MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MARCH 26, 2018
HIGHLAND PARK ELEMENTARY SCHOOL
397 PORTER STREET

Policy Committee Mtg. 5:30 P.M. – Conf. Room
Executive Session – Personnel Matters 6:30 P.M. – Conf. Room
Board of Education Meeting 7:00 P.M. – Gymnasium

A. OPENING
   1) Call to order
   2) Pledge of Allegiance
   3) Secretary’s Welcome
   4) Board of Education Minutes 3-12-18

B. COMMITTEE REPORTS –
   1) Building & Sites Meeting Minutes 3-12-18

C. CONSENT CALENDAR
   1) Personnel Information
   2) Approval to donate $1,000 to Manchester High School, “Project Graduation” for
      The 2017-2018 school year

D. REPORT FROM STUDENT REPRESENTATIVE -
   Nabila Hoor Un Ein and Patrick Doherty

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT’S REPORT
   1) Highland Park Elementary School Improvement Plan – Mr. Hassan Robinson,
      Principal

G. UNFINISHED BUSINESS –
   1) Policy Recommendation:
      The Policy Committee submits to the full Board its recommended revision for a second reading
      and approval in accordance with its policy on policy changes:
      Policy Revisions:
      a) Policy 4000 – Employment Checks
      b) Policy 1401 – School Volunteers
      c) Policy 6214 - Animals in Schools

H. NEW BUSINESS –
   1) RECOMMENDED MOTION - Move that the Board of Education approve the
      Amended 2017-2018 School Calendar.

I. PUBLIC COMMENTS (comments limited to items on tonight’s agenda)

J. COMMUNICATIONS - None
K. **ITEMS FOR FUTURE AGENDAS**

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<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
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<td>Monday, April 23, 2018</td>
<td>Lincoln Center</td>
<td>Academics Update</td>
</tr>
<tr>
<td>Monday, April 30, 2018</td>
<td>Illing Middle School</td>
<td>Illing School Improvement Plan</td>
</tr>
<tr>
<td>Monday, May 14, 2018</td>
<td>Lincoln Center</td>
<td>Update on Building Projects</td>
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<td>Monday, June 11, 2018</td>
<td>Lincoln Center</td>
<td>Adult Education Update</td>
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<td>Monday, June 25, 2018</td>
<td>Lincoln Center</td>
<td>Spring Data Update</td>
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<td>Monday, July 9, 2018</td>
<td>Lincoln Center</td>
<td>Close of School Update</td>
</tr>
<tr>
<td>Monday, August 27, 2018</td>
<td>Lincoln Center</td>
<td>Opening of School Update</td>
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L. **ADJOURNMENT**

Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):

1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.
2) State your name and address for the record. Students state name only.
3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.
4) Second Session: Comments must be limited to items on the Board’s agenda for this meeting. The Board Chair has the discretion to limit comment time.
5) Written statements may be substituted for Board members if time runs out for speaker.
6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent’s discretion).
7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.
Manchester Board of Education  
Building and Sites Committee  
Lincoln Center – Directors’ Office  
March 12, 2018

Attendees: Lindsey Boutilier, Karen Clancy, Peter Conyers, Matthew Geary, Neal Leon, Tracy Maio, Peter Meggers and Peter Staye

**Athletics Storage Building at High School**

Mr. Boutilier presented a proposal to install an out building next to the synthetic field for storing mats used by the track & field teams. The building would cost $6,870 to purchase and place on the field. Track and Field has raised enough money to pay for the shed. Parks and Recreation agrees with the plan and would assist in preparing the stone surface that the shed would be placed upon. The Track coach is pursuing approval from Zoning and the building permit. The committee approved the purchase and location of the shed.

**High School Synthetic Field Use**

Athletics would like to start renting out the synthetic field to outside groups and organizations as a pilot program. Currently no single organization has control of the field and as a result it is often used by the public without permission from Park & Rec, or Athletics. Conflicts between official use by high school teams and unauthorized users have occurred.

As part of the program, High School Athletics department would schedule use, issue permits and collect payment ($100.00 / hour, plus fees for lighting) from groups. Groups would be expected to provide the same amount of insurance as organizations using other parts of school facilities. As part of the pilot program, Buildings and Grounds will maintain records of insurance, though this is also expected to be part of the Athletics permitting function should the program be extended beyond the pilot phase.

Fees received would be used for replacement of field equipment.

It is expected that certain unauthorized groups that have been using the field with some regularity will need to go through a period of adjustment.

The pilot program was approved with a report expected in the fall of 2018.

**Il ling Parking Lot Replacement**

A plan for replacing the parking lot at Il ling was reviewed. The new plan would provide 6 more spaces for use by Il ling faculty, staff and guests, and allow space for the Police Department to create 15 additional spaces in their lot.

