

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING**

Revised

Monday, March 21, 2022

MHS - Room 293

Hybrid: In-Person and Virtual Meeting

Please note that masks are required for those in attendance

Curriculum & Instruction Meeting **5:30 P.M.**

Executive Session - Contract Negotiations **6:30 P.M.**

Board of Education Meeting **7:00 P.M.**

Public access to view meeting :

Live streaming on FaceBook: [Link to MPS Pride FaceBook Page](#)

On demand after the meeting: [Link to on-demand after the meeting](#)

A. OPENING

- 1.) Call to order
- 2.) Pledge of Allegiance
- 3.) Board of Education Minutes - February 28, 2022 A - 3

B. COMMITTEE REPORTS - None

C. CONSENT CALENDAR

- 1.) Personnel Actions C - 1
- 2.) Budget Transfers C - 2
- 3.) Establish an appropriation for the Manchester Head Start Training and Technical Assistance Grant for the FY 22/23 in the amount of \$7,604 C - 3
- 4.) Establish an appropriation for the Manchester Head Start Program Operations Grant for the FY 22/23 in the amount of \$650,245 C - 4
- 5.) Establish an appropriation for the Enfield Head Start Training and Technical Assistance Grant for the FY 22/23 in the amount of \$5,621 C - 5
- 6.) Establish an appropriation for the Enfield Head Start Program Operations Grant for the FY 22/23 in the amount of \$480,615 C - 6
- 7.) Establish an appropriation for the American Rescue Plan (ARP) ESSER Homeless Children and Youth (HYC) II Grant for the FY 21/23 in the amount of \$49,635 C - 7
- 8.) Permission to apply for the ED-244 Adult Education Grant for the FY 22/23 in the amount of \$1,552,228 C - 8

D. REPORT FROM STUDENT REPRESENTATIVE

Leila Affini, Alexandra Hamza

E. PUBLIC PARTICIPATION

Residents who would like to participate remotely during public comment sessions must complete the [Request to Speak](#) form. Those in attendance must print their name and address on the sign-in sheet at the podium for accurate record keeping. In either case:

- State your name and address for the record. Students state name only.
- Three minute time limit.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.

- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

F. **SUPERINTENDENT'S REPORT**

- 1.) Update on Food Services - Nick Aldi, Food Services Director
- 2.) Update on Covid-19 - Matthew Geary, Superintendent of Schools

[F - 1](#)

G. **UNFINISHED BUSINESS**

- 1.) Policy Recommendation: The Policy Committee submits to the full Board its recommended policy changes for a second reading and adoption in accordance with its policy on policy changes:

Recommended Motion: Move to approve the revisions to the following policies:

Graduation Requirements

[G-1a](#)

Retention of Electronic Records

[G-1b](#)

Alcohol, Tobacco and Drug-free Workplace

[G-1c](#)

Weighted Grading and Calculation of Grade Point Averages

[G-1d](#)

- 2.) Revision to School Calendar: A revised school calendar has been created as a result of the four snow days we have had this year.

[G-2](#)

- The last day of school for students at all schools except Illing will be Thursday, June 23, 2022.
- The last day of school for students at Illing will be Friday, June 24, 2022.
- Friday June 24, 2022 will be a work day for all staff.
- Students will follow an emergency dismissal schedule Tuesday, June 21, Wednesday, June 22, Thursday, June 23 and Friday June 24 to allow staff to pack classrooms for the summer.

Recommended Motion: Move to approve the revised 21-22 school calendar

H. **NEW BUSINESS**

Policy Recommendation: The Policy Committee submits to the full Board its recommended policy changes for a first reading in accordance with its policy on policy changes:

Student Privacy (PPRA)

[H-1a](#)

Attendance, Truancy and Chronic Absenteeism

[H-1b](#)

Drug and Alcohol Use by Students

[H-1c](#)

Chemical Health for Student Athletes

[H-1d](#)

I. **PUBLIC PARTICIPATION**

Residents who would like to participate remotely during public comment sessions must complete the [Request to Speak](#) form. Those in attendance must print their name and address on the sign-in sheet at the podium for accurate record keeping. In either case:

- State your name and address for the record. Students state name only.
- Three minute time limit.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.

- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

J. COMMUNICATIONS - None

**K. ITEMS FOR FUTURE AGENDAS
Topics for Superintendent's Report**

Monday, March 28, 2022 Update on Humanities / STEM 5-12

Monday, April 25, 2022 Update on Technology

Monday, May 9, 2022 Manchester Preschool Center Update

L. ADJOURNMENT

MANCHESTER BOARD OF EDUCATION

**Regular Meeting
February 28, 2022
Lincoln/Virtual**

PRESENT: Eisenthal, Kohls, Meggers, Mix, Ntem-mensah, Orsene, Pattacini, Patterson,

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy, Director of Human Resources Sone-Moyano

ABSENT: Stefanovicz

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Pattacini called the meeting to order at 7:04 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of February 14, 2022. Secretary Patterson moved and Mr. Eisenthal seconded the motion.

8/0 – Voted in favor.

B. COMMITTEE REPORTS

B.1. Policy Committee

Mr. Orsene reviewed the last meeting was held February 14, 2022. The members present included Richard Kohls, Mike Orsene, Chris Pattacini, and Melanie Stefanovicz. Others Present: Matt Geary, Lauren Rodriguez.

The following policies were reviewed and will be moved to the full Board for two readings and adoption. The updates to the policies are aligned to legislative changes. The policies discussed included:

Graduation Requirements
Retention of Electronic Records
Alcohol, Tobacco and Drug-free Workplace
Weighted Grading and Calculation of Grade Point Averages
Student Privacy
Attendance, Truancy and Chronic Absenteeism
Drug and Alcohol Use by Students
Chemical Health for Student Athletes

The Committee also reviewed the Homework policy and will draft a revision using the Board of Education Equity Policy and research on homework provided by the superintendent. This discussion will be held at the next policy committee meeting. The full policy agenda which contains a description of the changes.

C. CONSENT CALENDAR

Mr. Geary presented three items on the Consent Calendar for Board approval.

C.1. Personnel Action

Details had already been provided to the Board members with their agenda.

C.2. Transfer of Funds

- Transfer from System-wide Maintenance Capital Repair account to System-wide Maintenance Contracted Services account in the amount of \$862.00
- Transfer from Bentley Alternative Education Dues and Fees account to Bentley Alternative Education Field Trips account in the amount of \$1,200.00
- Transfer from System-wide Medical Services Travel and Lodging account to System-wide Medical Services Professional Development account in the amount of \$199.00

C.3. Extended Field Trip Request - Fourteen (14) MHS Students, Two (2) Chaperones, MHS Italian Club - Roma, Pompei, Napoli, Sorrento, Isola DiCapri Italy - April 7, 2023 - April 15, 2023

The Chairman called for a motion.

Secretary Patterson moved and Mr. Eisenthal seconded the recommendation to adopt the Consent Calendar as outlined in the agenda.

DISCUSSION:

Mr. Eisenthal inquired if the field trip complies with policy. Mr. Geary confirmed it does. This trip is scheduled for April of 2023. It is exciting to see international field trips resume so some of our students can see other parts of the world.

