

Recommended for Revision
Bold Italicized – New Language
Strike Through – Deleted Language

2152 (a)

Administration

Assignment of Administrative Personnel

~~This policy, concerning the~~ *The* assignment of administrative personnel is based on the fundamental principle that the basic consideration in the process is ~~the~~ *overall* well-being of the school system, particularly *with particular emphasis on the needs of the* instructional program, and the health, education and welfare ~~the~~ *best interests* of the students ~~and the effective management of the school system~~ therein. Further, the Board of Education believes that the appropriateness of each assignment will have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

The Superintendent ~~therefore~~ shall have the responsibility *to determine the* of assignment of all administrative personnel within the district. This responsibility shall include *transfers or changes* ~~the change~~ in assignment of administrative personnel as circumstances warrant.

When the Superintendent perceives that there is a need to transfer members of the administrative staff from one position to another or otherwise change assignment, he/she will make a thorough assessment of the attendant circumstances calling if need be upon such other personnel within the system, or outside, as shall in his/her judgment be most effective in assisting him/her to accurately make such assessment. *Any transfer or change shall be made with the intent to benefit of the overall well-being of the school system as set forth above in this policy. The Superintendent shall apprise the Board of Education of such transfers or changes in assignment.*

~~Upon determination that the need for a change or changes in assignment(s) of administrative personnel exists within the school system, the Superintendent shall report such needs to the Board of Education for consideration.~~

~~Among these may be the perceived need to transfer a member or members of the administrative staff from one position to another in the best interest of the school, the school system and the administrator(s) in question.~~

~~Should the Superintendent perceive such a need to exist, he/she shall make a thorough assessment of all attendant circumstances, calling if need be upon such other personnel within the system, or outside, as shall in his/her judgment be most effective in assisting him/her to accurately make such assessment.~~

Administration

Assignment of Administrative Personnel (continued)

~~Should such assessment confirm the need for change, the Superintendent shall report same to the Board of Education, and shall recommend to the Board of Education the transfer or change in assignment which in his/her judgment shall accomplish the aims set forth above in this policy.~~

Policy adopted: June 11, 2002
Policy revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Recommended for Revision
Bold Italicized – New Language
Strike Through – Deleted Language

2231(a)

Administration

Policy and Regulation Systems

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

Regulations

~~Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. The Superintendent is responsible for development and implementation of district regulations which shall be in conformance with federal and state law. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.~~

Administrative regulations provide detailed instructions for the implementation of Board policies. With the assistance of relevant staff members, the Superintendent of Schools may generate, implement and revise administrative regulations as needed to promote the efficient management of the school district. Administrative regulations shall be designated as "regulations" and will be placed in the district policy manual. Although Board approval is not required for the adoption of administrative regulations, the Superintendent shall ensure that prior to revising or adding new regulations, the Board's policy committee and/or the Board's

Administration

Policy and Regulation Systems

Regulations (continued)

legal counsel will have an opportunity to review and comment on the proposed regulations. All administrative regulations shall be consistent with Board policy.

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted:
Policy revised:

June 11, 2002

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Recommended for Revision
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2240

Administration

Educational Research in District Schools

All requests to conduct research within the school district must be directed to the Superintendent of Schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children within the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.
5. The survey conforms with Policy 6162.51.
6. *The persons conducting the research within the school will abide by all Board policies and protect the confidentiality of personally identifiable information of students as required by Regulation 5125.*

(cf. 6162.51 – Conducting Surveys in Schools)

Policy adopted:
Policy revised:

June 11, 2002

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Recommended for Replacement

4111.1(a)

4211.1

Personnel – Certified/Non-Certified

Equal Employment Opportunity

The New Milford Board of Education provides equal employment opportunities for all employees and applicants for employment. All employment decisions are made without regard to race, color, sex, religion, national origin, sexual orientation, disability, marital status, age, ancestry, genetic information, veteran status, or any other basis prohibited by local, state and federal laws. Employment decisions include, but are not limited to, recruitment, hiring, promotion, transfer, compensation, benefits, training, layoff and termination.

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

Reasonable accommodations shall be available to disabled employees in a manner consistent with state and federal law. Pre-employment inquiries shall be made only regarding an applicant's ability to perform job-related functions. Medical records shall be kept separate from other employee information and shall be treated confidentially in accordance with applicable state and federal law.

Any employee or applicant who feels there has been a violation of this policy should bring the matter to the immediate attention of the Building Principal or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint, in which case it should be brought to the Superintendent. Any staff member or administrator who receives a complaint should bring the matter to the immediate attention of the Title IX Coordinator, unless he or she feels the Title IX Coordinator is the inappropriate person to handle the matter under the particular circumstances, in which case, it should be brought to the attention of the Superintendent of Schools. The Title IX Coordinator, Ms. Ellamae Baldelli, Director of Human Resources, may be reached at 50 East Street, New Milford, CT 06776, 860-210-2202.

The Title IX Coordinator shall have responsibility for coordinating compliance with this policy and investigating or supervising the investigation of complaints.

