

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, NOVEMBER 14, 2016**  
**ROBERTSON ELEMENTARY SCHOOL**  
**65 North School Street**

**Board of Education Meeting**

**7:00 P.M. – Gymnasium**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Election of New Board Chair and Board Secretary
- 4) Introduction of New Board Member – Mr. Peter Conyers
- 5) Reaffirming of Board of Education Bylaws and Policies A – 5
- 6) Board of Education Minutes 10-24-16 A – 6

**B. COMMITTEE REPORTS –**

- 1) Policy Committee Minutes – 10-24-16 B – 1

**C. CONSENT CALENDAR**

- 1) Personnel Information C – 1
- 2) Transfer of Funds C – 2
- 3) Establish an appropriation for FY16/17 for the USDA Head Start, breakfast and Lunch grant appropriation, in the amount of \$120,100. C – 3
- 4) Establish an increase in the appropriation for FY16/17 for the Manchester Head Start In the amount of \$21,044, bringing the total award to \$1,190,146 C – 4
- 5) Extended Field Trip Request Form – MHS – Young Men’s Leadership Group - Comfort Inn & Suites, Meriden, CT – State Leadership Conference – Dec. 2, 2016 through December 3, 2016 – 4 Students – 1 Chaperone C – 5
- 6) Permission to apply for FY16-18 Hartford Foundation for Public Giving’s Community Innovation Fund Planning Grant, in the amount of \$50,000 C – 6

**D. REPORT FROM STUDENT REPRESENTATIVE -  
Shania Stanton and Nabila Hoor Un Ein**

**E. PUBLIC COMMENTS (any item before the board)**

**F. SUPERINTENDENT’S REPORT**

- 1) Robertson Elementary School Improvement Plan Update, Mr. Stuart Wolf, Principal

**G. UNFINISHED BUSINESS – None**

**H. NEW BUSINESS –**

**Policy Recommendation:**

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

**Policy Revisions:**

- 1) Policy – 5141.4 – School Wellness Policy H – 1
- 2) Policy – 4000 – Fingerprinting/Criminal History/Reference Checks/D.C.F. Background Checks H – 2

- 3) Policy – 3270 - Closing A School H – 3
- H. **NEW BUSINESS** – *(continued)*
- 4) Policy – 5118 – School Enrollment H – 4
- 5) Policy – 3240 – Tuition Fees H – 5
- I. **PUBLIC COMMENTS** (comments limited to items on tonight’s agenda)
- J. **COMMUNICATIONS** - *None*
- K. **ITEMS FOR FUTURE AGENDAS**
- 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.*

## BYLAWS

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Article I**ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS**Section 1 - General Duties

- A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.
- C. The Board shall concern itself with questions of policy and not with administrative details.
- D. In determining school policy it shall:
  - (1) hear and consider facts and recommendations,
  - (2) adopt a plan, policy or course of action, and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and the Charter of the Town of Manchester, including but not limited to the following:

- A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.

- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
  - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
  - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
  - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
  - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

**Article II****ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION****Section 1 - Membership of the Board of Education**

The Board shall consist of nine (9) members elected for three (3) year terms, as provided in the Charter. Board members shall take office on the second Monday of November in the year in which their term begins.

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

**Section 2 - Annual Organizational Meeting of the Board**

The Board annually shall organize in November at its first meeting after the start of the new terms of Board members commence. The Superintendent or his/her designee shall call the meeting to order and preside until a new Chair is chosen.

**Section 3 – Election of Officers**

Not later than one month after the date on which the newly elected members take office, the Board shall elect a Chair and then shall elect a Secretary and may prescribe their duties. The votes of each Board member cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holidays, and shall also be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection a fall reasonable times.

The Chair and the Secretary shall take office immediately upon election. All officers of the Board shall hold office for a term of one year and until their successors are duly elected.

Whenever there is a vacancy in the office of Chair or Secretary, at the next regular meeting the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

**Section 4 - Duties of Board Officers**

The Chair is the presiding officer at all Board meetings and may exercise such additional powers as are granted by the General Statutes, the Charter, and these bylaws. The Secretary shall maintain a record of all Board proceedings, and may attest to any action taken by the Board. The Secretary shall, in the absence of the Chair, preside at Board meetings.

#### Section 5 - Regular Meetings of the Board

Regular meetings of the Board shall be held in the Hearing Room, Lincoln Center, 494 Main Street at 7:00p.m., on the second and fourth Monday of each month, except for July, August and December, when the regular meeting shall be held on the second Monday of August. Regular meetings may be held in such other place and at such other time as the Board may determine after sufficient notice has been given to all members. Board meetings may be cancelled by majority vote provided there is at least one meeting in every month. In compliance with the General Statutes of the State of Connecticut, the Board shall file the calendar of its regular meeting with the Town Clerk on or before January 31.

