

August 13, 2012

Staples High School

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

6:00 p.m. Staples High School, Principal's Conference Room 1025C

ANTICIPATED EXECUTIVE SESSION: Strategies for Negotiations

RESUME PUBLIC SESSION

PLEDGE OF ALLEGIANCE: Staples High School, Cafeteria B (Room 301), 7:30 p.m.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

INFORMATION:

Update: King's Highway School: Heating, Ventilation, Air Conditioning Project

Ms. Harris

Update: Long Lots and Coleytown Elementary School Cafeteria Renovation

DISCUSSION/ACTION:

- | | | |
|--|---------|--------------------------|
| 1. Approval to Pursue Baron's South for School Bus Parking | (Encl.) | Dr. Landon Ms. Harris |
| 2. Acceptance of Gifts: | | |
| • Bedford Middle School PTA | (Encl.) | Dr. Landon |
| • Chartwells | | |

DISCUSSION:

- | | | |
|--|---------|------------|
| 1. School System Goals: July 1, 2012-June 30, 2013 | (Encl.) | Dr. Landon |
| 2. P4118.55 and R4218.55: Social Networking | (Encl.) | Dr. Landon |

RESUME EXECUTIVE SESSION:

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, *except* by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, *except* by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: Approval to Pursue Baron's South for School Bus Parking
Date: August 13, 2012

Elaine Whitney and Mark Mathias, serving as an *ad hoc* subcommittee of the Board to pursue a site in Westport to accommodate our school transportation needs and reduce expenditures for school bus parking, have been working diligently to attempt to seek an alternative to our current bus parking situation.

It now appears that the only viable option to the current plan appears to be one that utilizes that portion of the Baron South property that abuts the Post Road. Towards that end, a traffic consultant has been working with us to determine the feasibility and practicality of utilizing that property. Once the traffic consultant's final report is received, I am hopeful that we will have a viable alternative to our current situation, with the potential to save the school system and the community a considerable sum of money for the long-term.

With that traffic report, we will then be able to request a meeting with the Planning and Zoning Commission to discuss the feasibility of implementing the Baron's South school bus parking plan and to ascertain next steps that might be necessary to gain P&Z approval.

While the Datco contract has two years to run, we could be ready for full implementation of a plan that includes bus parking, employee parking, and construction of a maintenance and driver facility in Westport before that contract ends. For our meeting of August 13, we will have on the agenda for discussion and action a proposal that, with Board approval, will enable us to move forward with exploration of the proposal with P&Z. Should the Board be positively inclined to move forward with the proposal at that time, the Board could vote affirmatively to move ahead with it. If the Board wishes to discuss the matter further, action to move the matter forward could be taken at the meeting of August 27.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the initiation of discussions with the Planning and Zoning Commission of the Town of Westport to determine the feasibility of the placement of school buses, bus driver and supervisor parking, and construction of a maintenance and driver facility on the site of the Baron's South property abutting the Post Road and, if feasible, the requirements for gaining Planning and Zoning approval for this project.



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TELEPHONE: (203) 341-1025
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To: Members of the Board of Education
From: Elliott Landon
Subject: Acceptance of Gifts
Date: August 13, 2012

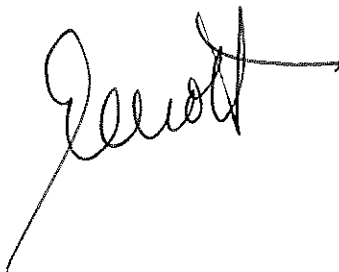
I am pleased to inform you that we have received offers for two (2) generous gifts, as follows:

1. \$3,500 for the purchase of a SmartBoard to be installed in the Choral/Music and Technology Room 286 at Bedford Middle School, as given by the Bedford Middle School PTA, acting through its co-presidents Mary-Claire Grosgoeat and Susan McCarthy.
2. \$2,000 from Chartwells Dining Services to be awarded as college tuition scholarship to a member of the Staples High School Class of 2012 through the Staples High School Tuition Grants Program.

I recommend acceptance of these gifts with gratitude and appreciation to the Bedford Middle School PTA and Chartwells Dining Services.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation a gift in the amount of \$3,500 from the Bedford Middle School PTA for the purchase and installation of a Smart Board in Room 286 at Bedford and a gift of \$2,000 from Chartwells Dining Services for a college tuition scholarship to be awarded to a member of the Staples High School Class of 2012 through the Staples High School Tuition Grants Program.