A copy of this policy shall be distributed to all present and future employees.

4111.1(a)
4211.1

Personnel – Certified/Non-Certified

Equal Employment Opportunity (continued)

Legal Reference:

Connecticut General Statutes

- 10-153 (Discrimination Based on Marital Status)
- 46a-60(a) (Connecticut Fair Employment Practices Act)
- 46a-81c (Sexual Orientation Discrimination- Employment)
- R.S.C.A. 46a-54-200 through 46a-54-207

United States Code

- 20 U.S.C. 1681 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. 623 (Age Discrimination in Employment Act)
- 29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973)
- 38 U.S.C. 4301 (Uniformed Services Employment and Re-employment Rights Act)
- 42 U.S.C. 2000d and 2000e (Titles VI and VII of the Civil Rights Act of 1964)
- 42 U.S.C. 12101 (Americans with Disabilities Act)
- 29 C.F.R. 1604.11 (EEOC Guidelines on Sexual Harassment)

Policy adopted:	December 9, 2003	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	November 7, 2005	
Policy revised:		

***This regulation would replace current
Regulation 2300***

2300 (a)

Administrators

Code of Professional Responsibility

The New Milford Board of Education recognizes and endorses the Connecticut Code of Professional Responsibility for School Administrators. This Code establishes the principles and standards that all school administrators are expected to abide by. The Superintendent of Schools shall ensure that candidates for administrator positions demonstrate knowledge of this Code prior to employment. Furthermore, each administrator in the school district is expected to remain familiar with the Code and fulfill its mandate as follows:

Responsibility to the student

The professional school administrator, in full recognition of obligations to the student, shall:

- (1) Make the well-being of students the fundamental value in all decision making and actions;
- (2) Recognize, respect and uphold the dignity and worth of students as individuals and deal justly and considerately with students;
- (3) Promote in students pursuit of truth, knowledge and wisdom, and provide access to all points of view without deliberate distortion of subject matter;
- (4) Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion or sexual orientation;
- (5) Foster in students the full understanding, application and preservation of democratic principles and processes;
- (6) Guide students to acquire the required skills and understandings for participatory citizenship and to realize their obligation to be worthy and contributing members of society;
- (7) Assist students in the formulation of positive goals;
- (8) Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
- (9) Develop within students fundamental critical thinking skills and problem-solving techniques;

Administrators

Responsibility to the student (continued)

- (10) Ensure quality education for all students;
- (11) Maintain confidentiality of all information concerning students obtained in the proper course of the educational process and dispense the information when prescribed or directed by law, governing board policy or professional practice;
- (12) Ensure that all students are provided educational opportunities in environments safe from sexual, physical, and emotional abuse; and
- (13) Promote ongoing development and evaluation of curriculum.

Responsibility to the profession and staff

The professional school administrator, in full recognition of obligations to the profession, shall:

- (1) Maintain the highest standards of professional conduct, realizing that one's behavior reflects directly upon the status and substance of the profession;
- (2) Engage in administrative, supervisory and evaluative practices with staff members and provide leadership to ensure the highest standards of services for students;
- (3) Encourage student learning through the effective support of all staff engaged in the learning process;
- (4) Encourage the participation of administrators and teachers in the process of curriculum development and educational decision making;
- (5) Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development for self and staff;
- (6) Promote the employment of only qualified, certified educators, and qualified noncertified staff;
- (7) Encourage promising, qualified and competent individuals to enter the education profession; and

Administrators

Responsibility to the profession and staff (continued)

(8) Maintain the confidentiality of all information obtained in the proper course of one's administrative duties and dispense the information when prescribed or directed by law, governing board policy or professional practice.

Responsibility to the community

The professional school administrator, in full recognition of the public trust vested in the education professional, shall:

(1) Be cognizant of the influence of school administrators upon the community at large and, therefore, not knowingly misrepresent facts or make false statements;

(2) Obey local, state and national laws;

(3) Implement the governing board policies and administrative rules and regulations;

(4) Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;

(5) Pursue appropriate measures to address those laws, policies and regulations that are inconsistent with sound educational goals;

(6) Avoid misusing administrative position for personal gain;

(7) Honor professional contracts until fulfillment, release or dissolution mutually agreed upon by all parties to contracts;

(8) Promote the principles and ideals of democratic citizenship; and

(9) Endeavor to secure equal educational opportunities for all children.

Responsibility to the student's family

The professional school administrator, in full recognition of the responsibility to the student's family, shall:

(1) Respect the dignity of each family, its culture, customs and beliefs;

(2) Promote and maintain appropriate, ongoing and timely written and oral communications with the family;

Administrators

Responsibility to the community (continued)

- (3) Respond in a timely fashion to families' concerns;
- (4) Consider the family's perspective on issues involving its children;
- (5) Encourage participation of the family in the educational process; and
- (6) Foster open communication among the family, staff and administrators.

Legal Reference: Regulations of Connecticut State Agencies
10-145d-400b Code of Professional Responsibility for School
Administrators.
10-145d-11 Educator preparation program approval standards

Regulation adopted: June 11, 2002

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut