

Personnel -- Certified

Appointment and Conditions of Employment

The Board of Education authorizes the Superintendent of Schools to place under contract, in accordance with the approved salary schedule and subject to the review of the Board of Education, all certified personnel below the rank of Assistant Principal.

Certified personnel of the rank of Assistant Principal, or above, shall not be placed under contract by the Superintendent of Schools unless specifically authorized by the Board of Education, or until the Board of Education has accepted the Superintendent's nomination for a specific position.

The Board of Education may request interviews with applicants selected by the Superintendent for any of the positions designated to have the "rank of Assistant Principal, or above," prior to receiving the specific nomination of the Superintendent of Schools.

(cf. 4111 - Recruitment and Selection)

(cf. 4111.2 - Filling Vacancies)

Legal References: Connecticut General Statutes

10-151 Employment of teachers. Definitions.

Notice and hearing or failure to renew or termination of contract. Appeal

10-153 Discrimination on account of marital status

10-155f Residency requirement prohibited

10-241 Powers of school districts

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act, 1972

Policy adopted: June 26, 2006

Policy revised: February 25, 2008

EAST HAMPTON PUBLIC SCHOOLS

East Hampton, Connecticut

Personnel -- Certified

Certification

Every instructional employee shall be certified according to the provisions of applicable state law.

It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with the East Hampton Public Schools. The school system will maintain a record of the employee's credential as required by law.

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

In the event of a lapse in certification, employee's status shall be immediately changed to "Substitute" (per diem) with no benefits, and his/her salary will be reduced to the current rate of pay for substitutes. If employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated, retroactive to the effective date of certification.

Legal Reference: Connecticut General Statutes

10-145d-400 (as amended by PA 04-138, An Act Concerning National Board Certification and June 19 Special Session, Public Act No. 09-1)

Part I	Definitions
Part II	General Conditions
Part III	Types of Certificates
Part IV	Special Authorizations
Part V	Reissue and Cross Endorsement of Certificates
Part VI	Early Childhood, Elementary or Middle School Certificates
Part VII	Middle Grades
Part VIII	Secondary Academic
Part IX	Special Subjects or Instructional Areas

Personnel -- Certified

Certification

Legal Reference: Connecticut General Statutes (continued)

Part X Applied Curriculum and Technology Subjects

Part XI Vocational Technical

Part XII Special Education: Blind, Partially Sighted or Hearing Impaired

Part XIII Special Services Certificates

Part XIV Administrative

Part XV Adult Education

Part XVI Discontinued Endorsements and Prior Authorization

Part XVII Appeal Process

20 U.S.C. 1119 – No Child Left Behind Act of 2001

34 C.F.R. 200.55 – Federal Regulations Regarding Highly Qualified Teachers

Policy adopted: October 25, 2010

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Personnel -- Certified

Certification

All instructional staff shall have on file in the Superintendent's office a current valid teaching certificate to teach in the State of Connecticut

During the month of October all instructional staff files will be checked to verify compliance with paragraph one.

Instructional staff not in compliance will be notified. There will be no exceptions.

Legal Reference: Connecticut General Statutes

10-145d-400

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Part XII	Special Education: Blind, Partially Sighted or Hearing Impaired
Part XIII	Special Services Certificates
Part XIV	Administrative
Part XV	Adult Education
Part XVI	Discontinued Endorsements and Prior Authorization
Part XVII	Appeal Process

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Personnel -- Certified

Physical Examinations

Employed Personnel

The Superintendent of Schools may require an employee to obtain a physical examination at any time.

Specific Procedures

1. Physical examination forms will be supplied by the Superintendent's office, and it is required that they be used in all instances.
2. Full and complete results of the physical examinations will be maintained in the administering doctor's office. Only a statement attesting to the individual's health and submitted by the examining doctor will be kept on file in the Superintendent's office.
3. Physical examinations may be administered by an individual's family physician and the District shall pay that portion of the cost which is equal to the cost of the examination administered by the District Physician. The remainder of the cost will be borne by the individual.
4. Physical examinations, when required by Board Policy, may be requested by an individual to be administered by the District physician and the expense shall be borne by the District. The request should be made to the Office of the Superintendent of Schools.
5. The cost of a physical examination required for an individual by the Superintendent of Schools shall be borne by the District.

Personnel -- Certified/Non-Certified

Physical Examinations

Chest X-Ray or Intradermal Test

All employees upon initial employment shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the County Health Department) to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Education upon recommendation of the local Health Officer or District Medical Advisor.

The Superintendent may require a medical examination of any certified/non-certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees.

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, Public Act No. 09-1)

29-17a Criminal history checks. Procedure. Fees.

Policy adopted: October 25, 2010

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Personnel – Certified/Non-Certified

Security Check/Fingerprinting

Each applicant for a position within the public school system shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Each person hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Regional Service Center. This packet shall also contain all documents and materials necessary for the Regional Service Center to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/ employee to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting (continued)

6. Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be refingerprinted after fulfilling the initial requirement.
7. School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.
8. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also submit to a criminal history check. The District is required to notify the State Board of Education if notice is received that a student teacher has been convicted of a crime.

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, ~~and~~ PA 04-181, and June 19 Special Session, Public Act No. 09-1)

29-17a Criminal history checks. Procedure. Fees.

Personnel -- Certified/Non-Certified

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by employee or collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Records maintained or kept on file by the Board, which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

All written materials shall be made available for inspection by the employee and a collective bargaining representative, if any, involved at an off-duty time in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personal file as a guide to evaluation of performance.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Personnel -- Certified/Non-Certified

Personnel Records

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-213 Agency administration. Disclosure of personnel, birth and tax records.

1-214 Objection to disclosure of personnel or medical files

1-215 Record of arrest as public record

10-151a Access of teacher to supervisory records and reports in personnel file.

10-151c Records of teacher performance and evaluation not public records.
(as amended by PA 02-138)

PL 107-110, No Child Left Behind Act, Sec. 1119.

The Americans with Disabilities Act

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

TEACHER QUALIFICATIONS

District: _____ **School Year:** _____

School: _____

Teacher Name: _____

Certification Status:

- Full state certification for grade level and subject taught.
- Durational Shortage Area Permit: (minimum of a Bachelor's degree, 12 semester hours of credit in subject taught, passed basic skills test; must complete all certification requirements within three years).
- Minor Assignment: Holds full certification in a different but often related-subject and may teach no more than two periods a day in non-certified subject (holds state certification in another subject, minimum of 12 semester hours of credit in subject taught; must complete all certification requirements within two years).
- Non-Renewable Interim Certificate: Valid one year (meets all certification requirements except for state tests).
- Interim Certificate: Valid one year, renewable one year (meets all certification requirements except for required course in special education).
- Limited Extended Authorization for Early Childhood: (minimum of 10 months teaching experience under Early Childhood certificate (nursery to Grade 3); may teach in Grades 4-6, minimum 12 semester hours of credit in elementary education; must complete all certification requirements within two years.)
- Holds Connecticut certification but not for grade level or subject taught.
- Long-Term Substitute Permit: Valid for one year (holds a bachelor's degree and has 12 semester hours of credit in the subject taught).
- Regular Substitute Teacher: May not teach in the same classroom more than 40 days (holds a Bachelor's degree).

Degrees Held: Baccalaureate degree major: _____

Graduate degrees: _____
(identify field of discipline) _____

Paraprofessional: (Please check one box)

- Your child is receiving services by a paraprofessional
Qualifications:
Highest Level of Education: _____
Years of Experience: _____
Other: _____

Your child is not receiving services by a paraprofessional.

Use for teachers not fully certified or substitute teachers.

DATE

INSIDE ADDRESS
INSIDE ADDRESS
INSIDE ADDRESS

Dear "Parent":

In fulfillment of new federal legislation, the No Child Left Behind Act of 2001, we are informing you that your child, _____ has been taught by a teacher for more than four consecutive weeks who, by federal definition, is not highly qualified, although he/she has been hired by the _____ Public Schools* and is authorized to teach the grade level and subject being taught by the Connecticut State Department of Education.*

Sincerely,

AUTHOR
TITLE

***Note to Superintendent/Principal: Please do not use this phrase if you have a certified teacher providing instruction in an area in which he/she is not certified.**

Sample notification notices to parents regarding their right to review teacher qualifications.

NOTICE TO PARENTS

Sample # 1 (Re: Teacher Qualifications)

To: All Parents
From: (Insert school district name)
Date: (Insert date)

As a parent of a student in the East Hampton Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Connecticut State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Connecticut State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive this information please call the Superintendent's office at 860-365-4000.

Personnel -- Certified

Orientation

The Principal or designee is responsible for the orientation of new teachers assigned to his school. He/she should give information and general directions in regard to the following:

1. A directory of staff names.
2. Location and use of physical facilities of building.
3. Teaching materials: courses of study, guide books, textbooks and supplementary materials for grade or subject.
4. School forms; attendance reports, student and school records, transfers, purchase orders, plan books, etc.
5. Method of ordering books and supplies, securing audio visual equipment, methods of getting material duplicated, disposing of lost and found articles.
6. Schedule.
7. Regulations for students in building and on school grounds uses of entrances; exits, lavatories, playground areas equipment and activities regulations for students during, before and after school hours.
8. Directions regarding building meetings in-service training meetings, other meetings assignments to school committees, fire drill regulations, policies concerning teacher's absence, attendance, dismissal, excuse of students from school, etc.
9. The goals and expectations of our schools and the system.
10. School system policies and regulations.
11. Supervision/Evaluation program.

Personnel -- Certified/Non-Certified

Nepotism

To avoid the reality and the appearance of a conflict of interest in employment, the Board of Education will not appoint a member of the immediate family of a Board member, nor of an administrator, to any employment position in this school system, and directs that no person who is a member of the immediate family of a board member or administrator shall be placed in nomination for any vacant position.

Persons who are employees of the Board on the date that this policy becomes effective shall not be discharged because of this policy, nor shall they be denied reemployment in succeeding years because of it. However, if any person who is a member of the immediate family of a board member or an administrator resigns or is not reemployed for other reasons; this policy would deny reemployment for such period as the individual has such a family relationship.

For the purposes of this policy, a member of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the Board member or administrator, or of the spouse of the board member or administrator, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the Board member or administrator.

A Board member or administrator who has such relationship with any employee of the school system as of the effective date of this policy shall declare such relationship immediately. So far as possible, no administrator shall have supervisory relationship to any member of his/her immediate family.

A Board member should not vote on any action of the Board which will directly affect a member of the immediate family of the Board member, unless requested to do so by a majority of the members of the Board of Education, and only after full disclosure of the relationship has been made.