Buildings & Sites Committee Mtg.  5:30 P.M. – Director’s Rm.
Board of Education Meeting  7:00 P.M. – Hearing Rm.

A. **OPENING**
   1) Call to order
   2) Pledge of Allegiance
   3) Secretary’s Welcome
   4) Board of Education Minutes 4-23-18

B. **COMMITTEE REPORTS** –
   1) Personnel & Finance Meeting Minutes 4-23-18

C. **CONSENT CALENDAR**
   1) Personnel Information
   2) Increase in appropriation for FY17-18, for Manchester Regional Academy (MRA), in the amount of $538,660, bringing the total appropriation amount to $1,338,660
   3) Permission to apply for FY July 1, 2018 – June 30, 2019, in the amount of $40,000 for the State Department of Education’s Program Enhancement Project – Continuation Application for Adult Education (PEP)
   4) Permission to apply for FY18-20, Individuals with Disabilities Education Improvement Act (IDEA) 611 grant
   5) Permission to apply for FY18-20, Individuals with Disabilities Education Improvement Act (IDEA) 619 grant

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) Update on Building Projects – Mr. Randall Luther, Partner, Tai Soo Kim Studio

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 6164 – Drug and Alcohol Use by Students
      b. Policy 5141.1 – Revised Student Accident Policy
      c. Policy 5118.1 – Homeless Students
      d. Policy 3500 – Non-instructional Operations
2) Action to approve the 2018-2019 Manchester Board of Education Budget in the amount of $113,406,180

Recommended Motion: Move to approve the 2018-2019 Manchester Board of Education Budget in the amount of $113,406,180.

H. **NEW BUSINESS**

1) **MOTION:** Resolved the Board of Education approves the plans and specifications for Playground Equipment for the Waddell Elementary School dated May 7, 2018 prepared by TSKP Studio, and the cost estimate dated February 6, 2018 from M.E. O’Brian, for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans.

2) Action on School Uniforms

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

J. **COMMUNICATIONS** - None

K. **ITEMS FOR FUTURE AGENDAS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Monday, May 30, 2018</td>
<td>BOE Retreat</td>
<td>Central Office Board Rm. A</td>
</tr>
<tr>
<td>Monday, June 11, 2018</td>
<td>Lincoln Center</td>
<td>Adult Education Update</td>
</tr>
<tr>
<td>Monday, June 25, 2018</td>
<td>Lincoln Center</td>
<td>Spring Data Update</td>
</tr>
<tr>
<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
Personnel & Finance Committee Report
April 23, 2018

Attendees: Committee Members Neal Leon, Deborah Hagenow, Darryl Thames Sr. and Peter Meggers

Also in attendance: Superintendent, Matthew Geary; Director of Finance & Management, Karen Clancy; Transportation Coordinator, Barbara Walz; and representatives from Dattco Transportation Company, Phil Johnson and Jim McMellon

Mrs. Clancy introduced Dattco representatives, Mr. Johnson and Mr. McMellon. Dattco was invited to attend the meeting to present bus information for the upcoming school year. The number of school changes in the district next year will have an impact on busing. There was discussion relative to these changes. The committee agreed to add two additional buses next year in order to increase bus timeliness, reduce bus overcrowding and keep walking distances the same.

Mrs. Clancy reviewed the status of the 2017-2018 budget. In summary, there are no significant changes from the prior status report. The budget freeze remains in effect. Approximately $450K remains encumbered to cover the projected budget shortfall.

Mr. Geary provided an update on the 2018-2019 budget which has been adopted by the Board of Directors. The Board of Education’s budget was reduced by $1.2M. There was a follow up discussion relative to possible budget reductions.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Karen L. Clancy
Director of Finance & Management
PERSONNEL ACTION

APPOINTMENTS

Dayshima Jackson to be a Guidance Counselor at Manchester High School. Ms. Jackson received a Master of Arts in School Counseling at University of Saint Joseph. Ms. Jackson resides in Manchester. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 2, $51,025).

Ayesha Pal to be a Guidance Counselor at Manchester High School. Ms. Pal received a Master of Arts in School Counseling at University of Connecticut. Ms. Pal resides in West Hartford. It is recommended that her appointment be approved effective August 29, 2018 (MA+30/Step 2, $55,387).

Iris Gomero to be a Principal at Illing Middle School. Ms. Gomero received an EdD at Central Connecticut State University. Ms. Gomero resides in Hartford. It is recommended that her appointment be approved effective July 1, 2018 (Doctorate /Step 5 $144,571).

