

SHARON PUBLIC SCHOOL

MISSION-GOALS-OBJECTIVES

SERIES 0000

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Mission-Goals-Objectives

Mission/Belief Statements

Mission Statement:

The mission of Sharon Center School is to engage students in academic pursuits that result in the highest level of achievement and in the motivation for life-long learning.

Our students will grow in a safe and secure school community where we promote the individuality and unique talents of each student and the importance of responsibility, integrity, and teamwork.

Belief Statements

The Sharon Board of Education believes that:

- Students should develop respect for the uniqueness of others;
- A positive self-image should be fostered in each individual;
- Resourcefulness and problem solving are essential skills for success;
- A safe and secure environment is fundamental to effective education;
- Education should develop a desire for learning now and in the future by encouraging intellectual curiosity and eagerness for life long-learning;
- Students must be independent learners with strong work ethics;
- Education depends on the mastery of basic knowledge;
- Integrity, honesty, reliability and responsibility for one's behavior are held as a standard for interaction in our community;
- School should respect the integrity of the family;
- Parents and community members share the responsibility for the formal education of our students;
- Students should view themselves as socially responsible members of a global society;
- Students should acquire essential skills for success in an ever changing technological society;
- Students should be challenged, supported and motivated to achieve their highest level of individual performance;
- All students can learn; and
- The love of learning new ideas and self-improvement are essential to education.

Approved by the Board of Education: May 10, 2004

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Code of Ethics

This Code of Ethics is based upon “Standards of Leadership for Members of Boards of Education” recommended by the CAFE Board of Directors in 1977:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of “children first”.
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to “run the schools” through administration, but together with my fellow Board members, to see that they are well run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in public meeting, and will make no personal promises or take any private action which may compromise the Board.

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Code of Ethics (continued)

11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain.
12. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Policy adopted: September 11, 2000

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School District Legal Status

The United States Constitution leaves to the individual states the responsibility for public education. The Constitution of the State of Connecticut requires the Legislature to establish and maintain a system of free public schools open to all children of the State. To carry out this mandate, the Legislature has provided for a State Board of Education with broad powers for the general supervision and control of the educational interests of the State.

The unit of local school management and control is the Board. State statutes designate the town as a school district and, thus, the geographical limits and boundaries of the town are also the territorial limits and boundaries of the Sharon Public School District.

Legal Reference: United States Constitution, Tenth Amendment

 Connecticut State Constitution, Art. VIII, Sec. 1

 Connecticut General Statutes

 10-1 et seq.i

 10-240 et seq.

Policy adopted: September 11, 2000

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Policies for Sharon Public School

The Board of Education shall maintain a manual of policies as the base for the governance of the school system. The policies must at all times be in harmony with applicable laws.

The Board of Education views its policies as aids to decision making and will to the best of its abilities make all its actions consistent with those policies.

Policy adopted: September 11, 2000

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Comprehensive Improvement Plans/Schedules

The Board of Education will develop a long-range plan based on its goals and objectives.

The Board of Education's long-range plan will specify targets in the areas of regular and special learning programs, transportation, staffing, building utilization, capital improvements, and maintenance of buildings and grounds. The comprehensive long-range plan will focus on the achievement of Board adopted goals and objectives.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: September 11, 2000

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Nondiscrimination

The Sharon Board of Education prohibits discrimination on the basis of race, color, religious creed, marital status, ancestry, national origin, sex, sexual orientation, disability, or age in admission to, access to, or employment in its programs and activities. The employee designated to coordinate the Sharon Board of Education effort under Title IX and Section 504, including the investigation of any complaint, is the Superintendent of Schools, Title IX Coordinator, Warren Turnpike Road, Falls Village, Connecticut 06031.

Inquiries regarding this non-discrimination policy may be referred to the Superintendent of Schools or to the Regional District, U.S. Department of Education, Office for Civil Rights, J. W. McCormack Post Office and Courthouse Building, Room 222, Massachusetts 02109-4557, (617) 223-9662.

Discrimination Grievance Procedure

The Sharon Board of Education designates the Superintendent of Schools, Warren Turnpike Road, Falls Village, CT 06031, compliance officer with regard to Title IX of the Education Amendments of 1972 and the regulations promulgated thereto. The compliance officer, or his designee, will, at least annually, notify all students, parents and employees of the name, address and phone number of the compliance officer and the procedure for processing grievances.

Any student or employee of the Board may file a Title IX grievance. All formal complaints shall be addressed in writing to the designated compliance officer. The grievance shall state the name of the grievant, the nature and date of the alleged Title IX Violation, and the name(s) of the individual(s) responsible for the alleged violation. A grievant requiring assistance in preparing the written grievance may request assistance from the compliance officer.

