics, drugs or controlled substances is strictly prohibited. Alcohol is prohibited from C.E.S. property and operations. Use of alcohol off duty is not acceptable when it affects an employee's job performance.

The legal use of controlled substances prescribed by a licensed physician is not prohibited, but employees in selected positions are required to make such use known to an appropriate C.E.S. representative.

An employee in violation of this policy is subject to disciplinary action up to and including termination.

The Executive Director is authorized to require an employee to submit to drug testing in certain specific circumstances.

This policy will be distributed to all employees of C.E.S. Every employee will be required to acknowledge his or her receipt of the policy in writing. A copy of that acknowledgement shall be kept in the employee's personnel file. Division Directors and supervisors shall be responsible for ensuring that all employees under their direction are familiar with this policy.

Substance Abuse Prevention/Drug Testing Procedures

A. Disciplinary Consequences
   1. Discharge will result when an employee has engaged in the following conduct:
      a. Illegal manufacture, use, sale or possession of narcotics, drugs or controlled substances while on the job or on C.E.S. premises.
      b. Illegal manufacture or sale of narcotics, drugs, or controlled substances off duty and off C.E.S. premises.
   2. Discipline up to and including discharge will result when an employee has engaged in the following conduct:
      a. Illegal use or possession of narcotics, drugs or controlled substances while off duty and off C.E.S. premises.
      b. Use or possession of alcohol while on duty and/or on C.E.S. premises.
      c. Reporting for work under the influence of drugs or alcohol.
      d. Failure to successfully meet the requirements of a rehabilitation program required or authorized by C.E.S.
      e. Refusal to submit to urinalysis drug testing as required by this policy.

B. Rehabilitation Program
   1. The Executive Director may require or authorize an employee rehabilitation program to assist the employee in overcoming a drug or alcohol abuse problem in the following circumstances:
      a. When an employee voluntarily discloses that he has a problem with drug or alcohol dependency. A disclosure of such a problem by an employee upon notice from C.E.S. that he is scheduled for urinalysis drug testing shall not be deemed to be a voluntary disclosure.
      b. When C.E.S. determines that an employee has a drug or alcohol dependency problem which is adversely affecting or could adversely affect the employee's job performance. C.E.S. may require that an employee participate in a rehabilitation program as a condition of employment.
      c. When an employee submits to drug testing and a positive result is confirmed.
      d. In any other circumstances when C.E.S. determines that a rehabilitation program is appropriate.
   2. An employee rehabilitation program shall be designed by medical professionals, acceptable to C.E.S., to meet the employee's needs. In the event a residential program is required, the employee shall request a leave of absence. The employee may elect to receive non-job-related disability benefits, if such benefits are available.

3. Reinstatement to employment shall be contingent upon the employee's satisfactory completion of the rehabilitation program and the employee's continuing participation in a follow-up program, if recommended. Upon reinstatement, an employee with previous drug dependency shall submit to drug testing at least bi-monthly for the first twelve (12) months and at least quarterly for the next thirty-six (36) months. An employee who refuses to submit to follow-up drug testing as required or who fails to continue in the prescribed follow-up program or who experiences a positive drug test result after reinstatement shall be discharged.

C. Notification by Employee of Use of Prescribed Controlled Substances

Employees in the following classes of employment shall notify the personnel office who will in turn notify the appropriate program manager when they are using controlled substances prescribed by a licensed physician:

1. School Bus Drivers
2. Other employees who hold a public passenger transportation permit and are required to transport students in C.E.S. vehicles.

D. Drug Testing

1. Urinalysis drug testing of employees will be required in the following circumstances:
   a. Upon reasonable suspicion that the employee is under the influence of drugs or alcohol which adversely affects or could adversely affect such employee's job performance.
   b. On a random basis, as part of an employee assistance or rehabilitation program sponsored or authorized by C.E.S. in which the employee voluntarily participates.
   c. On a random basis, if a urinalysis drug test is authorized under federal or state law or if the employee serves in an occupation designated as a high-risk or safety-sensitive occupation pursuant to regulations adopted by the state commissioner of labor.

2. Drug testing shall be administered in accordance with the following requirements:
   a. The employee shall be asked to sign a consent form prior to drug testing. An employee who refuses to sign the consent form may be required to submit to drug testing. Any employee refusing to submit to drug testing as required may risk being terminated.
   b. No C.E.S. employee, representative, agent or designee may observe the employee in the process of producing the urine specimen.
   c. The drug testing shall be conducted by a competent medical laboratory experienced in and capable of demonstrating quality assurance, chain of custody documentation, detailed reporting procedures, technical expertise and proficiency in urinalysis. Laboratory procedures must utilize a reliable methodology, including procedures to confirm any positive test result which procedures must meet the requirements of subdivisions (2) and (3) of Section 31-51u of the Connecticut General Statutes.
   d. The employee shall be given a copy of any positive urinalysis drug test result.
   e. The results of any urinalysis drug test shall be confidential and shall not be disclosed by C.E.S or its employees to any person other than any C.E.S. employee to whom such disclosure is necessary.
   f. Urinalysis drug test results, if maintained on C.E.S. premises, shall be maintained with other employee medical records and shall be subject to the privacy protections afforded by applicable federal and state laws.

E. Discover of Controlled Drugs and Alcohol

1. Any employee who discovers controlled drugs or alcohol on C.E.S. premises shall notify the Executive Director and, where possible, shall deliver the material.
2. The Executive Director shall investigate the matter.
3. If the material is found to be or is suspected of being a controlled drug, the Executive Director shall notify law enforcement officials and turn over the material to them.

Sexual Harassment Policy – Policy 3.002

It is the policy of the Representative Council to maintain a learning and working environment that is free from sexual harassment. The Representative Council prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with Administrative Procedures.

It shall be a violation of this policy for any student, employee, individual under contract, or volunteer subject to the control of the Representative Council to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Adopted: June 1, 2000

SEXUAL HARASSMENT IS ILLEGAL

And is
Prohibited
BY

THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT
(Section 46a-60(a) (8) of the Connecticut General Statutes)

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)
AND
TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972
(20 United States Code Section 1681, et seq.)

(1) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT OR EDUCATION;

(2) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT OR ACADEMIC DECISIONS AFFECTING SUCH INDIVIDUAL; OR

(3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK OR ACADEMIC PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING OR LEARNING ENVIRONMENT , (Conn. Gen. Stat. 46a-60(a) (8))

Examples of SEXUAL HARASSMENT include

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

Remedies for SEXUAL HARASSMENT may include

CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
HIRING, PROMOTION, OR REINSTATMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES

Cooperative Educational Services (C.E.S. forbids sexual harassment in the workplace or its schools/programs; sexual harassment will result in disciplinary action up to and including dismissal or exclusion from school privileges. Contact Christopher La Belle, C.E.S. Title IX Coordinator, C.E.S., 40 Lindeman Drive, Trumbull, CT 06611 (Telephone (203) 365-8828) if you have questions or concerns or believe that you or others are being sexually harassed.

If you feel that you are the victim of sexual harassment, you may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106, Telephone number: 566-7710; TDD Number 566-2301. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred. Furthermore, you may also file a complaint with the U.S. Department of Education, Office for Civil Rights, J.P. McCormack Post Office and Court House Building, Room 222, Boston, MA 02109-4557, (617) 223-9662

Date Received in Central Office _____

_____DEPARTMENT

SEXUAL HARASSMENT COMPLAINT FORM

Please complete:

Complainant's
Name: _____ Date: _____

Name/s of Alleged
Harasser/s: _____

Date (s) of Alleged
Harassment:_____

Statement of the circumstances of which the alleged harassment occurred:

Complainant's Signature: _____

Complainant's Home Phone Number: _____

Complainant's Home Address: _____

Date Signed: _____

Complaint Procedure

An employee who feels he or she has been the victim of sexual harassment may process a complaint in accordance with the following complaint procedure:

STEP I – INFORMAL LEVEL

The complainant may request a meeting to discuss the complaint with the program administrator of his or her school or program in an effort to resolve the matter informally. In the event the employee in uncomfortable, for any reason, with discussing the matter with the program administrator, he/she may discuss the complaint with the Executive Director. The Executive Director shall meet with the complainant to discuss the complaint, but in no event shall the meeting ne held later than fourteen (14) days from the request for the meeting is received.