RESIGNATIONS

Judith Friedman, Pre-Kindergarten Teacher at the Manchester Preschool Center has submitted a letter of resignation. Mrs. Friedman has been with Manchester Public Schools since September 2, 2016. It is recommended that her request be approved.

Carolyn Lonergan, Special Education Teacher at Buckley Elementary School has submitted a letter of retirement effective June 26, 2018. Ms. Lonergan has been with Manchester Public Schools since October 31, 2005. It is recommended that her request be approved.
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Re: Item for Increase in MRA Appropriation for FY 2017-2018

Date: May 2, 2018

**Background:** MRA out-of-town tuition is received to provide services to special needs students ranging in age from 14 to 21.

**Discussion/Analysis:** A projected increase in tuition is anticipated due to the number of tuition students in the program.

**Financial Impact:** None

**Other Board Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for MRA $538,660 for FY17-18 bringing the total appropriation to $1,338,660.

Matthew Geary, Superintendent of Schools
Manchester, CT
May 14, 2018
To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Date: May 14, 2018
Re: RFP #817, Year – 2 (Code AE-19-1E): Permission to apply for the State Department of Education’s Program Enhancement Project - Continuation Application for Adult Education (PEP), July 1, 2018 – June 30, 2019

Background:

This Workforce Readiness grant is designed to promote the self-sufficiency of adult education students and to strengthen their response to the needs of a rapidly changing labor market; to provide exposure to, and experience in, relevant industry sectors/career pathways as identified in the Capital Workforce Partners Workforce Development Board’s local WIOA plans; and to ensure that Connecticut has educated workers with the necessary skills, competencies and credentials to be successful in the 21st century workplace.

Discussion/Analysis:

The funds will be used to support Individuals enrolled in MA&CE’s ABE and GED programs, who lack sufficient mastery of basic skills and do not have a secondary diploma or its equivalent. ESL enrolled students with limited English proficiency skills will also be serviced through this project. Activities, and programs or services, are designed to help individuals to acquire basic academic and employability skills, including competencies in utilizing resources; using information; working with others; understanding and benefit from exposure to employment systems; and obtaining the academic and employability skills necessary for successful transition into, and completion of, postsecondary education, training or employment.

Financial Impact:
None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of a program continuation application in the amount of $ 40,000 to the Connecticut State Department of Education for the SDE’s Program Enhancement Projects (PEP)- Continuation Application for Adult Education, July 1, 2018 – June 30, 2019.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
May 14, 2018
To:                         Manchester Board of Education

From:                      Matthew Geary, Superintendent of Schools

Subject:                    Permission to apply for FY18-20 IDEA 611 Grant

Date:                      May 10, 2018

Background:
The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2018-2020. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:
Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:
None.

Recommendations:
The Superintendent recommends that the Board of Education give permission to apply for the FY18-20 Individuals with Disabilities Education Improvement Act (IDEA) 611 grant.
Town of Manchester  
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY18-20 IDEA 619 Grant

Date: May 10, 2018

Background:
The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2018-2020. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:
Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

Financial Impact:
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:
None.

Recommendations:
The Superintendent recommends that the Board of Education give permission to apply for the FY18-20 Individuals with Disabilities Education Improvement Act (IDEA) 619 grant.

Matthew Geary  
Superintendent of Schools  
Manchester, CT  
May 14, 2018
**Quotation**

**Date:** February 6, 2018

**Job:** Waddell Elementary School

**Location:** Manchester, CT

**Salesman:** Peter Wallace, CPSI / Phone: 203-805-4325 / Fax: 203-805-4265

**Attention:** Randal Luther / Tel: 860-547-1970 / rluther@tskp.com

We are pleased to offer our quotation on the following for the above subject job:

