



Faculty/Staff Handbook

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Watertown Board of Education

Mission Statement

The mission of the Watertown School District, with determination to be a world-class educational leader and a centerpiece of a dynamic and growing community, is to meet the needs of each student – academic, artistic, athletic, emotional, ethical, social, and technological – to develop members of our community who:

- embrace life-long learning;
- are caring and responsible citizens;

This will be accomplished by:

- establishing high expectations for all students;
- partnering with parents and a community as a whole;
- providing the differentiated instruction, guidance and resources necessary to achieve these high expectations set forth for our students, staff, and community.

EMPLOYMENT INFORMATION

We welcome you to Watertown Public Schools. You were selected to work in our school district not only because of your technical skills, but because you demonstrated the positive character traits that support our mission statement.

The personnel policies and regulations of a school system are an essential part of the program of public education in a community. The philosophy of a school system and the community is generally reflected in such policies and regulations. This handbook will provide you with useful information.

Through its personnel policies and regulations, the Watertown Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

NOTICE

The Faculty Handbook serves as a general reference during your employment with Watertown Public Schools. It is not intended to be a definitive source of information on all the terms and conditions of your employment.

The information contained in this Handbook is subject to revision based on changes in the law and/or Watertown Board of Education policies, procedures and regulations. **The contents of this Handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment.** There are no promises in this Handbook regarding your work assignment, work schedule, specific working conditions or length of employment. The Watertown Board of Education reserves the right to revise its policies and regulations as well as the Handbook as needed, and the Handbook is subject to change without notice. Of course, we believe in open communications and fairness, and will work to keep you apprised of changes about which you need to be aware in order to perform your job.

Many school district policies and regulations have been paraphrased or omitted for the sake of brevity. Employees are responsible for making sure they are fully aware of the obligations and prohibitions contained in Board policies and regulations. In addition, this Handbook is not meant to change or conflict in any way with any terms and conditions of employment contained in any collective bargaining agreement.

The Watertown Board of Education's policies and regulations are provided on the Watertown website at www.watertownps.org. All employees of the school district are subject to the policies and regulations of the Watertown Board of Education.

Central Office Staff

10 DeForest Street
Watertown, CT 06795
860-945-4800

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Ellese Taylor, Executive Secretary to the Superintendent TaylorEl@watertownps.org	(860) 945-4801
Dr. Janet Parlato, Director of Curriculum ParlatoJa@watertownps.org	(860) 945-4802
Helen Reinke, Secretary ReinkeHe@watertownps.org	(860) 945-4802
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Lorraine Barker, Payroll Officer BarkerLo@watertownps.org	(860) 945-4809
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Terri Downey, Secretary to FS Director DowneyTe@watertownps.org	(860) 945-4810

QUESTIONS OR COMMENTS

Please direct your questions or comments regarding the Faculty Handbook to Jill M. Browne, Business Manager/HR Director, extension 4804, or by e-mail at browneji@watertownps.org.

UPDATES AND CHANGES

The most current Faculty Handbook will be posted on the Watertown website.

EMPLOYMENT PROCEDURES

A. General Employment Information

The Watertown Board of Education fully recognizes that its employees are its greatest resource, and their contributions are immeasurably vital to the success and smooth operation of any school system.

Certified and non-certified union positions will be posted internally in each school building in advance of the intended hiring date of filling the vacancy. Job postings not controlled by a collective bargaining agreement shall be posted internally and on the District website until the position is filled. An external posting for union or non-union positions may be made when necessary.

B. Procedures for Newly Hired Employees

The Superintendent of Schools will sign a letter of employment to the person being appointed to the position. It will include the hiring date, salary and benefits (by reference for union employees), and other relevant information.

Upon receiving notification from the Superintendent of Schools of employment, the new employee will need to complete the following forms with the Human Resources Administrative Assistant in the District Central Offices:

- An application form for fingerprinting;
- Form CT-W4 – Employee Withholding Certificate;
- Form I-9: Employment Eligibility Verification form;
- Authorization for Release of Information for DCF CPS Search form
- Employee Social Media Acknowledgement

The new employee will receive the applicable forms and instructions to complete a criminal background check.

New employees belonging to a union-represented bargaining unit will receive a copy of the applicable contract. Non-union classified employees will receive an initial letter of employment stating wages and benefits. Each year, non-union classified employees will be informed of any changes to their wage and/or benefits.

New employees will receive from the Payroll Coordinator:

- Payday Schedule
- Insurance Information
- 403(b) Plan Notice
- Workers' Compensation Protocol
- Any applicable tax and benefit forms

EMPLOYMENT CHECKS

Each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her at the time of application, and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). If the applicant's current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state. Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

A. Reference Checking Procedures

Prior to hiring any person, the district shall make a documented good faith effort to contact previous employers of the applicant in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment.

B. DCF Registry Checks

Prior to hiring any person for a position requiring a certificate, authorization or permit issued by the State Board of Education, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant. Prior to hiring any person for any position, including one that does not require a certificate, authorization or permit issued by the State Board of Education, the district shall also require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

NON-DISCRIMINATION

The Watertown Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

DRESS

Employees set an example in dress for students and the community at large. Compliance with reasonable standards for dress has a positive effect upon the District's operation and programs.

All employees shall, when assigned to District duty:

1. Dress in an appropriate manner consistent with the needs of the job to be performed.
2. Utilize safety gear provided by the District, as applicable.

EMPLOYEE IDENTIFICATION

It is our expectation that ID badges should be worn at all times. ID badges are issued and updated by the District Human Resources Office. A lost ID badge should be immediately reported to the Human Resources Administrative Assistant and Building Principal.

WORK HOURS

Employee work schedules shall be set by the Superintendent of Schools or his/her designee.

TARDINESS

Punctual and reliable attendance by classified employees of the District is essential to the proper operation of District programs. Lateness or absence, without excusable cause for an assigned work period, could result in discipline up to and including termination, or as otherwise provided by the applicable collective bargaining agreement.

EARLY DEPARTURE

All early departures of staff members must have prior approval of the Building Administrator or his/her designee and entered into the District's Electronic Attendance System under the appropriate leave category.

SCHOOL CALENDAR

The Watertown Board of Education adopts the school calendar before the start of the school year. The Board may change the school calendar during the year if necessary. The school calendar is posted on the Watertown website, and at the end of this handbook.

http://www.watertownps.org/UserFiles/Servers/Server_8942/Image/Watertown%20Public%20Schools%2016_17.pdf

SCHOOL CLOSINGS, DELAYS OR EARLY DISMISSALS

The Superintendent of Schools will make a decision on a school closing or delay in coordination with the other area Superintendents of Schools by 5:30 a.m. based on what is expected to happen in the next two to twelve hours. A delayed opening will be either 90 minutes, or two hours. Stay tuned when a delay has been announced since it might turn into a cancellation if weather conditions do not improve. Radio, television, school bus operators, staff and designated Internet-based sites will be notified immediately. Although early dismissals are avoided whenever possible, it may be occasionally necessary to dismiss school early due to the unexpected deterioration of weather conditions. In these situations, an announcement will be issued by 10:30 a.m. Weather related early dismissal for middle school and high school students will be at 12:00 p.m.

PROTOCOL FOR EMPLOYEE ACCIDENT/INCIDENT REPORTS

1. Employees who are injured on the job should report the accident/incident immediately to their supervisor and nurse, for the appropriate referral, on the day of the accident/incident.
2. IN CASES OF EMERGENCY, GO TO THE NEAREST EMERGENCY ROOM
3. When seeking medical attention, please identify yourself and your employer to the medical provider. Any billing for your visit will be sent directly to the District's insurance carrier. Employees should contact the Benefits Coordinator for the name and address of the insurance carrier.
4. Nurse and supervisor should report the accident/incident to the Benefits Coordinator in the District Offices within one business day.
5. Employee must complete an accident/incident report immediately:
 - a. Completed form is submitted to the School Nurse.
 - b. School Nurse retains a copy in the Health Office and sends the original to the Benefits Coordinator in the District Offices.
 - c. Employee retains a copy.
6. Nurse will supply referral form for medical evaluation and/or treatment if necessary.
7. Administrator/supervisor conducts investigation if necessary.