STEP II – FORMAL LEVEL

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the Executive Director. An employee need nit have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the Personnel Office. The written complaint shall state the name of the complainant and the date of the complaint, the date(s) of the alleged harassment, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation. Upon the filing of a written complaint, the complainant, the complainant shall be provided with a copy of this regulation.

The Executive Director shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from the receipt of the formal complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision may be extended if the official investigating the complaint determines that such extension is necessary for a thorough investigation and fair resolution of the complaint.

If the report results in a determination that sexual harassment has occurred, appropriate action shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of the employment of the harasser.

No adverse action will be taken against an employee for filing a complaint of sexual harassment or who cooperates investigating allegations of sexual harassment.

A copy of the sexual harassment policy, administrative regulation and complaint procedure will be distributed to all new employees at the start of their employment and to all employees on an annual basis. New and existing employees shall acknowledge in writing, on a form developed by the administration, the receipt of the policy, regulation and complaint procedure. In addition, a copy of the policy, regulation and complaint procedure will be posted in each building. A copy of the signed form acknowledging receipt of the policy regulation, and complaint procedure shall be maintained as part of each employee's personnel file.

School Volunteers – Policy 1.004:

Cooperative Educational Services (C.E.S.) recognizes that volunteers can make many valuable contributions to our schools/programs. The Representative Council endorses a program encouraging parents/guardians and community members to take an active role in improving our schools/programs and to become volunteers in the schools, subject to suitable regulations and safeguards.

The Council encourages the use of volunteers to:

- Increase the students' educational achievement,
- Provide enrichment experiences for students,
- Increase the effective utilization of staff time and skills,
- Give more individual attention to students, and
- Promote greater community involvement in the education of C.E.S. students.

The Executive Director shall establish procedures for securing and screening school and community volunteers. These procedures shall include the requirement that all approved volunteers shall be under the supervision of a certified staff member when volunteering in C.E.S. schools/programs. All volunteers shall be subject to and abide by Council policy while serving in that capacity. Volunteers shall not discipline or otherwise punish students; all student behavior issues shall be brought to the attention of a staff member for action. All school and community volunteers providing services directly to students are required to be fingerprinted and have a criminal background check. This includes parent chaperones on class trips. C.E.S. will assume the cost for parent and community volunteer fingerprinting and background checks.

Annually, Principals and/or Program Administrators shall submit to the Executive Director a list of all regular volunteers serving in their school/program.

Persons Prohibited from Serving as Volunteers

Any person, who is required to register as a "sex offender" under sections 54-251 through 54-254, inclusive, of the Connecticut General Statues, or the statutes and laws of any other state or jurisdiction, shall not be allowed to serve as a volunteer in any C.E.S. school or program in any capacity. Additionally, any person who is a convicted felon shall not be allowed to volunteer in the schools/programs.

A person may be prohibited from service as a volunteer when the Principal or Program Administrator determines that such action would be in the best interest of the students and/or the school. Principals/Program Administrators shall inform the Executive Director when any person is prohibited from serving as a volunteer, including those situations in which a previously authorized volunteer is no longer allowed to serve.

Legal References:

Connecticut General Statutes:
10-4g. Parental and community involvement in schools; model program; school-based teams.
10-28b. School volunteers; information and assistance about; state-wide coordinator; state plan.
10-220. Duties of boards of education.
10-235. Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.
Title 42, United States Code, Chapter 139 – *Volunteer Protection Act of 1997*
Title 42, United States Code, Section 14071 – *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program*

Cooperative Educational Services
Administrative Regulations

Volunteer Information, Consent, and Waiver Form

Information Form:
School/Program:
_____

Name: _____
Last First Middle Telephone

Address: _____
Street City State Zip Code

Employer: _____
Name Address Telephone

Emergency Contact: _____
Name Telephone

Have you ever volunteered in a C.E.S. School or Program?
_____

If yes, which school or program? _____
School/Program Year

Have you ever been convicted of a felony?
_____

If you answer yes, list all offenses:
Offense(s):
_____

Date(s):
_____

Place(s):
_____

Please note, for the purpose of school and community volunteers, a plea of "no contest" or "nolo contendere" is considered a conviction.
Are any criminal charges currently pending against you either within or outside the State of Connecticut?
_____

Nature of the charge(s):
_____

Explanation:
_____

Please note Fingerprinting and/or a criminal records background check are required of all school and community volunteers working directly with students. C.E.S. will pay this cost.

Consent

I understand that my volunteer activity requires the C.E.S. Representative Council to initiate state and national criminal background checks and that I will be required to submit to fingerprinting. The Representative Council will assume the cost of fingerprinting and background checks.

I have read and understand this form and attest to the truth and accuracy of the information I have provided. I understand that false or misleading statements on this form will disqualify me from volunteering in C.E.S. schools and programs.
I hereby authorize law enforcement agencies and other persons or entities to supply any information regarding my background to the Representative Council and to its agents and employees, and I hereby release all such law enforcement agencies and other persons or entities, and their agents and employees, from any liability arising from the supplying and use of such information.

In addition, I hereby discharge C.E.S. school personnel, and the C.E.S. School District, from any and all liability, claims, causes of action, costs and expenses which may attribute to my participation as a volunteer in the C.E.S. schools and/or programs.

_____

(Volunteer Signature) (Date)

_____

(School Administrator Signature) (Date)

Professional Development – Policy 2.015:

The C.E.S. Representative Council the critical component professional development plays in an employee's professional growth and development. The Representative Council believes that it should provide direction and support for professional development to C.E.S. staff; that the central administration should offer guidance as to areas where it would like to see staff improve their skills; that with these inputs the programs should ultimately be planned and organized by teachers and administrators who pool their ideas and resources.

Consistent with Connecticut General Statutes Section 12-116, the C.E.S. Representative Council shall make available annually at no cost to its certificated employees not fewer than eighteen (18) hours of professional development activities. Such activities shall be made available at a time and location to be determined by the Council or its designee and with the advice and assistance of the certificated staff members employed by the Representative Council.

Since a large portion of C.E.S. staff are comprised of non-certified personnel, the C.E.S. Representative Council also encourages and supports that professional level activities be planned and organized that address their specific areas of responsibilities.

C.E.S. shall further conform to the following for certificated staff:

C.E.S. shall attest to the State Department of Education in such form and at such time as the commissioner shall prescribe that professional development activities:

a. focus on individual needs, as informed by evaluation results, with the majority of the 18 hours delivered in small groups or individually, through mentors and coaching, in a job-embedded approach;
b. improve integration of (a) reading instruction, (b) literacy and numeracy enhancement, and (c) cultural awareness, and include strategies to improve English Language Learner instruction into teacher practice;
c. be used to improve teacher and administrator practice based on general results and findings from teacher and administrator evaluations;
d. foster collective responsibility for improved student performance;
e. be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student achievement;
f. focus on refining and improving effective teaching methods shared among educators and fostering collective responsibility for improving student achievement;
g. be aligned with state academic achievement standards, conducted among educators at the school, and facilitated by principals, coaches, mentors, distinguished educators, or other appropriate teachers;
h. occur frequently for teachers individually or in groups, within their jobs, and as part of a continuous improvement process; and
i. include a repository of teaching best practices developed by each school's educators which is continuously available to them for comments and updates;
j. at least 15 hours of professional development for the Executive Director and administrators every 5 years in teacher evaluation and support.

