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## **CREATING POSITIONS**

Only the LEARN Board of Directors can create administration positions or salaried positions in new LEARN programs based upon the recommendation of the LEARN Executive Director. Said recommendation must include a job description, salary range, and source of funding. The Executive Director may add non-administrative positions within existing programs and report such action to the Board of Directors.

Policy adopted: December 14, 1989  
LEARN

**EMPLOYMENT OF STAFF**

The Board of Directors hires all salaried professional staff requiring Connecticut Administrative Certification (092) and above or a director position upon the recommendation of the Executive Director who presents one candidate with supporting documentation. The Board of Directors can accept the recommendation or reject it and request another recommendation.

The Executive Director hires all other salaried professional and non-professional staff and reports such action to the Board of Directors. Whenever possible such notification should occur prior to the appointment.

Policy adopted: December 14, 1989

Revised: May 12, 2016

LEARN

**CERTIFICATION**

The Board of Directors shall not employ any teacher, supervisor or Executive Director unless said individual possesses an appropriate state certification.

Policy adopted: December 14, 1989  
LEARN

**DRUG FREE WORK PLACE**

In accordance with the federal regulations implementing the Drug Free Work Place Act of 1988, 34 C.F.R. Part 85, Subpart F, and pursuant to the goal of LEARN to maintain a drug free work place, the following policy is established:

1. LEARN will publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place. All employees will be given a copy of this statement and any employee who violates its provisions will be subject to disciplinary action up to and including termination.
2. LEARN will establish a drug free awareness program to inform employees about:
  - a. the dangers of drug abuse in the work place;
  - b. LEARN's policy of maintaining a drug free work place;
  - c. the availability of drug counseling and rehabilitation programs and;
  - d. the penalties that may be imposed upon employees for drug abuse violations occurring in the work place.
3. It will be a condition of employment for all employees employed under a federal grant to abide by the terms of the statement referred to in paragraph 1 above and to notify the Personnel Office of any criminal drug statute conviction or violation occurring in the work place no later than five (5) days after such conviction.
4. LEARN will notify the federal granting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of any criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.
5. Within thirty (30) days of receiving notice under paragraph 3, LEARN will take action, either by taking disciplinary action against such employee up to and including termination, or by requiring said employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. Said employee will be required to submit to random drug testing.
6. LEARN will make a good faith effort to continue to maintain a drug free work place through implementation of this policy.

Legal References: Federal Regulation 34 C.F.R. Part 85

Policy adopted: September 13, 1991

LEARN

**NOTICE**

THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED AT ANY WORK PLACE UNDER THE CONTROL OF LEARN. ANY EMPLOYEE WHO VIOLATES THIS PROHIBITION IS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. FURTHER, IT IS A CONDITION OF EMPLOYMENT FOR ANY EMPLOYEE WORKING UNDER A FEDERAL GRANT TO ABIDE BY THE TERMS OF THIS STATEMENT REGARDING THE MAINTENANCE OF A DRUG FREE WORK PLACE. EMPLOYEES ARE FURTHER REQUIRED TO NOTIFY THIS EMPLOYER OF ANY CRIMINAL DRUG STATUTE CONVICTION FOR A VIOLATION OCCURRING IN THE WORKPLACE NO LATER THAN FIVE (5) DAYS AFTER SUCH CONVICTION.

Policy Adopted: October 10, 1991  
LEARN

**AFFIRMATIVE ACTION: RECRUITMENT AND SELECTION**

The Board of Directors will provide equal employment opportunities for all persons without discrimination with respect to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal laws and provides equal access to designated youth groups except in the case of a bona fide occupational qualification or need. Decisions shall not be influenced, affected, or determined on the basis of membership in or holding of office in an employee association or union.

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

Legal Reference:                    Connecticut General Statutes  
                                                 10-153 Discrimination on account of marital status  
                                                 46a-60 Discriminatory employment practice prohibited.

Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity

Policy Adopted: October 11, 1990  
Revised: January 9, 1997  
Revised: May 10, 2012  
Revised: October 9, 2014  
LEARN

**RECRUITMENT**

The Executive Director shall advertise the vacancies that exist within LEARN to ensure the identification of qualified candidates for employment and remain consistent with the Contract Between LEARN Regional Educational Service Center and Project LEARN Education Association.

Policy adopted: December 14, 1989  
LEARN



**PHYSICAL AND OTHER MEDICAL EXAMINATION**

Upon appointment each new staff member in categories established by the Executive Director shall obtain a physical examination. Results of the examination will be filed with the Executive Director. LEARN will pay up to the fee established by the designated LEARN provider per required medical examination.

The Executive Director may at any time require a physical or other medical examination of any employee of LEARN by medical personnel and for a fee approved by the Executive Director. If an examination is required, LEARN reserves the right to obtain the results of the examination.