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TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

To: Members of the Board of Education

From: Elliott Landon

Subject: School System Goals: July 1, 2012-June 30, 2013

Date: August 13, 2012

We last discussed our goals at the Board of Education meeting conducted on June 11. At that time, the Board instructed me to move those goals and objectives which have become a part of our organizational standard into the "Continuing Goals" section of our *School System Goals*, to accompany those sections entitled, "School System Priorities" and "Board of Education Goals, Objectives and Action Plans." Those transfers have been made and the recommended goals, objectives and action plans that were presented to you in June reflect those transfers.

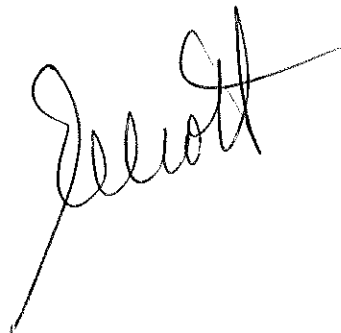
Also at that meeting, several members of the Board requested that the following issues be discussed as possibilities for inclusion into our priorities and goals at our August 13 meeting:

1. Investigate curriculum initiatives and successes in high performing school systems throughout the nation, e.g., Scarsdale (NY), New Trier (IL), Beverly Hills (CA), so as to utilize the best of programs and initiatives as benchmarks to inform our *Westport Education 2025* efforts
2. Working backwards from the 12th grade at Staples, develop a profile of expectations for students at the conclusion of the 2017-18 school year through *Westport Education 2025* that reflects structural programmatic changes, tactics and strategic changes, and class size modifications.
3. Report on class size guidelines used in high performing school systems locally and throughout the nation.
4. Develop measurements to assess the effectiveness of individual *Westport Education 2025* program initiatives and report on the findings on or about February 2013.
5. Assess whether Singapore Math offers sufficient challenges for children identified as gifted.
6. Enunciate a vision for making Westport a "lighthouse school district" on addressing issues related to school climate and bullying and develop specific goals and objectives related to the issue of School Climate that include analyses of how Westport rates against the national school climate standards.
7. Examine the need for additional programs to address student/student, staff/staff, teacher/student and parent/teacher bullying.
8. Analyze the feasibility of reducing the size of our school bus fleet.

9. Develop a plan for increasing revenues through a more aggressive effort to seek grants.
10. Determine the cost savings and feasibility of having parents pay for all school supplies.
11. Contract for an independent survey of graduates of the classes of 2011 and 2006 to analyze short- and long-term effects of their education in the Westport Public Schools.

In discussing these suggestions, as well as others that might be made by members of the Board, we will need to focus on those issues that will require a financial expenditure to be objective and successful. For example, in reviewing the activities of other high performing school systems, much can be accomplished through written surveys, but it also will be necessary for members of our staff to visit those sites and talk with teachers and administrators working in those school systems (as we have done in the past), if we are to be able to understand fully how their successful programs work and are sustained. To assess the effectiveness of our *Westport Education 2025* initiative, our School Climate initiative, or the success of Singapore Math we will need to contract with Teachers College, Columbia University as well as with the Tri-State Consortium to develop tools to assess our success and/or failures and to objectively determine where we have succeeded and/or failed. And, finally, with regard to reducing the size of our bus fleet and surveying students in selected Staples graduating classes, it will be necessary for us to contract with an independent consultant, as we have in the past, to accomplish these goals.

I look forward to discussing our priorities, goals, objectives and objective plans with the Board at our meeting of August 13.

A handwritten signature in black ink, appearing to read "J. Elliott", written in a cursive style. The signature is positioned in the lower right quadrant of the page.

WESTPORT PUBLIC SCHOOLS: CONTINUING GOALS

Proposed August 13, 2012

I. STUDENT ACHIEVEMENT: Continuously Improve Curriculum, Instruction and Assessment

1. Maintain a five-year continuous curriculum improvement model to ensure that all students are equipped with globally competitive learning skills.
2. Include as an integral part of the curriculum review process a determination as to whether there is sufficient attention being paid to giving all students intellectual and work skills that include team-building, creativity and innovation, critical thinking and problem-solving, self-motivation and self-direction skills, information communications and technology literacy, as well as high levels of literacy and numeracy.
3. Ensure appropriate levels of consistency in instructional programs in all grades and schools.
4. Maintain school practices that focus upon "personalizing" the school environment for all students in all schools, at all grade levels, and in all individual and group activities through an emphasis upon differentiation of instruction and an expansion of the repertoire of teachers' instructional strategies through professional development.
5. Incorporate technology into the teaching and learning process to help students develop fluency in accessing and assessing information and in communications/presentations.
6. Annually update the five year strategic technology plan for curriculum and instruction to include potential modifications to infrastructure, integration of student personal technology into district programs, estimated purchasing requirements, and re-allocation of resources.
7. Work to achieve and celebrate diversity within a more welcoming community.
8. Monitor all extracurricular activities to evaluate scope and comprehensiveness and to identify gaps in offerings.
9. Monitor special education policies, procedures and programs in cooperation with parent groups.

II. FACILITIES: Provide Appropriate, Safe, Secure and Well-Maintained Space for Students and Staff

1. Review enrollments and projections on an annual basis.
2. Monitor the condition of all facilities.
3. Examine security issues as they relate to building safety and school transportation.
4. Examine the ability of each of the school buildings to add classrooms within their current footprint.
5. Include in the annual December preliminary budget meeting with the Board of Finance discussions of major budget assumptions, projected plans related to multi-year anticipated capital projects, and the re-establishment of a capital non-recurring fund.
6. Designate a date in January of each year for a Board of Education budgetary workshop to discuss capital projects and strategies for implementation, including establishing and re-establishing priorities, methods of presentation, and positioning of the projects.
7. Expand budget discussions at the annual January joint meeting of the Board of Education/Board of Finance to include prioritized multi-year projected essential capital projects as determined by the Board of Education.
8. Prepare annual and intermediate reports concerning school facilities to include information pertaining to environmental and other "green" activities extant within the schools.

III. FISCAL MANAGEMENT: Provide Quality Education Programs More Efficiently and Cost Effectively

1. Implement a multi-year budget planning process.
2. Review budgetary goals annually.
3. Seek long-term and permanent restructuring of all services and functions, wherever possible, including but not limited to instructional and support services to maintain permanent budgetary savings, but within the framework of delivering the same or improved quality of services more efficiently.
4. Assess, both anecdotally and with data points, the cumulative effect of budget modifications that may have impacted instructional programs.
5. Generate cost efficiencies through collaborative efforts with the Town of Westport, where possible.

IV. BOARD OF EDUCATION EFFECTIVENESS: Maintain Appropriate Board Policies Aligned With Educational Goals And Sound Educational Practices

1. Maintain appropriate policies aligned with sound educational goals and practices.
2. Develop and maintain community support through effective communications.
3. Review Board of Education goals annually and conduct an annual self-evaluation.

V. HUMAN RESOURCES: Staff the School System With Highest Quality Teachers, Administrators and Staff

1. Expand recruitment and selection efforts with colleges and universities, employment job fairs, and other sources of employee availability.
2. Make a measurable effort to recruit and retain highly qualified employees representing the diversity of population extant with the United States.
3. Perform exit interviews with all departing employees to improve and enhance the working environment to attract and retain the highest quality employee.
4. Maintain a professional development program for teachers to incorporate 21st century skills into classroom practice and a professional development program for administrators so that supervision and evaluation ensures the incorporation of 21st century skills for students into classroom practice.

VI. DISTRICTWIDE CRISIS/EMERGENCY PREPAREDNESS: To Provide A School And Work Environment That Is Safe And Secure

1. Enhance responsiveness to crises and emergencies.

SCHOOL SYSTEM PRIORITIES: July 1, 2012-June 30, 2013

GOAL I. Continuous Improvement in Curriculum, Instruction and Assessment

- I.1. Develop a middle school enrichment program that focuses on engineering, design and the humanities.**
- I.2. Introduce modifications for the enhancement of the elementary and middle school programs for gifted students and evaluate their effectiveness through the measurement of student outcomes.**

GOAL II. Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

- II.1. Analyze space needs, K-12, as they relate to: (1) class size breakpoints and guidelines; (2) the potential need to redistrict; and (3) organizational modifications.**
- II.2. Organize and implement a district-wide School Climate Plan**

