



Torrington Public Schools

Packet for Policy Committee Meeting

October 5, 2022



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Policy Committee Meeting Wednesday, October 5, 2022, 7:00 P.M. Vogel-Wetmore School

There will be an opportunity to call in and speak as noted in the body of the agenda during public comment. Those calling in will need to state their name and address for the record and will be subject to the same rules as for in-person participation. Dial-in number: (425) 436-6343 Access Code: 225583

The meeting may be watched live via this link <https://vimeo.com/event/26843> The link is also published in the Board of Education section of the website. If you are participating in public comment, please mute the live stream while you are speaking.

Agenda

Comments may be solicited at any time during the meeting as recognized by the Chair.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Public Participation: *Members of the public and staff may bring to the committee's attention information, ideas, or matters of concern related to all the duties and responsibilities of this committee. This committee will not allow comments regarding specific staff members or personal grievances. The time for individual remarks will be apportioned according to the number of speakers and will be limited to five minutes per speaker unless extended by the chair.*
6. Discussion/Next Steps:
 - a. School Parking Privileges
 - b. Employee Code of Ethics (Shipman Model Policy)
 - c. Use of Private Technological Devices by Students
7. Topics for Future Meetings

8. Comments for the Good of the Order
9. Adjournment



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**Policy Committee Meeting
Wednesday, September 14, 2022, 7:00 P.M.
Migeon Ave.**

Minutes

1. Call to Order: 7:02 P.M.
2. Roll Call: Ms. Hoehne, Ms. Richardson, Ms. Todor, Mr. Burger, Mr. Mangelix (Teacher Representative)
Also Present: Mr. Kissko, Ms. Lubomski, Ms. Klimaszewski, Ms. Cappabianca (Remote), Ms. Schulte, Ms. Creedon, Mr. Michelson
3. Approval of Agenda: Ms. Todor made a motion to amend the agenda to discuss employee code of ethics first, Ms. Richardson second. All in favor.
4. Approval of Minutes: Ms. Richardson made a motion to approve the minutes, second by Ms. Todor. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. Employee Code of Ethics (Shipman Model Policy): Ms. Schulte and Ms. Fergusson presented this model policy from the Shipman & Goodwin Policy Index. Shipman recommends that every Board of Education maintain an + that all employees are required to sign. Currently, TPS does not have one. Instead, we rely on the City of Torrington's Code of Ethics which is not entirely applicable to the school district. Ms. Todor said that she likes Shipman's model policy for the BOE much better than what we currently use. Mr. Kissko believes that Shipman's model is too vague. The committee discussed each item in the proposed policy, agreed upon some changes, and asked that administration bring it to the attorneys for review. The policy will be brought back next month to the committee for a final review.
 - b. School Parking Lots: Ms. Lubomski explained that given the construction work currently taking place at the high school, we felt it necessary to have a discussion about driver conduct on school grounds. A suggestion was made that we draft a policy containing the following statement: "When on school grounds, all drivers must obey all traffic laws and posted signage." Upon discussion, the committee

felt that we should not have to create a policy reminding student and/or adult drivers to obey the law. The committee also discussed the adoption of a Student Parking Privileges policy. Mr. Burger asked that administration ensure that student parking spaces are only being assigned to students with current/valid drivers' licenses. The committee discussed the senior parking spots and how that section should be worded. It was ultimately decided to leave the verbiage as is and leave it up to the building administration to determine since it falls under procedure. Ms. Hoehne requested the second paragraph be revised to eliminate the phrase (these procedures are). Ms. Lubomski will send the Student Parking Privilege draft policy to the attorney for review and will bring it back to the Policy committee next month.

7. Comments for the Good of the Order (paraphrased)
John K. "Good meeting, long, but good meeting."
Sue L. "I know this took a while, but this was very helpful."
Joanne "Hardworking committee."
8. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. Richardson. Meeting adjourned at 8:28 P.M.



CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY FOR PERSONNEL

The Torrington Board of Education 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 professional relationship with students, parents, staff members, Board members, and others.
2. Make the academic and social emotional well-being of students a 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, 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 trust in the employee's ability to fulfill his/her professional duties.