Policy adopted: December 14, 1989

Policy revised: March 14, 1991

Policy revised: December 8, 1994

Policy revised: September 13, 2001

LEARN

**ASSIGNMENT/REASSIGNMENT/TRANSFER**

The Executive Director shall make such assignment, reassignments, and transfers of employees to secure the highest efficiency of the entire staff. Teacher transfers shall be consistent with the Contract Between LEARN Regional Education Service Center and Project LEARN Education Association.

Policy adopted: December 14, 1989  
LEARN

**RESTRICTIONS**

No employee of LEARN shall be a member of the LEARN Board of Directors.

Policy adopted: December 14, 1989  
LEARN

**EDUCATOR-IN-RESIDENCE**

One or more Educator-in-residence positions may be established on a yearly basis in accordance with policy requirements for creating positions in new LEARN programs. The Educator-in-residence Program is designed to enhance collaborative efforts between LEARN staff and area educators.

Policy adopted: March 8, 1990  
LEARN

## **NONDISCRIMINATION**

The conditions or privileges of employment in this organization, including the wages, hours, terms, and benefits shall be applied without regard to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal laws and provides equal access to designated youth groups except in the case of a bona fide occupational qualification or need. Neither the board nor any employee nor any other person may aid or compel the performance of an unfair practice as defined by law.

## **DISCIPLINE**

No employee will be disciplined, reprimanded, reduced in rank, or deprived of any professional advantage without just cause and due process.

## **GRIEVANCES**

No employee, employee association representative, member of any employee organization, or any other participant in a grievance procedure shall suffer reprisals in any way or suffer any professional disadvantage by reason of his/her being opposed to any unfair employment practice or because of his/her participation in the processing of any grievance. The Executive Director will provide procedures for alleged violations of Board policies, of administrative regulations, of unfair employment practices, and operations in general when not otherwise covered in employee organization agreements.

Legal Reference: Connecticut General Statutes

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

10-153 Discrimination on account of marital status.

10-555f Residency requirement prohibited.

461-60 Unfair employment practices prohibited. (as amended by P.A 80-285)

Cross Reference: Policy #4118.2/4218.2 Sexual Harassment

Policy adopted: December 12, 1990

Revised: January 9, 1997

Revised: September 8, 2011

Revised: October 9, 2014

LEARN

## **LEARN GRIEVANCE PROCEDURE FOR TITLES VI AND IX, SECTION 504**

### **Informal**

- A. Any student, parent/guardian, staff member, or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws shall contact the designated Compliance Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. The Compliance Coordinator shall maintain a written record which shall contain the following:
1. Full name and address of the complainant
  2. Full name and position of the person(s) who allegedly discriminated against the complainant.
  3. A concise statement of the facts constituting the alleged discrimination.
  4. Dates of the alleged discrimination.
- B. At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explore grievance procedures with the complainant and answer any questions. The Compliance Coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit the Compliance Coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.
- C. If the complainant is not satisfied with these initial informal procedures and within twenty (20) working days from the date of the original discussion with the Compliance Coordinator, more formal procedures may be initiated by the complainant to future explore and resolve the problem internally.

### **Formal Procedure**

#### **A. Level One - Program Coordinator/Director**

1. The grievant shall file a written formal grievance with a program coordinator/director specifying the alleged discrimination.
2. Within five (5) working days after the receipt of this formal grievance, the program coordinator/director will hold a meeting with the grievant.
3. The program coordinator/director shall, within four (4) working days after the hearing, render a decision and reasons in writing to the grievant.

#### **B. Level Two - Executive Director**

1. If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant, within five (5) working days after the decision or seven (7) working days after the Level One meeting, file the grievance with the Executive Director.
2. The Executive Director shall, within five (5) working days after the receipt of the grievance, meet with the grievant.

3. The Executive Director shall, within five (5) working days after such meeting, render a decision and the reasons in writing to the grievant.

C. Level Three - LEARN

1. If the grievant is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) working days after the receipt of the decision or eight (8) working days after the meeting with the Executive Director, file the grievance with the LEARN Board of Directors.

2. The LEARN Board of Directors or a committee thereof shall, within ten (10) working days after the receipt of the grievance, meet with the grievant for the purpose of resolving the grievance.

3. The LEARN Board of Directors or a committee thereof shall, within five (5) working days after such meeting, render its decision and the reasons in writing to the grievant.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Compliance Coordinator for Title VI  
and Section 504  
Bridgette Gordon-Hickey  
or  
Kate Ericson  
LEARN  
44 Hatchetts Hill Road  
Old Lyme, CT 06371  
860-434-4800

Compliance Coordinator for Title IX  
Kate Ericson  
or  
Richard Napoli  
LEARN  
44 Hatchetts Hill Road  
Old Lyme, CT 06371  
860-434-4800

Adopted September 11, 1986. Effective upon passage  
Revised: November 18, 1996  
Revised: February 13, 2012  
Revised: April 19, 2017

**SEXUAL HARASSMENT**

It is the policy of the LEARN Board of Directors that any form of sexual harassment is forbidden in the workplace and in all school facilities, whether by supervisory or non-supervisory personnel, by individuals under contract or volunteers subject to the control of the Board.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's submission to or rejection of unwelcome conduct will in any way influence an employment decision regarding that employee, or conduct of a sexual nature which substantially interferes with an employee's work performance, or creates an intimidating, hostile or offensive work environment, such as the display in the workplace of sexually suggestive objects or pictures.