Step I - Informal Level

The grievant may request a meeting to discuss the grievance with the building Principal of the school in an effort to resolve the matter informally. The Principal shall schedule a meeting promptly with the grievant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from receipt of the meeting request.

If the matter is not resolved informally, the grievant may file a formal complaint within five (5) days from the informal meeting. All formal level grievances must be filed within sixty (60) days from the alleged Title IX violation.

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Nondiscrimination

Discrimination Grievance Procedure (continued)

Step II - Formal Level - Compliance Officer

If the grievant is not satisfied with the disposition of his or her grievance at the informal level he/she shall within five (5) days after meeting with the Principal file his or her written grievance with the compliance of officer. The compliance of officer or his designee shall schedule a meeting promptly with the grievant to discuss the complaint. But, in no event shall the meeting be held later than fourteen (14) days from receipt of the meeting request. Upon completion of his investigation, but in no event later than fourteen days after meeting with the grievant, the compliance officer shall render a written decision to the grievant as to the disposition of the grievance.

If the grievant is not satisfied with the disposition of his/her grievance, or at any time during the grievance procedure, he/she may within one hundred eighty (180) days from the alleged Title IX violation file a complaint with the U.S. Department of Education, Office of Civil Rights, J. W. McCormack Post Office and Courthouse Building Room 222, Boston, Massachusetts 02109-4557, (617) 223-9622.

If the matter is not resolved informally, the grievant may file a formal complaint within five (5) days from the informal meeting. All formal level grievances must be filed within sixty(60) days from the alleged Title IX violation.

Legal Reference: Connecticut General Statutes
 10-153 Discrimination on account of marital status.
 46a-60 Discriminatory employment practices prohibited.
 Federal Law
 Title VII of the Civil Rights Act 1964
 Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20
 U.S.C. 706(7)(b).
 American Disability Act of 1989.
 Chalk v. The United States District Court of Central California.
 Title IX of the Education Amendments of 1972.
 Civil Rights Act of 1987.

**SHARON PUBLIC SCHOOL
Sharon, Connecticut**

Discrimination Grievance Form

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex, sexual orientation or handicap may discuss and/or file a grievance with the Civil Rights Coordinator of the Sharon Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination. Civil Rights Coordinator:

Superintendent of Schools
Warren Turnpike Road
Falls Village, Connecticut 06031.

Name of Presenter/Complainant: _____

Employee _____ Employment Applicant _____ Student _____ Parent/Guardian _____

Home address _____

Phone _____ Date of Claim _____ Date of Incident _____

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

Signature of Presenter: _____

Signature of Civil Rights Coordinator: _____

Date Received: _____

*Forms are available from the Civil Rights Coordinators,
Administrators and Guidance Offices.*

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Grievance Procedure for Section 504, Title IX, and Title VII Regulations

The Board of Education does not knowingly condone discrimination on the basis of race, color, national origin, sex or handicap in admission or access to, or treatment, or employment in its programs or activities.

Inquiries regarding compliance, including receipt and investigation of any complaint alleging non-compliance may be directed to the Superintendent of Schools, or in the Superintendent's absence, the Supervisor of Special Services.

Definitions

A “grievance” is a complaint by an employee, or group of employees, or a student or group of students based upon an alleged violation of the provisions of Section 504, Title IX, or Title VII.

The term “employee” is considered to apply to any employee of the Ledyard Board of Education. The term “student” is considered to apply to any student enrolled in the Ledyard Public Schools. The term “teacher” is considered to apply to any teacher employed by the Ledyard Board of Education. The “teacher”, “employee”, or “student” may include a group of teachers or a group of employees or a group of students who are similarly affected by a grievance.

An “aggrieved person” is the person or persons making the claim.

The term “days”, when used in this article, shall, except when otherwise indicated, mean working days.

Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, Title IX, or Title VII.

The parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.

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Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Purpose (continued)

Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.

Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

Informal Procedure

Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex or handicap shall contact the building Principal/supervisor within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Principal/supervisor shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of 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.

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Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Informal Procedure (continued)

At the time the alleged discrimination complaint is filed, Principal/supervisor shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin 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 Principal/supervisor 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.

If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the principal/supervisor, more formal procedures may be initiated by the complainant to further explore and resolve the problem.

Formal Procedure

1. Level One - School Principal

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.

The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

2. Level Two - Superintendent of Schools

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days.

The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant

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Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Formal Procedure (continued)

3. Level Three - Board of Education

If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance again with the Board of Education within five (5) days.

Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

General Provisions

Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.

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.

The Assistant Superintendent for Curriculum and Instruction is the Title VII, Title IX and Section 504 Coordinator and may be contacted at 4 Blonder Boulevard, Ledyard, Connecticut 06339, telephone (203) 572-0596.