

**WESTPORT BOARD OF EDUCATION****AGENDA** \*

(Agenda Subject to Modification in Accordance with Law)

**SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:**

Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportps.org and shown on Optimum Government Access Channel 78 and Frontier Channel 6021. Emails to BOE members can be sent to BOE@westportps.org. Comments to be read during the public comment period must be submitted to the meeting's GoogleDoc during the submission period. Please see the following link for instructions and guidelines: [https://www.westportps.org/uploaded/Procedures\\_and\\_Guidelines\\_for\\_Public\\_Participation\\_in\\_Remote\\_Board\\_Meetings.pdf](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf). We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportps.org along with the meeting notice posted on the Meeting Agenda page.

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

7:00 p.m., Held Remotely Via Zoom Pursuant to Executive Order 7B

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION****PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)****MINUTES:** August 17, 2020, *pages 1-4***DISCUSSION**

- |   |         |   |
|---|---------|---|
| 1. Update on School Reopening   | (Encl.) | Dr. Anthony Buono<br>Mr. John Bayers<br>Mr. Ted Hunyadi<br>Mr. Marty Lisevick |
| <ul style="list-style-type: none"> <li>• Ventilation, <i>pages 5-8</i></li> <li>• Health Protocols</li> <li>• Remote Learning</li> <li>• Sports/CIAC, <i>pages 9-29</i></li> <li>• Enrollment and Staffing, <i>page 30</i></li> </ul> |         |   |
| 2. Calendar of Board of Education Agenda Items:<br>September 2020 – June 2021, <i>pages 31-34</i>   | (Encl.) | Mr. Thomas Scarice  |
| 3. Update from Finance and Facilities Committee   |         | Ms. Elaine Whitney  |

**DISCUSSION/ACTION**

- |  |         |                  |
|--|---------|------------------|
| 1. Recommendation on the Use of Carryover Funds, <i>pages 35-39</i>  | (Encl.) | Mr. Tom Scarice  |
| 2. Update from Policy Committee and Second Reading of the Following Policies:  | (Encl.) | Ms. Karen Kleine |
| <ul style="list-style-type: none"> <li>• Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment in the Workplace" (Revision), <i>pages 40-41</i></li> <li>• Policy 5145.5, "Policy Regarding Sex Discrimination and Sexual Harassment" (Revision), <i>pages 44-47</i></li> <li>• Policy 6114.82-C19 "Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic" (New), <i>page 48</i></li> </ul> |         |                  |

- Policy 4152.9-C19 "Families First Coronavirus Response Act Leave" (New), *pages 49-52*
- Policy 3520, "Green Cleaning Programs" (Revision), *pages 53-54*
- Policy 4110, 4210, "Employment Checks" (Revision), *pages 55-66*
- Policy 6141.321, "Electronic Resources/Internet Safety" (Revision), *pages 67-68*
- Policy 5131.81-C19 "Use of Private Technology Devices" (New), *pages 69-72*
- Bylaw 9324, "Meeting Conduct" (Revision), *pages 73-75*

## **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 Cablevision on channel 78; Frontier channel 6021 and by video stream @[www.westportps.org](http://www.westportps.org)

### PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Public comment will be accepted via a Google doc and the comments will be read aloud at the meeting. A link will be provided on Monday, prior to the meeting.
- There will be no in-person public comment due to public health concerns.
- A maximum of 15 minutes will be provided for public comments.
- Comments on agenda items are limited to 1 minute each.

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*

**WESTPORT BOARD OF EDUCATION  
Special Meeting**

**Board Members Present:**

Candice Savin            Chair  
Jeannie Smith        Vice Chair  
Elaine Whitney       Secretary  
Karen Kleine  
Youn Su Chao  
Lee Goldstein  
Liz Heyer

**Administrators Present:**

Thomas Scarice       Superintendent of Schools  
Anthony Buono       Asst. Superintendent, Teaching and Learning  
Michael Rizzo       Asst. Superintendent, Pupil Personnel Services  
Elio Longo           Chief Financial Officer  
John Bayers          Director of Human Resources and General Admin.

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**    7:01 p.m., Held Remotely Via Zoom Pursuant to Executive Order 7B

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES:** August 13, 2020

Elaine Whitney moved to approve the minutes of August 13, 2020; seconded by Jeannie Smith and passed unanimously.

**DISCUSSION**

Update from the School Reopening Committee

**DISCUSSION/ACTION**

Discussion and Possible Vote on School Reopening and Recommendation From the Superintendent

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the implementation of the hybrid learning model to begin the 2020-2021 school year. The Board of Education recognizes that changes to this learning model may be necessary after the start of the school year based on changes regarding the spread and prevalence of COVID-19 in the community and related considerations, and that the Superintendent of Schools has the authority to make such changes as the circumstances may warrant.**

**MOTION:** Candice Savin  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Discussion and Possible Vote on Changes to the FY 2020-2021 School Calendar

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves revisions to the FY 2020-2021 School Calendar as presented at the August 17 Board of Education meeting.**

**MOTION:** Elaine Whitney  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

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At 10:13 p.m., the Board agreed by consensus to discuss the four following financial matters as a combined agenda item.

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4Q & FY 2019-2020 End-of-Year Financial Report and Carryover Account

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Chief Financial Officer's FY 2019-2020 End-of-Year Financial Report and approves the administrative recommendation contained within said report.**

**MOTION:** Elaine Whitney  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Carryover Account

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education requests authorization from the Board of Finance to deposit into the Board of Education Carryover Account the total amount of \$1,182,504.64, one-percent (1%) of the FY 2019-2020 appropriated budget, based on the estimates contained within the Chief Financial Officer's FY 2019-2020 End-of-Year financial report and in accordance with the terms of the Memorandum of Agreement between the Board of Education and the Board of Finance establishing the Carryover Account, dated August 31, 2015.**

**MOTION:** Candice Savin  
**SECOND:** Jeannie Smith  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Request of the Board of Finance and Representative Town Meeting for a Special Appropriation in the amount of \$593,720.05, for COVID-related FY 2020-2021 year-to-date actual and anticipated expenditures.

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education requests of the Board of Finance and Representative Town Meeting a special appropriation in the amount of \$593,720.05, for COVID-related FY 2020-2021 year-to-date actual and anticipated expenditures.**

**MOTION:** Candice Savin  
**SECOND:** Jeannie Smith  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Request of the Board of Finance and Representative Town Meeting a Supplemental Appropriation in the amount of \$100,351.80 for the Rentals and Reimbursement Budget

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Superintendent to request a supplemental appropriation in the amount of \$100,351.80 for the rentals and reimbursement budget from the Board of Finance and Representative Town Meeting.**

**MOTION:** Elaine Whitney  
**SECOND:** Karen Kleine  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

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At 11:12 p.m., Candice Savin moved to continue with the remaining agenda items; seconded by Jeannie Smith and passed unanimously.

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Policy 5131.1-C19 "Transportation"

**Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the creation of temporary Policy 5131.1-C19 "Transportation".**

**All temporary language and/or temporary policies will sunset effective July 1, 2021.**

**MOTION:** Karen Kleine  
**SECOND:** Jeannie Smith  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

## DISCUSSION

Update from Policy Committee and First Reading of the Following Policies:

- Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment in the Workplace" (Revision),
- Policy 5145.5, "Policy Regarding Sex Discrimination and Sexual Harassment" (Revision),
- Policy 6114.82-C19 "Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic" (New),
- Policy 4152.9-C19 "Families First Coronavirus Response Act Leave" (New),
- Policy 3520, "Green Cleaning Programs" (Revision),
- Policy 4110, 4210, "Employment Checks" (Revision),
- Policy 6141.321, "Electronic Resources/Internet Safety" (Revision),
- Policy 5131.81 "Use of Private Technology Devices" (New),
- Bylaw 9324, "Meeting Conduct" (Revision).

**ADJOURNMENT:** Jeannie Smith moved to adjourn at 11:18 p.m.; seconded by Karen Kleine and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary, Board of Education  
(minutes written by Lisa Marriott)

# Steps Taken by Westport Based on State of CT Guidance for School Systems HVAC Dated 6-22-20

1. We have adjusted the operating times for occupied mode of building to start two hours before school starts at each School and the Night set back will not start till 10:30 pm.
2. All building exhaust fans have been placed in 24/7 operations.
3. All filters are at least MERV 8 in HVAC systems and have been changed.