The vote was called.

8/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

Leila Affini reported that -Winter sports are coming to a close and we have had some strong displays of athleticism on our winter sports teams this year with many teams, such as the track, wrestling, basketball, and cheerleading teams, competing at the state or regional level.

Manchester students brought their talent to California during the long weekend. Students on the team known for the production of 'The Pulse' participated in the Student Television Network Convention.

This weekend, the high school hosted a support day to help any students who had missing assignments or anything school-related.

Finally, today was the first day where students could elect to have their masks on. It was a mixture of masks and no masks in the hallways today.

E. PUBLIC COMMENTS

Ms. Rose Bunker, 33 Otis Street, has been a crossing guard for 13 years. Her post is at the corner of Broad and Hilliard. She sees students from Bennet and Illing. From her post she can see a bus stop at Hilliard and Griffin. Ms. Bunker believes this is an unsafe place for a bus stop. There is no crosswalk there and she has seen several close calls. Many of the students walk to her to cross and catch the bus at the bus stop near her. Ms. Bunker would like the district to look at the location of crossing guards in deciding where to place bus stops and she would like to see this unsafe stop eliminated. (Mr. Geary confirmed he would look into this stop.)

Mr. Tom Stringfellow, 183 Hillstown Road, spoke about the masks becoming optional and he hopes that people will respect others' wishes regarding mask wearing and hopes they will not ridicule anyone for their position on the topic. Mr. Stringfellow recommended a National Geographic article on slave ships and mentioned this being the end of Black History Month. Mr. Stringfellow mentioned Brown v BOE and how to talk to the kids about what is happening in the Ukraine. Last, Mr. Stringfellow spoke about banned books and suggested that we read them. N

F. SUPERINTENDENT'S REPORT – PART I

F.1. Winter Data Update

Mr. Geary presented F&P results both by school and by grade level (K-4). Although we are still not back to pre-pandemic numbers, we are making progress. There is still an achievement gap.

Mr. Geary noted that there was a concentrated effort this year in Grade 2 reading and Grade 4 math. It is clear that the extra effort has resulted in higher scores.

Regarding the SATs, Mr. Geary noted that many colleges are making that optional now. Our scores have stayed about the same.

The data may be accessed through our website.

Mr. Eisenthal pointed out that the F&P data showed about 100 fewer students this year than in 2019 with an increase of those that meet or exceed state standards. He also asked about student engagement professionals. Mr. Geary

noted that there are various reasons and stories why students have attendance problems. Fewer financial resources will not help the problem. We were in need of these engagement specialists prior to the pandemic and are fortunate to have the funding now to hire them.

Mr. Eisenthal wondered how important it is to receive the budget increase requested in order to complete the next steps. Mr. Geary explained that we are lucky to have the ability to use the Alliance Grant and ESSER funding to hire reading consultants and create smaller class sizes. He would like to continue this.

Mr. Eisenthal asked about suspension numbers by children and not instances. Mr. Geary will get that information.

Ms. Patterson would like to compare the attendance data with the suspension data. As for the intentional efforts in grade 2 reading and grade 4 math, she wants all students to excel and hopes these efforts will impact those most marginalized as well. Mr. Geary noted the Equity work being done will help teachers to understand their student's experiences and how to best teach those children.

Ms. Patterson knows we are working on increasing the number of staff of color in the district. Mr. Geary reviewed that the research shows that having a teacher that looks like you raises achievement.

The high school experience was last on Ms. Patterson's questions. Mr. Geary noted that many high schools look very similar to how they operated 20 or 30 years ago. MHS is very different from the past. This connects to student engagement.

Mr. Orsene wondered if teachers get training on how to connect with and get to know their students. Mr. Geary stated we do have some PD around that but could always do more. Bennet does mentoring every other day while Illing has CREW. At MHS they have mentoring Mondays.

Mr. Pattacini is encouraged that when we focused our energy in a space (gr 2 reading/gr 4 math) we saw a change in the numbers. That was a powerful testament to the work going on in our district. He wondered if we will be targeting other grade levels, or continue with grades 2 and 4. Mr. Geary mentioned that these two areas were chosen with purpose. It is important for a third grader to read well and the current 2nd graders had their early reading learning interrupted the most by the pandemic. In grade 4 is when math gets more difficult, and is the basis for all future math. Mr. Geary noted he is ready to target Kindergarten next (now!!). Mr. Pattacini noted that throwing money at a problem does not necessarily fix the problem, but for us, having more money helps fix this problem. He added it is important to avoid a funding cliff.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

H.1. Policy Recommendations

The Policy Committee brought to the Board policy changes for four policies this evening: Graduation Requirements; Retention of Electronic Records; Alcohol, Tobacco and Drug-free Workplace; and Weighted Grading and Calculation of Grade Point Averages.

Mr. Pattacini reviewed that this is the first of two readings of these policy changes and we can approve them at the next meeting. Mr. Geary noted all the changes were driven by legislative changes. When legislation changes our attorneys at Shipman and Goodwin recommend policy changes.

For graduation requirements the policy broadens the requirements as previously planned. Regarding the drug-free workplace, it was clarified the location and items included extend to any area of the school as well as vapes and cannabis. The weighted grade point calculation is a reflection of what we currently do.

Mr. Eisenthal wondered why counsel chose two separate paragraphs relevant to marijuana. He felt they could be more concise and use just one paragraph. Mr. Geary will look into that.

I. PUBLIC COMMENTS (Limited to items on tonight's agenda)

Mr. Tom Stringfellow, 183 Hillstown Road, supports the Consent Calendar. He felt the report from Mr. Geary was good. Mr. Stringfellow pointed out that some students have incarcerated parents or may even be homeless. He touched on medical marijuana along with epi--pens and insulin. In the current *TIME* magazine there is an interesting article on kids making a difference. He recommended an article on the university crisis as well as student health. The *JJ* had an article stating that America needs more black doctors.

Mr. Geary stated there was a written question about the construction traffic for Bowers and how traffic flow will be managed. He noted there will be an update on that in the Spring.

J. COMMUNICATIONS

None.

K. ITEMS FOR FUTURE AGENDAS

Monday, March 14, 2022	Update on Technology Update on Food Services
Monday, March 28, 2022	Update on Humanities / STEM 5-12
Monday, April 25, 2022	Manchester Regional Academy Update

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Patterson moved and Mr. Ntem-Mensah seconded the motion to adjourn the meeting.

8/0 - Voted in favor. Adjournment 8:33 p.m.

Respectfully submitted,
Tracy Patterson, Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Carolene Springer to be a Special Education Teacher at Bowers Elementary School. Ms. Springer received her Master's in Education from Concordia College and currently resides in Danbury. It is recommended that her appointment be approved effective March 1, 2022 (Master's / Step 7.5, \$66,317.00).

Ms. Nykia Walton to be an Itinerant elementary Physical Education Teacher. Ms. Walton received her Bachelor's in Physical Education from Central Connecticut State University and currently resides in Manchester. It is recommended that her appointment be approved effective February 28, 2022 (Bachelor's / Step 2.5 \$50,699.00).

RESIGNATIONS**LEAVE OF ABSENCES**

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: February 28, 2022

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from Keeney School Administration Contracted Substitutes in the amount of \$1,500.00. Transfer to Keeney School Administration in the amount of \$1,500.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Keeney Street Elementary

Date of Request: 02/28/2022

Approver: Stuart Wolf

Date Approved: 02/28/2022

JUSTIFICATION (Required Field): Covering our negative balance in General Supplies and creating a positive so we can place orders.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 1,500.00 **Account #**42306221 5432 **Description:** Keeney Sch Admin Substitutes

\$ _____ **Account #** _____ **Description:**

\$ _____ **Account #** _____ **Description:**

\$ 1,500.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 1,500.00 **Account #**42306240 5610 **Description:** Keeney Sch Admin Gen Sup

\$ _____ **Account #** _____ **Description:**

\$ _____ **Account #** _____ **Description:**

\$ 1,500.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: March 8, 2022

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administration Other Purchased Services in the amount of \$6,000.00. Transfer to Illing Middle School Administration General Supplies and Materials in the amount of \$6,000.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Illing Middle School

Date of Request: 03/08/2022

Approver: Idelisa Torres

Date Approved: 03/08/2022

JUSTIFICATION (Required Field): Purchase furniture for new classrooms.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 6,000.00 **Account #**42353100 5590 **Description:** IMS Admin Other Pur. Srvs.

\$ _____ **Account #** _____ **Description:**

\$ _____ **Account #** _____ **Description:**

\$6,000.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 6,000.00 **Account #**42353240 5610 **Description:** IMS Admin Gen Sup. & Mat.

\$ _____ **Account #** _____ **Description:**

\$ _____ **Account #** _____ **Description:**

\$ 6,000.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Manchester Head Start Training FY 22-23

Date: March 1, 2022

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program's Training and Technical Assistance activities. This is a partial award for the period 3/1/22-2/28/23.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create a partial appropriation for the FY 22-23 Manchester Head Start Training and Technical Assistance in the amount of \$7,604.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Manchester Head Start Program Operations
FY 22-23

Date: March 1, 2022

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program. This partial award is for the period 3/1/22-2/28/23.

Discussion/Analysis: These funds are used to prepare three and four-year-old students for Kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Manchester Board of Education, in the form of real dollars and in-kind services. The total partial grant award for FY 22-23 is for the amount of \$650,245 fifty percent of the total grant amount.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the partial appropriation for the FY 22-23 Manchester Head Start Program operations in the amount of \$650,245.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Enfield Head Start Training FY 22-23

Date: March 1, 2022

Background: The Manchester Board of Education receives an annual grant from the Federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This partial award will be for the period 3/1/22-2/28/23.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the partial appropriation for the FY 22-23 Enfield Head Start Training and Technical Assistance in the amount of \$5,621.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Enfield Head Start Program Operations
FY 22-23

Date: March 1, 2022

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Program. This partial award is for the period 3/1/22-2/28/23.

Discussion/Analysis: These funds are used to prepare three and four-year-old students for Kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Enfield Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the partial appropriation for the FY 22-23 Enfield Head Start Program operations in the amount of \$480,615.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Appropriation for ARP ESSER Homeless Children and Youth (HCY) II Grant for FY21-23
Date: March 8, 2022

Background:

Grant will be used to identify homeless children and youth and provide wraparound services needed in light of the recent pandemic and provide assistance needed for homeless children and youth to attend and participate fully in school activities.

Discussion/Analysis:

Funds will be used to:

- Provide wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, academic supports, trauma-informed care, social emotional support and mental health services)
- Purchase needed school supplies
- Provide transportation to enable children and youth to attend classes and participate fully in school activities
- Provide access to reliable, high-speed internet for students through the purchase of mobile hotspots
-

Financial Impact:

None to the Board of Education

Other Board/Commission Action:

None

Recommendations:

The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation for FY21/23 ARP ESSER Homeless Children and Youth (HCY) II Grant in the amount of \$49,635.

Attachments:

Award Letter.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756**4 Award Information****Grant Type:** FEDERAL**Statute:** PL ARP OF 2021, PUBLIC LAW 117-2 N/A AMERICAN RESCUE
PLAN ACT OF 2021**CFDA #:****SDE Project Code:** SDE000000000002**Grant Number:** 077-000 12060-29650-2021-82079-170002**2 Grant Title**ARP ESSER Homeless Children and
Youth (HCY) II**5 Award Period**

4/23/2021 - 9/30/2023

3 Education Staff**Program Manager:**

Louis Tallarita (860) 807-2058

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding**Grant Amount:** \$49,635.00**Funding Status:** Final**7 Terms and Conditions of Award**

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be submitted at least 60 days prior to the expiration of the fiscal year but no later than May 1, 2022. Final budget revisions covering the entire award period must be submitted at least 60 days prior to the expiration of the grant period but no later than July 30, 2023. Budget revisions submitted after this date are accepted at the discretion of the ARP HCY II Funds Program Manager. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7- 396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

3/8/2022

John Frassinelli - CSDE Management Approver

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matt Geary, Superintendent of Schools
Subject: Permission to apply for ED-244 Grant FY 2022-23
Date: March 8, 2022

Background:

Manchester Adult Education Mission: It is the mission of Manchester Adult Education to meet the education needs of Manchester's adult learners and to prepare them for new technologies and 21st century economic globalization. This will be attained through goal setting and successful literacy skill acquisition, English language acquisition, high school completion, transition to post secondary education and training, and transition to employment. It is also the mission of adult education to encourage and facilitate learner persistence, defined as a continuous learning process that lasts until an adult learner meets his or her education goals. Learners will be encouraged to engage in a lifetime of inquiry and learning.

Manchester Adult Education Vision: Manchester Adult Education will provide adult learners with the highest quality of adult education and literacy services. It will provide a comprehensive set of services in a consistent manner. It will be accountable for successful learner outcomes as measured by state and local standards. Adult Education will demonstrate success by designing and planning programs that help learners to achieve their educational, employment, family and community goals. Residents who participate in these programs will achieve learning gains, earn high school diplomas, enter postsecondary education/training and attain employment outcomes.

Discussion/Analysis:

Funds will be used to support all mandated programs for Manchester Adult Education for the 2022-23 school year.

Financial Impact:

The anticipated Board of Education financial responsibility is 51% of the grant.
The anticipated State support rate for Manchester is 49%.

Other Board/Commission Action:

None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the ED-244 grant, for the 2022-23 school year in the amount of \$1,552,228.

Matthew Geary

Matt Geary
Superintendent of Schools
Manchester, Connecticut
March 21, 2022

Food & Nutrition Services Update

March 21st, 2022
BOE Meeting





Update on Status of the Food Service Program Agenda

- Operation at Start of COVID-19 (March 2020 – August 2020)
- Transition of Student Service: Hybrid Model (2020 – 2021)
- Student Service to In-Person vs. Hybrid Learning Model
- Supply Chain Challenges
- Recently Implemented Changes & Direction of Program
- Quality & Portion Size Concerns

Beginning of Pandemic

March 2020 - August 2020



- Grab and go meals at multiple locations
 - Breakfast, lunch and dinner available at no cost for pick up
 - Extenuating circumstances (health/transportation issues), Food Service Staff delivered meals to the household
- Meals made from on-hand inventory
 - Distributors delivering was an additional challenge
- Small portion of staff willing to work at beginning due to uncertainty
- Food Service staff provided community with
 - Breakfast: 49,455
 - Lunch: 45,035
 - Dinner: 14,062 (March – June)
 - 108,552 total meals



Hybrid Learning Model

- 2020 – 2021 School year: in-person learning began with hybrid model
- Providing meals to students in school and remote-learners
- Classroom meal delivery to reduce spread of virus
 - Additional labor
 - Specialized packaging
 - Limited menu options
 - Adequate holding space for inventory
 - Kitchen design
- Despite challenges, Food Service Staff served:
 - Breakfast: 220,957
 - Lunch: 355,366
 - 576,323 total meals

Student Service to In -Person Learning vs. Hybrid Learning

- Previous challenges remain
- Increased onsite enrollment → increased # of meals served
 - Often double
- Statewide: USDA waivers made all students eligible for no-cost meals → increase in meal participation
 - Great benefit for many families, especially those struggling financially through the pandemic
- Unanticipated difficulties
 - Additional strain on a sector already experiencing major supply chain shortages



Supply Chain Challenges

- Major shortages with food item distribution
 - Hamburgers
 - Egg patties
 - Breaded chicken items
 - Cereal
 - Pizza
- Major shortages with paper products
 - Five compartment fiber serving trays
 - Cutlery (forks, spoons, knives)
 - Plastic souffle containers
 - Classroom feeding containers
 - Straws



Changes in Program

- Packaging
 - To aid in ease of classroom feeding
 - 100% paper product
 - Helps us move away from plastics
- Almond milk
 - Now offered as an alternative to dairy milk upon request
- Hummus
 - New item
- Different fresh vegetables offered daily K-12
 - Baby carrots
 - Grape tomatoes
 - Cucumber coins
 - Celery sticks





Direction of Program

- Goal: get students to come back through the lunch line
- Goal: building administration to conduct surveys to hear directly from the student population
- New position: Dietetic Supervisor
 - Can link to food items offered on menu
- Introducing foods from the cultures that make up the MPS community
 - Link to nutritional education so students can learn about these food items prior to seeing them on the lunch menu
- Beginning to build relationships with local farms
 - To offer more locally grown produce

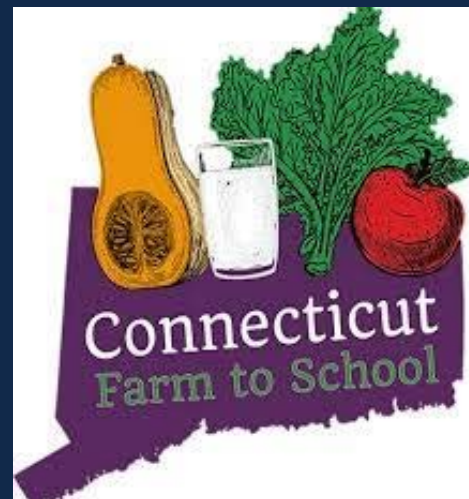
New Position: Dietetic Supervisor

- Stephanie Vivier, MS, RDN, CDN
 - Master of Nutrition Science
 - Registered Dietitian Nutritionist
 - CDN - Licensed in State of CT by DPH
- ServSafe certification
 - Oversee/assist kitchen staff
- Dietary concerns
 - Allergens
 - Medical diagnoses
- Updating Nutrition Analysis database
- Educating in classrooms to introduce new food items (i.e. hummus)
- Triennial Wellness Review



Dietitian: Future Plans

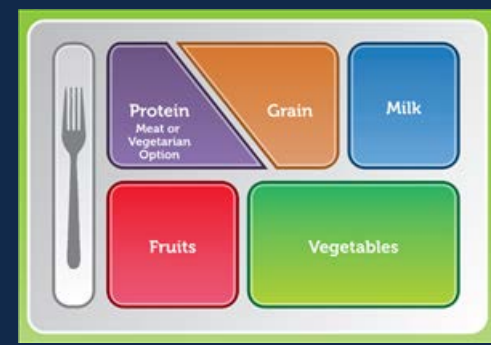
- Farm to School
 - Statewide monthly meetings
 - Relationships with local farms
 - Collaboration and educational field trips
- Familiarizing children with healthy food options
 - Encouraging sustainability
 - Adding vegetarian options
 - Being respectful of cultural/religious practices
- Committee
 - Members of MPS district community to collaborate within classroom curriculum, cafeteria and create/achieve district level goals.
 - Science classes, elementary classes, botany classes, economics classes, home ec classes, community gardens, taste tests



Food Quality Concerns

- Supply chain
 - I.e. Pizza and breaded chicken
 - Ideally, we use items we are familiar with cooking/holding quality prior to meal service but are now sent substitutions
- Meal Service
 - Food now held in warmer for longer periods
 - Results in drier or unappealing items

Portion Size Concerns



- Portion Sizes
 - All meals meet USDA nutritional guidelines
 - Each student served adequate servings of food from multiple food groups
 - If children consume food within each of the provided food groups, the meal should be satisfying
 - Presumption is that each child eats a well-balanced meal that meets appropriate calorie/nutrient guidelines for their age group
 - Healthful, nutritionally sound meals
 - Fighting childhood obesity

**National School Lunch Program Meal Pattern**

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food ^a per Week		
	(minimum per day)		
Fruits (cups) ^b	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^b	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^c	½	½	½
Red/Orange ^c	¾	¾	1¼
Beans and peas (legumes) ^c	½	½	½
Starchy ^c	½	½	½
Other ^{c d}	½	½	¾
Additional Vegetables to Reach Total ^e	1	1	1½
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium Interim Target 1 (mg) ^h	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Interim Target 1A (mg) ^{h i}	≤ 1,110	≤ 1,225	≤ 1,280
<i>Trans</i> fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

**School Breakfast Program Meal Pattern**

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food ^a per Week		
	(minimum per day)		
Fruits (cups) ^{b c}	5 (1)	5 (1)	5 (1)
Vegetables (cups) ^{b c}	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) ^d	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) ^e	0	0	0
Fluid milk ^f (cups)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^{g h}	350-500	400-550	450-600
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium Target 1 (mg)	≤ 540	≤ 600	≤ 640
<i>Trans</i> fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		



Bake Crafters Associated Bakeries

1061081028 - French Toast Sticks, Wg, 2 Pk

Talk about delicious! These French toast sticks are the same great product as our #447, but in a convenient 2-pack option. Heat them in an oven-safe package for breakfast or as snack.



* Benefits

Ingredients

Whole Wheat Bread (Whole Wheat Flour, Water, Enriched Wheat Flour [Flour, Malted Barley Flour, Reduced Iron, Niacin, Thiamine Mononitrate (Vitamin B1), Riboflavin (Vitamin B2), Folic Acid], Sugar, Wheat Gluten, Yeast. Contains 2% Or Less Of Each Of The Following: Soybean Oil, Salt, Calcium Propionate [Preservative], Date, Soy Lecithin), Water, Whole Wheat Batter (Whole Wheat Flour, Sugar, Enriched Wheat Flour [Wheat Flour, Niacin, Iron, Thiamine, Riboflavin, Folic Acid], Dextrose, Modified Cornstarch. Contains 2% Or Less Of Each Of The Following: Cinnamon, Nutmeg, Egg, Skim Milk, Salt, Soybean Oil, Natural And Artificial Flavor, Leavening [Sodium Bicarbonate], Corn Syrup Solids, Modified Cellulose, Soy Lecithin), Coating (Unbleached Enriched Wheat Flour [Unbleached Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid], Sugar, Leavening

⚠ Allergens

Contains:

🥚 eggs 🥛 milk 🌾 soy 🌾 wheat

Free From:

🥜 peanuts 🌿 tree nuts

Nutrition Facts

Servings per Container **88**
Serving size **3oz(85g), 2Sticks**

Amount per serving
Calories 240

% Daily Value*

Total Fat 7g 11%

Saturated Fat 1g **5%**

Trans Fat 0g

Cholesterol 10mg 3%

Sodium 260mg 11%

Total Carbohydrate 38g 13%

Dietary Fiber 2g **7%**

Total Sugars 12g

Includes 12g Added Sugars **24%**

Protein 6g

Vitamin D 0µg **0%**

Calcium 21mg **1%**

Iron 0.6mg **3%**

Potassium 50mg **1%**

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Date: 08-10-2021



GTIN CODE: 00023700033895
LEGACY PRODUCT CODE: 070304-0928
PRODUCT CODE: 10703040928

Tyson® NAE, Fully Cooked, Whole Grain Breaded Golden Crispy Patties, 3.00 oz.

- Made from chickens raised with No Antibiotics Ever
- Made with No Artificial Colors or Flavors & No Preservatives
- Available for commodity reprocessing - USDA 100103
- Utilizes white and dark meat to keep commodity pounds in balance and is also available for Independent Drawdown
- Great Golden Crispy breading profile that is Kid Tested, Kid Approved™
- One 3.00 oz. fully cooked whole grain golden crispy chicken patty fritter provides 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains, for the Child Nutrition Meal Pattern Requirements.

Nutritional information

NUTRITION FACTS

About 173 Servings Per Container

Serving Size 85g

Amount Per Serving

Calories

240

	Daily Value % *
Total Fat 14g	18%
Saturated Fat 2.5g	13%
Trans Fat 0g	
Polyunsaturated Fat 6g	
Monounsaturated Fat 4g	
Cholesterol 25mg	8%
Sodium 440mg	19%
Total Carbohydrate 16g	6%
Dietary Fiber 3g	11%
Total Sugars 1g	
Includes 0g Added Sugars	0%
Protein 14g	28%
Vitamin D 0.1 mcg	0%
Calcium 30 mg	2%
Iron 1.9 mg	10%
Potassium 600 mg	15%

*The % Daily Value tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

To inquire if a signed copy of the product formulation statement or Child Nutrition statement is available for this item, please contact the Tyson Foodservice Customer Relations Team at 1-800-248-9766. Or email CustomerRelations@tyson.com.



GTIN CODE: 00023700035479
LEGACY PRODUCT CODE: 070332-0928
PRODUCT CODE: 10703320928

Tyson® NAE, Fully Cooked, Whole Grain Breaded Golden Crispy
Made With Whole Muscle Chicken Tenders, 1.41 oz.

- Made from chickens raised with No Antibiotics Ever
- Made with No Artificial Colors or Flavors & No Preservatives
- Available for commodity reprocessing - USDA 100103
- Made with whole muscle white meat for the same premium bite and texture of whole muscle but without the price
- Consistent piece sizes for easy CN portioning with an authentic made-from-scratch appearance
- Great Golden Crispy breading profile that is Kid Tested, Kid Approved™
- Three 1.41 oz. fully cooked whole grain portioned breaded chicken tenders with rib meat provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for the Child Nutrition Meal Pattern Requirements.

Nutritional information

NUTRITION

NUTRITION FACTS

About 176 Servings Per Container

Serving Size 79g

Amount Per Serving

Calories

160

Daily Value % *

Total Fat	8g	10%
Saturated Fat	1.5g	8%
Trans Fat	0g	
Polyunsaturated Fat	4.5g	
Monounsaturated Fat	2g	
Cholesterol	30mg	10%
Sodium	270mg	12%
Total Carbohydrate	8g	3%
Dietary Fiber	1g	4%
Total Sugars	2g	
Includes 1g Added Sugars		2%
Protein	13g	26%
Vitamin A		0%
Vitamin C	0 mg	0%
Vitamin D	0 mcg	0%
Calcium	0 mg	0%
Iron	1 mg	6%
Potassium	520 mg	10%



Ingredients:

Halal Chicken Breast with Rib Meat, Water, Salt, Flavorings, Sodium Phosphate, Lemon Juice Concentrate.

BATTERED WITH: Water, Yellow Corn Flour, Wheat Flour, Leavening (Sodium Acid Pyrophosphate,

Sodium Bicarbonate), Salt, Non-Fat Dry Milk, Spices, Whole Eggs. BREADED WITH: Wheat Flour, Potato

Flour, Salt, Soybean Oil, Leavening (Sodium Bicarbonate, Sodium Aluminum Phosphate), Onion Powder,

Natural Flavor, Spice, Garlic Powder. Breeding Set in Soybean Oil

Nutrition Facts

This is a representation of the nutritional label. The nutritional label on the product may vary.

Serving Size 3oz.

Amount Per Serving

Calories 230

% Daily Value *

Total Fat 14g 22%

Saturated Fat 3.5g 18%

Trans Fat

Cholesterol 40mg 13%

Sodium 430mg 18%

Total Carbohydrate 12g 4%

Dietary Fiber <1g 4%

Total Sugars

Incl. Added Sugars —

Protein 14g —

Vitamin D —

Calcium 2%

Iron 4%

Potassium —

* The % Daily Value tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

HIGH SCHOOL GRADUATION REQUIREMENTS**6127**

In order to satisfy the high school graduation requirements within Manchester Public Schools, a student must have satisfactorily completed the prescribed courses of study, demonstrated proficiency in basic skills identified by the Manchester Board of Education and satisfied the legally mandated number and distribution of credits required to graduate from high school.

Required Coursework and Credits for Graduation

The Manchester Board of Education conforms with state law regarding credits for graduation from high school.

Current Requirements

Effective with the Class of 2020, 24 credits are required for graduation.

This must include a minimum of the following core requirements:

- 8.0 credits in Humanities including not fewer than:
 - 4.0 credits in English
 - 4.0 credits in Social Studies including 1 credit in US History; and at least .5 credit in Civics and a .5 credit in Human Rights
- 6.0 credits in Science and Mathematics including not fewer than:
 - 3.0 credits in Math, including Algebra 1, Geometry, and either Algebra II or Probability and Statistics
 - 3.0 credits in Science, including at least 1 credit in life science and at least 1 credit in physical science
- 1.75 credits in Health & Wellness to include
 - 1.0 Physical Education and .75 Health
- 1.0 credit in World Language
- 7.25 additional credits to include:
 - 1.0 credits in Fine Arts or Vocational Education
 - 0.5 credits in Personal Finance.

Classes Graduating in 2023 and Thereafter

Effective with the Class of 2020, 25 credits are required for graduation.

Humanities**9.0 credits***Distribution Requirements**At least*

- 4.0 credits in ELA
- 3.0 credits in Social Studies including at least 1 credit in US History; 0.5 credits in Civics and .5 credits in Human Rights
- 1.0 credits in the arts

STEM**9.0 credits***Distribution Requirements**At least*

- 3.0 credits in Mathematics including Algebra 1 and either Algebra 2, Statistics, or Data Science
- 3.0 credits in Science including at least 1 credit in life science and 1 credit in physical science
- 0.5 credits in Personal Finance

Health, Wellness, and Safety**2.0 credits***Distribution Requirements**At least*

- 1.0 credit in Physical Education and Wellness Courses, including at least .75 credits in Physical Education
- 1.0 credit in Health and Safety , including at least 0.75 credits in Health

World Language**1.0 credit****Mastery-based diploma assessment****1.0 credit****Electives****3.0 credits**

Relevant alternate experiences may be applied to meet the distribution requirements above in consultation with the principal or designee

A student who presents written documentation from a physician or advanced practice registered nurse stating that participation in physical education is not advisable because of the physical condition of the student, shall be excused from the physical education requirement. In such a case, another subject must be substituted.

Any student who is deaf or hearing impaired may be exempted from any world language graduation requirement if the student's parent or guardian requests such exemption in writing.

A credit is defined as not less than the equivalent of a forty (40) minute class period for each school day of a school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited, (2) through on-line coursework that is completed satisfactorily in accordance with Board policy, or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.

Only courses taken in grades nine to twelve inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education, shall satisfy the above graduation requirements, except that the Board will grant a student credit:

High school graduation credit will be granted to students upon the successful demonstration of mastery of subject matter achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, including:

- Cross-curricular graduation requirements,
- Career and technical education,
- Virtual learning,
- Work-based learning,
- Service learning,
- Dual enrollment and early college
- Courses taken in middle school, and
- Internships and student-designed independent studies;

Provided that such demonstration of mastery is in accordance with such state-wide subject matter content standards.

High school graduation credit will be granted to students for courses successfully completed with a [B] or better in grades seven and eight so long as the primary focus of the course corresponds directly to the subject matter of a specified course requirement at the high school level.

High school graduation credit will be granted to students for World Language courses successfully completed with a [B] or better in grades six, seven or eight. In addition, high school graduation credit will be granted to students for World Language courses successfully completed with a [B] or better, or its equivalent, as determined by the Superintendent or

designee, through on-line coursework or upon achievement of a passing grade, as determined by the Superintendent or designee, in a course offered privately through a nonprofit provider.

High school graduation credit will be granted to students who pass a subject area proficiency examination identified and approved by the Commissioner of the Department of Education, regardless of the number of hours a student spent in a Manchester Public Schools classroom learning the subject matter.

High school graduation credit will be granted to students for coursework completed during the school year or summer months at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited. One three-credit semester course, or its equivalent, at such an institution shall equal one-half credit for purposes of this policy.

High school graduation credit will be granted to students upon the successful completion of on-line coursework in accordance with the Board's on-line coursework policy.

A student may be granted one-half credit for documented community service provided it is supervised by an administrator or teacher and consists of not less than fifty (50) hours of actual service that may be performed at times when school is not regularly in session and not less than ten (10) hours of related classroom instruction. Such community service does not include partisan political activities.

Demonstration of Proficiency in Basic Skills

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the basic skills.

In addition to meeting credit distribution requirements, in order to qualify for graduation Manchester students must demonstrate completion of the district's performance standard through the any of following criteria:

- Demonstrate competency on the literacy and mathematics section of the required high school state assessment
- Passing required grade 10 or 11 Math and English classes
- Administration review of the student's body of work in literacy and mathematics
- Any other assessment method determined by the Administration

Options for Seniors If Requirements Are Not Met

A senior who is not eligible for graduation with his/her class as a result of his/her inability to meet the district performance standards is required to enroll in a program specifically designed to demonstrate proficiency. Successful completion of the program and related alternative assessments will meet the district performance standards requirement.

Graduation During Period of Expulsion

A student may graduate during an expulsion period if the Board determines that the student has completed the necessary credits required for graduation.

Promotion

Students will not be automatically promoted to the next grade. The number of credits a student has earned by the end of summer school will be used to determine his/her grade classification.

Grade 10	5 credits, at least 4 of which have been completed at MHS and 3 of which must be in the area of English, Math, Science, and Social Studies
Grade 11	11 credits
Grade 12	18 credits

Legal References:

Public Act No. 21-144, An Act Implementing Recommendations of the Department of Education

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

REVISED: _____

Health, Wellness, and Safety Menu (Draft)

0.5 Nutrition & Fitness

0.5 Culinary Electives

0.5 Human Development

0.5 Anatomy & Physiology

0.5 Psychology and the Good Life

0.5 Investigating Health Careers

1.0 CNA

0.5 Lifeguarding

0.5 Psychology

0.5 Sports Medicine

0.5 World of Children

0.25 Universal Health

0.25 World of Sports

0.25 Advanced Sports Training

0.25 Unified Sports

0.25 Advanced Team Sports

0.25 credits can be met through extended learning / enrichment options including but not limited to OSHA / Servsafe certs / CPR / First Aid / Driver's Ed / Community Based Programs that Support Student Health

POLICY REGARDING RETENTION OF ELECTRONIC RECORDS AND INFORMATION**2001****I. POLICY**

The Manchester Board of Education (the "Board") complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Manchester Public Schools (the "District") and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users".

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board provides computers, computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) 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 personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District 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 may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Users should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including email communications. Therefore, like paper records, the content and function of an electronic record, including email communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and

electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at* <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf> .

REVISED: _____

ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION OF ELECTRONIC RECORDS AND INFORMATION

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2001 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- E. Transitory Correspondence consists of communication that does not relate to an individual's job responsibilities or has a short term administrative value.
- F. Routine Correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including email communications. Therefore, like paper records, the content and function of an electronic record, including email communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Users shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent	If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a "human-readable" format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
Less than Permanent	These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form "Records Disposition Authorization" and attaching any supporting documentation, or by following the District's process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District Users will be notified about the procedures to be followed to implement this process. The Records Custodian or designee shall follow up with notified Users to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

June Special Session, Public Act No. 21-2, Sec. 147
Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.
General Letters 96-2 and 2009-2 of the Public Records Administrator
Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)
Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*
<https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

REVISED: _____

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE**4118****PURPOSE**

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Manchester Board of Education (the "Board") also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

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

DEFINITIONS

"Any area" means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

"Cannabis" means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 ([21 U.S.C. 812](#)), including marijuana.

"Electronic cannabis delivery system" means an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

“Electronic nicotine delivery system” means an electronic device used in the delivery of nicotine to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

“School property” means any land and all temporary and permanent structures comprising the district’s school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

“School-sponsored activity” means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

“Smoke” or “smoking” means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95,
§ 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

ADOPTED: _____

REVISED: _____

WEIGHTED GRADING AND CALCULATION OF GRADE POINT AVERAGES**6146.1**

The Manchester Board of Education (the “Board”) understands the importance of parents and students understanding the manner in which grade point averages are calculated within the Manchester Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which grade point averages are calculated within the District.

The Board believes that, due to the rigorous nature of certain classes, the grades earned in such classes deserve additional weight for purposes of calculating grade point average and determining class rank. These rigorous classes include the following: honors classes, advanced placement classes, dual enrollment, dual credit or early college. Therefore, it is the policy of the Board to grant grades earned in such courses additional weight for the aforementioned purposes. Information about weighting of specific courses can be found in the Manchester High School Program of Studies.

Calculating Grade Point Average

A student’s grade point average shall be calculated in the following manner:

The grade point scale below is used to determine weighted grade point average. For a plus semester grade, .4 quality point is added and for a minus semester grade, .4 point is subtracted. A grade of “F” cannot be assigned a plus or minus. To determine weighted grade point average, the number of quality points is divided by the number of credits earned.

<i>Letter Grade</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>F</i>
<i>AP</i>	10.0	8.8	7.6	6.4	0
<i>Honors</i>	9.6	8.4	7.2	6.0	0
<i>College Prep</i>	8.4	7.2	6.0	4.8	0
<i>Post Secondary Prep</i>	7.2	6.0	4.8	3.6	0

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy, if necessary.

Legal Reference:

Connecticut General Statutes § 10-220g

Public Act 21-199, “An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development”

ADOPTED: _____

REVISED: _____

School Begins: September 8, 2021						
2021	M	T	W	Th	F	Days
July				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
August	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				
September			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		17
October					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	20
November	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				18
December			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	17

Summer Session 1: Recovery

July 6 - July 23

Summer Session 2: Acceleration and Enrichment

August 2 - August 20

New Teacher Orientation

(School not in session) August 25, 26, 27

Professional Development

(School not in session) August 30 - September 3

(School not in session) November 2

(School not in session, except Iling) June 24**First Day of School**

Grades K-4, Gr 5, Gr 7, and Gr 9: September 8

Grade 6, Grade 8, and Grades 10 - 12: September 9

Head Start (Full Day): September 13

PreSchool: September 8

Parent Conferences

Elementary - December 7 and 9, 2021

Elementary - March 23 and 30, April 6

Secondary - April 27, May 4

Important Dates

November 2, Election Day, Schools are NOT in session

High School Graduation: June 15

Rain Date High School Graduation: June 16

School Closings

Weather - January 7 and 20, February 4 and 25

COVID Related - Iling Middle School - January 14

School Ends: June 23, 2022 **						
2022	M	T	W	Th	F	Days
January	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					17
February		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28					16
March		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		23
April					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	16
May	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				20
June			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24**	
	27	28	29	30		16

Total days = 180

Holiday/Vacation Period

July 5	Independence Day
September 6	Labor Day
September 7	Rosh Hashanah
October 11	Indigenous Peoples Day
November 11	Veterans Day
November 25 - 26	Thanksgiving Recess
December 24 - 31	Winter Vacation Period
January 6	Three Kings Day
January 17	Martin Luther King, Jr.
February 21 - 22	Presidents' Day Recess
April 11 - 14	Spring Vacation Period
April 15	Good Friday
May 3	Eid al-Fitr
May 30	Memorial Day
June 20	Juneteenth

**Abbreviated Days for Students
(Emergency Dismissal Schedule)**

November 24, December 23, June 21 and 22

**Last Student School Day
(Emergency Dismissal Schedule)******Iling Middle School Only - June 24****All other schools - June 23**

2021-2022 Manchester Public Schools Calendar

2021-2022 School Bell Times

	Regular Day		Early Dismissal		Emergency Dismissal		Delayed Opening - 2 Hour Delay		Delayed Opening - 3 Hour Delay	
	Start	End	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:00 p.m.	7:30 a.m.	12:30 p.m.	7:30 a.m.	11:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Bentley Alternative Education	7:30 a.m.	2:00 p.m.	7:30 a.m.	12:30 p.m.	7:30 a.m.	11:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Manchester Regional Academy	7:30 a.m.	2:00 p.m.	7:30 a.m.	12:30 p.m.	7:30 a.m.	11:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	1:15 p.m.	8:15 a.m.	11:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Manchester Middle Academy, Grades 5 - 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	1:15 p.m.	8:15 a.m.	11:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Bennet Academy, Grades 5 - 6	8:15 a.m.	2:45 p.m.	8:15 a.m.	1:15 p.m.	8:15 a.m.	11:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Elementary Schools, Grades K – 4	9:00 a.m.	3:00 p.m.*	9:00 a.m.	2:00 p.m.	9:00 a.m.	12:30 p.m.	11:00 a.m.	3:00 p.m.*	12:00 p.m.	3:00 p.m.*
Preschool (all locations) AM Program: Monday through Friday	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No AM PreK	No AM PreK	No AM PreK	No AM PreK
PM Program: Monday through Thursday	12:00 p.m.	2:45 p.m.	No PM PreK	No PM PreK	No PM PreK	No PM PreK	12:00 p.m.	2:45 p.m.	12:00 p.m.	2:45 p.m.
Head Start	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:30 p.m.	8:15 a.m.	11:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.

*Dismissal at 3:00; Bus at 3:40

Students in grades 5 - 12 will follow an early dismissal scheduled on Wednesdays beginning 10/6/2021 and ending 6/1/2022

Effective January 31, 2022, elementary dismissal will be at 3:30 (adjusted from 3:00)

Effective February 2, 2022, students in grades PK - 12 will follow an early dismissal scheduled on Wednesdays

2021-2022 Dates for Mid-term Progress Reports and End of Marking Periods

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	October 6, 2021; December 10, 2021; March 4, 2022; 11, 2022 May	November 5, 2021; January 21, 2022; April 1, 2022; June 7, 2022 June
Illing Middle School, Grades 7 - 8	October 6, 2021; December 10, 2021; March 4, 2022; 11, 2022 May	November 5, 2021; January 21, 2022; April 1, 2022; June 17, 2022
Manchester Middle Academy, Grades 5 - 8	October 6, 2021; December 10, 2021; March 4, 2022; 11, 2022 May	November 5, 2021; January 21, 2022; April 1, 2022; June 17, 2022
Bennet Academy, Grades 5 - 6	October 6, 2021; December 10, 2021; March 4, 2022; 11, 2022 May	November 5, 2021; January 21, 2022; April 1, 2022; June 17, 2022
Elementary Schools, Grades K - 4	October 20, 2021; January 28, 2022; April 29, 2022	December 3, 2021; March 11, 2022; June 10, 2022

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 22 through June 24, 2022. If there are three (3) or more snow days prior to January 31, 2022, school will be held on Tuesday, February 22, 2022. If more than 10 (ten) days are needed, days will be taken from April vacation starting with Friday, April 15, 2022.

STUDENT PRIVACY**5146**

In accordance with federal law, the Manchester Board of Education (the "Board") adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

- A. *"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. *"Personally identifiable information"* includes, but is not limited to,
 - 1. the student's name;
 - 2. the name of the student's parent or other family members;
 - 3. the address of the student or student's family;
 - 4. a personal identifier, such as the student's social security number, student number, or biometric record;
 - 5. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 - 6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
- D. *"Personal information"* means individually identifiable information including—
 - 1. a student's or parent's first and last name;
 - 2. a home or other physical address (including a street name and the name of a city or town);
 - 3. a telephone number; or
 - 4. a Social Security identification number.
- E. *"Survey"* includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

- A. Surveys Funded in Whole or in Part by the U.S. Department of Education:
 - 1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.

2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
 - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
3. If a student is *not required* to submit to a survey, analysis, or evaluation that reveals information concerning any of the topics in Section II.A.2 above, the administration shall provide parents with notice of the district's intent to distribute such survey and, upon written request, shall permit the parent or student (if an adult or emancipated minor) to opt out of participation.

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):

- i) political affiliations or beliefs of the student or the student's parent,
 - ii) mental or psychological problems of the student or the student's family,
 - iii) sex behavior or attitudes,
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior,
 - v) critical appraisals of other individuals with whom respondents have close family relationships,
 - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
 - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
 - c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
 - d. Student responses to any Confidential Topic Survey that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
 - e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.

- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - 1. college or other post-secondary education recruitment, or military recruitment*;
 - 2. book clubs, magazines, and programs providing access to low-cost literary products;
 - 3. curriculum and instructional materials used by elementary schools and secondary schools;
 - 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
 - 5. the sale by students of products or services to raise funds for school-related or education-related activities;
 - 6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:
 - 1. they are required as a condition of attendance;
 - 2. they are administered by the school and scheduled by the school in advance;
 - 3. they are not necessary to protect the immediate health and safety of the students; and
 - 4. they are not required by state law.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except

for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s)/ screening(s).

- C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Student Privacy Policy Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

ADOPTED: _____

REVISED: _____

Legal References:

Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

UNITED STATES DEPARTMENT OF EDUCATION, STUDENT PRIVACY POLICY OFFICE, Protection of Pupil Rights Amendment (PPRA), SPPO-21-01 (issued November 24, 2020), *available at* https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf.

Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student’s parent;
 - b. mental or psychological problems of the student or the student’s family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent or eligible student to receive notice and opt out of a student’s participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
5. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
6. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent’s first and last name, a home or other physical address; a telephone number or a social security number;
7. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);

- b. the administration of any survey containing confidential topics (see #2, above, a-h) if the survey is either not funded as part of a program administered by the United States Department of Education or is funded by the United States Department of Education but the student is not required to submit to such survey; or
- c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the **[name of district]** school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**5110**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the "Board"), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Public Act No. 21-46

June Special Session, Public Act No. 21-2

Public Act No. 21-199

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

ADOPTED _____

REVISED: _____

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at the student's assigned school, or on a school-sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - any absence as a result of school or District disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the student has been excluded from school in accordance with Conn. Gen. Stat. § 10-210 (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this regulation; or
 - vi. lack of transportation that is normally provided by a District other than the one the student attends.
 - c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's

parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.

"Excused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

5. "In Attendance" - any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model as may be authorized by the Manchester Board of Education (the "Board") in accordance with applicable law.
8. "Student" - a student enrolled in the Manchester Public Schools (the "District").
9. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

"Unexcused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

B. Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

C. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the

parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a District other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in the administrator's own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The District reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at the principal's own

discretion, grant up to a five (5) school day extension for provision of the completed documentation.

D. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity; and
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

E. Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. Until June 30, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school District office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. Beginning July 1, 2023, a student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school District office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided such student with information on the educational options available in the school system and community.
4. Beginning July 1, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen. Stat. § 10-69. Such parent or person shall personally appear at the school District office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that the District has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.
5. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

F. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section E.2 or E.4, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section E.2 or E.4, above) seeks readmission within ten (10) school days of the student's withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

G. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless the student receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

H. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the District.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[or designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

I. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention
 - a. When a student is truant, the building principal or designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall

be held no later than **ten (10) days** after the student becomes truant. The District shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The District shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the Commissioner of Education determines that any school under the jurisdiction of the Board has a disproportionately high rate of truancy, the District shall implement in that school a truancy intervention model identified by the Department of Education pursuant to Conn. Gen. Stat. § 10-198e.
- d. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team **[or other appropriate school based team]** to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. Where the documented implementation of the procedures specified in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

J. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. **Chronic Absenteeism**

A. Definitions for Section II

- 1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year.
- 2. "Absence" - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to Conn. Gen. Stat. § 10-198b and these administrative regulations.
- 3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Board in the previous school year divided by the total number of students under the jurisdiction of the Board for such school year.
- 4. "School chronic absenteeism rate" - the total number of chronically absent students for a school in the previous school year divided by the total number of students enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the District.

If a school under the jurisdiction of the Board has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Board has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.9, and chronically absent students and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent students, discussing school interventions and community referrals for such truants and chronically absent students and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Board and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, the Board shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the District as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the Board to reduce truancy in the District.

IV. Evolving State Department of Education and State Board of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education and/or State Board of Education regarding attendance requirements, including during periods of remote learning.

Legal References:

Public Act No. 21-46

June Special Session, Public Act No. 21-2

Public Act No. 21-199

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

APPROVED: _____

REVISED: _____

DRUG AND ALCOHOL USE BY STUDENTS**5164**Policy Statement

The Manchester Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

- (1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

- (2) Prescribed Medications.

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and

holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.

- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if the administrator or designee has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Manchester Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with Conn. Gen. Stat. § 10-233d(a)(2) and the Board's student discipline policy.
- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Sections 10-233a through 10-233f

Section 21a-240

Section 21a-243

Section 21a-408a through 408q

ADOPTED: _____

REVISED: _____

CHEMICAL HEALTH POLICY FOR STUDENT ATHLETES**5165**Policy Statement

The Manchester Board of Education (the "Board") participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. Connecticut General Statutes Section 21a-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school. Connecticut General Statutes Section 10-154a(a)(2).

- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

(1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

(2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

(3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration, except as provided below.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property, in public places or in the presence of persons under the age of eighteen.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol

or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).

- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.

(5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete ***from a source other than the student athlete's confidential disclosure***, that the student athlete, on or off school grounds or at a school-sponsored activity, is unlawfully under the influence of, or unlawfully possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations if such employee has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after

receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.

- (a) Any student athlete in the Manchester Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol, either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have student athletic participation privileges revoked.
- (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
- (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.

- (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
 - (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.
- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a through 408q

2021-2022 CIAC Handbook, Section 4.12.E (Chemical Health Policy and Regulations), available at https://www.casciac.org/pdfs/ciachandbook_2122.pdf

ADOPTED: _____

REVISED: _____

10/18/2021