There was a general discussion about the plans’ design. Though it accomplishes its prime purpose of making the drop off and pick up processes safer, entrance to and egress from the lot for buses and cars would be much the same as it is now. As such, limiting left hand turns from the lot onto East Middle
Turnpike would have to continue as they are now. As buses and cars will have dedicated exits separate from each other, the turn restrictions are expected to be easier to manage. Mr. Staye is to investigate replacing the street sign to include the potential to have a digital message board included.

The design was approved.

**MRA Roof Replacement**
Plans and specifications for the replacement of the roof at the Manchester Regional Academy were reviewed. The 23,181 square foot roof will be fully adhered 0.090” thick EPDM rubber and is estimated to cost $382,270, including $14,500 in design and engineering fees. Snow loading analysis have been completed as part of the $14,500 design fee. The new roof will have a 30 year warranty. The work is expected to be completed in the summer.

The plans, specifications and cost estimate were approved.

**Alliance Capital Grant (2017)**
Status of the projects included in the 2017 Alliance Capital Grant were reviewed. All funds have been received and the state will allow invoices approved projects (Bennet Walk-in cooler / freezer replacement and installation of Waddell burner on Illing boiler No. 1 and high school parking lot lighting) completed before funds were received to be applied to the grant. A/C in the library at Bowers is out to bid, and replacement of the HVAC unit for the kitchen at MRA has been contracted. All work remains on schedule to be completed by October 31, 2018.

**Recycling**
Efforts to improve and streamline the recycling process continue. Recent changes in what is / is not considered recyclable were reviewed. Receptacles in use are to be reevaluated to determine if they discourage recycling. PTA involvement would most likely require storage which may be problematic.

Respectfully Submitted,

Peter Staye - Facilities Director
PERSONNEL ACTION

APPOINTMENTS
NONE

RESIGNATIONS
NONE

NON-RENEWAL: LONG TERM SUBSTITUTES
Alyssa Baker, Science Teacher at Manchester High School
Melissa Chiarenza, Language Arts Teacher at Illing Middle School
Aryliz Crespo, Grade 4 Teacher at Bowers Elementary School
Teena Degros, Social Worker at Keeney Street Elementary School
Jessica Gabbai, Language Arts Teacher at Illing Middle School
Kimberly Harlow, Special Education Teacher at Illing Middle School
Marisa Kadar, Guidance Counselor at Illing Middle School
Alexander LaForest, Mathematics Teacher at Illing Middle School
Lorraine McKnerney, Speech Language Pathologist at Buckley and Waddell Elementary Schools
Kristiann Nieves, Special Education Teacher at Illing Middle School
Katelyn Paradis, Art Teacher at Verplanck, Waddell, and Washington Elementary Schools
David Piccolo, Grade 4 Teacher at Bowers Elementary School
Megan Sargent, Kindergarten Teacher at Buckley Elementary School
Julie Schultz, Guidance Counselor at Keeney Street Elementary School
Catherine Silagi, Grade 3 Teacher at Bowers Elementary School
Sarah Tonzi, Kindergarten Teacher at Washington Elementary School
March 3, 2018

To Whom it May Concern,

The Board of Education has been extremely generous in making donations to our Project Graduation event throughout the years. This year we would like to ask the Board of Ed if they would be gracious enough to donate the amount of $1,000.00 to Manchester High School “Project Graduation” for the 2017-2018 school year.

Your continued support and contributions towards this event are greatly appreciated and we thank you in advance for your donation.

Sincerely,

Katelyn M. Miner

Katelyn Miner
Interim Principal
Welcome to Highland Park
GOALS

- Create a Positive and Safe Culture and Climate
- Increase Family/School Partnership
- Continuous Academic Improvement and Progress
- Continue to Close the Achievement Gap
<table>
<thead>
<tr>
<th>Priority</th>
<th>Strategy</th>
<th>Action Steps</th>
<th>Fidelity Indicators</th>
<th>Indicators of Adult Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive School Climate/Expected Behaviors</td>
<td>Develop and implement a systematic approach to teach and reinforce expected behaviors specific to developmental levels (Priority Practice 1).</td>
<td>Implement Social Thinking curriculum lessons in all grade levels to develop students ability to self regulate in order to display expected behavior.</td>
<td>Teachers will work with the SEL coordinator on PLC’s on a regular scheduled basis to increase fidelity of implementation and use of curriculum concepts to increase student self regulation.</td>
<td>Staff members will teach and reinforce expected behaviors, as evidenced by observations of staff using the vocabulary to communicate expected behavior to students as evidenced by Culture and Climate Discovery Days and PLC’s with SEL Coordinator.</td>
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<td>Ensure equitable, logical, and developmentally appropriate consequences and opportunities for restorative and collaborative practices when behaviors occur that don’t meet expectations (Priority Practice 2).</td>
<td>Reinforce Social Thinking concepts and behavior expectations using common language, which will be shared via a Google Doc with non-classroom teachers.</td>
<td>Grade-level social thinking vocabulary collected in Google Doc and shared with staff at the beginning of each school year.</td>
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<td>Staff will create a schedule for teaching and re-teaching expected behavior throughout the year. The need for additional re-teaching will be driven by discipline data trends that reflect the need for targeted instruction.</td>
<td>School Climate Team will regularly review and respond to discipline trends as evidenced by School Climate Team agendas.</td>
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<td>Implement matrix of developmentally appropriate and restorative consequences in response to unexpected behaviors.</td>
<td>Develop and share a systemic response to behavior, a matrix of restorative/logical consequences and the behavioral referral form with staff.</td>
<td>All staff will respond to unexpected behavior in an increasingly restorative or collaborative way as evidenced by referral data</td>
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<td>Develop a cohesive building-wide systematic adult response to unexpected behavior.</td>
<td>Obtain professional development regarding implementation of restorative and collaborative practices for unexpected behaviors.</td>
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Positive School Climate