GOAL III. Manage the schools in an efficient and cost effective manner while maintaining and improving the quality of educational programs

GOAL IV. Maintain appropriate Board policies aligned with educational goals and sound educational practices

- IV.1. Effectuate the Westport 2025 strategic plan to enable all students to meet the challenges of the 21st century.**
- IV.2. Ensure that Board of Education goals and related action plans are producing desired effects.**

GOAL V. Staff the school system with the highest quality of staff in all employment categories

BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS: **2012-13**

I. STUDENT ACHIEVEMENT

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

Objective 1. Implement a plan of action that ensures that all students are equipped with globally competitive learning skills.

Action Plans

- Evaluate the Singapore Math Program, Grades 3 and 4, as a precursor to recommending next steps for implementation in grade 5 and re-structuring of the 6th grade mathematics program. (May 2013)
- Continue the re-alignment of all science courses with the Connecticut State Frameworks, with a special emphasis on science inquiry, K-grade 8.
- Continue to explore Science Research Opportunities in grades 6-8.
- Expand efforts to differentiate instruction in the core curriculum areas at all middle school grade levels.
- Review staffing levels for all special area offerings and alternative methods of scheduling for both special areas and core academic subjects to maximize student instructional time in the core academic areas, K-12. (December 2013)
- Evaluate the K-5 Social Studies curriculum in terms of the Connecticut State Frameworks, proposed modifications to the 6-8 Social Studies curriculum, and the implementation of the 9th Grade Global Themes course.
- In view of recent legislative activity and new initiatives in high performing school districts throughout Connecticut and DRG A school districts, review and make recommendations concerning the implementation of five-day, full day Kindergarten (December 2012)
- Continue to evaluate the World Language program, grades 6-12. (December 2012)
- Review and make recommendations concerning the numbers of credits required for graduation from Staples High School in the areas of science and mathematics, as well as the distribution of credits within the existing 25 credit requirement. (June 2013)
- Report semi-annually to the Board of Education on the progress being made with Westport Education 2025: Meeting the Global Challenge, including recommendations for modifying curriculum, programs and assessments consistent with the goals of the project.

Objective 2. Enhance the effectiveness of the elementary and middle school programs for gifted students.

Action Plans

- Implement the “push-in” instructional model whereby teachers of the gifted/regular classroom teachers collaborate in regular classroom settings to work with gifted and high achieving students.
- Utilize Mainstream Articulation Plans (MAPs) to assess gifted students’ strengths and areas for growth and differentiate instruction accordingly.
- Explore modifications to the English, social studies and science programs at the middle school level, including but not limited to differentiation in the core curriculum areas, to develop initiatives to provide greater challenges to students who may demonstrate extraordinary talents in these areas of study.
- Continue to provide professional development activities for teachers of the gifted and regular classroom teachers to enhance their skills in working with high achieving children and those identified as gifted.
- Continue to examine the Singapore Math Curriculum for its impact on gifted and high achieving students (May 2013).
- Prepare an assessment report concerning 2012-13 modifications and enhancements to the Program for the Gifted (May 2013).

II. FACILITIES

GOAL: Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

Objective 1. Analyze space needs within the context of enrollment and class size changes.

- Prepare a cost analysis of changes to class size breakpoints and guidelines, K-12.
- Develop re-districting plans to accommodate increases in enrollment and modifications to class size breakpoints and guidelines, K-12.
- Establish models of alternate organizational structures to address changes in class size breakpoints and guidelines and increases in enrollment.

Objective 2. Establish, review and evaluate the district-wide School Climate Plan.

- Establish "School Climate Committees" at all schools, K-12.
- Train all certified and non-certified staff, as well as contractors employed by the school system (e.g., bus drivers, school food services workers), to be able to identify bullying wherever it may occur and intervene appropriately.

Objective 3. Develop a plan for the creation and design of prioritized capital projects that anticipates a five year need.

Action Plans

- Explore the building of additional space at Staples High School to accommodate increasing enrollment and corresponding increases in class sizes.

III. FISCAL MANAGEMENT

GOAL: Manage the schools in an efficient and cost effective manner, while maintaining and improving the quality of educational programs

IV. BOARD OF EDUCATION EFFECTIVENESS

GOAL: Maintain appropriate Board policies aligned with educational goals and sound educational practices.

Objective 1. Implement the Westport Education 2025 strategic plan to enable all students to meet the challenges of the 21st century.

Action Plans

- Review curriculum to ensure the incorporation of 21st century skills for all students

Objective 2. Ensure that Board of Education goals and related action plans are producing desired effects.

Action Plans

- Align Board of Education goals and related action plans to the BOE/Superintendent's jointly-developed Superintendent's performance objectives
- Provide opportunities for the Board of Education to engage in self-evaluation. (December 2012)
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2012)

Objective 3. Examine the annual school calendar approval process for the purpose of structuring a standardized formula to guide its development.

- Establish a fixed policy to guide the creation of the school calendar on an annual basis. (December 2012)

V. HUMAN RESOURCES

GOAL: Staff the school system with highest quality teachers, administrators and staff.

Objective 1. Maintain the highest quality of staff in all employment categories.

Action Plans

- Review and revise the Professional Development and Evaluation Plan (PDEP) document to: (1) be consistent with the 2012 legislation as incorporated into the Connecticut General Statutes and the Regulations of the State Board of Education; (2) guarantee that only the highest quality staff is being retained; and (3) ensure that the evaluative procedures, performance indicators, standards and procedures and instructional practices are equipping all students with globally competitive 21st century skills.

DRAFT

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: P4118.5 and R4218.55: Social Networking
Date: August 13, 2012

Social networking has evolved rapidly among students, teachers, and administrators within the school system. To address this matter system wide through policies and procedures, on April 11, 2011 the Board adopted its initial policy concerning social networking and approved corresponding regulations so as to develop appropriate guidelines for social networking within the school system.

To address the changing landscape with regard to social networking, I have prepared for the Board's review modifications to the original documents that relate to this matter. We will have the opportunity to discuss these amendments at our meeting of August 13, with the item to be placed on the agenda for Board approval at our meeting of August 27.

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal flourish extending to the right.

AMENDED POLICY AND REGULATIONS
WITHOUT AMENDMENTS SHOWN

Personnel – Certified

Social Networking By Staff

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with, or disrupts the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) 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.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED:

L:\Social Networking Policy BOE Approved. April 11 2011.doc

Personnel – Certified

Administrative Regulations Regarding Use of Social Media Definitions:

Social Media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, MySpace, blogs, other electronic communications systems and future or newly-developed sites and networking media.

Board of Education includes the Board of Education itself and its members and all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal Social Media in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education. Employees are solely responsible for their personal communications and posts. The Board of Education is not responsible for employees' personal communications, posts, and conduct using Social Media.
2. Employees must use caution in mentioning other Board of Education employees or other members of the school community, *e.g.*, parents or others, on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee's job responsibilities and employees are subject to potential liability as described in section 6 below. In no case may a Board of Education employee mention specific students or post student photographs on personal Social Media unless there is an unrelated special relationship, *e.g.*, relative or family friend. For the purposes of this Section, "specific" shall mean the identification of a student by name (first, middle or last) or the mention of information that could reasonably lead to the identification of the student.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship, *e.g.*, relative or family friend, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal Social Media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Nothing herein would prohibit a teacher, administrator, or other staff from "friending" a student who is no longer enrolled in the Westport Public Schools so long as professionalism is maintained.

R4118.55(b)

4. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district. This provision does not apply to photographs of: (a) the employee or other adults wearing clothing bearing the Board of Education's logos or trademarks; (b) facilities (e.g., athletic fields and gymnasias) where the logos or trademarks were previously in place or displayed as part of the event; and (c) students wearing clothing bearing the Board of Education's logos or trademarks where an unrelated special relationship exists with the employee, e.g., relative or family friend.
5. Employees shall refrain from: (a) harassing, defamatory, abusive, discriminatory, or threatening communications and (b) other inappropriate communications where such communications substantially interfere with an employee's ability to fulfill his/her job responsibilities. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on Social Media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal Social Media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her building administrator.