Sexual harassment in the workplace whether by supervisory or non-supervisory employees will result in disciplinary action up to and including dismissal.

It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Employees are encouraged to promptly report complaints of sexual harassment to the Executive Director. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The Executive Director will develop and distribute sexual harassment complaint procedures.

Policy adopted: May 14, 1992

LEARN



**HEALTH BENEFIT**

Any employee of LEARN who is eligible for benefits, hired prior to July 1, 2010 and who is not included in the Contract Between LEARN Regional Education Service Center and Project LEARN Education Association may elect on an annual basis to receive payments in lieu of health and dental insurance. The decision to accept this option must be made in July for current employees and August or within thirty days of hire for new employees. The total payments will be set annually but will not exceed 50% of the cost of the annual premium for health and dental insurance which the employee is otherwise qualified to receive.

The decision to continue this option for all employees will be made by the Executive Director on an annual basis.

Policy Adopted: March 8, 1990

Revised: November 12, 1992

Revised: April 9, 1998

Revised: March 10, 2005

Revised: February 9, 2006

Revised: May 13, 2010

LEARN

**SUBSTANCE ABUSE POLICY APPLICABLE TO OPERATORS OF COMMERCIAL VEHICLES, OPERATORS OF STUDENT TRANSPORTATION VEHICLES, AND EMPLOYEES PERFORMING SAFETY SENSITIVE FUNCTIONS**

LEARN is committed to maintaining a work environment free from the adverse impact of employee drug and alcohol abuse. Employee drug and alcohol abuse can create serious risks of physical harm to employees, compromise safety in the workplace, and negatively affect the quality of services provided by LEARN. It is especially important that individuals employed by LEARN in safety sensitive positions, including operators of commercial vehicles and student transportation vehicles, remain free from drug and alcohol abuse.

No employee may use, possess, or distribute alcoholic beverages at any LEARN work site, in any LEARN vehicle, or while on duty regardless of location. No employee may be under the influence of alcoholic beverages while on duty, on LEARN property, operating LEARN equipment or vehicles, or operating any other equipment or vehicle while on LEARN business.

According to Federal and State law, employees are not allowed to possess, distribute, or use controlled substances. This is true regardless of whether they are on or off duty. The only exception to this rule is in the situation where an employee possesses or is using a prescription drug(s) according to the instructions of a physician. An employee may report for duty or remain on duty while using or possessing a controlled substance only when the employee possesses or is using a prescription drug(s) according to the instructions of a physician. Further, the physician must have advised the employee that the drug(s) will not adversely affect his or her ability to safely perform his or her duties.

It is the intention of LEARN to comply with all applicable Federal, State, and Local laws, regulations, and ordinances. Pursuant to procedures developed under this policy, LEARN's Board of Directors requires mandatory drug and alcohol testing for all employees covered by this policy to the fullest extent required and possible under Federal, State and Local law.

Employees of LEARN who are hired or transferred into a position that requires the operation of a commercial motor vehicle, the operation of a student transportation vehicle, or the execution of safety sensitive functions will be given notice that they are covered by this policy. Each such employee will receive a copy of this policy and its associated procedures. Each employee must sign an acknowledgement that he or she has read and understood these documents. LEARN employees covered by this policy are required to submit to testing. A refusal to do so will be considered to be a positive test result.

Any employee found to be in violation of any provision of this policy may be immediately removed from duty without pay by the Executive Director of LEARN or his or her designee. If it is determined, after investigation, that the employee has violated any part of this policy, the Executive Director of LEARN or his or her designee may take disciplinary actions, up to and including termination. The Executive Director of LEARN or his or her designee, may, at his or her sole discretion, allow an employee who has violated this policy to be reinstated. Reinstatement shall be on a one-time basis.

Employees are encouraged to make good faith reports of a violation or suspected violation of this policy. Employees are prohibited from knowingly making a false report of a violation. They are also required to cooperate with any LEARN investigation into possible violations of this policy.

**SUBSTITUTE TEACHER**

The Board of Directors shall approve changes to the established daily pay rate for substitute teachers as needed.

Policy Adopted: November 12, 1992

Revised: January 9, 1997

Revised: September 13, 2001

LEARN

**HEALTH INSURANCE FOR DIRECTORS**

Any employee at LEARN who is in the position of Director and is either: noncertified or certified and not eligible for CT Teachers Retirement; and is eligible for benefits may elect to continue to participate in LEARN's group health insurance coverage at retirement from LEARN until eligible for Medicare Part A and Part B. The minimum qualifications for retirement are: 25 years credited service at LEARN at any age or 20 years credited service at LEARN at age 55 or 10 years credited service at LEARN at age 60. The full cost of the health insurance would be borne by the Director.

Policy Adopted: October 8, 2009  
LEARN

GRADUATE STUDY REIMBURSEMENT FOR EMPLOYEES IN CATEGORIES OF DIRECTORS,  
COORDINATORS, MANAGERS, TEACHERS, THERAPISTS, AND NURSES.

When in the judgment of the Executive Director, the course for which reimbursement is requested will make a meaningful contribution to a more effective performance of the duties to which the Director, Coordinator, Manager, Teacher, Therapist, or Nurse is assigned, then such reimbursement shall be granted.

Courses must be completed with a grade B or higher. If a lesser mark is received and the staff member desires, extenuating circumstances may be explained to the Executive Director for his/her consideration. Courses and institutions must have prior approval of the Executive Director at least fifteen (15) days prior to the start of the course, if possible. Graduate study reimbursement for Directors, Coordinators, or Managers is payable in one lump sum on either the second payday in September or the second payday in March, whichever most closely follows the completion of the course. Graduate study reimbursement for Teachers, Therapists, or Nurses is payable in one lump sum in the last paycheck in June. Staff member must submit an official grade report or an official transcript from the approved course and a copy of the bill for tuition fees. The amount of the reimbursement shall be equal to the cost of tuition and fees (excluding books) incurred for the course or a ratio of these costs if the total reimbursement request exceeds the maximum pool. It is mandatory that an employee be on the staff at the time of payment in order to receive any of the above reimbursements.

Tuition reimbursement for Directors, Coordinators, and Managers will be based on a maximum pool of \$6,000 allocated from the fund balance.

Tuition reimbursement for Teachers, Therapists, Nurses and School Based Managers will be based on a maximum of 50% of tuition to a maximum of 30% of the UCONN graduate tuition rate for a course with the same number of credits. The funds will be allocated from fund balances in programs employing Teachers, Therapists and Nurses.

Policy Adopted: September 9, 1993

Policy Amended: February 16, 1995

Policy Amended: January 8, 1998

Policy Amended: February 12, 1998

Policy Amended: May 10, 2001

Policy Amended: February 14, 2008

Policy Amended: February 14, 2013

LEARN

## **SABBATICAL LEAVE FOR CATEGORY I AND II EMPLOYEES**

- A. **Purpose:** Sabbatical leave may be granted to a member of the Category I or II staff by the Board of Directors upon recommendation of the Executive Director, when applicable, to:
1. Improve the educational program of LEARN and
  2. Stimulate professional growth of personnel.
- B. **Eligibility:** Seven (7) years of consecutive service at LEARN prior to the start of the sabbatical leave. In computing years of consecutive service at LEARN, unpaid leave of absence shall not be counted.
- C. **Criteria:** The following criteria will be used for selection:
1. Value of leave to the organization
  2. Quality of service,
  3. Number of years' service, and
  4. Availability of a certified and qualified person(s) to serve as an interim replacement.
- D. **Quota:** A maximum of one (1) employee may be on sabbatical leave at one time.
- E. **Compensation:** No compensation will be paid during the leave.
- F. **Application:** Requests for sabbatical leave must be made in writing to the Office of the Executive Director no later than February 1 of the school year immediately preceding the year of the proposed leave. To be considered, leave shall be requested for a semester school year, or calendar year and written proposals shall include statements which describe the objective of the leave, the nature of the activities which will be undertaken, (e.g., description of course work, etc.) and the perceived benefits to the organization.
- G. **Obligations:** A staff member granted sabbatical leave is obligated to return to LEARN for one (1) year of service.

When the employee returns to LEARN, he/she shall be reappointed to his/her original position or to a mutually acceptable position of comparable status and pay.

A successful applicant who, for any reason chooses to refuse his/her leave of absence, must notify the Executive Director of this fact no later than April 1 of the school year immediately preceding the leave in order to be assured of a position at LEARN during the year for which the leave was granted.

- H. **Guarantees:** An employee while on leave is guaranteed:
1. Continued coverage by any group health or insurance program at the employer's expense with appropriate co-payment by the employee;
  2. Retention of sick leave accumulated prior to the commencement of the sabbatical leave and
  3. An additional year of seniority.

4. Compulsory payments to the State Teachers' Retirement Systems will be made by LEARN for the period of leave if the employee elects to continue membership during the leave and submits monthly payments to LEARN.

- I. Reports: An employee on sabbatical leave shall submit to the Executive Director for transmittal to the Board an interim and a final report with the following information where applicable: courses taken, credits earned, travel itinerary, projects completed, leave benefits and other pertinent data for evaluating the leave program.
- J. Limitations: Leave will not be granted for a program of study that will result in the completion of statutory requirements for certification as stipulated by the Connecticut State Board of Education.