HEALTH EXAMINATION

Within the limits of contractual obligations and State statutes, the Superintendent of Schools may require a medical examination of any employee when the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter. An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter. Employees shall only use prescription drugs on school property or during the conduct of Board business which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. The Board prohibits smoking and the use of tobacco products on school property or at any school-sponsored activity. Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

We also offer an Employee Assistance Plan through the ESI Group. You may access benefits by calling **1-800-225-2527** or **1-800-252-4555**; or via their website at www.EducatorsEAP.com. There are specialized resource centers available to you on the website.

SAFE AND HEALTHY BUILDINGS AND GROUNDS

The Superintendent of Schools and Watertown Board of Education strives to keep all the school facilities and grounds safe and healthy for students, staff, and anyone else who uses the District's facilities. Concerns should be addressed to the Principal or Nurse in the school building; or Business Manager or Facilities Manager in the District Offices.

CLEANING, MAINTENANCE OR OTHER FACILITIES REQUESTS

Employees should notify the Facilities Department, when necessary, by submitting a work order through the School Dude web based system. Employees can do this by going to the Watertown website at www.watertownps.org and click onto the 'School Dude' under Staff Resources. Instructions can be obtained from the Facilities Manager in the District Offices.

STAFF/STUDENT NON-FRATERNIZATION

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of an inappropriate nature with any student at any time regardless of the student's age, status or consent. Failure to maintain professional conduct at all times shall be grounds for discipline up to and including termination.

SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE

It is the policy of the Watertown Board of Education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Discrimination

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is

also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Harassment

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

EMPLOYEE RECORDS

Personnel records shall be kept on all current employees. Files containing medical information regarding an employee will be kept separate and confidential from other personnel files and managed in compliance with HIPAA.

To view the contents of your personnel file, you need to contact the Superintendent Executive Assistant in the District Offices, to set up a time to do so.

TRAVEL AND REIMBURSEMENT

The Watertown Board of Education will reimburse employees of the school system who incur appropriate expenses in carrying out their authorized duties. Authorization for reimbursements must be obtained in writing from the employee's supervisor prior to incurring such expenses. Immediately upon returning from a business trip, the individual should prepare and submit a travel voucher for approval by the Supervisor and Business Manager. Receipts must be submitted for all individual expenditures. Travel expenses will be paid for the employee only.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. An employee will be reimbursed for actual and necessary expenses incidental to attendance at functions outside the District if approval has been obtained in advance by the immediate supervisor, Business Manager and Administration, and Superintendent of Schools.

Employees will not be reimbursed for expenses incurred for alcohol, entertainment outside the authorized business event, non-Watertown employee, first class when coach is available, tips exceeding the normal and customary amount, suites or other high priced accommodations in lieu of reasonably priced lodging, or other expenditures that are not made for appropriate business purposes.

Mileage reimbursement for using an employee's automobile will be at the current I.R.S. rate, which will cover the employee's costs for gasoline, insurance, repairs and maintenance.

VACATION

Employees may be entitled to vacation based on the applicable contract or terms of employment.

Vacation days shall accrue based on the applicable contract or letter of employment. The employee must submit their request and have the request approved by the immediate supervisor. Vacation days must be submitted and approved prior to being taken.

Vacation may not be carried over from one year to the next unless the Superintendent of Schools approves the carryover as a result of the District's request that an employee refrain from using vacation days in order to meet the needs of the District.

HOLIDAYS

Employees may be entitled to holidays based on the applicable contract or terms of employment.

BEREAVEMENT/CRITICAL ILLNESS

Employees may be entitled to bereavement / critical illness leave based on the applicable contract or terms of employment.

PERSONAL LEAVE

Employees who are eligible to take personal leave may do so when authorized in advance by their immediate supervisor. It is to be used only for personal business that cannot be transacted outside of work hours. Personal days do not accrue from year to year.