11. All Board of Education policies that regulate off-duty conduct apply to Social Media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her building administrator prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "moderated" (e.g. the employee has the ability to access and supervise communications on the social media site).
 - Members will not be established as "friends" or similar designations but as members of the group list. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee, e.g. teacher, administrator, supervisor or coach. Persons desiring to access the page may join only after the employee invites them and allows them to join.
 - Parents shall be permitted to access any social media site that their child has been invited to join. Parents will be notified when their child is invited to join a social media site. Any user who is disruptive may have their access and privileges modified appropriately with administrative approval.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's building administrators shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through Social Media while using district computers, cellular telephones or other data devices.
6. All posts on district-sponsored Social Media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her building administrator prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be reasonably construed as such.

Disciplinary Consequences

Violation of this Policy or Regulation may lead to discipline up to and including the termination of employment consistent with state and federal law, existing collective bargaining agreements, management prerogatives and Board of Education policies.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED:

LA Social Networking Policy BOE Approved. April 11 2011.doc

AMENDED POLICY AND REGULATIONS
WITH AMENDMENTS SHOWN

Personnel – Certified

Social Networking By Staff

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with, or disrupts the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) 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.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

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Personnel – Certified

Administrative Regulations Regarding Use of Social Media

Definitions:

Social Mmedia includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace, blogs, other electronic communications systems and future or newly-developed sites and networking media.

Board of Education includes the Board of Education itself and its members and all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal Ssocial networking sitesMedia in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee’s alone and do not represent the views of the school district or the Board of Education. Employees are solely responsible for their personal communications and posts. The Board of Education is not responsible for employees’ personal communications, posts, and conduct using Social Media.

2. Employees must use caution in mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals’ express consent unless the employee is addressing an issue of public concern and the employee’s speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee’s job responsibilities, and employees are subject to potential personal liability as described in paragraph 6 below. In no case may a Board of Education employee mention specific students or post student photographs on personal Social Media unless there is an unrelated special relationship, e.g., relative or family friend. For the purposes of this Section, “specific” shall mean the identification of a student by name (first, middle or last) or the mention of information that could reasonably lead to the identification of the student.

3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g., relative or family friend), it is not appropriate for a teacher or administrator to “friend” a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal Ssocial Mmedia, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Nothing herein would prohibit a teacher, administrator, or other staff from “friending” a student who is no longer enrolled in the Westport Public Schools so long as professionalism is maintained.

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4.3. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district. This provision does not apply to photographs of: (a) the employee or other adults wearing clothing bearing the Board of Education's logos or trademarks; (b) facilities (e.g., athletic fields and gymnasias) where the logos or trademarks were previously in place or displayed as part of the event; and (c) students wearing clothing bearing the Board of Education's logos or trademarks where an unrelated special relationship exists with the employee, e.g., relative or family friend.

R4118.55(b)

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5.4. ~~Employees are required to use appropriately respectful speech in their personal social media posts; and to shall refrain from: (a) harassing, defamatory, abusive, discriminatory, or threatening or other inappropriate communications and (b) other inappropriate communications where such communications substantially interfere with an employee's ability to fulfill his/her job responsibilities.~~ Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

6.5. Employees are individually responsible for their personal posts on Ssocial Mmedia. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.

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7.6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

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8.7. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.

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9.8. All posts on personal Ssocial Mmedia must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

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R4118.55(c)

~~10.9.~~ An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor building administrator.

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~~10.10.~~ All Board of Education policies that regulate off-duty conduct apply to Social Media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

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R4118.55(e)

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor building administrator prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - o The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "moderated" (e.g. the employee had has the ability to access and supervise communications on the social media site).
 - o ~~When Facebook is used as the social media site, m~~Members will not be established as "friends," or similar designations but as members of the group list. ~~When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.~~

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• R4118.55(d)

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- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any social media site that their child has been invited to join. Parents will be notified when their child is invited to join a social media site. Any user who is disruptive may have their access and privileges modified appropriately with administrative approval.
- Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
- The employee responsible for the site will monitor it regularly.
- ~~The employee's supervisor~~ building administrators shall be permitted access to any site established by the employee for a school-related purpose.
- ~~Employees~~ are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

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R4118.55(d)

3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through Social Media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored ~~Ssocial Mmedia~~ must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor ~~building administrator~~ prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be reasonably construed as such.

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Disciplinary Consequences

~~Violation of this the~~ Board's Policy or Regulation concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law, existing collective bargaining agreements, management prerogatives and Board of Education policies.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

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