



Policy Committee Meeting  
Tuesday, February 4, 2025  
9:00 AM  
Remote Session

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- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. APPROVAL OF MINUTES
  - A. Approval of minutes from the December 3, 3034 Policy Committee Meeting.
- III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS
  - A. Discussion of policy 1255: Civility
  - B. Discussion of policy 4118.2: Teacher Responsibilities
- IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS
- V. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE
  - A. The next scheduled meeting of the Policy Committee is March 4, 2025 (remote meeting).
- VI. ADJOURNMENT



**Policy Committee Meeting**

Tuesday, December 3, 2024

9:00 AM

Remote Session

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**Present:** Steven Ezzes, Sharon Ferraro, Michael Guido. Present: 3.

I. CALL TO ORDER, VERIFICATION OF QUORUM

Additional Attendees:

Lisa Barbiero, Superintendent of Schools; Jessica Richman-Smith, Shipman & Goodwin

The meeting was called to order at 9:03 AM.

II. APPROVAL OF MINUTES

A. Approval of minutes from the November 12, 2024 Policy Committee Meeting.

Move that the Policy Committee approve the minutes from the November 12, 2024 meeting. Carried with a motion by Ezzes, Steven and a second by Guido, Michael.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea

Yea: 3, Nay: 0

III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS

A discussion took place with Jessica Richman-Smith regarding Title IX updates and anticipated changes for 2025, Connecticut's strong protections for transgender students under state law and their alignment with federal standards were highlighted, and flexibility in handling investigations was emphasized, including using single or multiple administrators based on case complexity.

A revised policy on non-discrimination (community) was brought before the board for consideration and review. Policies

relating to non-discrimination (students and personnel) were previously reviewed and paused due to potential changes to Title IX. The non discrimination policy (community) can be moved forward to the Board for review. Revisions to the other two policies will be made concerning the designated staff member for complaints and forms.

A proposal to adopt Microscribe, a searchable and editable online system for housing policies, was discussed. The system was deemed beneficial for accessibility and administrative efficiency. Additional information will be sent to the committee members.

A. 4118.13 and 5114.7: 504/Disabilities (Personnel and Students)

B. 4118.11 and 5145: Non Discrimination (Personnel and Students)

C. 1258 Non-Discrimination (Community)

IV. DISCUSSION ON NEW POLICY WEBSITE (MICROSCRIBE)

V. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

The civility policy is being considered for review as well as wellnes.

VI. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

A. The next scheduled meeting of the Policy Committee is January 7, 2025 (remote meeting).  
Discuss moving this meeting. Conflict with Budget Workshop scheduled from 9:00 AM - 1:00 PM

VII. ADJOURNMENT

The meeting was adjourned at 10:03 AM.  
Move that the Policy Committee adjourn the December 3, 2024 meeting. Unseconded with a motion by Ferraro, Sharon.

Respectfully submitted by:  
Jodi Sacchetta



Book	Wilton Board of Education Policies and Regulations
Section	Series 1000: Community Relations
Title	Regulation: Civility
Code	1316.2
Status	Active
Adopted	February 8, 2007
Last Revised	October 16, 2019

Pursuant to Policy 1316.2, the following guidelines will be used to promote civil discourse within the Wilton Public Schools, including among students, faculty, staff, board of education members, parents and visitors.

#### ***Expected Level of Behavior***

- School and school district personnel will treat colleagues, parents, students, and other members of the public with courtesy and respect.
- Parents and other visitors to school district facilities and school-sponsored activities will treat teachers, students, school administrators, other school staff, and district employees with courtesy and respect.

#### ***Unacceptable/Disruptive Behavior***

Disruptive behavior includes, but is not necessarily limited to:

- Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public, parking lots/drop-off areas and areas of a school or facility which are not open to parents/guardians and the general public.
- Using loud and/or offensive language, vulgar or profane language, intimidating language, or display of temper.
- Threats of any type, including threatening to do bodily or physical harm to a teacher, school administrator, school employee, Board member, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Any other behavior that disrupts the orderly operation of school, a school classroom (including unannounced visits), a board of education meeting, or any other board of education facility.
- Abusive, threatening, harassing, vulgar or obscene, mail, email or voice mail message(s).

#### ***Parent/Visitor Recourse***

Any parent/visitor who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, or appropriate school administrator in keeping with the district's problem solving process as outlined in Board Policy 1312, "Complaints About Conduct of the Schools."

#### ***Student Recourse***

Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent or visitor should bring such behavior to the attention of a teacher, guidance counselor or school administrator. The school/district administration will investigate complaints in a timely manner and take appropriate action if it is determined that a violation of this policy has occurred.