- Teaching and Reviewing Expected Behaviors
- Reinforcing Social Thinking Curriculum
- Implementing Restorative Practice- Professional Development
- Utilizing Climate Committee to Review Referral Data and Create Interventions, and Provide Staff With a Voice
- Monthly Pep Rallies to Celebrate Expected Behaviors
PAWS RULES

* Be Respectful
* Be Safe
* Be Responsible

EXPECTED BEHAVIORS
HIGHLAND PARK SCHOOL

Parent Signature _________________

Student Signature _______________

Be PAWSitive!
This is your Expected Behavior Passport. After you have completed orientation for each station you will receive a stamp. Once you have covered all stations, the passport is to be brought home and signed by a parent or guardian. When it is returned to school you will receive a Spirit Stick!
Students receive Husky Tickets based on their compliance with our HPS Expected Behaviors (Be Safe, Responsible, and Respectful).

Tickets are placed in a jug of their choice of what they would like to earn.

Choices include: lunch with teacher, homework pass, AP for the day, etc.

At the end of each week, we recognize one student per grade level with our “Husky Role Model of the Week”

At the end of each month, we hold a Pep Rally to celebrate our Expected Behaviors. Tickets are drawn from each activity jar.

All tickets are then put into a bin for the end of the year prize: Tickets to the Yardgoats and a bike.

Staff can also earn the Golden Goose Award when nominated by a colleague.
<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>3/20</td>
<td>154</td>
</tr>
<tr>
<td>2017-18</td>
<td>3/20</td>
<td>111</td>
</tr>
</tbody>
</table>
001 Program

- Program focuses on improving and transitioning K-2 general education students with behavioral issues
- Small learning environment
- Trained staff that focuses on social thinking and restorative practice approach
- Students are linked to a regular education classroom
- Slow transition process back to regular ed. based on behavioral and academic progress
Strong Family/School Partnership
Family Resource Center

- Family Engagement
- Positive Youth Development
- Playgroup
- Resource and Referral
- Community Collaborations
Highland Park PTA

- The Highland Park School Parent Teacher Association’s Mission
- Share information and resources for HPS families
- Provide family programs and special events throughout the school year
- Fundraising efforts support end of year activities and HPS educational materials and equipment
- Why join the PTA?
ACADEMICS

- Strong Tier I Instruction- Within the classroom (Workshop Model- Mini Lesson, Small Group Instruction, Independent Practice)
- Professional Learning Communities (PLC’s)- Collaborate in reviewing data, planning, and reflecting on best practices
- Tier II and III SRBI Intervention (Reading Specialist/STEM Specialist/Tutors)- Small Group and Individualized Reading and Math Interventions
<table>
<thead>
<tr>
<th><strong>Teaching (Curriculum &amp; Instruction)</strong></th>
<th>Strengthen the implementation of the workshop model in ELA &amp; Mathematics.</th>
<th>Provide coaching to teachers with identified need and those who request support to promote teacher understanding and implementation of workshop model in ELA &amp; Mathematics.</th>
<th>Themes and trends noted from this work throughout the school year based on monthly debrief notes</th>
<th>Percentage of teachers that will demonstrate effective implementation of all components of the workshop model in ELA &amp; Mathematics, as evidenced by observations and data collected and reviewed during Learning Walks and teachers' self reflection of the ELA &amp; Mathematics Workshop Look Fors in the Instructional Handbook.</th>
</tr>
</thead>
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<tr>
<td></td>
<td>Provide grade-level PLC support through Lit Life &amp; Math Life.</td>
<td>Calendar of meeting and review of notes from grade-level Lit Life &amp; Math Life visits throughout the school year.</td>
<td>Schedule of Learning Walks, notes collected during Learning Walks, and anecdotal debriefing reports throughout the school year.</td>
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<td>Initiate building-level Learning Walk model to collect information regarding fidelity of implementation of all elements of Workshop Model.</td>
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<td>Implement Tier 2 and Tier 3 interventions in the area of Numeracy, specific to fluency</td>
<td>Identify students that need additional support through fluency benchmark assessment and teacher feedback</td>
<td></td>
<td>Percentage of teachers that will show evidence of student progress in Tier 2 and Tier 3 intervention in Numeracy, as evidenced by meeting log with STEM specialist and student intervention data collected from SRBI sessions.</td>
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<td>Schedule of SRBI sessions with STEM specialist prepared during the first month of 2017.</td>
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<td>Log of sessions of SRBI collected throughout the 2017-2018 school year and on-going thereafter.</td>
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<td>Strengthen and build on teachers' understanding of Google Apps throughout the school.</td>
<td>Provide Tech Tuesday through Google Classroom to expand staff capacity for using Google applications.</td>
<td>Google Classroom lessons targeting use of Google applications at least five times each school year.</td>
<td>Percentage of teachers that demonstrate effective use of Google applications as evidenced by student and teacher artifacts in Google Drive throughout the school year.</td>
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<td>Google Drive identifying ideas and best practices using technology in the classroom reviewed at least twice each year.</td>
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Kindergarten F&P – Winter to Winter

Winter 2017: 50%
Winter 2018: 67.8%
First Grade – Fall to Winter

F&P Data
Fall: 54.7%
Winter: 61.5%

Math Fluency Data
Fall: 13.2%
Winter: 76.5%
Second Grade – Fall to Winter

F&P Data
Fall: 71.1%
Winter: 88.3%

Math Fluency Data
Fall: 11.1%
Winter: 32.6%
Third Grade – Fall to Winter

F&P Data
Fall: 68.4%
Winter: 71.1%
Fourth Grade – Fall to Winter

F&P Data
Fall: 62.8%
Winter: 63.6%

Math Fluency Data
Fall: 7.0%
Winter: 31.8%
Fifth Grade – Fall to Winter

F&P Data
Fall: 52.3%
Winter: 62.8%

Math Fluency Data
Fall: 2.3%
Winter: 21.0%
● Steadily Closing the Achievement Gap
● “Full Court Press” on Attendance
● SRBI Interventions
● ELL Support
● SSAT Process
● Continual Parent Communication (Meetings, Conferences, Emails, etc.)
● Special Education IEP Goals/Objectives and 504 Accommodations
● FRC Support
● Hired Full-Time Social Worker
EMPLOYMENT CHECKS

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state.* Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

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

For the purposes of this policy:

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

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

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

I. Employment History Check Procedures

A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

   a. to list the name, address, and telephone number of each current or former employer of the applicant, if (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years), if

   i. such current or former employer was a local or regional board of education, council or operator or if such employment otherwise of a state
or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or

ii. the applicant’s employment with such current or former employer caused the applicant to have contact with children.

b. to submit a written authorization that

   (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

   (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

   (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

   (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police
department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

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

a. the dates employment of the applicant, and

b. a statement as to whether the employer has knowledge that the applicant:

(i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

(ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

(iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted
telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:
   a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
   b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
   c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district’s review of information received under this section, provided:
   1. The applicant complied with paragraph I.A.1 of this policy;
   2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
   3. The applicant affirms that the applicant is not disqualified from employment with the district.
E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.

F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

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

1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.

J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

K. For the purposes of this policy:

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

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

Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer of the applicant that was a local or regional board of education, governing council of a state or local charter school or, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if such the applicant’s employment otherwise caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

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

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

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

A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant’s consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

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

III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each worker otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to the No Child Left Behind Act federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:

1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Manchester Police, their designee, or C.R.E.C. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant’s Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Manchester Police, their designee, or C.R.E.C. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

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

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in Paragraph E of Section III of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee’s criminal history record shall be made without affording the applicant/employee the opportunities set forth in Paragraph D of Section III of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

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

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

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

IV.  Sex Offender Registry Checks

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

V.  Credit Checks

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

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

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

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

VII. School Nurses

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

VIII. Personal Online Accounts

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

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

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;

2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or

3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

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

1. any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or

2. any electronic communications device supplied or paid for, in whole or in part, by the Board.
C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or

2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the Board’s proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. School Volunteers

Procedures for school volunteers and chaperones are outlined in Policy 1401

X. Policy Inapplicable to Operators of School Transportation Vehicles and Students Employed by the School District

A. This policy will not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes 14-44 (d).

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

XI. Falsification of Records.

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

Conn. Gen. Stat. § 10-222c
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-51i
Conn. Gen. Stat. § 31-51tt


Adopted: - 1994
Revised: - August 23, 2010
Revised: - February 25, 2013
Revised – March 13, 2017
Revised – New date

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Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant’s privacy.