4. The TFS protocol is in place for staff to report any temperature comfort and HVAC issue to school main office so as to engage the process.
5. Facilities monitors it Building management systems on a daily basis for alarms that come from the HVAC systems.
6. We have review HVAC systems RTU and AHU to all schools so as to take in as much fresh outside air as we can within the systems design parameters without creating the potential of creating other indoor air issues. i.Ventilazione. mold.

7. We have reiterated to staff to keep windows and outside doors closed so as to not over tax the HVAC systems as they work to maintain indoor air quality and avoid system failures.
  
8. We are providing stand-alone HEPA units for all Nurses Isolation rooms. (This is being done in conjunction with our Health services Supervisor Sue Levasseur.)

# CIAC FALL SPORTS PLAN

# CONDITIONING

In accordance, the CIAC directed that member schools could return to conditioning activities on Monday, August 24, 2020. These conditioning activities are limited to cohorts of 10. They should be held outdoors to the greatest extent possible.

# LOW RISK SPORTS

In accordance, the fall sport season for cross country, swimming, soccer, and field hockey will begin August 29, 2020. All activities will be limited to non-specific skill work and conditioning, in cohorts of 10, from August 29th through September 20th. This structure makes all activities for these sports low risk through September 20th.

# COVID METRICS

On September 18th, the CIAC will evaluate Connecticut's COVID metrics and inform schools whether activities will progress to full team moderate risk practices on September 21st. If the metrics do not support moving to full team or moderate risk activities on September 21st, all sports will remain in small cohort low risk activities. Updates will be provided on a weekly basis as to the level of risk that is supported by COVID metrics.

# GAMES AND CONTESTS

Game/Contests will begin on October 1 for all sports, if supported by COVID metrics.

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Cross Country	29-Aug	21-Sep	N/A	1-Oct	12	2	6-Nov	Nov 7-14
Field Hockey	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Football	29-Aug	21-Sep	26-Sep	1-Oct	6	1	7-Nov	Nov 7-21
Soccer	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Swimming	29-Aug	21-Sep	N/A	1-Oct	12	2	7-Nov	Nov 7-21
Volleyball	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21



## The Connecticut Interscholastic Conference

### 2020-2021 Fall Sports Plan

**Updated August 27, 2020**

*This plan is a fluid document and will be updated as more data, health metrics, and sport specific information become available.*

**(August 26, 2020 Update)**

This document has been updated to include CIAC’s most recent discussions with DPH (August 13, 2020 and August 23, 2020). The following points are covered in greater detail throughout this updated document:

- **All fall sports (cross country, swimming, soccer, field hockey, volleyball, and football) will begin on Saturday, August 29, 2020.**
- **All fall sport activities will be restricted to low risk conditioning and non-contact sport specific skill work, in cohorts no larger than 10, through September 20, 2020.**
- **September 21, 2020, was determined to be the date at which most of our member schools will have been in session for approximately two weeks (many of our member schools will begin instruction on or before September 8<sup>th</sup>). The CIAC believes that a minimum of two weeks of COVID data is necessary to determine whether the return to on campus instruction will impact extracurricular offerings. Therefore, no full team practices will occur prior to September 21, 2020.**
- **The CIAC will monitor COVID metrics daily and provide an update to member schools each Friday on the outlook for the following week.**

In determining the status of interscholastic athletic opportunities for the state or an individual school district, the CIAC will rely on the State Department of Education’s Indicators for Consideration of Learning Models (<https://data.ct.gov/stories/s/CT-School-Reopening/ddy2-ijgu/>).

**Leading and secondary indicators of COVID-19 infection levels**

	<b>Leading Indicator</b>	<b>Secondary Indicators</b>		
<b>Risk Level</b>	<b>New COVID-19 cases per 100,000 population per day (7-day average)</b>	<b>Percent test positivity (7-day average)</b>	<b>New COVID-19 hospitalizations per 100,000 population per day (7-day average)</b>	<b>Percent COVID-like illness hospital ED visits (7-day average)</b>
Low: Favors more in-person learning	<10	Trending down to flat No statistically significant changes		
Moderate: Favors hybrid learning	10 - <25	Trending flat to upward Any statistically significant changes upward		
High: Favors remote learning	25+	Trending upward Consistent statistically significant changes upward		

When Connecticut as a state is in the “low” category, the CIAC will proceed with offering appropriate risk categories of interscholastic sports. If a significant number of school districts fall to the “moderate” category to the point where maintaining game schedules is no longer possible, then the CIAC will restrict all interscholastic athletic experiences to conditioning and low risk non-contact sport specific skill work, in cohorts no greater than 10, and limited to the school’s campus. If all school districts in CT, or a significant number of member schools, fall to the “high” category, then the CIAC will suspend all interscholastic athletic opportunities.

The CIAC's rationale for these tiered actions is based on its belief that maintaining a level of in-person instruction is the highest priority of its member schools and the association. At the same time, the value of structured physical activity is widely supported in research, especially when isolation experiences are increased. As such, when safe, the CIAC will provide the best regional sport experiences possible to its member schools. When regional play is not supported by COVID metrics, the CIAC will seek to allow member schools to continue engaging their students in low risk, small cohort, school specific activities. Furthermore, when necessary to address spiking COVID metrics, the CIAC will suspend all interscholastic activities for the safety of students and school communities.

As of this update, the DPH agrees with the perspective of CIAC medical advisors that "pre-season conditioning is a critical safety component for high school athletes prior to the start of any practice activities, to both reduce the prevalence of sports-related injuries throughout the season and to offer an important period of acclimatization to prevent heat-related illnesses." As such, DPH supports "conditioning activities, limited to those directed at improving athletes' aerobic conditioning, as well as sport-specific non-contact drills for high school athletes to continue at this time for the fall sports with which CIAC chooses to go forward." This most recent position from DPH aligns with the CIAC's consistent guidance that small cohort low risk activities are appropriate through the first two weeks of the 2020-2021 school year.

- **In accordance, the CIAC directed that member schools could return to conditioning activities on Monday, August 24, 2020. These conditioning activities are limited to cohorts of 10. They should be held outdoors to the greatest extent possible.**

In DPH's letter to the CIAC on August 13, 2020, it supported moving forward cross country, swimming, soccer, and field hockey, under normal rules and conditions, after the second week of the school year.

- **In accordance the fall sport season for cross country, swimming, soccer, and field hockey will begin on August 29, 2020. All activities will be limited to non-contact sport specific skill work and conditioning, in cohorts of 10, from August 29<sup>th</sup> through September 20<sup>th</sup>. This structure makes all activities for these sports low risk through September 20<sup>th</sup>.**
- **On September 18<sup>th</sup>, the CIAC will evaluate Connecticut's COVID metrics and inform schools whether activities will progress to full team moderate risk practices on September 21<sup>st</sup>. If the metrics do not support moving to full team or moderate risk activities on September 21<sup>st</sup>, all sports will remain in small cohort low risk activities. Updates will be provided on a weekly basis as to the level of risk that is supported by COVID metrics.**
- **Game/Contests will begin on October 1 for all sports, if supported by COVID metrics.**

In DPH's latest letter to the CIAC (August 23, 2020), it does not recommend playing volleyball as a moderate-risk indoor sport, nor football as a high-risk outdoor sport. This recommendation is not consistent with the ReOpen CT Guidelines for non-interscholastic sport, which have permitted indoor moderate risk and outdoor high-risk sport activities since July 6, 2020. The CIAC continues to discuss and seek clarification from DPH on the inconsistency of this recommendation given that it restricts interscholastic sport opportunities that are otherwise permissible, for the same student population, in the private sector. Furthermore, the CIAC continues to seek an understanding from DPH on the specific quantitative COVID data it is using to support its qualitative position on volleyball and football. While those discussions between the CIAC and DPH continue, the following is CIAC's position on volleyball:

- The CIAC will begin the volleyball season on August 29<sup>th</sup> with conditioning and non-contact sport specific skill work, in cohorts of 10, continuing through September 20<sup>th</sup>. As with all other sports, conditioning and non-contact skill work reduces volleyball's risk category from moderate to low. It is recommended during this conditioning period that all activities take place outside.
- During the period between August 29<sup>th</sup> and September 20<sup>th</sup>, the CIAC will monitor COVID metrics and notify our schools whether it will be appropriate to move to moderate risk full team practices. Additionally, during this period the CIAC will determine whether it is safe for volleyball players to wear masks during practice and competition to mitigate COVID risk to a lower level.
- Games/Contests will begin on October 1 for all sports, if supported by COVID metrics.
- The CIAC has examined the possibility of playing outdoor volleyball games and has determined that it is not feasible for our member schools. A lack of sturdy outdoor standards, inclement weather in the fall months, equity of resources to establish outdoor courts, and a significant loss of participants who would simply choose to play indoors for a club team during the fall season are the primary considerations that have eliminated outdoor play as an option.