Legal Reference: Connecticut General Statutes Section 12-116
Connecticut General Statutes Section 10-151b
Connecticut General Statutes Section 10-220a(b)
P.A. 13-245, Section 2

Grievance – Policy 3.003:
The C.E.S. Grievance Policy is established to secure, at the lowest possible administration level, equitable solutions to employee grievances and complaints. However, any employee has the right to appeal to be heard by the Representative Council if his or her grievance has not been satisfactorily resolved at a lower level. The confidentiality of these proceedings shall be maintained wherever possible in accordance with State Freedom of Information laws. The Executive Director is authorized to develop appropriate procedures for implementation of this policy.

Definitions

1. A "grievance" is an employee complaint alleging a violation of C.E.S. policies and procedures.

2. A "grievant" is the aggrieved employee or employees.

3. "Days" shall mean scheduled work days.

4. "Supervisor" shall mean the grievant's immediate supervisor or the person whose decision or action gave rise to the grievance.

Grievance Procedures

Definitions
1. A "grievance" is an employee complaint alleging a violation of C.E.S. policies and procedures.
2. A "grievant" is the aggrieved employee or employees.
3. "Days" shall mean scheduled work days.
4. "Supervisor" shall mean the grievant's immediate supervisor or the person whose decision or action gave rise to the grievance.

Step 1 – Supervisor
In an effort to resolve the issues, the grievant shall discuss the grievance informally with the supervisor. Such discussion shall take place within ten (10) days of when the grievant knew or should have known of the act or acts or circumstances upon which the grievance is based; otherwise, such grievance shall be deemed to have been waived. No formal written record shall be maintained at this step of the procedure with the exception of a record of the

discussion. The grievant should attempt to resolve the grievance with the supervisor before initiating the formal proceeding.

Step 2 – Division Director

If the grievance has not been resolved at Step 1, the grievant shall submit the grievance and requested remedy in writing to his Division Director with a copy to the Personnel Office. Such written grievance shall be submitted within five (5) days of the informal discussion with the supervisor. The written statement shall include the following:

1. A statement of the nature of the dispute.
2. A citation of the specific policy or procedure alleged to have been violated.
3. A concise statement of what action has given rise to the grievance.
4. A statement of what remedy the grievant is seeking.

The Division Director shall respond in writing to the grievant within ten (10) days of receipt of the grievance.

Step 3 – Executive Director

If the Division Director's response at Step 2 has failed to resolve the grievance, the grievant may submit a copy of the grievance and the Step 2 response to the Executive Director within three (3) days of receipt of the Step 2 response. The Executive Director shall schedule a hearing to consider the grievance. Said hearing shall take place within ten (10) days of receipt of the grievance. Effort will be made at the grievance hearing to resolve the differences between the parties to the dispute. If the grievant and the Executive Director agree, the hearing may be waived. If the Grievance is not resolved, the Executive Director will issue a written decision on the matter within five (5) days of the hearing or within ten (10) days of receipt of the grievance if no hearing is held.

Step 4 – Representative Council

If the Executive Director's response at step 3 has failed to resolve the grievance, the grievant may submit a copy of the grievance and the Step 3 response to the President of the Representative Council within three (3) days of receipt of the step 3 response. The President of the Representative Council shall schedule a hearing with the Representative Council to consider the grievance. Said hearing shall take place no later than the next Representative Council meeting provided the grievance has been received at least five (5) days before said meeting. Effort will be made at the grievance hearing to resolve the differences between the parties to the dispute. If the grievant and the President of the Representative Council agree, the hearing may be waived. If the grievance is not resolved, the President of the Representative Council will issue a written statement of the Representative Council's decision on the matter within five (5) days of the hearing or, in the event no hearing is held, within five (5) days within the date of the decision by the Representative Council. The decision of the Representative Council shall be final and binding.

Alternate Procedure for Division Directors.

When the grievant is a Division Director, the grievance shall be initiated at step 3. The respondent at step 2 shall be the Executive Director, and the respondent at step 3 shall be the Executive Committee of the Representative Council.

Time Limits

Time limits applicable to the processing of grievances may be waived or extended by mutual agreement of the parties.

Non-Retaliation

No grievant or any other employee participating in a grievance procedure shall be subjected to retaliation or reprisal because of participation in the processing of any grievance.

Evaluation:

Evaluation for Certified Personnel – Policy 2.019
Staff evaluation is essential to personnel management with far reaching ramifications including but not limited to: personal and professional growth, program direction, adherence to policy and procedure, promotion, discipline and morale. Therefore, C.E.S. maintains a strongly held belief/philosophy that staff evaluation is of the utmost importance to the employee, supervisor and Agency.

It shall be the policy of the Cooperative Educational Services that each employee shall be evaluated through an accurate, formal, consistent, and no less than annual process.

The Division Directors shall review annually the evaluation process with all supervisors. Supervisors shall be trained in the principles and methods of employee performance evaluation.

After review by appropriate division director the documents are then forwarded to the personnel office for inclusion in the employee's personnel file.

The Division Directors shall bring any unacceptable evaluations to the attention of the Executive Director.

The Executive Director is authorized to establish procedures for the evaluation of employee performance which procedures shall be published in suitable manuals and updated as needed.

Evaluation for Non-Certified Personnel – Policy 2.020
Employees shall be evaluated by their designated supervisor at least once a year. Evaluation forms shall be initiated by the Personnel Office, which forwards them to the appropriate Division Director.

The Division Director shall bring any unacceptable evaluations to the attention of the Executive Director.

C.E.S. Acceptable Use Policy

COOPERATIVE EDUCATIONAL SERVICES POLICY

Responsible Use of Technology, Social Media, and Agency Network Systems

Overview

The Cooperative Educational Services (C.E.S.) Representative Council provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the agency network and on the Internet. Communication within the agency, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of Agency technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The Agency technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling and connections that provide access to resources, including the Internet. Agency devices as well as personal devices are subject to the guidelines when using the agency network or representing the agency in communications. The Agency maintains content filtering devices and software programs that control access to resources and meet the Federal standards established in the Children's Internet Protection Act. (CIPA) Such technology protection measure shall be in operation during any use of computers with Internet access. However, it is recognized that this measure alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of internet resources lies with the user.

Digital Citizen

Definition: "Self-monitored participation that reflects conscious interdependence with all (visible and less visible) community members."

A responsible digital citizen is one who:

A. Respects one's self:

a. Users will select online names and logins that are appropriate and will consider the information and images that are posted online to ensure appropriateness. Users will not share login and password information.

B. Respects others:

a. Users are prohibited from using Agency network systems and social media to bully, tease, or harass other people. Users will communicate in a professional respectful manor with anyone engaged (See Policy 6.015 Bullying Behavior).

C. Protects one's self and others:

a. Users will follow protocols that will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

D. Respects authorship:

a. Users will properly reference or cite work, websites, books, media, etc., used in any student work.

Responsible Use

Responsible use of the Agency's technology resources is expected to be ethical, respectful, and academically honest. Digital storage on agency servers or on the cloud as well as technology devices used for any purpose will be treated as extensions of the Agency's technology. The Executive Director, or his or her designee, may review files and communications including electronic mail to ensure that users are using the system in accordance with Agency policy. Users should not have any expectation of privacy in files stored electronically. Electronic files, data and communications stored or disseminated through the Agency's technology may be subject to disclosure pursuant to the Freedom of Information Act.

Users may not access the Agency's networks without prior written authorization and are expected to comply with the following rules of network etiquette and citizenship, including but not limited to:

A. Use of the C.E.S. network, technology devices, the student and parent portal, and social media must be consistent with the Agency's educational objectives and curriculum.

B. Transmission of material in violation of any local, Federal, or State law is prohibited.

C. Intentional or unintentional use of Agency resources to access or process, proxy sites, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications or explicit text or files or files dangerous to the integrity of the network is strictly prohibited.