Any individual who (1) disrupts or threatens to disrupt school or school district operations; (2) threatens or attempts physical harm to school board personnel, students, or others lawfully on a school or board premises; (3) threatens the health or safety of students, board personnel, or other, lawfully on a school or board premises; (4) intentionally causes damage to school board property or property of others lawfully on a school campus or board premises; (5) uses loud, offensive or abusive language; or (6) without authorization accesses a school or other board facility, may be directed to leave the school or board premises by a school's principal or assistant principal. Should a principal or assistant principal be unavailable, a staff member lawfully in charge of the school shall direct a disruptive individual to leave the premises. Such action may also be initiated by any district level administrator or a facility security officer. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

***Authority to deal with persons who are verbally abusive***

If a parent or any member of the public uses obscenities or speaks in a loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.

If the encounter occurs in a school or other board of education facility, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

***Abusive, threatening, or obscene email or voice mail messages***

Any district employee or board of education member who receives an email, letter, text, or voice mail message which is abusive, threatening, or obscene, is not obligated to respond to the communication. The superintendent's office will create a standard response that may be used in such situations that notes the inappropriate tone and encourages a calmer tone. The employee or board of education member may save the message and contact a school administrator.



Book	Wilton Board of Education Policies and Regulations
Section	Series 1000: Community Relations
Title	Policy: Civility
Code	1316.2
Status	Active
Adopted	February 8, 2007
Last Revised	November 14, 2019
Last Reviewed	October 24, 2019

Maintaining an environment supportive of learning and free of disruptive conduct is essential to the success of our children's education. To further this goal, it is the intent of the Wilton Public Schools to promote mutual respect, civility, orderly conduct, and positive communication among district employees, parents/guardians, and other members of the public.

Disruptive, volitive, hostile or aggressive communication or actions will not be tolerated.

This policy is intended to maintain a safe, harassment-free workplace for teachers, students, administrators, other staff members, parents/guardians and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression.

The superintendent or his/her designee will develop administrative regulations that outline guidelines for appropriate communications, and consequences for inappropriate conduct.

School/Community Relations

Civility Policy

Preamble

The Weston Board of Education (“the Board”) recognizes that education of children is a process that involves a partnership between a child’s parents/guardians, teachers, school administrators, and other school and Board personnel. The Board recognizes that parental/guardian participation in their child’s educational process through parent/guardian/teacher conferences, scheduled classroom visitation, serving as a school volunteer, serving as a field trip chaperone, PTO participation, and other such service is critical to a child’s educational success. For that reason, the Board welcomes and encourages parental participation in the life of their child’s school and the District as a whole.

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among District employees, students, parents/guardians, and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians, and other members of the community. In the interest of presenting teachers and other District employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

However, from time to time parents/guardians, visitors to the District, and District employees act in a manner that disrupts the educational process, the work of District employees, or school activities. This type of conduct can be threatening and/or intimidating to students, District employees, parents/guardians, and visitors.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and District employees which encourage civil communication between parents, other persons, and District employees, and to empower the Board to identify and address those behaviors which are inappropriate and disruptive to the operation of a school or other District facility.

I. CONDUCT

1. Expected Level of Behavior:

- a. District employees will treat colleagues, parents/guardians, students, and other members of the public with courtesy and respect.
- b. Parents and other visitors to schools and school District facilities will treat teachers, students, school administrators, and other District employees with courtesy and respect.

## 2. Unacceptable/Disruptive Behavior:

### a. Disruptive behavior includes, but is not necessarily limited to:

1. Behavior which interferes with or threatens to interfere with the educational process, the operation of a classroom, an employee's office or office area, an activity occurring anywhere on District property, or the work of a District employee. Such conduct includes, but is not limited to:
  - i. Using loud and/or offensive language, profane/obscene language, intimidating language, or display of temper;
  - ii. Threatening to do bodily harm (or causing bodily harm) to a District employee, Board member, a parent/guardian, student, or other individual if that individual is on District property or participating in a school activity, regardless of whether or not the behavior constitutes or may constitute a criminal violation;
  - iii. Damaging or destroying District property;
  - iv. Any other behavior that disrupts the work of a District employee or the orderly operation of a school, a school classroom, any other Board of Education facility; or other activity on District property;
  - v. Abusive, threatening, or obscene emails, texts, voice mail messages, or other communications; or
  - vi. The repeated use of emails, voicemails, or other communications intending to harass the recipient will be considered unacceptable/disruptive behavior under this Policy.

## II. RECOURSE

### 1. Parent/Guardian/Visitor Recourse:

Any parent/guardian or visitor who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate school administrator, and/or the Superintendent of Schools.

### 2. Employee Recourse:

Any District employee who believes he/she was subject to unacceptable/disruptive behavior by another staff member, parent/guardian, or visitor should notify his/her immediate supervisor, appropriate school administrator, and/or the Superintendent of Schools.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the conduct continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on District property, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement directly.

### 3. Student Recourse:

Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent/guardian, or visitor should bring such behavior to the attention of a teacher, guidance counselor or school administrator.