Policy Adopted: September 9, 1993  
LEARN

### **CONTINUING EDUCATION UNITS**

The LEARN Board of Directors shall make available to its employees, who hold a Professional Educator Certificate, not fewer than eighteen (18) hours of Professional Development activities, annually and at no cost, for continuing education credit. Such activities shall be made available at time and location to be determined by the Board, or its designees. Specific activities to be made available shall be determined with the advice and assistance of the teachers employed by the board, including representatives of the exclusive bargaining unit for such teachers, pursuant to the applicable provisions for the Connecticut General Statutes and the accompanying administrative regulations. In addition, such activities shall conform to the LEARN CEU procedures.

#### CEU Equivalent

The LEARN Board of Directors, through its designee, may award to its employees, holding Professional Educator Certificates, Continuing Education Unit Equivalent(s) for the successful completion of professional development activities based on a minimum of five (5) contact hours of participation in a planned, continuing education experience, other than an activity granted Continuing Education Units.

Policy adopted: May 11, 1989

Revised: April 8, 2004

LEARN



## **STAFF DEVELOPMENT**

Professional staff growth and effectiveness are important to LEARN. The Board shall provide professional growth opportunities for its certified staff. The Professional Development Committee, established in accordance with Connecticut General Statutes 10-220a(b), shall recommend for approval by the Executive Director professional development activities to be offered by LEARN in fulfillment of its annual obligation to offer not fewer than eighteen (18) hours of professional development activities for continuing education unit credit. The Executive Director shall determine the date and time of such recommended activities.

The Executive Director shall designate an employee as the person responsible for managing the continuing education unit program for LEARN. Subject to budgetary limitations and approval of the Executive Director, these opportunities may include:

1. Special in-service programs and workshops.
2. Released time for approved study/research.
3. Released time for school visitations and attendance at conferences.

Incentive and opportunities for professional growth shall also include an adequate professional library and assistance from supervisors.

Staff members shall be encouraged to share information and ideas by sharing evaluation of school visitations, professional and cultural reading, new teaching techniques, advanced course work, conferences, conventions, clinics, seminars, workshops, curriculum changes, new texts, travel and research to the appropriate administrator with recommendations for dissemination to other staff members.

Reports on activities engaged in during released time from regular school assignments, and activities for which expenses are received, should be submitted to the appropriate administrator for distribution to personnel concerned.

The Executive Director shall have authority within budgetary considerations to:

1. Plan in-service programs and workshops for the professional staff.
2. Grant permission for teachers and administrators to attend conferences and similar professional meetings and to engage in school visitations during school time and at school expense.

Policy adopted: November 12, 1992  
LEARN

**REIMBURSEMENT FOR USE OF PERSONAL VEHICLES BY STAFF**

The per mile reimbursement for LEARN staff members for LEARN approved business which requires the use of a personal vehicle shall be established on June 30 based on the current Internal Revenue Service (IRS) rate.

Policy Approved: February 8, 1990  
Policy amended: December 8, 1994  
Policy amended: April 8, 1999  
LEARN

## **COMPENSATION SCHEDULES**

The Executive Director shall prepare and recommend to the Board for adoption, schedules of compensation and benefits for each category of positions at LEARN.

The Executive Director shall develop a process for review of placement within each category.

Policy adopted: February 8, 1990  
LEARN

**JURY DUTY**

The Board recognizes that staff members have an obligation to serve as members of juries. Staff members who serve on juries during their regular work year will be paid their regular salary for the duration of the commitment. Any monetary compensation, except for travel reimbursement, paid to the staff member by the court for such duty must be remitted to LEARN. Staff members shall submit a professional leave request to the Executive Director prior to serving on a jury.

Policy adopted: December 12, 1990  
LEARN

**FAMILY, MEDICAL AND MATERNITY LEAVE**

LEARN will implement family, medical, and maternity leave regulations consistent with the dictates of the Family and Medical Leave Act of 1993 (FMLA) and Connecticut's Fair Employment Practices Act (FEPA), both as amended.

Adopted:  
Revised: November 9, 2006  
LEARN

## **EMPLOYEE SAFETY**

It is the obligation of LEARN to promote safe work practices and to maintain a safe work environment in an effort to minimize the incidence of illness and injury experienced by its employees, Thus, LEARN recognizes its responsibility to limit occupational exposure for its employees to blood and other potentially infectious materials.

The LEARN Board of Directors herewith establishes as policy the protection of its employees from bloodborne pathogens and other potentially infectious materials and authorizes the Executive Director to establish procedures to ensure such protection.

Reference: OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030)  
(Federal Register 12/6/91)

Policy adopted: January 14, 1993  
LEARN

**DANGEROUS WEAPONS**

No employee of LEARN or other person shall possess or store a dangerous weapon on LEARN property, including LEARN owned vehicles, or on any property where LEARN conducts any of its programs or shall possess such weapon while he/she is with LEARN students or clients.

Dangerous weapon means any weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.

This policy shall not apply to an employee or other person who is permitted by agreement in writing signed by the Executive Director to possess a firearm on LEARN property as long as the employee or other person complies with the terms of said agreement. This policy shall not apply to a peace officer, as defined in subdivision 9 of Section 53a-3 of the Connecticut General Statutes while engaged in the performance of his/her official duties.