While the discussions between the CIAC and DPH continue, the following is CIAC's position on football:

- The CIAC, in collaboration with medical experts, continues to hold the belief that current Connecticut COVID metrics support playing 11 v 11 full contact football, in accordance with the ReOpen CT Guidelines for non-interscholastic sports. It is CIAC's intention to make every effort possible to provide Connecticut students athletes with a safe 11 v 11 football season. The progression of activities for football will follow the same deliberate and closely monitored process as other sports. This means that football, like all other sports, will begin with low risk conditioning and non-contact sport specific skill activities, in cohorts of 10, on August 29<sup>th</sup> and continue with those activities through September 13<sup>th</sup>.
- During the period between August 29<sup>th</sup> and September 13<sup>th</sup>, the CIAC will monitor COVID metrics and notify our schools whether it will be appropriate to move to moderate risk small cohort (10) activities. This would include limited contact in the small cohorts.
- During the period between September 13<sup>th</sup> and September 20<sup>th</sup>, the CIAC will monitor COVID metrics and notify our schools whether it will be appropriate to move to high-risk football activities.
- Game/Contests will begin on October 1 for all sports, if supported by COVID metrics.
- The CIAC will collaborate with member school administrators, athletic directors, and coaches to determine the latest date that a decision would need to be made on moving from 11 v 11 football to moderate or low risk football experiences.
- The CIAC will collaborate with coaches to identify meaningful moderate and low risk football experiences should the COVID metrics no longer support playing high risk outdoor sports.
- The CIAC will continue to collaborate with DPH to identify any new information on the alignment between DPH's position on interscholastic football and non-interscholastic private sector opportunities, as well as identifying the quantitative COVID data sets it is using to formulate its position on football.

A new addition to CIAC's Fall Sports Plan are the guidance and protocols issued by the Connecticut State Department of Education and State Department of Public Health for responding to specific COVID

scenarios that may occur with school reopening for the 2020-2021 school year. That guidance and the protocols can be found at: <https://portal.ct.gov/-/media/SDE/COVID-19/Addendum-5-Interim-Guidance-for-Responding-to-COVID-19-Scenarios-in-CT-School-Districts.pdf>

**(CIAC Official Fall Sports Plan; Approved July 30, 2020; Updated August 27, 2020, as indicated below)**

The CIAC has collaborated with a multitude of stakeholders since the decision to stop interscholastic athletics this past March. Throughout this challenging time, CIAC has maintained that when the time is right, Connecticut will play again. The COVID health metrics in Connecticut, and the playing of youth sports in our state since June 20<sup>th</sup>, support that a return to in-person instruction, education-based interscholastic athletics, and other cocurricular activities that are critical to the cognitive, physical, social, emotional, and mental health of our students. . While the health and safety of our school communities remain our top priority, we must recognize that the cessation of on-campus learning and education-based cocurricular endeavors has negatively impacted our students. Through consultation with the Connecticut State Medical Society Sports Medicine Committee, the State Department of Education, the Department of Public Health, the Connecticut Athletic Trainers Association, the Connecticut Association of Athletic Directors, the Connecticut High School Coaches Association, superintendents, principals, officials, and legislators, the CIAC provides the following fall sports plan intended to engage students in structured interscholastic athletics, while accounting for COVID mitigating strategies.

**The CIAC emphasizes that this plan is fluid and in a perpetual state of evaluation. COVID health metrics and data in Connecticut will continue to be closely monitored and the appropriateness of holding youth sport and/or interscholastic athletic contests can change at any time. The CIAC will continue to consult with our stakeholders and will adjust offerings as appropriate, including the stop of interscholastic athletics should the health metrics direct that action. If a student tests positive for COVID 19, the school/district must be notified immediately and local DPH must be contacted. The local DPH will direct the appropriate process. The CIAC will continue to work with local districts and DPH to define the process as more information becomes available.**

~~In advance of the start dates for practice, school may continue conditioning in small cohorts. Conditioning cohorts may be increased to 15 students beginning on August 3<sup>rd</sup>. However, it is recommended that schools who currently have cohorts of 10 working successfully remain in that structure until skill work and practice begins. Conditioning may increase to 90 minute experiences for those programs that are already conditioning, up to the first week of the season. It is essential that conditioning activities consider heat acclimatization throughout the summer months. Teams may also work in cohorts smaller than 15.~~

Based on DPH recommendations to allow schools to return to campus for two weeks before beginning play, all conditioning workouts and non-contact sport specific skill work will remain in cohorts of 10 to September 21, 2020. Due to the variety of school start dates, September 21, 2020 was selected as a two-week period after Labor Day. Additionally, the first date of contests will be October 1, 2020. This will allow schools to be on campus for approximately one month prior to beginning regional competition.

A critical understanding in returning to interscholastic competition is the deconditioning which many of our student-athletes have experienced due to the lack of structured physical activity since March. While many teams have been able to successfully engage students in conditioning, *a number of schools have not been able to afford that opportunity.* As such, a three-week conditioning period is prescribed at the beginning of each sport season. This progression is designed to provide equitable conditioning time for all schools across Connecticut and ensure a safe return to sport activity for all student-athletes.

**The following schedule identifies start dates and contest dates for each fall sport.**

A list of CIAC staff responsible for fall sport committees can be found in the CIAC handbook ([https://www.casciac.org/pdfs/ciachandbook\\_2021.pdf](https://www.casciac.org/pdfs/ciachandbook_2021.pdf)).

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Cross Country	29-Aug	21-Sep	NA	1-Oct	12	2	6-Nov	Nov 7-14
Field Hockey	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Football	29-Aug	21-Sep	26-Sep	1-Oct	6	1	7-Nov	Nov 7-21
Soccer	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Swimming	29-Aug	21-Sep	NA	1-Oct	12	2	7-Nov	Nov 7-21
Volleyball	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21

~~A cohort of 15 was determined to be a reasonable number of student athletes for coaches to work conditioning and skill progressions with while schools return to in-person instruction.~~

**A cohort of 10 was recommended by DPH for all activities through the first two weeks of school. There will be a three-week period designed to re-acclimate student-athletes to the physical and skill conditioning level appropriate for interscholastic athletics given the extended layoff that athletes may have experienced since last March.**

**The use of any equipment throughout conditioning and the fall season must be maintained and sanitized in accordance with the ReOpen CT sector rules for sport: [https://portal.ct.gov/-/media/DECD/Covid\\_Business\\_Recovery-Aug-14-updates/CTReopens\\_Sports\\_FitnessCenters814.pdf](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery-Aug-14-updates/CTReopens_Sports_FitnessCenters814.pdf)**

**All contests will be scheduled regionally to limit transportation needs and maintain play within a geographic region to reduce COVID spread across the state. The CIAC will work with league commissioners to establish as much play within a league as possible. There will be outlier schools who are more regionally located to schools from other conferences. The CIAC will support our leagues and individual schools to develop a balanced regional schedule that provides students with an exceptional education-based athletic experience. The CIAC regions for each sport can viewed at <https://www.casciac.org/fallregions/>. These regions may slightly change if schools decide not to play a certain sport or opt not to participate in sports during the fall season.**

**\*The CIAC will collaborate with league commissioners, athletic directors, and coaches to develop a tournament experience during the last two weeks of the fall season. No team will be eliminated from competition during this experience to maximize the number of games each team will be able to play through the fall season.**

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Cross Country	29-Aug	21-Sep	NA	1-Oct	12	2	6-Nov	Nov 7-14

### **Cross Country**

Cross country sport packet, which includes additional COVID mitigating strategies:

<https://www.casciac.org/tp/xc.pdf>

Aug 29 – Sept 20: Sessions can not exceed one hour. Coaches should design a 3-week conditioning period with runners in cohorts of 10 that can maintain 6 feet of social distancing while training.

Sept 21 – Nov 6: Athletes will begin competing in races on October 1, 2020. Coaches should continue to monitor the conditioning progression of their athletes and only enter them into races when they are prepared to run.

Sept 21-Sept 25: Teams may have full practice for 90 minutes.

Sept 26-Sept 30: Teams may have full practice for 120 minutes.