JURY DUTY

An employee who is officially summoned for jury duty shall be paid the difference between the employee's regular daily wages and the compensation received for jury duty. This practice shall apply only for those days when an employee is actually serving as a juror. Employees must submit their Jury Duty Notification to the Payroll/Benefits Coordinator based on the applicable contract or terms of employment.

COURT APPEARANCE

Employees must use a vacation day, personal day or unpaid day for a court appearance during the workday.

Employees summoned by the Board Attorney for a court appearance or deposition during the employee's regular work day, will be compensated at the employee's regular wage and will not be charged for time off.

SICK LEAVE

Employees may be entitled to sick leave based on the applicable contract or terms of employment.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Watertown Board of Education will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Please consult Board Policy No. 4060, Family and Medical Leave Act, for detailed information concerning eligibility for family or medical leave as well as the rights and responsibilities of the employee concerning family or medical leave.

UNAUTHORIZED LEAVE

Unauthorized absence may be grounds for discipline, up to and including dismissal.

EMPLOYEE PERFORMANCE EVALUATIONS

The Watertown Board of Education endorses a continuous process of evaluation of all employees of the school district. It is the desire of the Watertown Board of Education that the quality of service in the district is improved.

All employees should receive a written job evaluation at least annually. The evaluation should be prepared by the immediate supervisor. The employee and supervisor should thoroughly discuss the evaluation. Employees may add their own comments to their written employee performance appraisal. All written employee performance appraisals must be signed by the immediate supervisor and employee, and the original sent to the Executive Secretary to the Superintendent in the District Offices. Employees should be provided with a copy for their record.

Nothing set forth herein shall be construed as creating an employment contract by way of the evaluation process. Non-union employees retain "at-will" employment status at all times, notwithstanding the receipt of a positive evaluation. Union employees shall be evaluated consistent with any requirements set forth in the applicable collective bargaining agreement.

SALARY INCREASES

1. Salaries for Union classified employees will be determined by the collective bargaining agreement.
2. The Superintendent of Schools will recommend the salary for all non-union employees to the Watertown Board of Education.
3. Salary increases, if any, are usually effective on July 1st.
4. Promotional increases are usually effective on the start date of the new position.

DISCIPLINE

The Superintendent of Schools shall determine if an employee should be disciplined (warning, suspension without pay, demotion, termination). The types of causes for imposing discipline include, but are not limited to:

1. Incompetency or inefficiency in the performance of assigned duties.
2. Insubordination.
3. Carelessness or negligence.
4. Dishonesty and/or theft, of property or service.
5. Use of illicit drugs or alcohol, including but not limited to the use, possession, sale or distribution of illicit drugs or alcohol on school premises.
6. Engaging in political activity during assigned hours of employment.
7. Conviction of any crime involving moral turpitude.
8. Repeated and/or unexcused absence or tardiness.
9. Falsifying any information supplied to the School District.
10. Persistent violation or refusal to obey rules and regulations.
11. Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on District premises.
12. Sexual harassment or other forms of unlawful harassment.
13. Failure to maintain professional conduct at all times, including any inappropriate relationship with any student.
14. Other infractions deemed inappropriate, in the sole opinion of the District.

PROGRESSIVE DISCIPLINE

Union employees should consult the progressive discipline procedures set forth in the applicable collective bargaining agreement. Non-union employees shall be subject to progressive discipline to address allegations of misconduct or deficient job performance, as deemed appropriate in the sole discretion of the Watertown Board of Education's supervisory staff, including but not limited to verbal or written warnings, suspension, demotion, or termination of employment. Any disciplinary action taken shall be documented in the employee's personnel file, with a copy provided to the employee and an opportunity provided to the employee, in person or in writing, to provide comments in response to any allegations of misconduct.

Counseling for the purpose of addressing employee misconduct or deficient job performance shall be rendered at the discretion of the employee's direct supervisor. The supervisor should make a record of the need for counseling, but such counseling record shall not be considered a part of the employee's disciplinary record.