Any employee violating this policy shall be subject to immediate disciplinary action up to and including termination of employment. Any other person violating this policy shall be considered a trespasser and subject to arrest.

Policy adopted: April 9, 1998  
LEARN

**JOB ABANDONMENT**

If an employee is absent for three consecutive work days without contacting LEARN, he or she will be considered to have voluntarily terminated employment with LEARN.

Policy Adopted: April 8, 1999  
LEARN



## **PROHIBITION OF WORKPLACE VIOLENCE**

LEARN, in order to provide a safe and productive work environment, hereby adopts the following policy regarding workplace violence.

Each employee shall have the right to work in an environment free from violence. Employees are prohibited from committing any act of violence on or towards another person at any LEARN location or worksite. Violence is defined under this policy as acts of physical force against a person; assault; battery, intentionally placing hands upon another with the intent of harming another; intentionally causing harm to another through using any device, weapon, or object; provoking another employee or individual to harm another person.

Each employee shall have the right to work in an environment free from threats of violence and from verbal abuse. Threats of violence shall be defined as the use of words or phrases indicating an intent to do physical harm to another. Verbal abuse shall include use of obscene or offensive language designed to humiliate, denigrate, belittle or provoke another person. This shall include the use of racial epithets.

Any employee who witnesses or is subject to an act of violence, use of threatening language, or verbal abuse as described in this policy shall immediately notify their supervisor of such act. An employee may choose to directly notify the Director of Executive Services and/or the Executive Director. Any supervisor so notified shall take any necessary remedial measure to ensure the safety of employees and other persons in the immediate area and shall immediately inform the Executive Director and the Director of Executive Services. The Executive Director and/or his/her designee shall promptly investigate the report and take all necessary appropriate actions.

Any employee who violates this policy will be subject to the imposition of discipline, up to and including termination.

Policy adopted: 1/13/00  
LEARN

## **PRINTING AND DUPLICATING SERVICES**

In compliance with Public Law 94-553, copyrighted materials shall not be duplicated by LEARN employees or on LEARN equipment in violation of the exclusive rights of the holders of the copyright on such materials.

Copyrighted materials may be duplicated with the prior written permission of the copyright holder, or where the duplication constitutes a "fair use" of the materials as that term is defined by law.

LEARN assumes no liability for infringement of copyright by individual employees.

Policy Adopted: September 12, 1996  
LEARN

## **LEARN COMPUTERS**

Recognizing that computer software piracy is a major problem for the industry, the following procedures shall be instituted to discourage violation of copyright laws and to prevent related illegal activities at LEARN:

1. No illegal copies of copyrighted programs may be made or used on LEARN equipment.
2. Legal back-up copies of copyrighted programs will be protected to prevent unauthorized additional copies.

Policy Adopted: September 12, 1996  
LEARN

## **COMPUTER USE, E-MAIL, AND INTERNET POLICY**

### **Introduction**

LEARN believes in the educational value of electronic communications and recognizes their potential to support LEARN's educational program. Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of LEARN's community conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval system.

This policy applies to all users of LEARN's computer network. This is true, regardless of where the users may be located. Violations will be taken seriously and may result in disciplinary action and civil or criminal liability. It is every user's duty to use the computer resources responsibly, professionally, ethically and lawfully.

### **What are "Computer Resources"?**

When used in this policy, the term computer resources refers to LEARN's entire computer network. The term includes, but is not limited to, the computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, cell phones, smart phone's, PDA's, GPS devices, iPods and all internal and external computer and communications networks (for example, Internet, commercial on-line services, value-added network, e-mail systems) that may be accessed directly or indirectly from LEARN's computer network.

### **Who is a User**

When used in this policy, the word "user" refers to all employees, students, independent contractors, consultants, temporary workers, and other persons or entities who use or come into contact with LEARN's computer resources.

### **Ownership of the Computer Resources**

The computer resources are the property of LEARN. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of LEARN. All use of the computer resources must be supportive of LEARN's educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

### **No Expectation of Privacy**

Users should never consider electronic communication to be either private or secure. E-mail 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 were never intended.

LEARN has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing LEARN to access and review all materials users create, store, send or receive on the computer system or through the Internet or any other computer network.

Users understand that LEARN may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. LEARN 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.

#### Quality and Format of Communications

Users should endeavor to make each electronic communication truthful and accurate. Individuals should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Please keep in mind that anything created or stored in the computer systems may, and likely will, be reviewed by others.

E-mail sent from or to in-house counsel or an attorney representing LEARN should include this warning header on each page:

“Attorney client privilege: do not forward without permission.”

#### Offensive Material

LEARN has complied with the Children's Internet Protection Act requirements by implementing a “Technology Protection Measure,” for all users, that is, specific technology that blocks or filters Internet access. This includes the installation of a designated server and specific software that may block or filter pre-selected sites; by word; entire categories such as chat and newsgroups or by pre-selected lists of approved sites. The measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

The filtering system shall be in addition to all other efforts and is not considered to be a foolproof approach to preventing access to materials considered inappropriate or harmful to minors. The user is advised that misuse of the Internet as it relates to visual depictions that are obscene, child pornography, or harmful to minors, is consistent with the other components in LEARN's Computer use, E-mail and Internet Policy.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. LEARN is not responsible for material viewed or downloaded by users from the Internet.

LEARN will monitor the online activities of minors and educate minor students about "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

### Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in LEARN's computers. Users encountering or receiving such material should immediately report the incident to the administration.

Users must not alter the from line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly, and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communicating on-line.

Without prior written authorization from the administration, users may not do any of the following:

- Copy software for use on their home computers;
- Provide copies of software to any independent contractors or clients of LEARN or to a third person;
- Open/tamper with or install hardware on workstations without authorization;
- Remove software from LEARN premises;
- Download Astreaming content for extended periods of time (i.e. Areal audio, etc.)
- Install software on any of LEARN's work stations or servers;
- Download any software from the Internet or other on-line service to any of LEARN's work stations or servers;
- Modify, revise, transform, recast, or adapt any software; or
- Reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration.

Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited.

Unauthorized dissemination of this information may result in civil liability.

All student use of the computer resources will be consistent with this policy. Encouraging, allowing or ignoring student use of the computer resources in a manner contrary to this policy is strictly prohibited.

### Copyright

In their use of computer resources, users must comply with all software licenses; copyrights, and all other state, federal and international laws governing intellectual property and on-line activities.

The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

### Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another users password or account.

Users may not use the computer system to “snoop or pry” into the affairs of other users by unnecessarily reviewing their files and e-mail. A user’s ability to connect to another computer system through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the LEARN computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing LEARN’s network without authorization and to prevent the introduction and spread of viruses.

### Viruses

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into LEARN’s network. To that end, all material received on magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to LEARN’s system must be scanned for viruses and other destructive programs. Such scanning must be performed prior to placing the material onto LEARN’s computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from these computers to LEARN’s network must be scanned for viruses.

To ensure security and avoid the spread of viruses, users who access the Internet through a computer attached to LEARN’s network must do so through an approved Internet firewall

accessing the Internet directly, by modem is strictly prohibited unless the computer you are using is not connected to LEARN's system.

### Encryption Software

Users may not install or use encryption software on any of LEARN's computers without first obtaining written permission from the administration. Users may not use passwords or encryption keys that are unknown to the administration.

The federal government has imposed restrictions on the export of programs or files containing encryption technology. Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside of the United States without prior written authorization from the administration.

Approved: Interim Approval 1/13/00

Approved: 2/10/00

Revised: 6/13/02

Revised: 01/08/2009

Revised: 10/08/2009

Revised: 01/12/2012

LEARN



**PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS**

LEARN prohibits school personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, school medical staff may recommend that a child be evaluated by an appropriate medical practitioner.

Nothing in the policy shall be construed to prohibit a planning and placement team from discussion with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents and/or guardians of a child.

Legal Reference: Public Act 01-124

Policy Adopted: October 11, 2001  
LEARN

5150  
Students  
4155  
Personnel - Certified

**PLEDGE OF ALLEGIANCE**

Time should be provided each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary.

Legal Reference: P.A. 02-119

Policy Adopted: September 12, 2002  
LEARN

**PERSONNEL--CERTIFIED/NON-CERTIFIED NEPOTISM**  
**EMPLOYMENT OF RELATIVES**

No person may be employed if that employment creates a conflict of interest to LEARN as a result of their relationship to a member of the Board of Directors or other employees of LEARN.

The following rules shall govern conflict of interest in the employment of staff:

1. No spouse, child, dependent or significant other of a Board of Directors member shall be appointed to a full-time position in this organization.
2. Persons otherwise related to a Board of Directors member may be employed following full disclosure of the relationship in a public meeting. Persons previously employed by LEARN prior to the election of the Board of Directors member directly related to them may continue employment with LEARN.
3. A spouse, child, dependent or significant other of a Board of Directors member may be employed for a limited term (six months or less) or less than half-time on a competitive basis among persons who are eligible.
4. Persons related in any way to a member of the staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position. Members of the same family not subject to this conflict may be employed in the same department or location if approved in writing by the Executive Director.

It is the intent of these rules to avoid any situation where a conflict of interest can arise either on the part of the member of the Board of Directors or a member of the administrative staff.

Policy adopted: December 12, 1990

Revised: January 8, 2004

LEARN

**ACADEMIC FREEDOM**

Professional teaching staff shall be free to discuss controversial ideas, and to select and employ materials and methods of instruction. Such freedoms should be used judiciously and prudently to promote the free exercise of intelligence and learning.

However, academic freedom is not an absolute; it must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. understanding American democratic tradition and its methods;
2. concern for the welfare, growth, maturity, and development of children;
3. appropriate presentation of appropriate material for children's intellectual and emotional development;
4. good taste and judgment in selecting and employing materials and methods of instruction.

Legal Reference:

Amendment to U.S. Constitution Article I

Connecticut Constitution, Article I

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

Policy Adopted: 6/14/07

LEARN

## CONFLICT OF INTEREST

No employee, or member of the Board of Directors of LEARN shall engage in any transaction, or shall have a financial interest or other personal interest which is incompatible with the proper discharge of official duties, or would tend to impair official duties. No employee or member of the Board of Directors shall grant any special consideration, treatment, favor, or advantage, to any person.

Specific conflicts of interest are hereby set forth, but are not limited to, the following, for the guidance of all employees and Board members.

- a. Incompatible Employment  
No employee or member of the Board of Directors shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of official duties, or would tend to impair the independence of judgment or action in the performance of official duties.
- b. Use of Facilities  
No employee or member of the Board of Directors shall request or permit the use of LEARN owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such are available to the public generally or are provided by LEARN policy for the use of such individual in the interest of LEARN.
- c. Gifts and Favors  
No employee or member of the Board of Directors or his/her immediate family shall accept a gift, favor, loan or promise, which might tend to influence the performance or non-performance of official duties.
- d. Disclosure of Confidential Information  
No employee or member of the Board of Directors shall, without proper authorization and as defined by statute, disclose confidential information concerning the property, government, or affairs of LEARN, nor shall such information be used to advance the financial or private interest of the Board member, employee or others.
- e. Failure to Comply  
Any employee or Board member who violates this policy will be subject to disciplinary action, up to and including discharge.

### Disclosure of Interest

Any employee or member of the Board of Directors having a financial interest or other personal interest in any transaction with LEARN or in any action to be taken by LEARN, shall first

divulge and disclose such interest in writing to the Board, and shall further refrain from using the office to exert influence or vote on such transaction or action. Any member of the Board of Directors shall excuse himself/herself from deliberations, discussions and voting on any matter in which such Board member has an interest.

“Interest” will mean any pecuniary or material benefit accruing to a Board member, or employee, their relatives or close associate resulting from a contractual relationship with LEARN.

Policy Adopted: November 8, 2007  
LEARN

**OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS**

LEARN is committed to promoting a safe and healthful work environment for its employees. In pursuit of this goal and in accordance with the United States Department of Labor, Occupational Safety and Health Administration (OSHA) regulations dealing with “Safe Workplace” standards relating to exposure to Bloodborne Pathogens, the following will be the procedures of LEARN for at risk personnel.

LEARN will establish a written Exposure Control Plan in accordance with the federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with Bloodborne Pathogens. Pursuant to these procedures, the district will take reasonably necessary actions to protect its employees from infectious disease and in particular H.I.V. and H.B.V. infection.

LEARN will provide the training and protective equipment to those persons who are at risk by virtue of their job performance and may come in contact with infectious disease. Furthermore, all LEARN personnel defined by the Occupational Safety and Health Administration and the district who may come in contact with blood and body fluids will be offered the vaccine for the Hepatitis B Virus which is a life threatening Bloodborne pathogen. The vaccination will be done at no cost to the personnel and is provided as a precaution for personnel safety.

Legal Reference:

29 CFR Part 1910.1030 OSHA Bloodborne pathogens standards.

Policy adopted: January 8, 2015

LEARN

**STUDENTS/STAFF WITH HIV, ARC (AIDS Related Complex) or AIDS**

Scientific studies show that the Human Immunodeficiency Virus (HIV), the virus which causes the acquired immunodeficiency syndrome (AIDS) or ARC (AIDS Related Complex), is transmitted through sexual intercourse with an infected individual or through exposure to contaminated blood or needles. There is no evidence to support the notion that the HIV virus can be transmitted through ordinary school or household activities, e.g. coughing, sneezing, hugging, sharing of utensils or food, or shaking hands.

The anonymity of individuals with HIV infection or AIDS is protected by law. Moreover, individuals with HIV infection or AIDS are protected from discrimination by both federal and state laws. Neither attendance at school nor employment may be denied to an individual with HIV infection or AIDS. It is the policy of the District that no student or staff member with HIV infection or AIDS may be prohibited from attending school/employment unless there is an immediate risk of injury or harm to the individual or to others.

Because the diagnosis of HIV infection or AIDS is a confidential matter between the individual student or staff member and his or her physician, LEARN may be unaware of the diagnosis. Consequently, the LEARN has adopted a policy of "universal precautions" which protects all students and staff from contact with blood and body fluids of others. These precautions are enumerated in the Blood Borne Pathogen policy.

(cf. - 4147.1/4247.1 Bloodborne Pathogens)

Legal Reference:

Connecticut General Statutes

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services

10-154a Professional communications between teacher or nurse and student

10-207 Duties of medical advisors

10-209 Records not to be public

10-210 Notice of disease to be given parent or guardian 19a-221 Quarantine of certain persons

19a-581-585 AIDS testing and medical information

Policy adopted: May 14, 2015