- Officials must provide to the applicant written notice\(^1\) that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant’s suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.\(^2\)

The FBI has no objection to officials providing a copy of the applicant’s FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant’s suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes “a reasonable time” for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

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<thead>
<tr>
<th>Connecticut Records:</th>
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<tbody>
<tr>
<td>Department of Emergency Services and Public Protection</td>
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<tr>
<td>State Police Bureau of Identification (SPBI)</td>
</tr>
<tr>
<td>1111 Country Club Road</td>
</tr>
<tr>
<td>Middletown, CT 06457</td>
</tr>
<tr>
<td>860-685-8480</td>
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<th>Out-of-State Records:</th>
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<tbody>
<tr>
<td>Agency of Record OR</td>
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<tr>
<td>FBI CJIS Division-Summary Request</td>
</tr>
<tr>
<td>1000 Custer Hollow Road</td>
</tr>
<tr>
<td>Clarksburg, West Virginia 26306</td>
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</table>

\(^1\) Written notification includes electronic notification, but excludes oral notification.

\(^2\) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).
Noncriminal Justice Applicant’s Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.4

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.5

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

<table>
<thead>
<tr>
<th>Connecticut Records:</th>
<th>Out-of-State Records:</th>
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</thead>
<tbody>
<tr>
<td>Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</td>
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</tr>
</tbody>
</table>

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3 Written notification includes electronic notification, but excludes oral notification.
4 See 28 CFR 50.12(b).
See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).
School Volunteers

The Manchester Board of Education recognizes the importance of school volunteers at all levels of schooling. The Board of Education encourages the use of school volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. The Board encourages a volunteer program in the District and in its schools with suitable regulations and safeguards.

Through the publication of administrative regulations pursuant to this policy, the Superintendent of Schools may set such criteria for the qualifications of volunteers, as well as their responsibilities and supervision, as the Superintendent may deem appropriate in his/her discretion.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is a “sex offender,” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in Manchester Public Schools.

(cf. 1240 – Citizens’ Assistance to School Personnel) (cf. 6162.4 - Community Resources)

Legal Reference:  Connecticut General Statutes Connecticut
General Statutes § 10-4g Connecticut General
Statutes § 10-235
Connecticut General Statutes § 54-254
Public Act 97-290
Public Act 98-111 An Act Concerning The Registration of Sexual Offenders

 Adopted: February, 2017
School Volunteers

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

   No person who is a “sex offender” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in Manchester Public Schools.

2. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer’s name and address to the Principal.

3. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; a volunteer is not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.

4. **Volunteer Application.** Persons interested in volunteering their services should contact the Principal, and must submit a new volunteer information form. A volunteer information form must be completed for every school year for which the volunteer seeks to volunteer.

5. **Screening Procedure.** The following procedure has been established for screening volunteers. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the expressed knowledge, consent and direction of the Principal or designee.

   In all cases, whenever an individual submits a new volunteer information form, the Principal or designee shall review the sex offender list most recently published to confirm that the volunteer is not a sex offender. The Principal shall also review sex offender lists whenever volunteer chaperones will be used.

   Depending on the nature of the volunteer activity, an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry within 10 days of application to volunteer. All results must be received by the Human Resources Office before the volunteer may commence his or her volunteer activities.

   For purposes of screening, the District has identified two classifications of volunteers: Group I and Group II.

**Group I**
Volunteers will be classified in Group I when they engage in activities in the presence of a Manchester Public Schools employee. Background checks may be required of Group I volunteers. Group I volunteers are those who engage in activities such as, but not limited to, those listed below when a staff member is always present:

- assisting in a classroom, cafeteria, or library when a staff member is present;
- accompanying a class on a field trip during the school day with a teacher;
- helping in the school office during regular school hours;
- assisting in the cafeteria or library during regular school hours; and
- extracurricular events, i.e., dances, fairs, open house, etc.

**Group II**

Volunteers will be classified in Group II when they engage in activities involving students when not in the direct and continuing presence of a Manchester Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as, but not limited to, those listed below:

- working in direct contact with students without the direct and continuous presence of a Manchester Public Schools employee;
- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning an overnight field trip; and
- coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his/her designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent or designee shall not allow the individual to volunteer in the Manchester Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's information form, the Superintendent or his/her designee will make a case-by-case determination as to whether to allow the individual to volunteer in Manchester Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer information form, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

6. **Selection, Placement, and Supervision**. Volunteer selection and placement shall be on the basis of the
volunteer's qualifications and availability, and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

7. **Training.** Each academic year, when a person first completes the volunteer information form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. If needed, the Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a particular skill or knowledge base (e.g., working in the computer lab).

8. **Sign In Procedure.** All school volunteers must report to the school office upon arrival to sign in. All volunteers must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers should indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which should be displayed during each visit.

9. **Conduct.** Volunteers are held to the same standards of conduct as school staff, and must observe all Board of Education policies and school rules. Permission to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model, is disruptive or otherwise detrimental to the school environment.