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Swimming	29-Aug	21-Sep	NA	1-Oct	12	2	7-Nov	Nov 7-21

### **Swimming**

Girls swimming sport packet, which includes additional COVID mitigating strategies:

<https://www.casciac.org/tp/gswim.pdf>

Aug 29 – Sept 20: Sessions can not exceed one hour. Swim coaches should design a 3-week conditioning period that places swimmers in cohorts of 10 that can maintain 6 feet of social distancing while training.

Sept. 21 – Nov 21: Athletes will begin competing in meets on Oct. 1. Coaches should continue to monitor the conditioning progression of their athletes and only enter them into meets when they are prepared to swim the distance of their event.

Sept 21-Sept 25: Teams may have full practice for 90 minutes.

Sept 26-Sept 30: Teams may have full practice for 120 minutes.

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Field Hockey	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Soccer	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21
Volleyball	29-Aug	21-Sep	26-Sep	1-Oct	12	2	7-Nov	Nov 7-21

### **Field Hockey, Soccer, and Volleyball**

Field hockey sport packet, which includes additional COVID mitigating strategies:

<https://www.casciac.org/tp/gfh.pdf>

Soccer sport packet, which includes additional COVID mitigating strategies:

<https://www.casciac.org/tp/soc.pdf>

Volleyball sport packet, which includes additional COVID mitigating strategies:

<https://www.casciac.org/tp/gvb.pdf>

To further mitigate the risk of volleyball, player may be required to wear a mask or consider playing outdoors if the weather is appropriate.

Aug 29 – Sept 20 (Cohorts of 10) 1-hour practices comprised of 30 minutes of conditioning and 30 minutes of skill work. Skill work is non-contact and maintains a social distance of 6 feet for all participants. Additional time can be spent with student-athletes online to review game film, playbooks, etc.

Sept. 21-Sept. 25:

- 90 minute practices
- Additional time can be spent online with student athletes
- Full team practices
- Progression to full speed play

Sept. 26-30

- 120 minute practices
- Scrimmages may begin on Sept. 26

Oct 1-Nov 21

- Full team 2-hour practices.
- Coaches should be aware of student-athletes' conditioning levels and account for individual progressions on an individual basis.
- Games may be played.

	First Practice Date in Cohorts of 10	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Football	27-Aug (Teams may have contact on Sept 14 to teach tackling and blocking if approved)	21-Sep	26-Sep	1-Oct	6	1	7-Nov	Nov 7-21

**Football**

Additional COVID mitigating strategies and moderate to low risk football experiences will be developed by the football committee, in consultation with athletic directors and coaches, throughout the fall.

**Again, while we are moving forward with intent to play 11 v 11 football at this time, that decision is subject to change based on changing COVID metrics, additional conversations with DPH, and alignment between recommendations for interscholastic athletics and non-interscholastic sports.**

August 29 – Sept 13 (Cohorts of 10) 1-hour practices comprised of 30 minutes of conditioning and 30 minutes of skill work. Skill work is non-contact and maintains a social distance of 6 feet for all participants. Additional time can be spent with student-athletes online to review game film, playbooks, etc. **While teams are permitted to pass out equipment such as helmets and shoulder pads to begin the heat acclimatization process, schools may elect to delay equipment distribution until necessary due to the significant COVID sanitizing measures required to complete this process.**

Sept 14 – Sept 21 (Cohorts of 10) 60-minute practice comprised of 30 minutes of conditioning and 30 minutes of skill work. Skill work can involve 15 minutes of contact intended to demonstrate and teach tackling and blocking progressions. Additional time can be spent with student-athletes online to review game film, playbooks, etc.

Sept 21 – 30 (Full Team) 2-hour practices comprised of 45 minutes of conditioning and 75 minutes of skill work. Skill work can involve 30 minutes of contact intended to demonstrate and teach tackling and blocking progressions. The remaining 60 minutes of skill work is non-contact and maintains a social distance of 6 feet for all participants. Additional time can be spent with student-athletes online to review game film, playbooks, etc. A full contact scrimmage may take place as of Sept 26.

Oct 1 – Nov 21 Full team 2-hour practices. Coaches should be aware of student-athletes’ conditioning level and account for additional progressions on an individual basis. Full contact should be limited to the time necessary to teach appropriate tackling and skill specific technique, but in any case, may not exceed 10 minutes per day per athlete.

Oct 1 – Nov 21 games may be played.

## Additional Considerations for a Fall Sports Season

**Spectator/Fan Attendance** – As education-based experiences, CIAC sports must consider the primary goal of maximizing on-campus learning for all students. Sport complexes and recreation athletic facilities are primarily utilized for sport contests. Conversely, school facilities are used as instructional areas when games are not being played. Due to the variety of fields used for interscholastic athletic competition, it is difficult to develop a one size fits all regulation. **The CIAC position on fan/spectator attendance is that fans should not be allowed at interscholastic contests or practices.** We understand the complexities of individual districts which use public fields and that the ultimate decision rests with the district; however, the CIAC believes that prohibiting fan/spectator attendance aligns best with the goals of education-based athletics. Any allowance for spectators/fans should provide well marked areas that maintain social distancing and follow capacity guidelines established in Connecticut’s Phase 2 reopening plan ([https://portal.ct.gov/-/media/DECD/Covid\\_Business\\_Recovery-Phase-2/0723Sports\\_FitnessCenters-C2\\_V5.pdf](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery-Phase-2/0723Sports_FitnessCenters-C2_V5.pdf)) and current CDC guidance. The CIAC supports the plans established by school districts that direct the presence of adults on campus at this time. Notwithstanding the above, permissible spectator/fan attendance will be governed by local districts’ current operating plan.

**Gathering Limitations** – During practice/conditioning, athletes should remain grouped in smaller cohorts for purposes of spread mitigation and contact tracing strategy. Competition schedules should be scheduled within a region of the 10 closest schools to mitigate potential spread and maximize contact tracing capability. When not directly participating in practices or contests, individuals should take care to maintain a minimum distance of 6 feet from others. Consider using tape or paint as a guide for athletes and coaches. Vulnerable individuals should not supervise or participate in any workouts.

**Facilities** - Adequate cleaning schedules should be created and implemented for all athletic facilities. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, weight room equipment, bathrooms, athletic training room tables, etc.). Hand sanitizer should be plentiful and available to individuals as they transfer from place to place. Consider strategies to prevent groups from gathering at entrances/exits to facilities to limit crossover and contact, including staggering starting/ending times.

**Screening** - All staff and students are required to self-screen for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. The coach or activity supervisor must confirm self-screening by all activity participants, upon arrival. Records of self-screening for each person should be recorded and stored (see sample Appendix I). Officials, medical staff, and media should self-screen prior to attending an event. Any person with COVID symptoms must notify school personnel, be removed from participation, self-isolate, and contact their primary care provider or other health-care professional.

**Face Coverings** – In accordance with CDC guidance, “face coverings are not intended to protect the wearer, but rather to reduce the risk of spreading COVID-19 from the person wearing the mask (who may not have any symptoms of disease).” (CDC Consideration for Youth Sports, 2020) “Face coverings may be challenging for players (especially younger players) to wear while playing sports.” (CDC Consideration for Youth Sports, 2020) “Face coverings should be worn by coaches, youth sports staff, officials, parents, and spectators as much as possible.” (CDC Consideration for Youth Sports, 2020)

Recognizing the benefits and potential concerns of using face coverings during conditioning and physical activity, the CIAC, in collaboration with the Connecticut State Medical Society, Sports Medicine Committee, recommends:

- i. Cloth or disposable face coverings, approved by local DPHs and school districts, should be worn when not engaging in vigorous activity, such as when sitting on the bench, during chalk talk, interacting with an athletic trainer, etc.
- ii. Face coverings should not be worn when engaging in high intensity aerobic or anaerobic workouts, distance running, or swimming.
- iii. Plastic shields covering the entire face (or attached to a helmet) must be approved by CIAC. (2020 NFHS Guidance for Opening up High School Athletics and Activities, 2020)
- iv. Officials should wear face coverings whenever possible.
- v. Coaches and other contest personnel must wear cloth face coverings. (Artificial noisemakers such as an air horn or a timer system with an alarm can be used to signal in place of a traditional whistle.) (2020 NFHS Guidance for Opening up High School Athletics and Activities, 2020)

**Hygiene Practices** - Wash your hands with soap and water for at least 20 seconds or use hand sanitizer, especially after touching frequently used items or surfaces. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face. Appropriate clothing/shoes should always be worn to minimize sweat from transmitting onto equipment/surfaces. Athletes must be encouraged to shower and wash their workout clothing immediately upon returning to home. There should be no shared athletic towels, clothing, or shoes between students. Disinfect frequently used items and surfaces as much as possible. Athletes should take their equipment home with them and disinfect that equipment each night. Athletes should arrive at practice and games prepared to participate without the need to use a locker room, to the extent possible.