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<thead>
<tr>
<th><strong>QTY</strong></th>
<th><strong>DESCRIPTION</strong></th>
<th><strong>TOTAL</strong></th>
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<tbody>
<tr>
<td>CT STATE CONTRACT PRICING / CONTRACT #17PSX0081</td>
<td></td>
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<tr>
<td>By Landscape Structures, Inc. - #MEO 8066</td>
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<tr>
<td><strong>Kindergarten Play Area</strong></td>
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<tr>
<td>1</td>
<td>PlayBooster Structure (2-5)</td>
<td>$50,895 less 5%</td>
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<tr>
<td>2</td>
<td>#152179A Saddle Spinners</td>
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<td>1</td>
<td>#148636A 2-seat Seesaw</td>
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<td><strong>Grades 1-4 Play Area</strong></td>
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<td>1</td>
<td>PlayBooster Structure (5-12)</td>
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<tr>
<td>1</td>
<td>#174011B 5000 Series Swing Set, 8’ high top rail, (5) bench seats, (1) ADA molded bucket seat with full harness</td>
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<td><strong>Total LSI Play Equipment Furnished and Delivered with 5% Discount and Free Shipping</strong></td>
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<td>$195,001.50</td>
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<tr>
<td><strong>Engineered Woodfiber Safety Surfacing</strong></td>
<td></td>
<td>$8,800.00</td>
</tr>
<tr>
<td>• 12” deep (15” deep in fall zone of tower)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 2-5 area – 2,830 square feet</td>
<td></td>
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<tr>
<td>• 5-12 area – 4,900 square feet</td>
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<tr>
<td>• 400 cubic yards of material for a total of 7,730 square feet</td>
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<tr>
<td>• Order must be sent directly to Dunning Playground Surfacing</td>
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<tr>
<td><strong>Installation of Play Equipment</strong></td>
<td></td>
<td>$92,000.00</td>
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<tr>
<td>• Receive, offload and inventory play equipment delivery</td>
<td></td>
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<tr>
<td>• Layout and auger holes</td>
<td></td>
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<tr>
<td>• Install play equipment, pour concrete footers</td>
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</tbody>
</table>
Re: Waddell Elementary School  
Manchester, CT  
February 6, 2018

<table>
<thead>
<tr>
<th>OTY</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td></td>
<td>Spread woodfiber safety surfacing</td>
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</tr>
<tr>
<td></td>
<td>Site excavation and border system is by others and NOT included in this installation price.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site to be excavated 12” below final grade, 15” in fall zone for tower, and to be left flat and smooth.</td>
<td></td>
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</table>

Total Project Price $295,801.50

**PLEASE READ – IMPORTANT NOTES – PLEASE READ**
- Contractor/Customer is responsible for quantity, color, and product confirmation.
- Prices are based on quantities listed. Any change to quantities may impact prices quoted.
- M.E. O’Brien & Sons is NOT responsible for plan take-offs. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items “per plan”.
- Prices are quoted for 2018, are final for 30 days only and are subject to review thereafter.
- Prices are for materials only unless otherwise noted.
- Prices do NOT include sales tax.
- If installation is included, M.E. O’Brien & Sons is NOT responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional cost will be required to rectify these situations.
- Standard manufacturer’s design, colors, specifications, and construction apply.
- Retainage does not apply.
- Returns must be made within 30 calendar days of receipt of order. Customer is responsible for the re-stocking fee plus shipping charges (to and from) for all returned items. Woodfiber is NOT returnable.
- Our terms are: to be arranged.
- Allow 4 to 6 weeks for delivery of materials after receipt of order and architectural approval if required. Installation to take place as soon as possible after receipt of materials and according to installer’s schedule.

If we can be of further assistance, please do not hesitate to contact us. Thank you!
STUDENTS 6164

Drug and Alcohol Use By Students

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances or drug paraphernalia, as defined in C.G.S. Section 21a-240, alcohol, (or) tobacco, or performance enhancing substances 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 possession, distribution, sale or use of substances that affect behavior.

Each school having student athletic teams shall notify parents and student athletes of this policy and of the student athletic guidelines particular to that school annually.

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) **Performance Enhancing Substances**: means but are not limited to anabolic agents, androgenic agents, diuretics, peptide hormones and analogues, blood doping which is the intravenous injection of whole blood, packed red blood cells, or blood substitutes.

(4) **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).

(5) **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).

(6) **Drug Paraphernalia**: means any equipment, products and materials of any kind which are used, intended for use or designated 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 controlled drugs or controlled substances 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, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).

(7) **Pupil Services Team**: means a team whose members may include a building principal, school nurse, school social worker, school psychologist and/or school counselor.

**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.**

The parent or guardian of any student who is required to take any prescribed medication during the school day 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 under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Students 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.

(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, alcohol, or tobacco.

(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 and the Pupil Services Team.

(e) If confirmation of drug use is required under the circumstances, the professional employee will send the student to the school nurse or medical advisor. The parent or designated responsible will then be notified.

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

When a professional employee obtains information related to a student who, 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, alcohol, or tobacco, from a source other than the student's confidential disclosure, 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 contact the school's Pupil Services Team.

(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 his/her 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 he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law of 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 the 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©. 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, or Alcohol or Tobacco:

(a) Any student in the Manchester Public Schools using, possessing, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, alcohol, (or) tobacco, or performance enhancing substances either on or off school property, or at a school-sponsored activity are subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. (Refer to Discipline Policy #5144.)

(b) Student athletes may incur CIAC imposed sanctions beyond those imposed by the Board.

(c) 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.

(d) A meeting may be scheduled with the pupil services team for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

(e) 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, or tobacco.

Legal References:
Connecticut General Statutes:
Section 10-154a
Section 10-212a
Section 21a-240
Section 21a-243

Adopted: August 26, 1974
Revised: October 22, 1990
Revised: November 23, 1998
Revised: September 24, 2007
STUDENTS

Drug and Alcohol Use By Students

Substance Abuse Guidelines for Athletes

Rule: During the season of practice or competition, a student shall not (regardless of the quantity) consume, possess, buy, sell or give away any beverage containing alcohol; any tobacco product; "street drugs" such as marijuana, stimulants, heroin or cocaine; or any other controlled substances. It is not a violation for a student to be in possession of a legally defined specifically prescribed for the students' use by a doctor. The use and/or possession of alcohol, tobacco products or drugs during the season will result in an immediate suspension from all team activities. Remember: participation in athletics is a privilege, not a right!

PART I: PROCEDURES

Suspension: The athlete will be suspended for 2 weeks from all team activities. This includes practices, competitions and all other team functions. The offending athlete may be reinstated only after the following steps have been satisfactorily completed:

1. A meeting will be arranged with a school staff counselor.
2. A meeting will be arranged with the athlete, parents/guardians, coach, athletic director, and the principal or his/her designee.
3. A recommendation comes from the principal or designee for reinstatement.

PART II: MINIMUM PENALTIES

First Violation: When the principal or designee confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will lose eligibility to compete for the next 3 weeks, which is in addition to the initial 2 weeks of suspension. During this 3-week period, the student may practice with the team, but may not compete. An exception will not be made for a student who becomes a participant in a treatment program. Some form of guidance will be provided by the school.

The sale or distribution of controlled substances within the school or community will result in the dismissal of the athlete for a period of one full calendar year from all athletic teams. This will be in addition to all other school related discipline and legal actions.

Second and Subsequent Violations:

When the principal or designee confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the athlete will be dismissed for one full calendar year from all athletic teams. It is important to note that the implementation of these Substance Abuse Guidelines for Athletes will be in addition to the disciplinary action taken as a result of violating a school or Board of Education policy or regulation.

Guidelines adopted: September 24, 2007
STUDENTS 5141.1

All student accidents, which require medical attention or are questionable, shall be reported to the Business Manager Office of Finance and Management in the Central Office on the prescribed forms, giving details of the accident.

Adopted: March 25, 1974
Revised:

Administrative Guidelines

The Board of Education requires an accident report to be filed with the Central Office Business Manager that a copy, either paper, fax or electronic, of a “Student Accident Report” be filed with the Office of Finance and Management on all student accidents occurring in school, on school grounds, when students are going to and from school and/or off school grounds when participating in authorized school activities, which requires medical attention. The same procedure should be followed on all questionable injuries. This report is to be completed in triplicate with two copies being sent to the Business Manager and the other copy filed in the school office. This report must be filed within twenty-four hours of the accident. A notification of the accident is to be made on the student’s health record. This report must be filed within twenty-four hours of the accident. The original form should be kept in the school office, specifically in the student’s Cumulative Health Record.
STUDENTS
HOMELESS STUDENTS

In accordance with federal law, it is the policy of the Manchester Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Public Act 17-194, An Act Concerning Access to Student Records for Certain Unaccompanied Youths

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:


ADOPTED: April 28, 2003
REVISED: April 26, 2010 - NEED NEW DATE
In accordance with federal law, the Board of Education does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.

B. **Homeless Children and Youth:** means children and youth twenty-one (21) years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.

3. Are living in emergency or transitional shelters.

4. Are abandoned in hospitals.

5. **Are awaiting foster care placement.**

6. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

7. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

8. Are migratory children living in the above described circumstances.

C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. **School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.**
D. **Unaccompanied Youth**: means a **homeless child or youth not in the physical custody of a parent or guardian.**

II. **Homeless Liaison**:

A. The District’s Homeless Liaison is the Director of Pupil Personnel Services.

B. The duties of the Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.

2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in, the District’s schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging State academic standards as other children and youths.

3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.

4. **Ensuring that parents and guardians of homeless children and youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.**

5. Ensuring that parents and guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.

6. **Ensuring that public notice of the educational rights of homeless children and youth is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them, places in which these children and youth receive services under the McKinney-Vento Act.**

7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are
immediately enrolled pending resolution of any enrollment dispute.

8. Ensuring that parent(s)/guardian(s) of homeless children and youth or unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.

9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.

10. Informing parent(s)/guardian(s) of homeless children and youth, school personnel, and others of the rights of such children and youth.

11. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.

12. Assisting unaccompanied youth in placement/enrollment decisions, including considering the youth’s wishes in those decisions, and providing notice to the youth of his or her right to appeal such decisions.

12. **Ensuring that homeless children and youth and unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over enrollment or placement.**

13. Collaborating and coordinating with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth. **Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).**

14. **Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.**

15. **Collaborating with and participating in professional development and technical assistance activities offered by the**
State Office of the Coordinator for the Education of Homeless Children and Youth.

16. Ensuring that school personnel providing services to homeless children and youths receive professional development and other technical assistance activities regarding the McKinney-Vento Act.

17. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.

17. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian to provide contact information prior to enrollment.

B. To facilitate enrollment, administrators:

1. May permit parents/guardians of homeless children and youth to sign affidavits of residency to replace typical proof of residency.

2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.

3. Shall refer parent/guardian/unaccompanied youth to the Liaison who will assist in obtaining immunizations.

4. Shall contact previous schools for records and assistance with placement decisions.
5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

A. Standards for School Selection:

1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.

2. In making such a determination, the District is required to keep a homeless child or youth in his/her school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the child or youth is actually living are eligible to attend.

3. The District must presume that keeping the homeless child or youth in the school of origin is in the child’s or youth’s best interest unless doing so is contrary to the request of the child’s or youth’s parent or guardian, or in the case of an unaccompanied youth, the youth. In considering the child’s or youth’s best interest, the District must consider student-centered factors related to the child’s or youth’s best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or his/her designee of the school in which enrollment is sought review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or his/her designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or his/her designee shall refer the matter to the Superintendent or his/her designee for review of the recommendation and the reasons therefore, and shall notify the District’s Homeless Liaison of same.

2. The Superintendent or his/her designee shall review the matter and consult with the District Homeless Liaison concerning same. If the Superintendent or his/her designee agrees with the
recommendation of the Principal or his/her designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or his/her designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board of Education.

C. Dispute Resolution Process:

1. The District’s Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.

2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.

3. If necessary, the District Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board of Education, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Section 10-186(b).

4. Within ten (10) days of receipt of an appeal to the Board of Education by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board of Education concerning such appeal, and such hearing shall be conducted in accordance with Section 10-186(b).

If the Board of Education finds in favor of the Superintendent or his/her designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board of Education’s decision to the State Board of Education within twenty (20) days of receipt of the Board of Education's written decision, in accordance with Section 10-186(b). If necessary, the District Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in his or her school of origin.
pending the determination-resolution of the appeal-dispute, including all available appeals.

V. Services:

A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

1. Title I services or similar state or local programs, educational programs for students with disabilities, programs for students with limited English proficiency, and preschool programs.

2. Transportation services.

3. Vocational and technical education.

4. Programs for gifted and talented students.

5. School nutrition programs.

6. Before and after school programs.

B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

A. The District shall provide transportation comparable to that available to other students.
B. Transportation shall be provided, at a parent or guardian’s request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.

C. To comply with these requirements:

1. Parents/guardians, schools, and liaisons shall use the district transportation form to process transportation requests.

2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.

3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district’s Homeless Liaison to determine an apportionment of the responsibility and costs.

4. If no mutually agreeable arrangement can be reached, then the District shall:

   (a) arrange transportation immediately;

   (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and

   (c) ensure that such disputes do not interfere with the homeless child or youth attending school.
VII. Records

An unaccompanied youth, as defined in section I.D., above, is entitled to knowledge of and access to all educational, medical, or similar records in the cumulative record of such unaccompanied youth maintained by this District.

VIII. Contact Information

A. Local Contact: for further information, contact:
   Director of Pupil Personnel Services
   Manchester Public Schools
   45 North School Street
   Manchester, CT 06042
   (860) 647-3452

B. State Contact: for further information or technical assistance, contact:
   State Coordinator
   Connecticut Department of Education
   25 Industrial Park Road
   Middletown, CT 06457-1543
   (860) 807-2058

Legal References:
State Law:

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Federal Law:

The McKinney-Vento Homeless Education Assistance Act,
BUSINESS – POLICY 3500

Non-instructional Operations

The Board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, and to support environmentally the efforts of the staff to provide a good education.

Adopted: April 8, 1974