10. **Waiver of Liability.** Manchester Public Schools does not provide liability insurance coverage to non-district personnel serving as volunteers for the district. Pursuant to Connecticut General Statutes § 10-235, the District will indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is acting within the scope of his or her responsibilities in an activity approved by the Board of Education and is under the direction of a certified staff member. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.
Manchester Public Schools

Kennedy Education Center
45 North School Street
Manchester, CT 06042

www.mpspride.org

Date: ____________________

Dear Volunteer / Chaperone:

In order to ensure the safest possible environment for students, Manchester Public Schools will perform a background check of all persons wishing to volunteer and/or chaperone our students.

Attached are the Volunteer/Chaperone and Waiver Liability Forms, Chaperone Guidelines Form and Authorization for Release of Information for DCF/CPS Search Form. Upon completion, please submit to the building Principal.

Should you have any questions about the form or the process, please feel free to contact Human Resources at 860-647-3440.

Sincerely,

Human Resources
MANCHESTER PUBLIC SCHOOLS
VOLUNTEER / CHAPERONE FORM AND WAIVER OF LIABILITY

Every question must be answered accurately in order for application to be considered complete.

Please provide the following information:

Date of Birth: ____________

First Name __________________ Last Name __________________ Maiden Name __________________

Address with City, State, Zip Code __________________________

Telephone __________________ Driver's License Number / State of Issue

☐ Copy of photo ID (required with application).

1. Have you ever been required to register with a state or federal sex offender registry?
   ☐ YES ☐ NO

2. Have you ever been convicted of a Felony?
   ☐ YES ☐ NO

3. Have you ever been convicted of a crime (excluding motor vehicle violation or infraction)?
   ☐ YES ☐ NO

4. If you answered YES, list all offenses?
   Offense(s): ___________________________________________
   Date(s): ___________________________________________
   Place(s): ___________________________________________

You are required to promptly inform the school district of any changes to these responses.

VOLUNTEER/CHAPERONE INFORMATION:
Are you now or have you ever been a school Volunteer/Chaperone? ☐ YES ☐ NO
At which school(s) __________________________
Year(s) __________________________
Are you a parent/guardian of any child attending Manchester Public Schools? ☐ YES ☐ NO
Name and Grade of Children: ___________________________________________

EMERGENCY INFORMATION FOR VOLUNTEER/CHAPERONE:
Emergency Adult Contact: __________________________ Phone Number: ____________
Address: __________________________________________
Physician/Hospital: __________________________ Phone Number: ____________
Waiver of Liability

Manchester Public Schools does not provide liability insurance coverage to non-district personnel serving as volunteers for the school district. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the school district and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk. However, Connecticut General Statutes § 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board of Education and performs services under the direction of a certified teacher. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.

By your signature below:

1. You acknowledge that Manchester Public Schools does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to Manchester Public Schools.

2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer’s supervised or unsupervised service to Manchester Public Schools, agree to waive any and all claims against Manchester Public Schools, or its officers, Board of Education Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer’s supervised or unsupervised service to Manchester Public Schools.

3. You consent to a criminal background investigation.

4. As a volunteer for Manchester Public Schools, I agree to act within the scope of the duties assigned by the area supervisor. Furthermore, I hereby certify that there are no willful misrepresentation or falsification of the statements or answers to questions in this registration application. I am aware that should investigation of this registration disclose such misrepresentation or falsification that would in any way endanger children or inhibit the mission of Manchester Public Schools, the authorization to volunteer in the school system would be withdrawn immediately.

Date: ___________________________ Print Name of Volunteer: ___________________________

Signature of Volunteer: _____________________________________________

#1401 D
Thank you for agreeing to serve as a chaperone for the following field trip:

| Trip Destination and Date of Trip |

As a chaperone, you serve as a role model and help students learn. The following guidelines for chaperones apply to this trip. Please review them carefully. Please sign and date this form and return it to ______________________ no later than ______________________. Once again, thank you for your assistance.

1. Chaperones are required to remain with their assigned group at all times, until chaperoning duties are finished.

2. Chaperones agree to continuously monitor their group’s activities.

3. Chaperones will not use any alcohol or tobacco products during the trip at any time.

4. Chaperones will refrain from using profane or inappropriate language at any time during the trip.

5. Chaperones are NEVER to touch a child unless the child is presenting an immediate threat to the health or safety of themselves or others.

6. Chaperones are not to administer medications to students.

7. Chaperones may not bring along non-student siblings or other children on the trip.

8. Chaperones will report any safety or health concerns to a teacher immediately.

I have read the above guidelines and agree to abide by them.

PRINT NAME: __________________________ SIGNATURE: __________________________

DATE: ______________

HOME PHONE: __________________________ CELL PHONE: __________________________
Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. No staff member shall bring any animal (for this purpose animal shall include insects or any living thing such as a butterfly larvae or viable egg but not plants) onto school grounds or to a school sponsored activity or authorize any other individual to do so without the permission of the Superintendent or his/her designee.

Permission may be sought by completing the Request to Bring an Animal to School Form.
Administrative Guidelines

The Board of Education recognizes that under proper conditions, animals can be an effective teaching aid. The Board also recognizes that there are medical and physical concerns associated with animals, both wild and domesticated, in the classroom and/or on school property. The following guidelines are adopted regarding all animals (mammals, birds, reptiles/amphibians, fish, and insects) in the classroom or on school property.

All animals in the classroom or on school property will be treated in a humane fashion.

All requests to have animals in the classroom or on school property must be submitted to the principal in writing using the Request to Bring an Animal to School Form. The principal has the discretion to permit or deny the presence of animals. The principal will then forward the request to the Superintendent of his/her designee.

Parents/guardians must be notified in writing prior to any activity involving animals.

Students and teachers with allergies must receive special consideration before animals are brought into a school. Prior to any exposure to animals in school, the teacher should be aware of any condition such as allergies, which could be exacerbated by exposure to animals. Appropriate and reasonable accommodations will be accorded to protect the health of such individuals.

All requests to take field trips involving animals must be submitted to the principal in writing. In determining whether to grant the request, the principal shall be guided by the district policy on field trips and shall also take into consideration any known allergies among the students and the possible side effects of the planned exposure to animals.

No domesticated animals, including dogs, cats, ferrets, primates, or livestock, shall be allowed in schools unless proof of appropriate and/or current rabies vaccination and other appropriate immunization is provided.

No wild animals (e.g. skunks, raccoons, bats, groundhogs, monkeys, or fox etc.) shall be allowed unless under the control of an individual trained in the care and management of the animals (zookeeper, docents, veterinarians, etc.). Under no circumstances will students be allowed direct contact with these animals.

All animals brought for exhibit must be restrained by the owner/handler.

No poisonous animals are allowed unless brought in cages/containers that prevent contact with student and faculty.

Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.

Animals will be allowed to be housed in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal.

It is the responsibility of the teacher to provide a plan of care for classroom housed animals including care on weekends and during emergency closure. No animals shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding and handling of the animals.
Each teacher is responsible for the proper control of animals brought to the classroom for instructional purposes, including the effective protection of students. This includes keeping the animals in appropriate cages or containers for the protection of the animal and individuals.

No animals will be allowed free range in the facility.

Supervised handwashing for a minimum of twenty seconds with soap and water will be conducted by students after handling animals. Handwashing will be conducted immediately after the activity has ended and prior to any further school or classroom activity. Eating/drinking will not be allowed during the animal exhibition or during activities involving animals.

At no time should animals be transported by school bus.

The principal and parent/guardian must be notified as soon as possible if an individual is bitten by an animal or any incident occurs which could have an adverse effect on physical or emotional health. The supervising teacher will complete a written report describing the incident.
Manchester Public Schools
Request to Bring an Animal to School

Submitted by: _________________________________ Date of Request __________________________
Type of animal: _______________________________ Date(s) animal in school _______________

Note: The written request should be filed a minimum of 30 school days in advance of the date the animal is to be brought to school to ensure sufficient time for processing. Untimely requests may be denied without review.

Educational reason for bringing animal to school: ____________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Who will be responsible for the animal in school? ________________________________

Where in the school will the animal be located? ________________________________

How long will the animal be in school? _________________________________________

If overnight or weekends, who will care for the animal during those times? ______________

What interactions will there be between the animal and students or staff members? ________________________________
_____________________________________________________________________________________

Does the person bringing the animal own the animal and will the animal be returned to that person after the school visit? If not, what will happen to the animal? ________________________________
_____________________________________________________________________________________

Has a veterinarian approved this animal as safe to bring into the school environment in the circumstances described in this report? If so, provide whether documentation of this review and approval. ________________________________
Do you have proof of appropriate vaccinations of the animal? If so, please attach.

How will the animal be restrained or caged while on school grounds?

If the animal will be kept in the classroom, who care for the animal during the school year and thereafter? Where will the animal go on weekends and school breaks? Who will care for the animal outside of school hours?

Who will be responsible for feeding, care, and cleaning up after the animal during and outside of school hours?

Where and how will the animal's waste be deposited or disposed of?

What cost is the school expected to cover with regard to the animal such as purchase of food or supplies?
Note:

Animals in Classrooms
CT Department of Public Health
Environmental Health Section
Tools for Schools (TfS)
1-17-2108

- CT DPH generally discourages animals in the classroom, especially feathered, hairy or furred animals that produce dander, fur and other animal waste products.
- May cause asthma episodes/attacks or allergic reactions in some students and staff.
- Reptiles and fish are less of a concern although it is important to prevent bacterial infections like Salmonella.
- Suggest that animals may be kept in another area other than a classroom where students are allowed to visit.
MANCHESTER PUBLIC SCHOOLS

School Begins: September 6, 2017

2017

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August

2017 - 2018 School Year

School Ends: June 18, 2018

2018

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January

September

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2017 M T W T F

First day of school:
Grades K – 7 and Grade 9: September 6
Grade 8 and Grades 10 - 12: September 7
Head Start: (Early Release) September 13, 14, and 15; (Full Day) September 18

District Professional Development Days:
(school not in session) August 30 and 31, September 1, November 7, 2017 and January 16, 2018
(half day) October 4, December 6, 2017
February 7, March 21, and May 9, 2018

School Conferences/Early Release
Grades Pre K – 6 ONLY
November 14, 2017, March 6, 2018
Grades Pre K – 12
November 15 and 16, 2017
March 7 and 8, 2018

Abbreviated Day for Students on
November 22, December 22, and June 18, or last day of school

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:
WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRD 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM

In addition, automated notification of school closings are sent via School Messenger.

Adopted: February 9, 2016
Revised: March 26, 2018
Tentative High School Graduation Date: June 19, 2018

Total days = 180

School not in session due to weather
Please see reverse for additional information.
## 2017-2018 SCHOOL YEAR

<table>
<thead>
<tr>
<th></th>
<th>Regular Day Systemwide Schedule</th>
<th>Abbreviated Day Systemwide Schedule</th>
<th>Conference Day Systemwide Schedule</th>
<th>Delayed Opening Systemwide Schedule</th>
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<tbody>
<tr>
<td></td>
<td>Start</td>
<td>End</td>
<td>Start</td>
<td>End</td>
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<tr>
<td>MHS Grades 9 – 12</td>
<td>7:30 a.m.</td>
<td>2:05 p.m.</td>
<td>7:30 a.m.</td>
<td>12:05 p.m.</td>
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<td></td>
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<td>7:30 a.m.</td>
<td>12:05 p.m.</td>
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<td>9:00 a.m.</td>
<td>2:05 p.m.</td>
<td>9:00 a.m.</td>
<td>2:05 p.m.</td>
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<tr>
<td>Illing Middle School Grades 7 – 8</td>
<td>8:15 a.m.</td>
<td>2:45 p.m.</td>
<td>8:15 a.m.</td>
<td>12:45 p.m.</td>
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<td>8:15 a.m.</td>
<td>12:45 p.m.</td>
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<td>9:45 a.m.</td>
<td>2:45 p.m.</td>
<td>9:45 a.m.</td>
<td>2:45 p.m.</td>
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<tr>
<td>Bennet Academy Grade 6</td>
<td>8:20 a.m.</td>
<td>2:45 p.m.</td>
<td>8:20 a.m.</td>
<td>12:45 p.m.</td>
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<td>8:20 a.m.</td>
<td>12:45 p.m.</td>
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<td>9:50 a.m.</td>
<td>2:45 p.m.</td>
<td>9:50 a.m.</td>
<td>2:45 p.m.</td>
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<tr>
<td>All Elementary Schools Grades Pre K – 5</td>
<td>9:05 a.m.</td>
<td>3:25 p.m.</td>
<td>9:05 a.m.</td>
<td>1:17 p.m.</td>
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<td>9:05 a.m.</td>
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<td>10:35 a.m.</td>
<td>3:25 p.m.</td>
<td>10:35 a.m.</td>
<td>3:25 p.m.</td>
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<td>Headstart:</td>
<td>8:25 a.m.</td>
<td>2:30 p.m.</td>
<td>8:25 a.m.</td>
<td>11:00 a.m.</td>
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<tr>
<td>Monday – Thursday Friday</td>
<td>8:25 a.m.</td>
<td>11:00 a.m.</td>
<td>8:25 a.m.</td>
<td>11:00 a.m.</td>
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<td>9:55 a.m.</td>
<td>2:30 p.m.</td>
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<td>2:30 p.m.</td>
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<tr>
<td></td>
<td>NO SCHOOL</td>
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<tr>
<td>Bentley Alt. Ed.</td>
<td>8:10 a.m.</td>
<td>2:05 p.m.</td>
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<td>8:10 a.m.</td>
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<td>M.R.A.</td>
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### Mid-term Progress Reports

- **Manchester High School Grades 9 - 12**
  - October 5; December 12, 2017; February 28; May 8, 2018
  - November 6, 2017; January 22, 2018 (exams January 23 – 26); April 2; June 11 2018 (exams June 12-15)

- **Illing Middle School Grades 7 - 8**
  - October 5; December 12, 2017; February 28; May 8, 2018
  - November 6, 2017; January 22, 2018; April 2; June 11, 2018

- **Bennet Academy Grade 6**
  - October 5; December 12, 2017; February 28; May 8, 2018
  - November 6, 2017; January 22, 2018; April 2; June 11, 2018

- **Elementary Schools Grades K - 5**
  - October 6, 2017; January 12, 2018; April 20, 2018
  - November 3, 2017; February 23, 2018; June 8, 2018

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 19 through June 25, 2018. If more than 5 (five) days are needed, days will be taken from April vacation starting with Friday, April 13, 2018.