**Hydration/Food** - All students must bring their own water bottle. Water bottles must not be shared. Food should not be shared. Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized, except for water bottle refill stations.

**Weight Rooms** - Weight equipment should be wiped down thoroughly before and after an individual's use of equipment. Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered. Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment/surfaces. Maximum lifts should be limited, and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.

**Locker Rooms** – Locker rooms should be used a little as possible. Sanitation of locker rooms should follow CDC guideline (<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>). Ventilation in locker rooms is critical to providing a safe environment. Schools should explore efforts that may increase ventilation and decrease exposure to wet environments in locker room settings. When locker rooms are used, consideration of greater social distance (12 feet) should be applied. To minimize exposure, a schedule should be developed when locker rooms are used. When students must use a locker room to change for a practice or game, supervision should be provided to ensure social distancing is maintained and masks are worn. Capacity limits of locker rooms should be established to limit the number of athletes using a facility at any one time and to optimize social distancing.

Indoor sports such as volleyball and swimming should encourage visiting teams to arrive in uniform to limit the use of locker rooms. However, a designated bathroom or locker room should be provided for the visiting team. Schools should follow CDC sanitation guidelines to clean that designated area after the contest.

**Athletic Training Rooms** – Athletic training rooms are essential to providing care to our student-athletes. Athletic trainers will work with athletic directors to establish protocols for the training room, including a schedule for visits by athletes.

**Preparticipation Physical Exams** - In accordance with CIAC bylaws, sport physicals are valid for 13 months. In collaborating with the Connecticut State Medical Society, Sports Medicine Committee, we feel it is appropriate to extend the validation of physicals to 15-months for fall sport athletes only, due to the high demand of medical appointments. Yearly sport physicals to assess injury risk and receive health guidance from doctors are critically important. Again, the coronavirus is a health pandemic and students should receive a physical within the 13-month standard when possible.

**COVID-19 Advisory Committee** - CAS-CIAC recommends the establishment of a COVID-19 advisory committee within each school/organization which would meet regularly before and during each athletic season. The purpose of such committees would be to maintain constant communication among leadership, address concerns as they arise, and stay informed on COVID-19 best practices around athletics. Recommended members include school physician, athletic trainer, school nurse, athletic director, one coach (appointed by the athletic director, building principal (or designee), and superintendent (or designee). (See Appendix I)

**Contact Tracing** - As student/youth-athletes return to physical activity, a system of contact tracing and notification should be established in the event that a participant tests positive for COVID-19. In the event that a student/youth athlete tests positive for COVID-19, administration and the local department of health must be immediately notified. The school, athletic team, and student(s) must follow the direction of the local department of health.

**Transportation** - “Schools must consider social distancing requirements when scheduling contests and events for the fall. Social distancing (as required by state or local health department) will need to be maintained during transportation (2020 NFHS Guidance for Opening up High School Athletics and Activities, 2020)” and should follow transportation guidelines issued by the Connecticut State Department of Education (<https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>) and established by local school districts. The CIAC believes that regional play and modified sub-varsity experiences will assist in elevating some transportation issues and make it more feasible for parents to transport their child.

**Game Officials** – The CIAC has suspended the regulation of providing a room for officials for the fall season. Officials should come contests dressed for contests, whenever possible.

**Appendix I**  
**COVID-19 Advisory Committee**

**Building Principal (or designee):**

**School Physician:**

**Athletic Trainer:**

**Superintendent (or designee):**

**Athletic Director:**

**School Nurse:**

**Coach:**

**Maintenance Director:**

**COVID-19 Athletic Monitoring Form**

Date:	Circle Yes/No Below																			
	Player Name		Player Name		Player Name		Player Name		Player Name		Player Name		Player Name		Player Name		Player Name		Player Name	
Fever or Chills	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cough	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Nasal Congestion or Runny Nose	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Sore Throat	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Shortness of Breath or Difficulty Breathing	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Diarrhea	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Nausea or Vomiting	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Fatigue	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Headache	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Muscle or Body Aches	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
New Loss of Taste or Smell	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Temp (If Higher Than 100.3)																				

Current Enrollment and Projected Elementary Class Sections 2020-21																	Total Enrollment	K-12 Enrollment	Total Sections	Average
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12						
Coleytown EI	Enrollment		71	73	79	72	62	67								424	424			
	Sections		4	4	4	3	3	3										21		
	Average		17.75	18.25	19.75	24.00	20.67	22.33											20.19	
	Open Seats		17	15	9	3	13	8												
Greens Farms	Enrollment		73	67	68	68	70	75								421	421			
	Sections		4	4	4	3	3	4										22		
	Average		18.25	16.75	17.00	22.67	23.33	18.75											19.14	
	Open Seats		15	21	20	7	5	25												
King's Highway	Enrollment		69	74	80	75	84	83								465	465			
	Sections		4	4	4	4	4	4										24		
	Average		17.25	18.50	20.00	18.75	21.00	20.75											19.38	
	Open Seats		19	14	8	25	16	17												
Long Lots	Enrollment		76	80	89	112	86	116								559	559			
	Sections		4	4	5	5	4	5										27		
	Average		19.00	20.00	17.80	22.40	21.50	23.20											20.70	
	Open Seats		12	8	21	13	14	9												
Saugatuck	Enrollment		56	64	74	74	68	77								413	413			
	Sections		3	3	4	4	3	4										21		
	Average		18.67	21.33	18.50	18.50	22.67	19.25											19.67	
	Open Seats		10	2	14	26	7	23												
Stepping Stones	Enrollment	59													59					
Bedford	Enrollment							379	417	424					1220	1220				
Coleytown Middle	Enrollment							0	0	0					0	0				
Staples	Enrollment										433	446	458	472	1809	1809				
<b>Total Enrollment</b>		<b>59</b>	<b>345</b>	<b>358</b>	<b>390</b>	<b>401</b>	<b>370</b>	<b>418</b>	<b>379</b>	<b>417</b>	<b>424</b>	<b>433</b>	<b>446</b>	<b>458</b>	<b>472</b>	<b>5370</b>				
<b>K-12 Enrollment</b>			<b>345</b>	<b>358</b>	<b>390</b>	<b>401</b>	<b>370</b>	<b>418</b>	<b>379</b>	<b>417</b>	<b>424</b>	<b>433</b>	<b>446</b>	<b>458</b>	<b>472</b>		<b>5311</b>			
<b>Total Sections</b>			<b>19</b>	<b>19</b>	<b>21</b>	<b>19</b>	<b>17</b>	<b>20</b>										<b>115</b>		
<b>Average</b>			<b>18.16</b>	<b>18.84</b>	<b>18.57</b>	<b>21.11</b>	<b>21.76</b>	<b>20.90</b>												

Elementary Class Breakpoints:

	Number of Sections				
	1	2	3	4	5
Grades K-2	21	22 - 42	43 - 64	65 - 85	86 +
Grades 3-5	24	25 - 48	49 - 73	74 - 97	98 +

08/28/2020 12:47 PM  
Updated daily at 6:00 am & 12:00 pm.

Budgeted:

	K	1	2	3	4	5	Total
CES	3	4	4	3	3	3	20
GFS	3	3	3	3	3	3	18
KHS	4	4	4	3	4	4	23
LLS	4	4	4	5	4	5	26
SES	4	3	4	3	3	4	21
<b>Total</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>17</b>	<b>17</b>	<b>19</b>	<b>108</b>

## **2020-2021 Board of Education Agenda Items Calendar**

### **DRAFT**

#### **August 31, 2020**

- Discussion of Calendar of 2020-2021 BOE Agenda Items
- Review/Approval of Proposed Board Policies
- BOE Committees

#### **September 3, 2020**

- Recognition: 2021 Westport Teacher of the Year/Heart Award
- Superintendent's Update for Start of 2020-2021 School Year
- Review/Approval of Proposed Board Policies

#### **September 21, 2020**

- Staffing Report
- Health and Medical Insurance Revenues and Expenses, FY 2021 as of July 31, 2020
- Assessment Data Report
- Review/Approval of Proposed Board Policies

#### **October 5, 2020**

- Review/Approval of Proposed Board Policies
- Discussion of BOE Proposed Meeting Dates 2021-2022

#### **October 19, 2020**

- Approval of FY 2021 Budget Preparation Calendar
- Board of Education Establishment of FY 2021 Budget Guidelines: Goals and Priorities
- Health and Medical Insurance Revenues and Expenses
- Quarterly Financial Report: July 1, 2020 - September 30, 2020
- Review/Approval of Proposed Board Policies
- Approval of BOE Proposed Meeting Dates 2021-2022

#### **November 2, 2020**

##### **EXECUTIVE SESSION: Security**

- FY 2021 Budget Cost Drivers and Budget Assumptions (Preliminary)
- Review/Approval of Proposed Board Policies

#### **November TBD, 2020** *(This date is not on BOE calendar)*

- Board Self-Review

*July 28, 2020*

**November 16, 2020**

- Health and Medical Insurance Revenues and Expenses
- Review/Approval of Proposed Board Policies
- NESDEC Ten Year Enrollment Projections (BoS, BoF, RTM invited)

**December 7, 2019**

**EXECUTIVE SESSION: Election of Officers of the Board of Education**

- Election of Officers of the Board of Education (with executive session)
- 2021-2022 Preliminary Budget Discussions with Board of Finance, RTM Education and Finance Committee Chairs
- Review/Approval of Proposed Board Policies
- Proposed Course Additions, Deletions, Modifications, 6-12

**December 21, 2019**

**EXECUTIVE SESSION: Pending Litigation**

- Review/Approval of Proposed Board Policies
- Health and Medical Insurance Revenues and Expenses
- Approval of Proposed Course Additions, Deletions, Modifications, 6-12

**January 5, 2021**

- Executive Summary: Proposed 2021-2022 Budget of the Superintendent of Schools
- Discussion of Capital Projects in Rank Order Priority

**January 8, 2021**

- Discussion: 2021-2022 Proposed Budget of the Superintendent of Schools  
(This is planned as an “all-day” work session to review the proposed budget, **8:30 am start**)

**January 11, 2021**

- 2021-2022 Proposed Budget of the Superintendent of Schools
- Review/Approval of Proposed Board Policies

**January 19, 2021**

- 2021-2022 Proposed Budget of the Superintendent of Schools

**January 25, 2021**

- 2021-2022 Proposed Budget of the Superintendent of Schools
- Review/Approval of Proposed Board Policies
- Health and Medical Insurance Revenues and Expenses

**February 1, 2021**

- 2021-2022 Proposed Budget of the Superintendent of Schools

*July 28, 2020*

**February 23, 2021**

- Discussion of Student and Faculty Calendar: 2021-2022 School Year
- Health and Medical Insurance Revenues and Expenses
- Quarterly Financial Report: July 1, 2020 - December 31, 2020

**March 1, 2021**

- Approval of Student and Faculty Calendar: 2021-2022 School Year Review/Approval of Proposed Board Policies

**March 15, 2021**

- Review/Approval of Proposed Board Policies
- Health and Medical Insurance Revenues and Expenses

**April 5, 2021**

- Review/Approval of Proposed Board Policies
- DATTCO Contract Extension

**April 19, 2021**

- Non-Renewal of Certified Teaching Staff
- Quarterly Financial Report: July 1, 2020 - March 31, 2021
- Review/Approval of Proposed Board Policies
- Health and Medical Insurance Revenues and Expenses

**May TBD, 2021** *(This date is not on BOE calendar)*

- Board of Education and Members of the Public: “Brown Bag” Daytime Meeting, 12:00 p.m.

**May 3, 2021**

**EXECUTIVE SESSION: Non-Union Personnel Compensation**

- Review/Approval of Proposed Board Policies
- 2021-2022 Goals of the Board of Education
- Discussion: New Textbook Adoption (if needed)

**May 17, 2021**

**EXECUTIVE SESSION: Non-Union Personnel Compensation**

- Adoption: 2021-2022 Budget of the Board of Education
- Review/Approval of Proposed Board Policies
- Discussion of Anticipated Carryover Funds
- Approval: Non-Union Personnel Compensation
- Approval: New Textbook Adoption (if needed)

*July 28, 2020*

**June 7, 2021**

- Review/Approval of Proposed Board Policies
- Discussion/Possible Request to Carry Over Funds
- Approval: Tuition Rates for 2020-2021 School Year
- Health and Medical Insurance Projected Revenues and Expenses

**June 14, 2021**

- Recognition of Retirees 7:00 p.m.
- Approval: Annual Authorization to Sign Contracts
- Review/Approval of Proposed Board Policies
- 2021-2022 School Lunch Program Contract

*July 28, 2020*

## DISTANCE LEARNING COSTS

FY 2019 - 2020

FY 2020 - 2021

Description	Total	Description	Total
Kajeet Comp500 (50) units 12 mos 3/9/20-3/8/21	12,683.76	Pioneer Valley Subscription	16,809.85
ethernet injectors(10)	333.23	Lexia	45,000.00
Lenovo 300 Keyboards for N22 (20)	410.00	Zoom	25,000.00
Consulting prepaid hours (25)	3,750.00	Arduino software	637.00
Webcams(15)	1,035.00	CMS Phase 1 Distance Learning	98,154.35
Webcams(15)	615.45	CMS Phase 2 Distance Learning	12,534.94
(5) iPads and (8) pens	5,942.00	iPads (10)	5,220.00
USB headsets(20)	590.00	BMS Phase 1 Distance Learning	95,499.72
HP chromebook 11 G8 (100) with Google console 3yr warranty	27,600.00	BMS Phase 2 Distance Learning	61,072.56
Digital books for digital library, some for ELA and some for LMC	7,879.56	SHS Phase 1 Distance Learning	95,652.96
Padlet software 20 licenses	1,380.00	SHS Phase 2 Distance Learning	95,526.82
Odyssey for student. Other kids in class had hard cover book	80.00	Bandwidth Hardware SHS	500.00
approximate for final units of the year and Nutmeg books	5,000.00	Bandwidth Hardware TSO	500.00
DocuSign	3,864.00	AE Microphones (40)	9,576.00
Educreation Pro	1,495.00	Docking Stations (50)	8,336.00
Wacom Pen Tablets (2)	159.90	<b>Total to Date</b>	<b>\$ 570,020.20</b>
Tablet (1)	151.90		
Webcams (100)	4,103.00	<b>Pending</b>	
Chromebook cases K-7 (3050)	48,373.00	Headsets for secretaries (40)	12,000.00
Universal Docks (145)	24,174.40	ScreenCastify (Record/Edit/Submit)	7,600.00
Webcam (1)	37.79	EdPuzzle Pro	10,680.00
iPads (35)	15,495.00	Kami (PDF Annotator)	4,500.00
Dell Chromebooks (700)	225,463.00	CutTime	299.00
Dell Latitudes (30)	17,850.00	Lexia Power Up (75 seats for MS/HS)	2,250.00
Dell Latitudes (177)	105,315.00	IIEP/504 Direct Respository	1,500.00
<b>Total</b>	<b>\$ 513,780.99</b>	Clicker 8 for IR kids (also requesting iPads for this)	1,200.00
		iSpire Orton Gilham digital version of materials	8,450.00
		Reading Milestones - ProEd via ...RedShelf	336.00
		Dibels	3,500.00
		Britanica Social Studies Learning Packs (MS)	3,024.00
		NewsELA Social Studies	17,800.00
		SmartMusic - Instrumental	11,390.00
		Finale Take Home License - music teachers (26)	9,100.00
		SiteReadingFactory - choral HS	1,200.00
		Essential Elements Online - elementary	1,170.00
		SoundTrap - Music and Tech	4,500.00
		Document Cameras (75)	29,925.00
		iPads for Science Teachers (36)	16,380.00
		iPads for Ap Econ	1,365.00
		<b>Total</b>	<b>\$ 148,169.00</b>
<b>TOTAL</b>	<b>\$ 513,780.99</b>	<b>TOTAL</b>	<b>\$ 718,189.20</b>



**TRANSPORTATION**

<b>Elementary transportation PM students</b>	<b>Full Year</b>	<b>School Year</b>
	<u>\$ 920,000.00</u>	<u>Month</u>
		\$ 92,000.00

**FTE related costs for the period September - December**

	Overtime/ Extra Hours	FTE	Rate	Wages	Taxes	Benefits	Total
Custodians - Elem.	2088	18	\$ 39	\$ 81,432	\$ 6,229.55	\$ -	\$ 87,661.55
Paraprofessionals	0	10	\$ -	\$ 114,000	\$ 8,721.00	\$ 83,333.33	\$ 206,054.33
Special Ed staffing	1125	-	\$ 60	\$ 67,500	\$ 978.75	\$ -	\$ 68,478.75
							<u>\$ 362,194.63</u>

Substitute concerns related to FFCRA (J. Bayers will address during BOE meeting)

**FISCAL YEAR 2020 - 2021**

	<b>YTD Actual</b>	<b>Pending/Estimate</b>	<b>Total</b>
Distance Learning	\$ 570,020.20	\$ 148,169.00	\$ 718,189.20
PPE & Supplies	\$ 21,000.00	\$ 271,000.00	\$ 292,000.00 (Sept - Dec)
Transportation	\$ -	\$ 368,000.00	\$ 368,000.00 (Sept - Dec)
Staffing	\$ -	\$ 362,194.63	\$ 362,194.63 (Sept - Dec)
	<b>\$ 591,020.20</b>	<b>\$ 1,149,363.63</b>	<b>\$ 1,740,383.83</b>

## Personnel -- Certified/Non-Certified

### Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the Westport Board of Education (the “Board”) for the Westport Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board 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 that~~ 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.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

#### Discrimination

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the “Administrative Regulations”).

Sex discrimination ~~is defined as occurs~~ 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 occurs~~ when a person, because of his or her sex, is denied participation in, or the benefits of, any educationa program ~~that receives or activity receiving~~ federal financial assistance.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the

Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);  
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or  
(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

### Reporting Sex Discrimination or Sexual 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;~~

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees 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. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Westport Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal

resolution process (as set forth in the Administrative Regulations). Such training will include information on the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

- ~~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;~~

The Board's Title IX Coordinator is John Bayers, Director of Human Resources and General Administration. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

110 Myrtle Avenue  
Westport, CT 06880  
jbayers@wesportps.org  
203-341-1004

- ~~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 media websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.~~

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

~~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.~~

Legal References:

~~United States Constitution, Amendment XIV~~

~~Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).~~

~~Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.~~

~~Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.~~

Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

~~Constitution of the State of Connecticut, Article I, Section 20~~

Conn. Gen. Stat. § 46a-54 - Commission powers

Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender

identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Policy adopted: June 23, 1995

REVISED: January 22, 2018

REVISED:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

## Students

### Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment

It is the policy of the Westport Board of Education (the “Board”) for the Westport Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to ~~the control of the Board~~ substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are ~~expected~~ required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the “Administrative Regulations”).

#### Definitions

**Sex discrimination** occurs when a person, because of ~~his or her~~ the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

**Sexual harassment:** means conduct on the basis of sex that satisfies one or more of the following:~~In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student’s ability to participate in or benefit from the school’s program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:~~

- ~~1. — Statements or other conduct indicating that a student’s submission to, or rejection of, sexual overtures or advances will affect the student’s grades and/or other academic progress.~~

- ~~2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.~~
- ~~3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.~~
- ~~4. Touching of a sexual nature or telling sexual or dirty jokes.~~
- ~~5. Transmitting or displaying emails or websites of a sexual nature.~~
- ~~6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.~~

~~**Sexual Violence:** Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.~~

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

#### Procedure Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board ~~of Education~~ to encourage victims of sex discrimination ~~and/or~~ sexual harassment to report such claims. Students are encouraged to ~~promptly~~ report complaints of sex discrimination ~~and/or~~ sexual harassment ~~to~~ promptly in accordance with the appropriate ~~personnel, as process~~ set forth in the Administrative Regulations ~~implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will~~ The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate. The district and will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of ~~sexual harassment or~~ sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Westport Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and

activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is John Bayers, Director of Human Resources and General Administration. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

110 Myrtle Ave  
Westport, CT 06880  
jbayers@westportps.org  
203-341-1004

~~The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.~~

~~Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.~~ Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone 617-289-0111).

Legal Reference:

~~United States Constitution, Amendment XIV~~

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

~~Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).~~

~~Office for Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).~~

~~Constitution of the State of Connecticut, Article I, Section 20.~~

Policy adopted: June 23, 1993  
REVISED: January 22, 2018  
REVISED:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

**Instruction**

**Policy Concerning Health and Safety Protocols Related to the COVID-19 Pandemic**

The Westport Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Westport Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal Reference:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)

## Personnel – Certified/Non-Certified

### Families First Coronavirus Response Act Leave

#### STATEMENT OF POLICY

In light of the global pandemic, and pursuant to the recently passed Families First Coronavirus Response Act (“FFCRA”), the Westport Board of Education (the “Board”) is amending its policy on FMLA and adopting a sick leave policy as explained below. These amendments relate to the Emergency Paid Sick Leave Act (“EPSLA”) and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”), and are effective from April 1, 2020 through December 31, 2020, or until further notice from the Board.

#### EPSLA & EFMLEA LEAVES

##### Qualifying Reasons for EPSLA and EFMLEA Leaves

Under the FFCRA, an employee qualifies for leave under the EPSLA if the employee is unable to work (**or unable to telework**) because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. The first two (2) weeks of EFMLEA leave are unpaid, while the remaining ten (10) weeks are paid as set forth below.

##### Duration of EPSLA and EFMLEA Leaves

***For Qualifying Reasons (1)-(4) and (6):*** A full-time employee (individual working forty (40) hours per week) is eligible for eighty (80) hours of EPSLA leave. A part-time employee is eligible for the number of hours of EPSLA leave that the employee works on average over a two (2) week period.

**For Qualifying Reason (5):** A full-time employee (individual working forty (40) hours per week) is eligible for an aggregate total of up to twelve (12) weeks of EFMLEA leave, so long as the childcare need exists for the duration of leave. A part-time employee is eligible for such leave for the number of hours that the employee is normally scheduled to work over that period. Employees may use their EPSLA leave concurrently with the first two (2) weeks of unpaid EFMLEA leave.

#### Calculation of Pay for of EPSLA and EFMLEA Leaves

**For EPSLA Leave Reasons (1), (2), or (3):** Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

**For EPSLA Leave Reasons (4) or (6):** Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

**For EPSLA leave reason (5) and EFMLEA leave:** Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate. While the first two (2) weeks of EFMLEA leave is unpaid, an employee may use paid EPSLA **leave** to receive compensation during that period. If the employee opts *not* to use EPSLA leave for this purpose, the employee would be eligible to receive \$200 per day and \$10,000 in the aggregate for weeks 3 through 12 of EFMLEA leave.

#### Determination of Eligibility Under a Qualifying Reason

Determination of an employee's eligibility for leave, including intermittent leave, will be made on a case-by-case basis and in accordance with the FFCRA, implementing regulations, and additional guidance provided by the United States Department of Labor.

### **EPSLA & EFMLEA COORDINATION WITH OTHER LEAVE**

#### Sequence of Available Leaves

An employee may, but is not required to, use EPSLA leave during the first two (2) weeks of the unpaid portion of the EFMLEA leave period.

#### EPSLA Leave Adds to Existing Leave Benefits

EPSLA leave is in addition to other accrued leave provided pursuant to the relevant collective bargaining agreement or Board policy.

#### Effect of Use of Prior Federal FMLA Qualifying Leave on Eligibility for EFMLEA Leave

An employee's eligibility for EFMLEA leave depends on how much FMLA leave the employee has already taken during the twelve (12) months immediately preceding the start of EFMLEA. Any employee employed by the Board for at least thirty (30) days may take a total of 12 workweeks for EFMLEA leave during the applicable period. If an eligible employee has taken some, but not all, of twelve (12) workweeks under the federal FMLA during the 12-month period immediately preceding a request for EFMLEA, the employee may take the remaining portion of leave available. If the eligible employee has already taken twelve (12) workweeks of federal FMLA leave during this 12-month period, the employee may not take additional EFMLEA leave.

## REQUIRED DOCUMENTATION FOR EPSLA, EFMLEA, AND FMLA LEAVES

### EPSLA Leave

- All employees seeking EPSLA leave must provide the following:
  - Employee's name;
  - Date(s) for which leave is requested;
  - Qualifying reason for leave; and
  - A statement that the employee is unable to work because of the qualified reason for leave. This statement may be oral or written.
  
- In addition, employees must provide the following depending on the reason for taking EPSLA leave:
  - If an employee is taking EPSLA leave due to a quarantine or isolation order, the employee must identify the governmental entity that issued the order.
  - If an employee is taking EPSLA leave because a health care provider advised the employee to self-quarantine, the employee must identify the health care provider.
  - If an employee is taking EPSLA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

### EFMLEA Leave

- If an employee is taking EFMLEA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

### Other FMLA Qualifying Leave

All existing certification requirements under the federal FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the federal FMLA. For example, if an employee is taking leave beyond the two (2) weeks of EPSLA leave because the employee's medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the federal FMLA as required by the Board.

Legal Reference:

Families First Coronavirus Response Act, Pub. L. 116-127 §§3102, 5102, 134 Stat. 178 (2020).

Paid Leave Under the Families First Coronavirus Response Act, 29 CFR § 826 (2020).

Policy adopted:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## Business/Non-Instructional Operations

### Buildings

#### Green Cleaning Programs

It is the policy of the Westport Board of Education, on or before July 1, 2011, to implement a green cleaning program in which the Board procures and properly uses in school buildings and facilities environmentally preferable cleaning products that comply with guidelines and directives approved by the United States Environmental Protection Agency (EPA), Department of Energy (DOE), and Department of Agriculture (USDA).

The Westport Board of Education shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Westport Board of Education.

The Westport Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction.

Legal References: Connecticut General Statutes:

§10-220(a)

§10-231(g)

Public Act 09-81 An Act Concerning Green Cleaning Products in Schools

"Guidance Regarding 'Green Cleaning' Requirements and Coronavirus/COVID 19," Department of Administrative Services (March 5, 2020), available at <https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf>



## Personnel – Certified/Non-Certified

### Employment Checks

As set forth below, 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 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.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

#### I. Employment History Check Procedures

- A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:
  1. Requiring the applicant:
    - a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:

- (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
    - (ii) the applicant's employment with such current or former employer caused the applicant to have contact with children.
  - b. to submit a written authorization that
    - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
    - (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and
    - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
  - c. to submit a written statement of whether the applicant
    - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
    - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
    - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
2. Conducting a review of the employment history of the applicant by contacting those

employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

- a. the employment dates of the applicant, and
  - b. a statement as to whether the employer has knowledge that the applicant:
    - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
    - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
    - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.
3. Requesting information from the Department of Education concerning:
- a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
  - b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
  - c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

- B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:
  - 1. The applicant complied with paragraph I.A.1 of this policy;
  - 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
  - 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
  - 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  - 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  - 3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of

this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
  - 1. denial of employment, or
  - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
- I. If the district provides information in accordance with paragraph I.A.2 or I.G of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to

have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall 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.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

- D. If notification is received by the Superintendent or designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

### III. Criminal Records Check Procedure

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each person otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure, except as noted in paragraph III.C. of this policy.\*
1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Westport Police Department or another police department in the State of Connecticut. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement, all contained in the appendix to this policy.
  2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Westport Police Department. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
  3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
  4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected

applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

#### **B. Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

#### **C. Criminal Records Check During the COVID-19 Pandemic**

The timelines regarding state and national criminal record checks identified in paragraph III.A. and III.A.2 may be modified by the district in accordance with any executive order issued by the Governor or any order issued by the Commissioner of Education that is related to the COVID-19 pandemic or public health emergency and in effect at the time a person is offered a position or

hired by the district or a student teacher is offered a position or begins to perform his or her student teaching experience within the district. Notwithstanding any such modifications, the provisions of paragraphs III.A.3, III.A.4 and III.A.5 of this policy remain in effect. If any timelines are so extended or deferred, the district will continue to perform background checks to the greatest extent practicable and in accordance with applicable law.

#### IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

#### V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

## VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

## VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

## VIII. Personal Online Accounts

For purposes of these Administrative Regulations, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;
2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or
2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Students Employed by the School District

- A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 17-68, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 17-220, "An Act Concerning Education Mandate Relief."

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: May 21, 2018

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## **Instruction**

### **Electronic Resources/Internet Safety**

~~The Board of Education has installed electronic resources including but not limited to computers, a computer network, Internet access, and an e-mail system (referred collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district. Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides has installed computers, and a computer network, including Internet access and an e-mail system, on Board premises and may provide as well as other electronic devices that can 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, laptops, Kindles, radios, I-Pads or other tablet computers);. The Board’s computers, computer network, electronic devices, Internet access, and e-mail are referred to collectively as “the computer systems”; and are provided 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 available to students and staff in the district for 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 by students and staff solely for education related purposes.

The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block ~~or~~ and filter Internet access to visual depictions that contain ~~obscene~~ material ~~that is obscene or obscene as to minors or contains, contain~~ child pornography, ~~or are harmful to minors~~ and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district’s computers and computer systems.

~~Information about the Board of Education Policy on use of Electronic Resources and Internet Safety will be disseminated annually to students and parents through the distribution of the parent handbook. It will also be posted on the district website.~~

~~The principals are responsible for assuring that this policy has been publicized and disseminated to new enrollees during the school year.~~

~~Parental and administrative permission is required before students are given the privilege of using electronic information and communication resources including but not limited to websites, databases, interactive media sites, and online collaboration and publishing tools.~~

~~Students themselves, as well as parents of students under 18, are required to sign the attached Acceptable Use Agreement.~~

**P-6141.321(a)**

~~Principals are responsible for securing permission forms and agreements prior to granting students independent access to electronic resources.~~

~~The agreements are to be renewed as students enter grades three, middle school, and high school. The agreements are in effect for use of computers systems and electronic resources provided by the Westport Public Schools and for use of privately owned resources while on school properties.~~

~~Electronic resources of all formats including text, images, audio, and video are considered an extension of the classroom, and the same standards of acceptable behavior apply. Student use of electronic information and communication resources is essential for academic achievement. Abuse of these resources will result in disciplinary action.~~

**P-6141.321(b)**

## **Instruction**

### **Electronic Resources/Internet Safety**

~~**Students are prohibited from using the Internet or other electronic technology whether on or off campus, to interfere with educational process in any way.** Abuses and violations should be reported to the administration. In accordance with the Board of Education policies and the school's disciplinary procedures, the administrator may invoke consequences, up to and including permanent revocation of electronic resource use, additional disciplinary measures, or legal action.~~

### Legal References:

[Conn. Gen. Stat. § 10-221](#)

[Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250](#)

[Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520](#)

[Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254\(h\)](#)

[No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777](#)

[Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254\(h\)\(5\)\(B\)\(iii\)](#)

Policy adopted: 1997  
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Revised:

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

## **Students**

### **Use of Private Technology Devices by Students**

Students may possess privately-owned technological devices on school property and/or during school-sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

### **Definitions**

#### Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

#### Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned **desktop computers**, 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. These devices may include, but are not limited to, **desktops**, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

### **Use of Privately-Owned Technological Devices**

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the **district’s digital learning platform or otherwise engage in remote learning during the COVID-19 pandemic.**

On school property, at a school-sponsored activity, while in use for a remote learning activity, or while being used to access or utilize the Board’s technology resources, the use **Use** of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- **Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);**
- **Gaining or seeking to gain unauthorized access to Board technology resources;**
- **Damaging Board technology resources;**
- **Accessing or attempting to access any material that is obscene or contains pornography;**

- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

### **Search of Privately Owned Technological Devices**

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

### **Access to Board Technology Resources**

It is the policy of The Westport Board of Education to may permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. ~~The Board considers access to its technology resources to be a privilege and not a right.~~ Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

### **Harm to Board Technology Resources**

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

### **Closed Forum**

This policy shall not be construed to establish a public forum or a limited open forum.

### **Legal References:**

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

Policy adopted:

[WESTPORT PUBLIC SCHOOLS](#)  
[Westport, Connecticut](#)

## Bylaws of the Board

### MEETING CONDUCT

#### 1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act ~~and the~~ adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

#### 2. Smoking, Vaping, and Use of Electronic Nicotine Delivery Systems

- A. Use of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products will not be permitted in any ~~room~~ physical location in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, A sign notifying the public that no smoking is allowed in the ~~place~~ physical location designated for the meeting will be prominently posted.

#### 3. Procedures for Participation By Means of Electronic Equipment

- A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

#### 34. Public Address

- A. The Board may permit any town resident or employee to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
  - (1) Two (2) minutes may be allotted to each speaker on non-agenda items and three (3) minutes on agenda items with a maximum of fifteen (15) minutes on non-agenda items. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
  - (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
  - (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
  - (4) All speakers must identify themselves by name and address.

B. Notwithstanding any provisions to the contrary set forth in Section 4.A above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:

Connecticut General Statutes

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted by the Board: November 11, 2019

Revised:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut