

**MANCHESTER BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, JANUARY 23, 2012**

**7:00 p.m.  
Lincoln Center**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – January 9, 2012

**B. SUPERINTENDENT'S REPORT – PART I**

- 1) Bowers Elementary School Highlight – Dr. Mary Lou Ruggiero

**C. PUBLIC COMMENTS (any item before the Board)**

**D. STUDENT REPRESENTATIVE'S REPORT** – Ms. Ashley Mills

**E. CONSENT CALENDAR**

- 1) Appropriation for Education Special Projects - \$2,000  
FY 2011-2012 Higher Order Thinking (HOT) Schools Program Grant  
at Martin Elementary School E - 1
- 2) Appropriation for Education Special Projects - \$95,000  
FY 2011-2012 Adult Education College Transition Pilot Grant E - 2
- 3) Educational Specifications – Verplanck Elementary School Asbestos  
Abatement Project # TMP-077-VPJF E - 3

**F. SUPERINTENDENT'S REPORT – Part II**

- 1) Board Policy # 3270 – Closing a School F - 1

**G. OLD BUSINESS**

- 1) Board of Education Policy Changes and Revisions – Dr. Richard Kisiel  
and Policy Committee

A) Deletion of Existing Policies:

- #5122 Assignment of Teachers to Classrooms
- #5131 Vandalism
- #5145 Period of Silent Meditation
- #6112 School Day
- #6141 Physical Education
- #6145.5 Organizations
- #6145.6 Organizations – Student Assembly
- #6152 Grouping
- #6162.4 Community Resources
- #6161.1 Lending of Textbooks

B) New Policies:

- #9000 Bylaws: Use of Board of Education Issued iPad Tablets G - 1B(a)
- #6141.3 Migrant Students G - 1B(b)

C) Recommended Policy Revisions:

- |   |           |
|---|-----------|
| #4114 Employment Medical History and Pre-employment Physical Examination Record | G - 1C(a) |
| #1400 Parent Involvement  | G - 1C(b) |
| #4120 Wearing of Identification Badges  | G - 1C(c) |
| #5141.3 Health Assessments and Immunizations                                    | G - 1C(d) |

**H. NEW BUSINESS** - none

**I. COMMUNICATIONS**

**J. COMMITTEE REPORTS**

- 1) Curriculum and Instruction Committee
- 2) CREC Report

**K. PUBLIC COMMENTS** (comments limited to items on tonight's agenda)

**L. ITEMS FOR FUTURE AGENDAS**

**M. 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 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 submitted 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.*

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation for Hot Schools FYE 2011-12  
**Date:** January 6, 2012

**Background:**

The Connecticut State Department of Education and the Connecticut Commission on the Arts and Culture selected Martin School, in Manchester, for participation in the HOT Schools Comprehensive School Reform Program in 1998. The HOT (Higher Order Thinking) Schools Program grant is intended to continuously improve schools through the integration of the Arts with the core academic program. This grant will allow Martin School to have a licensed photographer assist with visual and photo documentation of HOT school program highlights throughout the school year.

**Discussion/Analysis:**

This grant will allow for:

- a photographer to work with children and staff
- review of new HOT School teaching and skills associated with Marzano Effective Teaching Strategies
- technical assistance
- guidance for implementing the HOT program components

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation in the amount of \$2,000 for the Hot Schools Program.

**Attachments:** None



Dr. Richard Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
January 23, 2012

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation FY 2011-2012  
**Date:** January 13, 2012

**Background:** The Manchester Board of Education applied for and was awarded a grant to be used to support the Adult Ed College Transition Pilot program. This is a 2-year pilot program which proposes to address the needs of a group of 20 to 25 students who fall below the Federal definition of Ability to Benefit. The students have attained a high school diploma or its equivalent and require intensive postsecondary developmental education that will allow them to enroll directly in a credit bearing program of higher learning.

**Discussion/Analysis:** Funds will be used to offer pathways to postsecondary education for high school graduated adults. The program will provide preparatory support to meet the Accuplacer criteria for entry level college courses. This program will partner with the neighborhood community college, Manchester Community College.

**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None

**Recommendations:** The Interim Superintendent of Schools recommends that the Board of Education approve the appropriation of \$95,000 awarded for the Adult Ed College Transition Pilot Grant for the 2011-2012 school year.