Progressive discipline shall ordinarily be carried out by a series of meetings with the employee, to address the conduct at issue and impose any disciplinary consequences deemed appropriate consistent with the foregoing procedures. The meetings between the employee and supervisory personnel may include an initial meeting with the immediate supervisor, followed by a referral to the Director of Human Resources, followed by an additional referral and possible recommendation for disciplinary action to the Superintendent of Schools. The Superintendent of Schools or his/her designee shall

determine if suspension, demotion or termination of employment is warranted. A written notice of formal disciplinary action shall be sent to the employee by certified mail or served in person, with a copy of such notice placed in the employee's personnel file.

Nothing in these procedures or in any applicable Board Policy or Administrative Regulation shall be construed to prevent the immediate suspension, demotion or termination of the employee, to the extent allowed by any applicable contract, for serious misconduct or performance deficiencies, or for a pattern of misconduct or performance deficiencies.

RETIREMENTS / RESIGNATIONS

Employees are requested to give a minimum of two weeks' notice of resignation if at all possible. The notice should be in writing, stating the effective date, and should be forwarded to the employee's immediate supervisor with a copy forwarded to the Personnel Office in the District Offices.

Employees retiring are requested to give a minimum of eight weeks' notice of retirement if at all possible.

It is imperative that employees schedule a visit to the Payroll/Benefits Coordinator and Human Resources Assistant prior to their resignation or retirement to obtain information regarding insurance conversion options, pension options and other related matters.

Resigning employees will automatically receive their final salary payment owed at the next payroll cycle following their last day of service and will be removed from insurance benefits at the end of the month they resign.

Employees will be paid for unused accrued vacation time and compensatory time up to the prescribed limit. Employees will not be paid for unused sick time or unused personal time unless specified in their contract or letter of employment.

PARKING

The District provides parking for our employees' convenience at all of our facilities. Employees should drive with care in the parking lot. The District cannot be responsible for property damage, loss or theft resulting to cars or their contents in the parking lot. Employees are encouraged to lock their cars in the parking lot.

Employees may be issued a parking tag by their building administrator. The parking tag should be displayed by hanging it on the rearview mirror.

OUTSIDE ACTIVITIES

The Watertown Board of Education and its supervisory staff have a responsibility to evaluate employees in terms of their faithfulness to, and effectiveness in discharging, school duties and responsibilities. Therefore, when non-school activities threaten an employee's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon the employee's responsibilities to the District.

The following are provided for the guidance of classified employees:

1. Do not use school property or school time to solicit or accept customers for private enterprises.
2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties.
3. Do not engage in political activities during assigned hours of employment.
4. Refrain from making public statements about private associations or interest if such remarks are likely to violate community standards or propriety.

EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Watertown Board of Education provides computers, a computer network, including Internet access and an e-mail system, and other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses.

The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes. The system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis.

Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

SOCIAL MEDIA

The Watertown Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law. Ordinarily, the use of social media by employees, including employees' personal use of social media, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1. interferes, disrupts or undermines the effective operation of the school district;
2. is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees; or
5. violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

SELLING BY EMPLOYEES

Employees are prohibited from selling any item for personal profit on school property or during working hours. Employees may sell items or collect money in support of non-profit organizations or school-related organizations. The sale or collection of money must be approved in advance by the Building Principal or his/her designee.

THEFT / MISAPPROPRIATION

Employees who take District property off the premises must have permission from their immediate supervisor or Building Principal or Assistant Principal. Examples are laptop computer, tools, equipment, or other types of property of the District. Theft of service can include performing non-work related activities during the normal work day, inaccurately recording time-in and time-out on your timesheet, and similar type of infractions. The misappropriation of District funds, including grants, student activity, special revenue, cafeteria, and other District accounts, will not be tolerated. Employees are warned such conduct is considered an extremely serious matter. Any such conduct shall subject that employee to disciplinary action, including immediate termination.

The District reserves the right to inspect and search all lockers, desks, closets, filing cabinets, and other such storage areas and property when reasonable circumstances exist.