## III. AUTHORITY OF DISTRICT EMPLOYEES:

1. Any individual who: (1) disrupts or threatens to disrupt school or school District operations; (2) threatens to or attempts to do or does physical harm to school board personnel, students, or others lawfully on District property; (3) threatens the health or safety of students, Board personnel, or others lawfully on District property; (4) intentionally causes damage to Board property, or property of others lawfully on District property; (5) uses loud or offensive language; or (6) who without authorization comes on District property may be directed to leave District property by a school's principal or assistant principal (or in their absence a person who is lawfully in charge of the school), or a District level administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary by law enforcement.
2. If an employee is threatened with personal harm, the employee may contact law enforcement directly.

## IV. ABUSIVE, THREATENING, OR OBSCENE ELECTRONIC COMMUNICATIONS AND VOICE MAIL

If any District employee receives an email, voice mail message, other electronic communication which is abusive, threatening, or obscene, the employee is not obligated to respond to the communication or return the telephone call. The employee may save the

message and contact a school administrator or the Superintendent of Schools. If the message threatens personal harm, the employee may contact law enforcement directly.

Policy Adopted: April 15, 2002

Policy Revised: February 25, 2019

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

## **Personnel**

### **Code of Ethics and Professional Responsibility for Personnel**

The Westport Board of Education (the "Board") requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board's policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances in accordance with Board Policy [4118.131](#).

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section [10-145d-400a](#)), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section [10-145d-400b](#)), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

(cf. [4118.131](#)- Gifts to School Personnel)

Legal References:

Regulations of Connecticut State Agencies, § [10-145d-400a](#) Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § [10-145d-400b](#), Code of Professional Responsibility for School Administrators

**Policy adopted: October 5, 2020**

WESTPORT PUBLIC SCHOOLS  
Westport, Connecticut

Personnel -- CertifiedTeacher Responsibilities

The primary responsibility of each classroom teacher lies in developing the best possible educational program in accordance with school curriculum for the children enrolled in his/her room. Although he/she may expect the services of specialists, he/she must fit the work of the special teacher into his/her total educational program. A good educational program and proper attention to the needs of the individual children demand that the teacher spend considerable time outside the school hours in planning, preparation and record-keeping. He/she should also devote time in the classroom to further worthy community activities, as directed by his/her superiors.

Policy adopted: July 16, 1990

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

110.2(a)

Personnel -- Certified

Teacher Responsibility

Expectations for Weston Teachers

The expectations for Weston teachers, established by the Board of Education previously, are as follows:

1. Knowledge and Preparation
  - A. Maintain a valid Connecticut Certificate for his/her assignment.
  - B. Demonstrate competence in his/her particular assignment.
  - C. Express himself/herself cogently, both orally and in writing, in acceptable English.
  - D. Show evidence of daily planning, long range and total program planning, and fair and consistent evaluation of students' performances.
  
2. Instructional Skill and Effectiveness
  - A. Maintain a learning atmosphere which is conducive to good physical and mental health.
  - B. Help students develop efficient learning skills and work habits.
  - C. Identify students needing special help and schedule extra work sessions with them.
  - D. Demonstrate skill in recognizing and providing for specific learning needs.
  - E. Vary instructional activities so that all students become involved.
  - F. Conduct himself or herself with poise and dignity.
  - G. Convey to students a sense of enthusiasm for learning.
  - H. Encourage the development of individual student interests and creative activities.

Teacher ResponsibilityExpectation for Weston Teachers

2. Instructional Skill and Effectiveness (continued)
  - I. Identify and refer exceptional students for appropriate evaluation.
  - J. Demonstrate a willingness to try new ideas and approaches.
  - K. Utilize positive and constructive disciplinary approaches.
  - L. Demonstrate knowledge and skill in evaluating the performance of pupils.
3. Staff-Student Relationships
  - A. Set an atmosphere of mutual respect which encompasses an appreciation of a consideration for the rights, feelings, and ideas of others.
  - B. Exhibit genuine concern in understanding each student and make use of available background information which contributes to that understanding.
  - C. Solicit and respect the opinions of students.
  - D. encourage student performance which is consistent with individual ability.
  - E. By example, encourage students to take pride in the appearance of the school and the care of materials.
4. Professional and School Responsibilities
  - A. Be knowledge of district and school objectives and work cooperatively toward their accomplishment.
  - B. Abide by the rules and regulations of the respective school handbook.
  - C. Demonstrate a conscientious effort to grow professionally.
  - D. Share ideas, materials and methods with other staff members.

Teacher ResponsibilitiesExpectation for Weston Teachers

## 4. Professional and School Responsibilities (continued)

- E. Require students to make their best effort in preparing assignments, giving attention to such things as general neatness and mechanics, and the specific criteria for each assignment.
- F. Seek help and advice when needed.
- G. Recognize and respect the importance of each professional's role and subject area in contributing to the total development of the student.
- H. Respect the confidential nature of professional information.
- I. Communicate promptly and skill fully with parents for the mutual support and benefit of the student.
- J. Cooperate with all school personnel to maintain a good school atmosphere and efficient operation.

Regulation approved: July 16, 1990

WESTON PUBLIC SCHOOLS  
Weston, Connecticut