D. Cyberbullying is prohibited at all times, whether in the agency or out of the agency, on any device using any connection.

E. Software, applications, and media may not be installed, downloaded or uploaded without prior approval from the Information Technology Department having an approved Software Form from the Building Principal, Director of Finance and Operations, Associate Executive Director, or Executive Director.

F. Use of the Agency network for commercial activities, product advertisement religious or political campaigning, lobbying, or solicitation of non-agency material is prohibited.

G. Accessing unauthorized chat rooms or instant messaging using the Agency's network is prohibited.

H. Bypassing the Agency's content filter is strictly prohibited.

I. Users may not share their passwords and are expected to maintain their passwords privately and securely.

J. Users shall not vandalize, damage, disable, intentionally disrupt or degrade the Agency's technology systems or network and may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.

K. Files stored on Agency-managed or cloud networks are the property of the Agency and may be inspected at any time.

L. Materials published electronically must be for educational purposes. Administrators may monitor these materials to ensure compliance with content standards.

M. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Agency's network. All material not belonging to the Agency must be scanned for viruses prior to being placed onto the Agency's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the Agency's network must be scanned for viruses.

N. Users shall not "hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data.

O. Users shall not violate copyright or otherwise use the intellectual property of another individual or organization without permission.

P. Users shall not plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool).

Q. Users shall not send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information.

Procedures for Use

A. Students shall receive education about the following:

a. Safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;

b. The dangers inherent in online disclosure of personally identifiable information; and

c. The consequences of unauthorized access including but not limited to hacking, cyber-bullying, and other unlawful or inappropriate activities online.

B. All users shall not (1) access or use another person's account without written permission; (2) share their password with anyone else or engage in activities that would reveal anyone's password; (3) allow others to access a computer that the user is logged on to; or (4) ever sign in, or attempt to sign in, as another person.

C. All student users and their parents are required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and any administrative procedures and guidelines. If the agreement is not signed, Agency network privileges will not be given. All employees are required to sign an employee written agreement. If the agreement is not signed, Agency network privileges will not be given. The written agreement may be disseminated using an electronic means.

Violations and Sanctions

Accessing the internet or Agency network is a privilege, not a right. Inappropriate use and violation of this or any other Agency policy may result in cancellation of all network access. Inappropriate material is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the Agency. Any user can be denied access temporarily or permanently if the school or Agency administrator determines that a user has used the Internet or Agency network in an inappropriate or unacceptable manner. Students may also be disciplined or subject to other legal action.

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the Agency's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons explain why users should have no expectation of privacy:

A. The Agency may have a duty under federal law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the Agency's computer resources and the Internet at any time,

without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

B. Computer resources are owned, controlled, and maintained by the Agency. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.

C. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

D. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The Agency has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

E. Agency personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the Agency and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the Agency. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or profit, or for entertainment, is strictly prohibited. Solicitation for any purpose, other than to support a community service drive officially sponsored by the Agency, will not be tolerated.

Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the Agency. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the Agency.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures

and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Representative Council Liability

The Representative Council makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet access it is providing.

The Representative Council is not responsible, and shall not be liable, for:

A. Damage resulting from unauthorized or inappropriate Agency network or social media activity;

B. Use of information obtained via the Internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;

C. The accuracy or quality of information obtained through the Internet;

D. Unfiltered content that may be viewed or downloaded on Agency equipment that has been provided to individuals for use outside Agency property;

E. Issues or damage caused by the connection of personal devices to the Agency's network or improper use of the Agency's network or equipment; or

F. Personally owned devices that are damaged, lost, or stolen.

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using Agency computer resources.

Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations.

The administration may issue regulations and guidelines in connection with this policy.

Legal References:

20 U.S.C. 67771nternet Safety (Children's Internet Protection Act)
47 U.S.C. 254 Universal Service
45 C.F.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries." Conn. Gen. Stat. § 31-48d -- Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

Policy Approved: November 1, 2018

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Appendix A

Responsible Use Policy Agreement

COOPERATIVE EDUCATIONAL SERVICES

What is the Responsible Use Policy Agreement?

The Responsible Use Policy was adopted by C.E.S. Representative Council in 2018. The Responsible Use Policy (RUP) outlines the Council's specific expectations for students' use of the school system's electronic information resources, including the school system's computer networks and the Internet.

The RUP requires the preparation of the Responsible Use Policy Agreement which one parent (or legal guardian) and all students in grades first through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades kindergarten through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the Internet. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in grade K, and we add more complex dimensions as students' progress through the school system.

Student Consent Form

As a user of the C.E.S. electronic information resources and computer networks, I have read, understand and will abide by the Responsible Use Agreement which implements the Responsible Use Policy. I understand that my signature and the signature of one of my parents or legal guardians are preconditions to my accessing and using the Agency's electronic information resources. I also specifically agree to the following:

1. I will use digital technology resources only for educational and research purposes that are consistent with the educational objectives of my teachers and the Representative Council.

2. I will use digital resources in a responsible, ethical and legal manner at all times. I will not intentionally do anything to another users' work on the resources.

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3. I will not plagiarize. I will give appropriate citations to an author or resource as the source of information I find.

4. I will use digital technology resources as directed by a teacher or staff member.

5. I will be considerate of other users and data privacy when using Agency resources. I will be polite and use appropriate language at all times. My log-in and password will be kept private and not shared with other users. I will not use another user's login and password to access the agency network.

6. I will send and receive electronic mail (email) appropriately for educational purposes. I will report any inappropriate email messages or any misuses of email immediately.

7. I will not give out any personal information regarding myself or anyone else in the agency while using email.

8. I will never intentionally damage, degrade or disrupt the electronic information resources, including computer services or computer equipment. I will not tamper with computer hardware or software, vandalize or change data in any way, intentionally introduce computer viruses, attempt to gain access to restricted or unauthorized networks or network services or violate copyright laws. I understand that such activity may be a crime.

9. I will use the portal for educational requirements and will use appropriate language at all times.

10. If I do not follow the rules outlined in this Agreement and in the Responsible Use Policy, I know that I may lose my privilege to use the Agency's electronic information resources. I also know that I may be disciplined for not following the rules and that my parents and I may have to pay for any damage I cause because of my intentional misuse of these resources.

II. I am aware that some violations of the Responsible Use Policy may also be violations of local, state and federal laws and regulations and that I may be prosecuted for violating those laws.

Student Name: _____

Signed:_____ Date: _____
(Student)

AppendixB

Parental Consent Form

Responsible Use Policy Agreement

COOPERATIVE EDUCATIONAL SERVICES

I give the C.E.S. Representative Council permission to allow my child to access and use the electronic information resources in the schools for educational purposes. I understand that when using a resource such as the Internet, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the Agency will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the Agency's electronic information resources.

My child and I have read the Council's Responsible Use Policy and this Responsible Use Policy Agreement for grades kindergarten through twelve, and we have discussed the Policy and this Agreement. I understand that my child, in addition, will receive several lessons from school personnel about the Responsible Use Policy and the Responsible Use Policy Agreement.

I understand, and explained to my child, that he or she may lose his or her privilege to use these resources at school and may be disciplined if he or she does not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child and I may be held liable for costs incurred by my child's deliberate violation of the Policy.

Student Name

_____

Parent/Guardian Name:

_____

Signed: _____ Date: _____

(Parent or Guardian)

Appendix D

COOPERATIVE EDUCATIONAL SERVICES
REPRESENTATIVE COUNCIL

EMPLOYEE ACKNOWLEDGMENT REGARDING
COMPUTER AND INTERNET USE

I have read and agree to comply with the terms of the C.E.S. Representative Council's policy 5.018 governing the use of the Agency's computer resources by school personnel. I understand that a violation may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the Agency may revoke my access privileges at any time.

Signature: _____ Date : _____

Printed Name: _____

Appendix C

COOPERATIVE EDUCATIONAL SERVICES
REPRESENTATIVE COUNCIL

NOTICE REGARDING ELECTRONIC MONITORING
of School Agency Personnel and Guest Users

In accordance with Connecticut law, the C.E.S. Representative Council ("Agency") hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Agency may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

"Electronic monitoring", means the collection of information on Agency 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, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of Agency premises which are open to the public, or which is prohibited under other state or federal law.

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

- Monitoring of e-mail, Internet usage and other components of the Agency's computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.

- Video and/or audio surveillance within the Agency's facilities (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).

- Monitoring of employee usage of Agency's telephone systems.

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

Appendix E
(for Contracted Users)

COOPERATIVE EDUCATIONAL SERVICES
REPRESENTATIVE COUNCIL
Trumbull, Connecticut

USER ACKNOWLEDGMENT REGARDING
COMPUTER AND INTERNET USE

I acknowledge receipt of the C.E.S. Representative Council's policy numbers 5.018 governing the use of the Agency's computer resources and network. As a user of the Board's computer resources and Internet access, I agree to read and comply with the terms of the agency's acceptable use policy. I understand that a violation of this policy may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the Agency may revoke my access privileges at any time.

Signature: _____ Date: _____

Print: _

SUGGESTED ADMINISTRATIVE GUIDELINES FOR AGENCY/SCHOOL POLICY ON INTERNET SAFTEY, COMPUTER EQUIPMENT AND RELATED SYSTEMS, SOFTWARE, AND NETWORKS

1. Agency/schools will publish policies related to the acceptable use of computer equipment, related systems, software, networks, the Internet, e-mail, and Web site development.

2. The use of software and electronic resources must comply with agency/school rules, local, state, and federal laws, including copyright regulations.

3. Students and staff must comply with e-mail guidelines.

4. Staff who use the network to post instructional Web sites must follow the district guidelines for Web postings.

5. Students who use the network to post Web sites must follow the district guidelines for Web posting.

6. Students and staff may not modify program files or documents on hard drives or network resources without authorization.

7. While staff is encouraged to purchase their own computer equipment, staff who take agency/school laptop equipment home for work-related purposes (e.g., over summer/vacation periods) must sign a form accepting responsibility in the event of damage or loss due to fire, theft, or negligence. Forms will include make, model, serial number. Forms will be collected by building administrator/designee and sent to the office of Administrative Services for inventory purposes.

8. Neither students nor staff may use agency/school computers for game playing not associated with a planned program, purchasing items or services for personal use, or operating a private business.

9. No software may be installed on agency/school equipment for personal use.

10. No agency/school software may be installed on home computers without authorization from the Director of Administrative Services or designee as per agency/school site licensing agreements.

11. C.E.S. reserves the right to bypass any or all individual or group passwords to determine the activity on any or all computers, computer systems, software, and electronic access privileges including e-mail and networks.

12. Staff should use caution when subscribing to listservs. Listservs must be related to the staff member's area of responsibility.

13. Core software will be identified for each level of instruction (elementary school, middle school, high school), job responsibility, and administration. This software will be supported by the agency/school technicians and help desk facility. The installation of any other software on the hard disk or fileserver must be approved by the office of the Director of Administrative services/ designee. (See Software Purchase and Installation Request form.)

14. Stand-alone packages (CD-ROM/diskettes) must comply with agency/school standards on content, be appropriate to the level of instruction or administration, and be installed by authorized building or agency staff.

15. In compliance with the Children's Internet Protection Act (CIPA), C.E.S. has implemented technology protection measures that are designed to restrict minors' access to harmful materials as specified in the CIPA. Students and staff must not alter, interfere with, dismantle, or disengage these devices at any time.

16. Students and staff must comply with security procedures.

Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and/or appropriate disciplinary/legal action, including criminal prosecution.

INTERNET SAFETY GUIDELINES

The Internet is one of the most valuable tools which staff and students can use to share resources, communicate ideas, and explore new information. The following guidelines and conditions have been developed to ensure appropriate use of the Internet by students and staff:

1. Keep personal information (name, address, personal phone number, password) private and off line.

2. Refrain from participating in “chat” rooms or subscribing to listservs without permission.

3. Be polite in language and demeanor and refrain from publishing libelous statements about any group or individual.

4. Refrain from using profanity, obscene or defamatory language, and accessing messages or pictures deemed inappropriate, obscene, or pornographic.

5. Observe all agency/school rules with regard to proper written and oral communication and appropriate behavior.

6. Respect the electronic property of others.

7. Refrain from damaging and/or altering computer hardware and software, computer systems, files, and networks, including the introduction of viruses.

8. Observe all agency/school rules and local, state, and federal laws and guidelines (including copyright) while using agency/school resources.

9. Refrain from using the network for commercial purposes, including the purchase or sale of personal goods and services.

10. Be aware that network storage areas, like other agency/school storage areas (e.g., file cabinets, lockers), and files or communications (e.g., e-mail messages) stored in these areas, may be reviewed by network administrators to ensure system integrity and responsible use.

Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and/or appropriate disciplinary/legal action, including criminal prosecution.

WEB SITE GUIDELINES

1. Web pages must comply with agency/school rules, local, state, and federal laws and regulations.

2. Content of Web pages should be consistent with the mission statement of C.E.S. and/or the school and support the work of the agency and/or school (e.g., for schools—enhance the curriculum, and support student learning and ancillary student activities). Staff who use the network to post instructional Web sites should follow agency/school guidelines for size, scope, and content.

3. No individual may post profane, libelous or defamatory statements about any group or individual.

4. Staff members must inform their agency or building supervisor of posted Web sites.

5. Students may only post Web sites under the guidance and supervision of a teacher and should conform to agency/school guidelines for size, scope, and content. Student Web sites must be related to the curriculum and must be reviewed by the classroom teacher prior to posting. Posting of student Web sites in the Internet will be allowed only with prior permission of the building principal or designee.

6. Personal information about staff and/or students, including personal telephone numbers and addresses, may not be posted on Web sites. Individual photographs with student names may not be included without express written parental consent.

7. Any information posted on Web sites must be the original material of the C.E.S./school staff or students or be in the public domain. All materials will be held to the same publishing standards and criteria as print publications. Copyrighted material, text, or graphics may only be used with the written permission of the author or publisher.

8. C.E.S./schools reserve the right to publish student work on its Web site. Unless prior permission is granted by parents or guardians, such work will be identified only by first name and last initial. Official school newspapers and newsletters are exempt from this guideline.

9. While teachers and staff are encouraged to publish their work voluntarily, the C.E.S./schools will obtain permission from staff members prior to posting their individual work or creations on the district's Web site, Internet, or on-line databases. Collaborative work done for the agency/school may be published without permission.

10. All curriculum is the property of C.E.S./schools and may be published on the agency/school Web site and/or network.

11. Commercial use of Web pages for endorsements (i.e., fundraising) will be subject to agency/school policy and review.

12. Links to support groups or organizations officially recognized by the agency/school (e.g., PTA, BEST) will be allowed with the approval of the office of Administrative Services.

Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and/or appropriate disciplinary/legal action, including criminal prosecution.

E-MAIL GUIDELINES

1. E-mail use must comply with agency/school rules, local, state, and federal laws and regulations.

2. Users should consider all e-mail to be in the public domain. Therefore, C.E.S./the school reserves the right to bypass any or all passwords to determine e-mail activity.

3. E-mail is to be used primarily for those activities directly related to teaching, learning, and/or management by students and staff.

4. The equipment, infrastructure and software are not to be used for personal gain or illicit/illegal activity by any student or staff member.

5. Be polite in language and demeanor and refrain from making libelous statements about any group or individual.

6. Spamming (sending unsolicited junk mail) and chain letters is prohibited.

7. Confidential or personal matters should remain private and off-line.

8. Password sharing, accounting sharing, thwarting security, anonymous communication, and concealing one's identity are prohibited.

9. Users will be liable for any unauthorized costs incurred by the agency/school.

10. Users should delete e-mail files as soon as possible. Files will be purged at least every 30 days to ensure efficient network functioning.

11. Users should not open attachments from unknown sources. If sources are known, attachments should be saved to disk before opening. This allows for better virus detection by the anti-virus software.

Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and/or appropriate disciplinary/legal action, including criminal prosecution.

Guidelines for Email Communication

In the spirit of being a quality agency focusing on continual improvement, the following are offered as memory joggers for things we at C.E.S. say and do while carrying out our responsibilities to those for whom we work and to our colleagues in the work place. Since there is no direct verbal or visual link between people in electronic mail, the following are suggestions for successful communication:

- Do not let e-mail become a substitute for personal contact.
- Please think about whom else, beside the person to whom you are sending mail, may read your message.
- Try to picture how your message's receiver will react when reading your message.
- Please think about the tone of your message; inadvertent sarcasm or harshness might be interpreted.
- Begin electronic mail messages with greetings.
- Communicate messages clearly and concisely.
- Check your messages for appropriate grammar and punctuation.
- Verify any attachments you may be sending.
- Read and reread your message before sending it; think about the receiver of the message.
- Keep in mind that readers will respond more willing to the writer who remembers the human element.
- Check your e-mail regularly and respond to the writer as soon as possible.
- When sending mail do not assume that the recipient has read the message.
- Remember that your message may easily be forwarded to another person.
- Remember that even though the medium is electronic, the recipient of the message is human.

Guidelines for Voicemail Communication

- Do not let voice mail become a substitute for personal contact.
- Create a voice mail greeting that communicates important messages with clarity.
- Change your voice mail greeting to reflect changes in your schedule.
- Remember that even though the medium is electronic, the recipient of the message is human.
- Give the caller a means to reach another person who may be of assistance.
- Check your voice mail regularly and respond to messages as quickly and efficiently as possible.
- If you are leaving a message with a telephone number, speak slowly so the recipient can write the number correctly

Guidelines for the Use of Social Networking Websites

The rapid growth of social networking and electronic communications has emerged as an opportunity for outreach, information sharing, new product development, enhanced service delivery, marketing and advocacy. For purposes of these guidelines, social networking includes but is not limited to online social networking sites like Twitter, Facebook, LinkedIn, YouTube, WikiSpaces, Live Journal, and MySpace.

Many employees at C.E.S. are currently using social networking sites and many more will do so in the future. C.E.S. trusts – and expects – that all of its employees will behave professionally and exercise personal responsibility whenever they use social networking sites. We encourage our employees to be advocates for C.E.S., our member districts and the communities we serve, and social networking provides a powerful tool for doing so.

Even when employee use of social networking and electronic communication takes place outside of work, as personal activities should, what is communicated may cause a disruption to C.E.S activities and may have an impact on an employee's ability to perform his/her job, a colleague's abilities to do his/her job and on the best interests of C.E.S.

C.E.S. acknowledges that employees have the right, in certain circumstances, to speak out on matters of public concern. However, C.E.S. will investigate any reports on the inappropriate use of social networking by employees, including employees' personal use of such media, when that use:

- Disrupts and/or interferes with the work or activities of C.E.S.
- Is used to harass coworkers or other members of the C.E.S. community
- Creates a hostile work environment
- Breaches confidentiality obligations of C.E.S. employees and/or students
- Harms the goodwill and reputation of C.E.S. in the community
- Includes improper fraternization with students

If C.E.S. discovers a staff member's inappropriate use of social networking sites, or other inappropriate conduct online or discovers that an employee has violated any provision contained in these guidelines, C.E.S. may consider disciplinary action against the staff member leading up to and including termination of employment.

Nothing in these guidelines gives any C.E.S. employee permission to represent C.E.S. online. No employee has the authority to represent or speak on behalf of C.E.S. unless they have been officially designated to do so.

Official online communications on behalf of C.E.S., including the creation and management of wikis, blogs, social networking pages, and other online sites representing C.E.S. or any C.E.S. affiliated school or program must first be approved by the employee's supervisor and the executive director or his/her designee prior to publishing online. All work-related online sites must be coordinated with and approved by the employee's supervisor and all content must be reviewed before it is published unless a different arrangement has been approved. Administrative rights to all work related pages and sites must also be given to the supervisor or his/her designee before publishing.

Remember, as an employee of C.E.S., you are an advocate for and a representative of the agency regardless if your online communication is on a personal or C.E.S. sponsored/affiliated site.

Guidelines Concerning PROFESSIONAL AND C.E.S. SPONSORED/AFFILIATED social networking sites

These guidelines apply to the use of any social networking sites like Twitter, Facebook, LinkedIn, YouTube, WikiSpaces, Live Journal, and MySpace sites for C.E.S. communication purposes.

Permission is required. If you would like to use any online sites as a tool to enhance or expand the delivery of information regarding C.E.S. events, programs and/or services, you must first obtain permission by your supervisor prior to publishing the page.

Administrative rights must be shared. Before any C.E.S. affiliated social networking site is published, administrative rights must be shared with a supervisor or administrator within the agency for the purpose of monitoring content and collaboration with publishing the site.

Use of logos and photos. No employee is permitted to use any C.E.S. school or program logo without first obtaining permission. No C.E.S. photos of students, staff, families or facilities may be used without the written permission of the individuals pictured in the photos or the C.E.S. facilities manager (when a photo of a C.E.S. building is being published). Do not post copyrighted materials (e.g. photographs, logos) from the internet without permission from the owner.

Be professional at all times. As a C.E.S. employee you are required to maintain appropriate professional boundaries in any C.E.S. sponsored/related social networking sites. This includes appropriate speech, refraining from the use of harassing, defamatory, abusive, discriminatory or threatening language.

Your communication can be monitored. You should have no expectation of personal privacy when using C.E.S. computers and electronic data devices. Any C.E.S. sponsored/affiliated social networking sites should be conducted at work on C.E.S. computers. Personal social networking and electronic communications should be conducted outside of work on personal computers and/or electronic data devices.

Confidentiality policies extend to the internet. All posts on C.E.S. sponsored/affiliated social sites must abide by confidentiality policies already in existence. This includes the confidentiality of student information, client information, staff relationships, etc. If you are unsure of the nature of the information you'd like to publish, please consult your supervisor first.

Misrepresentation of C.E.S. is forbidden. Using C.E.S. sponsored/affiliated social networking sites or electronic communications to misrepresent personal or professional views of the agency or individual C.E.S. schools, programs, departments or staff is forbidden.

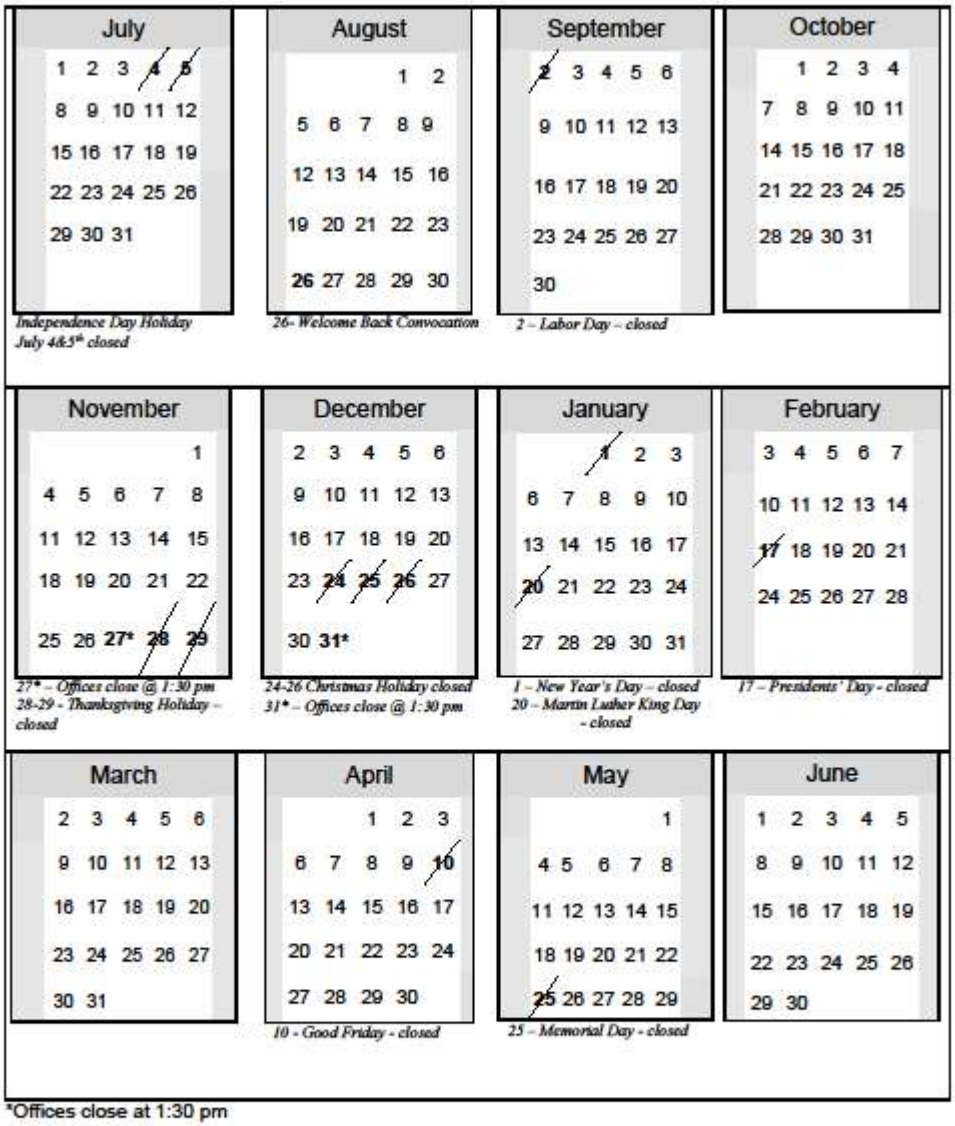
Guidelines Concerning PERSONAL social networking

When using personal social-networking sites, employees should conduct themselves properly in accordance with state law, C.E.S. policies, and other applicable standards of conduct. Moreover, C.E.S. staff shall not post any data, documents, photos or inappropriate information on any websites that might result in or cause a disruption of the C.E.S. school and working environment.

C.E.S. staff members should be aware that their inappropriate conduct online may negatively impact or disrupt the educational and working environment at C.E.S and may subject the employee to discipline actions leading up to and including termination of employment.

If a C.E.S. staff member is uncertain whether such content or statements would violate these guidelines, the staff member should contact their Director before publishing content online that may disrupt the educational and working environment of C.E.S.

C.E.S. EMPLOYEE CALENDAR
2019-2020



*Offices close at 1:30 pm
/Offices closed
Approved by the Rep Council: 11/1/18

C.E.S. SPECIAL EDUCATION SCHOOL
CALENDAR
2019-2020

July

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 – Summer Session Begins
4 & 5 – July 4th Holiday - closed

August (2)

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 – Summer Session Ends
22 & 23 – New Certified/Licensed Staff
26 – Staff Return
29 – Students Return

September (19)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 – Labor Day – closed
25 – Parent Night
30 - Rosh Hashanah – closed

October (22)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 Yom Kippur - closed

November (18)

				1
4	5+	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27*	28	29

5 – Staff Only – PD Day
27- Early Dismissal
28-29 - Thanksgiving Holiday – closed

December (15)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-31 – Holiday Recess - closed

January (21)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28*	29*	30	31

1 – New Year's Day – closed
20 – Martin Luther King Day - closed
28 & 29 – Early Dismissal Parent Conferences

February (17)

3	4	5	6	7
10	11	12	13+	14
17	18	19	20	21
24	25	26	27	28

13 – Staff Only – PD Day
14 - February Break - closed
17 – Presidents' Day - closed

March (21)

2	3	4*	5*	6
9	10	11	12	13
16	17	18	19	20+
23	24	25	26	27
30	31			

4 & 5 Early Dismissal – PPT Prep
20 – Staff Only – PD Day

April (16)

		1*	2*	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1 & 2 – Early Dismissal – PPT Prep
10 - Good Friday – closed
13-17 – Spring Recess - closed

May (20)

				1
4	5	6*	7*	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

6 & 7 Early Dismissal – PPT Prep
25 – Memorial Day - closed

June (9)

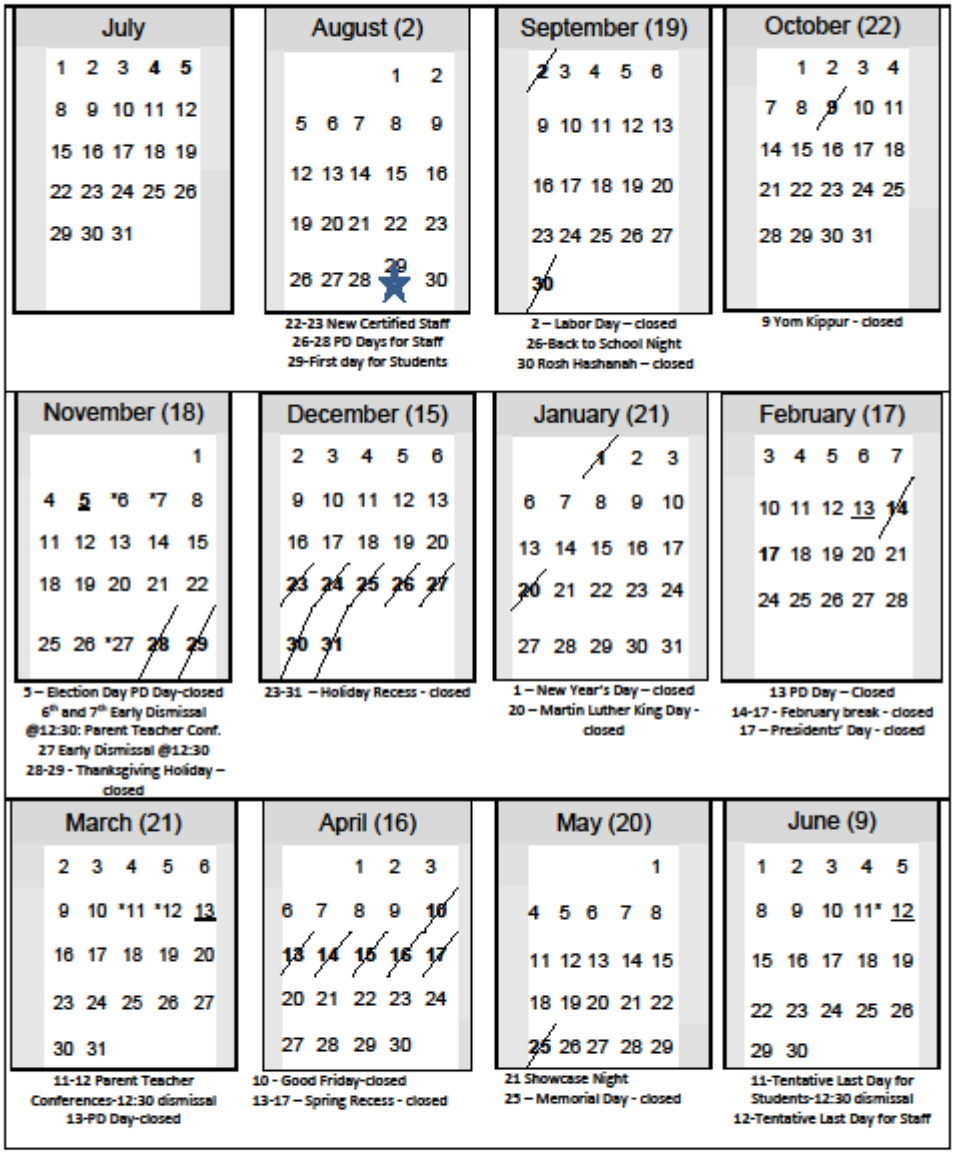
1	2	3	4	5
8	9	10	11*	12
15	16	17	18	19
22	23	24	25	26
29	30			

11 - Tent. Last Day for Students- Early Dismissal
12- Tent. Last Day for Staff

Note: State law requires that public schools operate 180 days for students. Any unusual circumstances, snow days or other emergency closing days will extend the scheduled last day for students. June 18* will be the absolute last day for students and June 19th will be the absolute last day for academic year staff which would include five (5) make-up days if needed. Any additional days beyond five (5) required for make-up will occur during April recess starting at the beginning of the week.

Key:
/ No school
+Staff Only – no students
*Early Dismissal for students
Parenthesis indicate total number of available student days in a month
Approved by C.E.S. Representative Council: 11/1/18

C.E.S. SIX TO SIX MAGNET SCHOOL
CALENDAR
2019-2020



Note: State law requires that public schools operate 180 days for students.
Key:
/ = No School
Underline = Professional Development Day – no students
***Early Dismissal**
Parenthesis Indicate total number of available student days in month
Approved by the Rep Council: 11/1/18

COOPERATIVE EDUCATIONAL SERVICES

Regional Center for the Arts

2019-2020 Calendar

Program meets 4 days per week

Monday-Thursday

1:30-4:45 p.m.

RCA not in session

◇ First day of classes for students *
● Last day of classes for students
▲ Staff Professional Development
▼ Marking Period Ends

AUGUST (1 Day)

M	T	W	T
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29◇

26 Welcome Back Staff Convocation
◇ Students' First Day *

SEPTEMBER (15 days)

M	T	W	T
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

2 Labor Day
30 Rosh Hashanah

OCTOBER (18 days)

M	T	W	T
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30▼	31

9 Yom Kippur
▼ First Marking Period Ends

NOVEMBER (13 days)

M	T	W	T
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

▲5 Staff PD Day
27-28 Thanksgiving Recess

DECEMBER (12 days)

M	T	W	T
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

23-31 Holiday Recess

JANUARY (17 days)

M	T	W	T
		1	2
6	7	8▼	9
13	14	15	16
20	21	22	23
27	28	29	30

▼ Second Marking Period Ends
1 New Year's Day
20 Martin Luther King Day

FEBRUARY (15 days)

M	T	W	T
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

17 Presidents' Day

MARCH (18 days)

M	T	W	T
2	3	4	5
9	10	11▼	12
16	17	18	19
23	24	25	26
30	31		

▼ Third Marking Period Ends

APRIL (14 days)

M	T	W	T
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

13-16 Spring Recess

MAY (15 days)

M	T	W	T
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27▼	28

▼ Fourth Marking Period Ends
25 Memorial Day

JUNE (2 day)

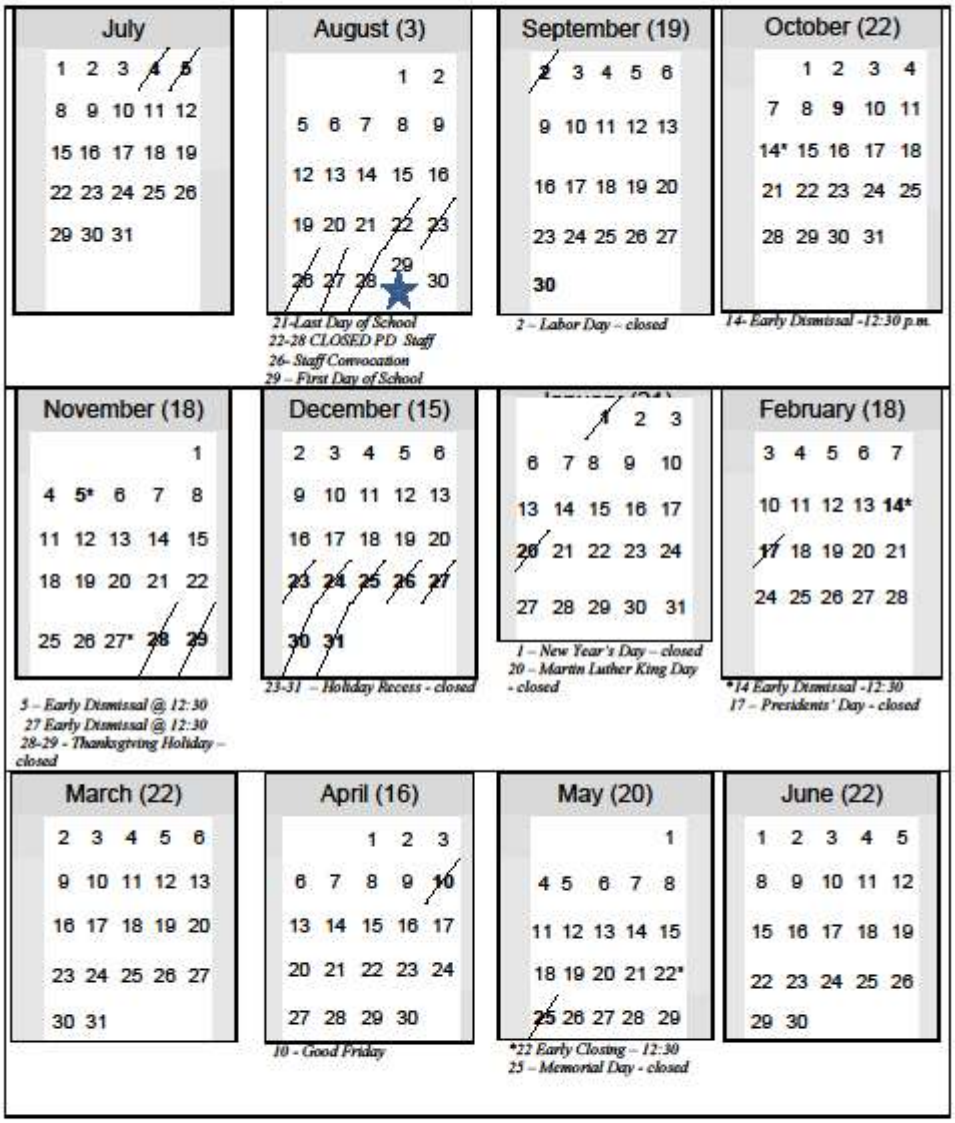
M	T	W	T
1	2●	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		

● Students' Last Day
5 Staff's Last Day

***RCA Classes begin on 8-29-19. Students' first day is either 8/29 or the first full day of the sending district.**

140 Days for students/ 143 Days for Staff
Approved by Representative Council: 11/1/18

C.E.S. SCHOOL READINESS CALENDAR 2019-2020



Note: State law requires that public schools operate 180 days for students.
Key: / = No School
*= Early Dismissal
Underline = Professional Development Days – no students
Parenthesis Indicate total number of available student days in month
Approved by C.E.S. Representative Council: 11/1/18

ATTESTATION

I have read the Cooperative Educational Services (C.E.S.) Employee Handbook, including the *Acceptable Technology Use Policy* and *Safe School Climate Plan* (go to www.ces.k12.ct.us, click on "**About C.E.S**." and click on "**C.E.S. Employee Handbook**") and agree to abide by the regulations contained therein.

_____
Printed Name

_____
Signature

Date read and signed:_____

PLEASE COMPLETE ONLINE
ON OR BEFORE SEPTEMBER 6, 2019