12. Report any arrest or conviction of the employee to the HR Director.

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 # 3051.

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.

17. All employees must adhere to the City of Torrington § 22-6 Special Consideration Code of Ethics.

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

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 4083 - Code of Ethics and Professional Responsibility for Personnel – Adopted and Approved by the Board of Education on _____



USE OF PRIVATE TECHNOLOGICAL DEVICES BY STUDENTS

Statement

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.

A. Definitions

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, including Yondr pouches.

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned 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 or storing information or data, etc. Per this policy of the Board of Education, Privately Owned Technological Devices are limited to cell phones, iPads, iPods, tablets and other such devices with internet access not listed where the screen is under 11" in size and wearable technology.

B. Use of Privately Owned Technological Devices

Except to the extent required by a student's Individualized Educational Plan and 504 plan and/or for other reasons approved in writing by the building principal, all students are prohibited from using Privately Owned Technological Devices during instructional time.

In addition, the following rules apply specifically to student use of cell phones during the school day:

Torrington Middle School: Students may bring cell phones to school but must ensure that they are turned off or on silent mode and locked in a district issued

cell phone pouch throughout the entire school day. Students will lock their cell phone pouches upon entry into the school building, and unlock them at dismissal.

Torrington High School: Students may bring cell phones to school but must ensure that they are turned off or on silent mode and locked in a district issued cell phone pouch throughout the entire school day. Students will lock their cell phone pouches upon entry into the school building, and unlock them at dismissal. Cell phones will only be allowed if requested by a teacher as necessary for a specific lesson, upon approval by an administrator 24 hours in advance. If approved, the mobile kiosk will be signed out to the teacher for that period or the day. At no time will students be obligated to possess or own a personal electronic device to meet their educational needs.

Elementary schools: Students may bring cell phones to school but must turn their cell phones off or place them on silent mode. Cell phones must remain completely out of view (e.g., in the student's backpack) for the entire school day.

Students at Torrington Middle School, Torrington High School, and all elementary schools are prohibited from using cell phones, wearable technology, and similar devices in the school bathrooms.

In addition, the use of Privately Owned Technological Devices 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 (including Yondr pouches);
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording, listening into, streaming, or broadcasting (photo/audio/video) 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.

C. Search of Privately Owned Technological Devices

A student's Privately Owned Technological Device may be searched 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.

D. 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, a report should be made to the building principal or designee, 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.

E. Disciplinary Action

Misuse of the Board's Technology Resources, the use of Privately Owned Technological Devices to access or utilize the Board's Technology Resources in an inappropriate or prohibited manner, and/or or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. A violation of this policy may result in disciplinary action in accordance with the Board's policies related to student discipline.

1. First Offense: The administrator or designee takes the cell phone and holds it until the end of the school day.
2. Second Offense: The administrator or designee takes the cell phone and contacts the parent/guardian to discuss the incident and to schedule the retrieval of the phone.
3. Third Offense: The student will receive a 1 day In-School Suspension (ISS) and the phone will be retrieved by the parent/guardian.
4. An accumulation of disciplinary infractions, including those related to cell phone misuse and defiance, may lead to suspension or possible expulsion if chronic non-compliance is evident.

****There will be documentation of a phone call, email or text notification to the parent/guardian regarding each infraction noted above.**

In the event a student improperly uses a cell phone (e.g., by engaging in cyberbullying, threatening or harassing behavior; using a cell phone to access obscene or pornographic material; using a cell phone to invade the privacy rights of others; or similar infraction), the administration may decline to follow the Tiers of Discipline

for Cell Phone Violations and pursue discipline in accordance with the Board's discipline policy.

F. Access to Board Technology Resources

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

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 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.

G. 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, including Yondr pouches, will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

H. Closed Forum

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

Legal References:

Conn. Gen. Stat. §§ 10-220, 10-221

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

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

Policy 6041: Approved May 19, 2010; Effective July 1, 2010; Amended and Approved November 18, 2015; Amended and Approved on February 26, 2020; Policy Number Changed to 5041 on September 22, 2021 with BOE Approval; Amended and Approved on March 30, 2022. Amended and Approved on August 10, 2022.