**Attachments:** Award letter and budget.



Richard Kisiel, Ed.D.,  
Interim Superintendent of Schools  
Manchester, Connecticut  
January 23, 2012



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS  
45 NORTH SCHOOL STREET  
MANCHESTER, CT 06040-2022

4 Award Information

Statute:

Grant Number: 077-000 11000-17030-2012-82079-170010

2 Grant Title

ADULT EDUCATION

5 Award Period

10/1/2011 - 6/30/2012

3 Education Staff

Program Manager:

Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:

Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$95,000

Funding Status: Final

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$95,000 has been approved for Fiscal Year 2012.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245 to be submitted in March 2012 and the expenditure report for FY 2011 that will be submitted by September 1, 2011. The required expenditure report for FY 2011 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244 grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

This grant has been approved.

1/12/2012

Charlene Russell-Tucker  
Associate Commissioner  
Division of Family and Student Support Services

# BUDGET FORM

Created On: 1/12/2012

## ED 114

Fiscal Year: 2012  
Grantee Name: MANCHESTER Grantee: 077-000  
Grant Title: ADULT EDUCATION  
Project Title: ADULT EDUCATION TRANSITION PILOT  
Fund: 11000 SPID: 17030 Year: 2012 PROG: 82079 CF1: 170010 CF2:  
Grant Period: 10/1/2011 - 6/30/2012 Authorized Amount: \$95,000  
SDE Project Code: SDE0000000000002

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$95,000

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	18,810
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	19,725
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	3,922
321	TUTORS	12,750
322	IN SERVICE	1,500
324	FIELD TRIPS	783
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	1,717
590	OTHER PURCHASED SERVICES	7,688
611	INSTRUCTIONAL SUPPLIES	10,292
641	TEXTBOOKS	2,813
700	PROPERTY	15,000
	<b>TOTAL</b>	<b>\$95,000</b>

Original Request Date: 1/12/2012

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This budget was approved by Susan Pierson on 1/12/2012.

**Manchester Public Schools  
Board of Education Recommendation**

E - 3

**To:** Manchester Board of Education

**From:** Dr. Richard W. Kisiel  
Interim Superintendent

**Subject:** **Verplanck Elementary School  
Asbestos Abatement Project # TMP-077-VPJF  
Educational Specifications**

**Date:** 1/12/12

Background:

**Educational Specifications:** To remove asbestos from sixteen classrooms, library, cafeteria, and hallways (33,154 square feet) to comply with current code, follow district capital improvement plan and help insure the safety of students now and in the future.

Discussion / Analysis:

The asbestos abatement is eligible for full reimbursement. As part of the Board's long range capital improvement plan the removal of asbestos will provide for safety of students and staff.

Financial Impact:

Funding for the project will be from the Board of Education Capital Projects Budget. Estimated cost of the project is \$297,000 with reimbursement from the State Department of Education estimated at \$99,703.

Other Board/Commission Action:

**Motion:** Move that the Manchester Board of Education adopt the educational specifications for the Verplanck Elementary School Asbestos Abatement project and authorize the Superintendent to request the Manchester Board of Directors to:

1. Establish a building committee for the project
2. Authorize the preparation of schematic drawings and outline specifications for the project
3. Authorize the Superintendent to file an application for a School Construction Grant

Recommendation:

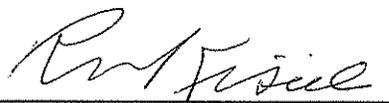
The Superintendent of Schools recommends the Board of Education approve the Educational Specifications and request the Board of Directors approve the grant application for the Verplanck Elementary School Asbestos Abatement project, establish a building committee and authorize the design of the project.

Statutory Reference:

Sec. 10-287 c-11(a)

Attachments:

None.



Dr. Richard W. Kisiel  
Interim Superintendent  
1/23/12

**BUSINESS**

3270

**SCHOOL FACILITIES****CLOSING A SCHOOL**

In accordance with state statute, the Board of Education has charge of property used for school purposes. It has the further responsibility to “designate the schools which shall be attended by the various children within the school district.” In order to meet that responsibility effectively, in compliance with state and federal law, and with due regard for district resources, the Board can consider permanently closing a school. A planned school closure may result from, but not limited to, a review of the following: physical plant conditions, student achievement, racial balance, financial constraints, and building capacity.

The following procedure shall serve as a guideline to such deliberations:

1. Acting through the Superintendent and Administration, the Board shall comply with its statutory responsibility to “make a continuing study of the need for school facilities and of a long-term school building program and from time to time make recommendations based on such study to the town.”

The Superintendent shall report to the Board annually on the status of such continuing study, and such report may include a recommendation that one or more schools in Manchester be closed.

2. Upon receiving a recommendation to close a school, the Board may or may not vote to initiate a school closure review process as follows:
  - a. The Superintendent shall work in consultation with the Board to identify the school or schools under consideration for closure.
  - b. The Board shall schedule a public hearing.
  - c. At the public hearing, the Superintendent shall first be heard on his/her recommendation. The recommendation must include but not be limited to information concerning the educational, financial and local neighborhood impact related to the possible closure of that school or schools.
  - d. At the public hearing, the Superintendent shall present a proposed redistricting plan or other plan to accommodate the students potentially affected by any school closure.
  - e. At the public hearing, the Board may vote to terminate the closure review process. Should the Board not vote to terminate the school closure review process, members of the public shall then be heard on the issue.

SCHOOL FACILITIES

CLOSING A SCHOOL (continued page 2)

- f. At a public meeting following the public hearing, the Board shall deliberate the issue of school closure in light of the recommendation of the Superintendent and input from members of the public.
- g. Any school closure decision is the responsibility of the Board.

In considering such matter further, the Board shall consider the impact, if any, of the school closure on the quality of education for Manchester students; the budget; and other relevant factors, including but not limited to:

- i. The level of achievement of students in the school(s) under consideration.
  - ii. The potential benefits/detriments to such students through such closure.
  - iii. The local neighborhood impact of such closure.
  - iv. The duties of the Board under federal and state laws concerning educational reform.
  - v. The impact, if any, on the district's compliance with racial balance obligations under state law.
  - vi. The impact, if any, on the Board's budget, including but not limited to facilities maintenance costs, staffing needs and transportation costs.
  - vii. The impact of any redistricting or other plan on students whose school assignment will change as well as the impact on students in schools who will receive such students as a result of the redistricting or other plan.
5. Following such deliberations, the Board shall vote publicly on whether to close the identified school, and any such vote to close a school shall include adoption of the related redistricting plan or other plan to assure that all children in Manchester have a designated school to attend, with related transportation where necessary.

References:

Connecticut General Statutes, Section 10-220, Duties of Boards of Education.

Adopted: April 11, 2011

Bylaws

9000

Article IV

Section 13 – Use of Board of Education-Issued iPad Tablets

In order to avoid unnecessary copying and printing, to reduce the district's printing and copying costs, and to make information readily available electronically for all Board members, the Manchester Board of Education ("Board"), are issued iPad tablets. While the use of the iPads promises to increase efficiency, reduce costs and help in preserving the environment, Board members have an obligation to comply with the Freedom of Information Act (the "FOIA"), Conn. Gen. Stat. §§ 1-200 through 1-241, which represents Connecticut's commitment to open government and a strong policy in favor of public access to meetings and records.

The following guidelines govern the use of the Board of Education-issued iPads by Board members:

1. The iPads are the property of the Manchester Board of Education. Accordingly, the iPads may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the iPads. Personal and/or private use of the iPads is prohibited. The iPads are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the iPads for personal and/or private use.
2. All information contained on any iPad (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific statutory exemption applies to such information.
3. The iPads should not be used for the transmission and/or storage of confidential or privileged materials (including, but not limited to, materials that will be discussed in executive session).
4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the iPads. Any and all e-mails sent by way of an iPad must be sent through the Manchester Board of Education e-mail system. In addition, Board members should not use private e-mail accounts to conduct public business, whether through use of the iPad or otherwise.
5. Any type of interactive communications or series of communications (including in-person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board

or a committee of the Board will likely be deemed to constitute a “meeting” under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via iPad or otherwise, do not constitute a meeting under the FOIA.

6. Board members are prohibited from sending or receiving electronic messages through the iPad or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the iPads. Board members may be held financially responsible for the loss of or damage to an iPad.
8. In order to protect the security of information contained in the iPad, each Board member shall be issued a password by the district for the use of the iPad. Such passwords will not be modified by Board members.

**INSTRUCTION**  
**Migrant Students**

**6141.3**

Statement

The Superintendent will develop and implement a program to address the needs of migrant children in the school district.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.
6. Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.
7. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

**Migratory Child/Student Definition**

A “**migratory child**” means a child who:

1. is a migratory agricultural worker or a migratory fisher; or
  2. in the preceding 36 months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher has moved from one school district.
- B. Move or Moved** means a change from one residence to another residence that occurs due to economic necessity.
- C. Migratory Agricultural Worker** means a person has moved from one school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.

**D. Migratory Fisher** means a person who, in the preceding 36 months has moved from one district or another in order to obtain temporary employment or seasonal employment in fishing work.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq.,  
34 C.F.R. §200.40 - 200.45.

Federal Register – July 29, 2008 – Final Rule  
34 C.F.R. Part 2000

Adopted:

**Programs for Migrant Students - Family Interview Form**

*To be completed by Building Principal or designee: (please print)*

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

**Needs Assessment**

*Please check response*

1. Do any of your children have health problems that interfere with their ability to learn? Explain:  Yes  No \_\_\_\_\_

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date?  Yes  No  Don't know

4. Do you have immunization records?  Yes  No  Don't know

5. Have you established a source of primary healthcare?  Yes  No  Don't know

If not, would you be interested in information on primary healthcare?  Yes  No  Don't know

**Resources and Referrals**

*Please circle/check response*

1. Would you be interested in information on:

- |                     |                              |                             |                                   |
|---------------------|------------------------------|-----------------------------|-----------------------------------|
| Head Start          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| District Preschool  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| Parents as Teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| GED/ESL Classes     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |

2. Would you be interested in information on:

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Public/County Health Dept.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Division of Family Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. May we share your name and address with these agencies?

- Yes     No

4. When is the best time to reach you at home?

- AM     PM

Days of the week:

- Monday     Tuesday     Wednesday     Thursday     Friday

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Name of Person Completing Form

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Name of Person Being Interviewed and  
His/Her Relationship to Family/Children

PERSONNEL

4114

**Employment Medical History And Pre-employment Physical Examination Record**

**Statement**

The Manchester Board of Education recognizes its obligation to safeguard the health of students and employees by requiring the completion of a pre-employment health examination.

Adopted: November 24, 1975

Revised:

**Employment Medical History And Pre-employment Physical Examination Record**

**Administrative Guidelines**

1. All employees, including part-time personnel, of the Manchester Public Schools will be required to submit a pre-employment health examination form completed by the employee's medically licensed physician. The Human Resource Department will provide the form.
2. The physical examination will take place within 60 days prior to actual employment and no later than 30 days after employment. The examination, except as otherwise noted, will be at the employee's expense. Failure to submit the completed form will be cause for invalidating an employment contract or for terminating employment.
3. All employees will be encouraged to undergo, at Board expense, an annual tuberculin test.

Adopted:

**COMMUNITY RELATIONS****1400****TITLE: PARENT INVOLVEMENT****Statement**

The Board of Education believes that a student's education is a responsibility shared by the school, parents or guardian, family members, other significant adults in the child's life, and the community who must work together as knowledgeable partners to educate all students up to their capacity. The parent involvement in the Manchester Public Schools will be guided by the following standards:

- Communication between home and school is regular, two-way, and meaningful, to the greatest extent possible in the language predominately spoken at home.
- Parenting skills are promoted and supported.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents play an integral role in helping student learning.
- Parents are full partners in the decisions that affect children and families.
- Community resources are used to strengthen schools, families, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance their understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in creating conditions conducive to parental and family involvement in the schools.

The Superintendent of Schools is responsible for instituting administrative guidelines to support this policy.

**Legal References :****C.G.S. 10-221(f), P.A. 97-290****20 U.S.C §6316, P.L. 107-110 NCLB****Adopted: January 27, 1997****Revised:**

**TITLE: PARENT INVOLVEMENT****Administrative Guidelines**

In order to achieve the desired level of parent involvement desired by the Board of Education, the following guidelines exist promote the involvement of parents in the schools on behalf of all children enrolled in the Manchester Public Schools.

1. Parent involvement activities developed at each school will include opportunities for:
  - Volunteering;
  - Parent education;
  - Home support for student learning;
  - Regular two-way and meaningful communication;
  - Parent participation in school decision-making; and
  - Use of community resources to strengthen schools, families, and student learning.
  
2. It is the responsibility of the school administration and staff to:
  - Develop and implement a school plan for parent and community involvement;
  - Effectively and actively communicate with parents about the curriculum and seek suggestions about improving the curriculum;
  - Provide space for parent involvement activities;
  - Provide resources to support successful parent involvement practices;
  - Provide professional development for teachers and staff on ways to work effectively with parents, families, and volunteers;
  - Assist parents in developing skills and techniques to support student learning;
  - Promote clear two-way communication between school and family about school issues, the curriculum, and student progress;
  - Include parents in decision-making on appropriate school issues and programs;
  - Provide training for school volunteers to work within the schools; and
  - Assist parents in understanding their responsibilities as partners in educating their children that would include:
    - (1) Actively communicating with teaches and administrator;
    - (2) Being aware of and following the rules and regulations of the school;
    - (3) Taking an active role in the student's education by reinforcing at home the skills and knowledge the student has learned in school;
    - (4) Participating in school activities; and
    - (5) Working for the success and improvement of the school program.
  
3. Periodically, the Board of Education and the district administration may invite parents to participate on committees related to curriculum, budget, personnel selection, policy development, and other areas.

Adopted: January 27, 1997

Revised:

**PERSONNEL**

**4120**

**WEARING OF IDENTIFICATION BADGES**

**Statement**

The Manchester Board of Education seeks to create and maintain an environment in its schools for students, staff, residents, and visitors, which is safe, free from unnecessary disruption, and maintains the security of the school facilities and personal property.

All staff members, in all schools, will be issued and wear, in a visible place, a photo identification badge.

In addition, all visitors to schools will be required to report to the school office; and, once admitted to the school, will be issued a visitor's ID, which will be worn while in the building.

Adopted: February 13, 1990

Revised: March 14, 2011

Revised:

**STUDENTS**  
**HEALTH ASSESSMENTS AND IMMUNIZATIONS**

5141.3

Statement

The Board of Education recognizes the importance of periodic health examinations and adheres to State laws related health regulations and immunizations.

Boards of Education will require each student enrolled in the public schools to have a health examination, either by a legally qualified practitioner of medicine, the school medical advisor, or his/her designee.

Parent(s)/guardian(s) wishing their children exempt or excused from vision, hearing and scoliosis screenings may file annually with the district a statement in writing, signed by the parent(s)/guardian(s), requesting that the student be excused from these screenings.

Regulations

I. HEALTH ASSESSMENTS

A. Health assessments will be required:

1. Prior to initial enrollment in a Connecticut Public School;
2. in grade six (6); and
3. in grade nine (9)
4. Students entering the Manchester Schools for the first time

Health assessments will be conducted by a legally qualified practitioner of medicine, an advanced practice registered nurse, licensed pursuant to chapter 378, a physician assistant, licensed pursuant to chapter 370, or by the school medical advisor, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base.

A health assessment will be required of all students who enter the school system from outside the continental United States within the past year.

Students entering the Manchester School System from another Connecticut school district must show proof of having had the mandated health assessments. If the student is coming from another state, the student must show proof of having a health assessment by a licensed qualified medical practitioner within the past two (2) years.

If the student does not have a primary care provider, or is unable to meet the requirement for the health assessment, school staff may refer the student to the East Hartford, Manchester or Vernon Community clinics, or to Doctor Source at Manchester Memorial Hospital.

Students with unstable health conditions will be referred to the Coordinator of School Health and/or the district medical advisor for health assessments prior to entrance into school.

The results of the health assessments must be recorded on the State of Connecticut Health Assessment Record (blue HAR) distributed by the State Department of Education.

B. Scope:

Health assessments must include:

1. A health assessment will include hematocrit or hemoglobin tests, height, postural, weight, blood pressure, vision and auditory, dental screening, and a tuberculosis assessment as required by Connecticut Statutes.

A tuberculosis test is not mandatory, but should be performed if any of the following risk factors prevail:

- a. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central and South America, Dominican Republic and Haiti);
  - b. travel to a high risk country staying at least one week with substantial contact with the indigenous population since the previously required health assessment;
  - c. extensive contact with persons who have recently come to the United States since the previously required health assessment;
  - d. contact with persons suspected to have tuberculosis; or
  - e. had contact with anyone who was in a homeless shelter, jail or prison, uses illegal drugs or has HIV infection.
2. Immunizations as required by Connecticut General Statutes;
  3. Vision and hearing screening as required by Connecticut General Statutes;
  4. Postural screening (only required at assessments in grades six (6) and nine (9); as required by Connecticut General Statutes; and
  5. Chronic Disease Assessment including asthma; as required by Connecticut General Statutes.

C. Responsibility:

Parents or guardians are responsible for providing the required health assessments. The Manchester Board of Education may provide upon a parent or guardian's request health assessments for all students in grades six (6) and nine (9) whose parents or guardians meet the eligibility requirements for free and reduced priced meals under the National School Lunch Program or for free milk under the Special Milk Program.

D. Exemptions:

Health assessment and health screening requirements are waived if the parent or legal guardian of the student, or the student (if he/she is an emancipated minor or is eighteen (18) years of age or older) notifies the school nurse in writing that the parent(s)/guardian(s) or student object on religious grounds.

E. Schedule:

Health assessments for students entering school in PreK or kindergarten must have been completed within the previous twelve (12) months. A grade six (6) health assessment period falls within the months of January for grade five (5) and continues through grade six (6).

Health assessments for students in grade nine (9) must have been completed after July 1<sup>st</sup> of the year the student enters grade nine (9).

All candidates and participants for all athletic teams will provide documentation of a current health assessment in order to participate,, as indicated in Section 10-206. A health assessment is considered current for this purpose if completed within thirteen months prior to the participation date.. Athletes and parent(s)/guardian(s) must also complete and submit the necessary Athletic Department forms.

II. HEALTH SCREENINGS

Screenings are required as part of the health assessment described above and as separate, regularly scheduled examinations. These include:

- Vision screening required annually for each pupil in grades kindergarten through grade six (6), inclusive, and in grade nine (9);
- Audiometric screening required annually for each student in grades kindergarten through grade three (3), inclusive, in grade five (5) and in grade eight (8); and
- Postural screening required for each pupil in grades five (5) through nine (9).

The school system will provide these screenings to students at no cost to parents. Parents will be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician may do so at their own expense and will be required to report screening results to the school nurse.

III. IMMUNIZATIONS:

- A. The Manchester Board of Education requires that all students be protected by adequate immunization before being permitted to attend

any public elementary or secondary school as determined by Connecticut General Statutes.

- B. The Manchester Board of Education may deny continued attendance in school to any student who fails to obtain immunizations required under CT General Statutes 10-204a as may be periodically amended.
- C. Immunization requirements are satisfied if a student's parent provides:
  - 1. verification of required immunizations;
  - 2. a certificate from a physician, physician assistant, advanced practice registered nurse or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process;
  - 3. a certificate from a physician stating that in the opinion of the physician, immunization is medically contraindicated in accordance with the current recommendation of the National Centers for Disease Control and Prevention Advisor Committee on Immunization Practices because of the physical condition of the child;
  - 4. a statement from the parents or guardian of the student that such immunization would be contrary to religious beliefs of the child;
  - 5. evidence that the student has had a natural infection confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory.
- D. The following immunizations are required for initial entry into school for kindergarten, regular and special education pre-school programs, and grades one (1) through six (6):
  - 1. Four (4) doses of DTP/DTaP vaccine (Diphtheria – Pertussis – Tetanus). At least one (1) dose is required to be administered on or after the fourth (4<sup>th</sup>) birthday for children enrolled in school at kindergarten or above. Students who start the series at age seven (7) or older need a total of three (3) doses.
  - 2. Three (3) doses of either trivalent oral polio vaccine (TOPV) or inactivated polio vaccine (IPV) with at least one (1) dose of polio vaccine administered on or after the fourth (4<sup>th</sup>) birthday and before school entry. (This then usually results in four (4) doses in total).
  - 3. Two (2) doses of MMR vaccine (measles, mumps and rubella). One (1) dose at one (1) year of age or after and a second (2<sup>nd</sup>) dose, given at least twenty-eight (28) days after the first (1<sup>st</sup>) dose, prior to school entry in kindergarten through grade twelve (12) OR disease protection, confirmed in writing, by a physician, physician assistant or advanced practical registered nurse that the

child has had a confirmed case of such disease based on specific blood testing conducted by a certified laboratory. One (1) dose on or after the child's first (1<sup>st</sup>) birthday for enrollment in preschool.

4. Three (3) doses of Hepatitis B vaccine (HBV) or has had protection confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.
5. One (1) dose of Hib (Hemophilus Influenza type b) given on or after the first (1<sup>st</sup>) birthday, is required of all school children who enter school **prior to their fifth (5<sup>th</sup>) birthday** or had a laboratory confirmed infection at age twenty-four (24) months or older, confirmed in writing by a physician, physician assistant or advanced practice registered nurse. Children five (5) and older do not need proof of Hib vaccination.
6. Varicella (Chickenpox) Immunity –
  - a. One (1) dose on or after the first (1<sup>st</sup>) birthday or must show proof of immunity to varicella (chickenpox) for entry into licensed pre-school programs and kindergarten; or on or after August 1, 2011 for entry into kindergarten two (2) doses shall be required, given at least three (3) months apart, the first (1<sup>st</sup>) dose on or after the first (1<sup>st</sup>) birthday.
  - b. Proof of immunity includes any of the following:
    - (1) Documentation of age appropriate immunizations considered to be one (1) dose administered on or after the student's first (1<sup>st</sup>) birthday (if the student is less than thirteen (13) years old) or two (2) doses administered at least thirty (30) days apart for students whose initial vaccination is at thirteen (13) years of age or older.

The National Advisory Committee on Immunization Practices (ACIP) changed the recommendation for routine vaccination against chicken pox (Varicella) from a single dose for all children beginning at twelve (12) months of age to two (2) doses, with the second (2<sup>nd</sup>) dose given just prior to school entry. The ACIP also recommends that all school-aged children, up to eighteen (18) years of age, who have only had a single dose of Varicella vaccine to be vaccinated with a second (2<sup>nd</sup>) dose.

- (2) Serologic evidence of past infection, confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory, or

(3) Statement signed and dated by a physician, physician assistant or advanced practice registered nurse indicating a child has already had varicella (chickenpox) based on diagnosis of varicella or verification of history of varicella. (The date of chickenpox illness is not required.)

(4) All students are required to show proof of immunity (see above) to Varicella for entry into seventh (7<sup>th</sup>) grade.

The Connecticut Department of Public Health has indicated that a school-aged child, thirteen (13) years of age or older, will only be considered fully immunized if he/she has had two (2) doses of the Varicella vaccine, given at least four (4) weeks apart.

7. Hepatitis A – Requirement for PK and K for children born on or after January 1, 2007 and enrolled in preschool or kindergarten on or after August 1, 2011.
  - a. Two (2) doses of hepatitis A vaccine given at least six (6) months apart, the first (1<sup>st</sup>) dose given on or after the child's first (1<sup>st</sup>) birthday; or
  - b. Has had protection against hepatitis confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.
8. Influenza Requirement for PK
  - a. Effective January 1, 2012 and each January 1 thereafter, children aged twenty-four through fifty-nine (24-59) months enrolled in preschool are required to receive at least one (1) dose of influenza vaccine between August 1 and December 31 of the preceding year (effective August 1, 2011).
  - b. Children of ages twenty-four through fifty-nine (24-59) months who have not received vaccination against influenza previously must be given a second dose at least twenty-eight (28) days after the first (1<sup>st</sup>) dose.
9. Pneumococcal Disease Requirement for PK and K
  - a. Effective August 1, 2011 all students born on or after January 1, 2007, enrolled in PK and K who are less than five (5) years of age must show proof of having received one (1) dose of pneumococcal conjugate vaccine on or after the student's first (1<sup>st</sup>) birthday.
  - b. An individual will be considered adequately protected if currently aged five (5) years or older.

E. The following immunizations are required for entry into seventh (7<sup>th</sup>) grade:

1. Proof of having received two (2) doses of measles-containing vaccine.

In those instances at entry to seventh (7<sup>th</sup>) grade, where an individual has not received a second (2<sup>nd</sup>) dose of measles containing vaccine, a second (2<sup>nd</sup>) dose shall be given. If an individual has received no measles containing vaccines, the second (2<sup>nd</sup>) dose shall be given at least four (4) weeks after the first.

2. Proof of Varicella (Chickenpox) Immunity.
  - a. On or after August 1, 2011, two (2) doses, given at least three (3) months apart, the first (1<sup>st</sup>) dose on or after the individual's first (1<sup>st</sup>) birthday and before the individual's thirteenth (13<sup>th</sup>) birthday or two (2) doses given at least twenty-eight (28) days apart if the first (1<sup>st</sup>) dose was given on or after the individual's thirteenth (13<sup>th</sup>) birthday, or
  - b. Serologic evidence of past infection, or
  - c. A statement signed and dated by a physician, physician assistant, or advanced practice registered nurse indicating that the child has already had varicella (chickenpox) based on family and/or medical history. (Date of chickenpox illness not required)
3. Proof of at least three (3) doses of Hepatitis B vaccine or show proof of serologic evidence of infection with Hepatitis B.
4. Proof of Diphtheria-Pertussis-Tetanus Vaccination (Adolescent Tdap Vaccine Requirement for Grade seven (7) Students)
  - a. On or after August 1, 2011, an individual eleven (11) years of age or older, enrolled in the seventh (7<sup>th</sup>) grade, shall show proof of one (1) dose of diphtheria, tetanus and pertussis containing vaccine, (Tdap booster) in addition to completion of the primary diphtheria, tetanus and pertussis containing vaccination series unless:
  - b. Such individual has a medical exemption for this dose confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on having last received diphtheria, tetanus and pertussis containing vaccine less than five (5) years earlier and no increased risk of pertussis according to the most recent standards of care for immunization in Connecticut.