Watertown Public Schools 2016-2017 School Calendar

AUGUST/SEPT 2016

M	T	W	T	F
-	-	31		
			1	2
-	6	7	8	9
12	13	14	(15)	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2016

M	T	W	T	F
3	4	5	6	-
-	11	12	13	14
17	18	19	20	21
24	25	26	27	(28)
31				

NOVEMBER 2016

M	T	W	T	F
	1	2	(3)	4
7	-	9	10	-
14	15	16	(17)	18
21	22	(23)	-	-
28	29	30		

DECEMBER 2016

M	T	W	T	F
			1	2
5	6	7	(8)	9
12	13	14	15	16
19	20	21	22	(23)
-	-	-	-	-

Student Days (22)

August 29.....	Professional
August 30.....	Professional
August 31.....	First Day of School
September 5.....	Labor Day
September (15).....	4 hour session (students only)

Student Days (19)

October 7.....	Professional
October 10.....	Columbus Day
October (28).....	4 hour session (students only)

Student Days (18)

November (3).....	Parent/Teacher Conferences for all Schools (4 hour session students only)
November 8.....	Professional
November 11.....	Veterans Day
November (17).....	Parent/Teacher Conferences for all Schools (4 hour session students only)
November (23).....	4 hour session
November 24, 25.....	Thanksgiving Recess

Student Days (17)

December (8).....	4 hour session (students only)
December (23).....	4 hour session
December 24... thru.....	January 2, 2017
School will reopen on January 3, 2017	

Parent Teacher Conferences Early Dismissal Afternoon Conferences	Dates
John Trumbull/Polk & Judson	November 3, November 17, March 30
Swift Middle School	November 3, November 17, March 30
Watertown High School	November 3, November 17, March 30
Parent Teacher Evening Conferences	Dates
John Trumbull School	November 10, March 8
Polk School	November 7, March 8
Judson School	November 7, March 8
Swift Middle School	November 1, March 8
Watertown High School	November 2, March 8

Dates for Watertown Schools' Open Houses

John Trumbull Primary School Kindergarten – September 26, 2016
Grade 1 – September 27, 2016
Grade 2 – September 29, 2016

Polk and Judson Elementary Schools – September 14, 2016
Swift Middle School – September 22, 2016
Watertown High School – September 13, 2016

If more than nine (9) snow days are used, additional days will be made up during the April Recess beginning with the last day of vacation and moving backwards.

Student Days=181 Teacher Days = 186

Subject to change by BOE:

Adopted by the Board of Education: 2/22/2016

JANUARY 2017

M	T	W	T	F
-	3	4	5	6
9	10	11	12	(13)
-	17	18	19	20
23	24	25	26	27
30	31			

Student Days (20)

January 1 st	New Year's Day
January 2.....	No School
January (13).....	4 hour session (students only)
January 16.....	Martin Luther King's Birthday

FEBRUARY 2017

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	(16)	17
-	-	22	23	24
27	28			

Student Days (18)

February (16).....	4 hour session (students only)
February 20 & 21.....	Presidents Day (long weekend)

MARCH 2017

M	T	W	T	F
		1	2	3
6	7	(8)	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	(30)	31

Student Days (23)

March (8).....	Parent/Teacher Conferences for all Schools 4 hour session (students only)
March (30).....	Parent/Teacher Conferences for all Schools 4 hour session (students only)

APRIL 2017

M	T	W	T	F
3	4	5	6	7
-	-	-	-	-
-	18	19	20	21
24	25	26	27	28

Student Days (14)

April 10-14.....	Spring Recess
April 17.....	Professional Development Day (students no school)

MAY 2017

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	(26)
-	30	31		

Student Days (22)

May (26).....	4 hour session (students only)
May 29.....	Memorial Day

JUNE 2017

M	T	W	T	F
			1	2
5	6	7	(8)	(9)
(12)	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Days (8)

June 12.....	Half-Day
JTPS, Polk, Judson & SMS	early dismissal-last three days of school..... 4 hour session (students only)
WHS	will have early dismissal the last five (5) days of school 4 hour session (students only)