5. Grade seven (7) students must show evidence of one (1) dose meningococcal vaccine (MCV4)
- F. All students in grades K-12 are required to show proof of two (2) doses of measles, mumps, and rubella vaccine at least twenty-eight (28) days apart with the first (1<sup>st</sup>) dose administered on or after the first (1<sup>st</sup>) birthday, or laboratory confirmation of immunity confirmed in writing by a physician, physician assistant or advanced practice registered nurse.

#### IV. RECORDS, REVIEW, NOTIFICATION AND REPORTING

##### A. Records:

1. Student health records will include the following: health assessments; screenings; immunizations; test or treatment provided as a part of the screening or assessment; and health data pertinent to the modifications of the educational program (i.e. physical education excuses, medications, waivers) shall be recorded on the student's health record.
2. Each physician or his/her designee performing health assessments or screenings will sign all health forms and provide any recommendations concerning the student in writing.
3. If a student permanently leaves the Manchester School System, the student's original cumulative health record will be sent to the Connecticut school district to which the student transfers and a true copy will be kept on file in this district.
4. When a student leaves the State, a copy will be forwarded to the new school district and the original kept on file in the Manchester School System.

##### B. Review and Notification:

1. School nurses will review the results of each health assessment and screening.
2. Where the results of a student's health assessment or screening indicate a health problem that may affect educational progress of the student, the school nurse will inform the student's teacher(s), parent(s)/guardian(s) and other appropriate school personnel as may be necessary.
3. Where the results of a student's health assessment or screening indicate that a student for whom free assessment must be provided is in need of further testing or treatment, the Superintendent of Schools must give written notice of

such need to the parent(s)/guardian(s) of such students and will make reasonable efforts to assure that such further testing or screening is provided.

4. In the case of students who have requested and are eligible for free health assessments, parent(s) and/or guardian(s) will be notified in writing of the schedule of such assessments and have the opportunity to be present.
5. Parent(s)/guardian(s) are notified in the spring of their child's fifth (5<sup>th</sup>) grade year and eighth (8<sup>th</sup>) grade year of the requirements of physical assessments due in the next school year.

Parent(s)/guardian(s) who have not submitted the health assessments are again notified by mail in the spring of their child's sixth (6<sup>th</sup>) grade year and ninth (9<sup>th</sup>) grade year.

By June 1, a list of students who are not in compliance with the physical assessment requirement will be submitted to the Coordinator of School Health. These names will be submitted to school administrators for exclusion from school at the start of the next school year.

Parent(s)/guardian(s) so affected will be given written notification of this exclusion status. In August, the schedules of all students who are not in compliance will not be mailed to the home until the required health assessment is submitted.

#### C. Reporting

1. Prior to the start of the school year, the Coordinator of School Health will submit to the Superintendent of Schools a list of students entering grade seven (7) and ten (10) who are not in compliance with Connecticut General Statutes.
2. As required, the school district will annually report to the Department of Public Health and to the local health director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis will occur at the time of mandated health assessment at the time of enrollment, in either grade six (6) or seven (7), and in either grade nine (9) or ten (10). Such asthma diagnosis will be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals.
3. The school district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

Legal Reference

**Connecticut General Statutes:**

10-204a	Required immunizations
10-204c	Immunity from liability
10-205	Appointment of School Medical Advisor
10-206	Health Examinations (includes asthma reporting)
10-206a	Free Health Assessments
10-208	Exemption from examination or treatment
10-209	Records not to be public
10-210	Notice of disease to be given parent or guardian
10-214	Vision, audiometric and postural screenings

Section 41 of Public Act 01-4 of the June 2001 Special Session Inclusion of Chronic Disease Assessment.

**Other**

Annual report to Connecticut Health Department concerning students with asthma.

Adopted: March 8, 1982  
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Revised