#### Section 6 - Special Meetings of the Board

Special meetings of the Board shall be called by the Chair upon written request of three members or whenever deemed necessary by the Chair or the Superintendent. Notice of all special meetings shall be given to Board members and the Town Clerk at least twenty-four hours prior to the time the meeting is to convene. The notice shall indicate the purpose of the special meeting. No other business shall be transacted at such meeting, except upon the unanimous vote of the Board members present at such special meeting.

When a majority of the members agree that an emergency exists which has made a timely notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

#### Section 7 - Executive Session Meetings of the Board

The public may be excluded from meetings of the Board of Education that are declared to be executive sessions.

Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer

or employee, provided that such individual may require that discussion be held at an open meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

It is understood that all communications between and to Board members at executive sessions are considered to be confidential, and shall not be released to or discussed with any members of the public.

#### Section 8- Electronic Mail [E-Mail] Communications

Board members shall not use e-mail as a substitute for deliberations at public Board meetings, to discuss policy matters, or vote informally on any issues. Any e-mail communications by and among Board members shall be considered public documents subject to disclosure unless a specific exemption from disclosure applies (e.g., attorney-client communication).

#### Section 9 - Board Actions

The Board may exercise its authority only when acting as a Board. Individual Board members have no authority except at Board meetings or when discharging an assignment delegated to the Board or Board member. Unless otherwise provided, all Board actions shall be by a majority vote of the members present at a duly convened regular or special meeting of the Board.

Section 10 - Amendment to Bylaws

Amendments to these bylaws must be proposed in writing, with action being taken at a subsequent meeting of the Board. A two-thirds vote of the members, present and voting, shall be necessary for adoption of amendments to these bylaws.

Section 11 - Quorum

A majority of the members of the Board shall constitute a quorum. A quorum is necessary for the transaction of business at any regular or special meeting of the Board.

Section 12- Method of Filling Vacancies

Whenever a vacancy occurs in the office of any member of the Board of Education, it shall be filled by the remaining members of the Board until the next regular Town election, at which election a successor shall be elected for the unexpired portion of the term. Nominations to fill such vacancy shall be made by any Board member that is a registered member of the same political party as the departed member. If no remaining member is a member of such political party, then any member may make such nomination.

Board Bylaws 9000 Series

Article I, Section 13

BOARD OF EDUCATION STANDING COMMITTEES:

Curriculum & Instruction Committee

This committee reviews major areas of the curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvements;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

Personnel & Finance Committee

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;
- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development and negotiations with employee bargaining groups;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Participates in the search process of district level administrators;
- Assists, as requested by the superintendent, in determining the creation and elimination district positions; and
- Provides the administration with feedback on new or revised job descriptions.

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### Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;
- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

### Building & Sites Committee

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs; and
- **Working through** the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

### Section 14-Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.

All regular and special Board meetings shall be guided by an agenda which will have been prepared by the Chair in consultation with the Superintendent and delivered in advance to all Board members and other designated persons. By a two-thirds vote of those members present and voting, items may be added to the agenda of a regular meeting.

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Robert's Rules of Order shall govern the proceedings of the Board except when those rules are in conflict with these bylaws or the Board's established customs and practices.

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

If at any point in the meeting the Board of Education should not maintain a quorum, the Board Chair shall adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

#### Section 15 - Minutes

A complete and accurate set of minutes of each meeting shall be recorded in the Minute Book of the Board. The Minute Book shall be maintained at the Board's Administrative Offices. A copy of the minutes of each meeting shall be sent by mail to each Board member not later than thirty days following each meeting.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection at all reasonable times.

The minutes shall include the following:

1. The time, place and date of each meeting.
2. The names of those members in attendance.
3. The disposition of all matters on which action was recommended.
4. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
5. All decisions concerning future meetings and agendas.
6. By request, a brief statement of a Board member may be included.

A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer.

## Section 16 - Pledge of Allegiance

After the Call to Order, and prior to the Approval of Minutes at regular Board meetings, all in attendance will be invited to join the Board in reciting the Pledge of Allegiance, to be led by the Chair or the Chair's designee.

## Section 17- Formulation. Adoption. Amendment or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.

Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:

- A. Board of Education Members
- B. Superintendent
- C. Statute
- D. Matters of law
- E. Citizens
- F. Students

The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.

Policy proposals and suggested amendments to, revisions, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.

Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.

Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.

Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.

When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

#### Section 18 - Removal of Board Officers

It is the policy of the Manchester Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. specifically relates *to* and affects the administration of the office in a manner deemed *to* be deleterious *to* Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. conduct that interferes with the orderly and efficient operation of the Board.

#### Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
- 3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.

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- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal:

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly, and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

**Article III****DUTIES AND AUTHORITY OF THE SUPERINTENDENT****Section 1 – General Duties**

The Superintendent shall be the chief executive officer of the Board and shall serve as its professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

**Section 2 -Authority**

All individuals employed by the Board shall be responsible to the Superintendent. The Superintendent shall make such rules and give instructions to school employees as may be necessary to implement Board policy.

**Section 3 – Delegation of Authority**

The Superintendent, in his/her discretion, may delegate to other employees of the Board the exercise of any power and the discharge of any duties imposed upon the Superintendent. The delegation of such powers or duties, however, shall not relieve the Superintendent of responsibility for the actions taken under such delegation.

**Section 4 – Duties in Relation to Board Meetings**

- a) Except when matters pertaining to the Superintendent's salary or reappointment are being considered, the Superintendent, or his/her designee, shall be present at all meetings of the Board.
- b) The Superintendent shall submit to the Board recommendations relative to matters requiring Board action.
- c) The Superintendent shall, at all times, keep the Board informed relative to the educational programs and activities operating under the Board's authority.
- d) The Superintendent shall provide a quarterly budget update to the Board.

**Section 5 – Specific Duties and Responsibilities**

All employees, except in cases where special authorization is given by the Board, shall be hired by the Board only upon the nomination of the Superintendent, except insofar as the Superintendent may delegate this responsibility regarding specific categories of employees. The Board may authorize the Superintendent to offer contracts to new teachers.

**ARTICLE IV****Standards of Ethical Conduct For Members of the Board of Education****Section 1 - Purpose**

The proper operation of the Board of Education and the school system of the Town of Manchester requires that Members of the Board of Education be independent, impartial and responsible to the people; that decisions and policy be made by the Board of Education through proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its elected leaders. In recognition of those goals, these Standards of Ethical Conduct are established with the purpose of setting forth guidelines, standards and limitations for conduct of Members of the Board of Education that are consistent with the best interests of the Town of Manchester and its school system.

**Section 2 - Definitions**

As used in these Standards, the words and phrases stated below shall have the following meanings:

- a. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.
- b. "Close Relative" means the spouse, domestic partner, parent, child, step-child or sibling of any Member of the Board of Education.
- c. "Confidential Information" means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one's participation in Town government as a Member of the Board of Education and which is not readily accessible to or ascertainable by any other member of the public through alternative means.
- d. "Conflict of Interest" means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of a Member of the Board of Education or that a reasonable person would find likely to impair one's independence of judgment in the performance of the duties of a Member of the Board of Education. Without limiting the foregoing definition, a "Conflict of Interest"

shall be deemed to exist if a Member of the Board of Education or a Close Relative:

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;
  - 2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
  - 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
  - 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
  - 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.
  - 6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.
  - 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.
- e. "Financial Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Member of the Board of Education or a Close Relative, or for a Business in which a Member of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.

- f. "Gift" means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:
- 1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
  - 2) Any item, regardless of value, received from a Close Relative.
  - 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
  - 4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.
  - 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
  - 6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.
  - 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.
  - 8) A complimentary meal provided at a civic or philanthropic event to which Member of the Board of Education has been invited to participate in his or her official capacity.
  - 9) A meal provided in the home by an individual.
  - 10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.

- 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
  - 12) A political contribution otherwise reported as required by law.
- g. "Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.
  - h. "Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to a Member of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.
  - i. "Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.
  - j. "Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

### Section 3- Conflicts of Interest.

Conflicts of Interest are not, in and of themselves, a sign of unethical or improper conduct. They are an innocent consequence of the fact that, outside of their service to the Town, Members of the Board of Education possess a wide array of professional pursuits, financial interests and personal relationships. However, it is expected that Members of the Board of Education will be acutely sensitive to the existence of possible Conflicts of Interest and, when a possible Conflict of Interest arises, that they will conduct themselves in a manner that will eliminate any question as to the integrity and impartiality of the Manchester Board of Education.

Members of the Board of Education that are deemed to have a Conflict of Interest shall be subject to and abide by the following standards of conduct:

- a) Any Member of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Member feels that he or she cannot render an objective and impartial decision and therefore

shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.

- b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.
- c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.
- d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

#### Section 4- Preferential Treatment Prohibited.

No Member of the Board of Education shall seek for himself, or grant to any other person, any special consideration, treatment or advantage beyond that which is available to every other citizen of the Town.

#### Section 5- Soliciting or Accepting Inducements Prohibited.

No Member of the Board of Education, or candidate for nomination or election to the Board of Education, shall solicit or accept anything of value from any person based upon an understanding that any specific vote or official action will be influenced thereby.

#### Section 6 - Gifts.

Members of the Board of Education and Close Relatives shall not accept any gift from any person or business that has business dealings with the Board of Education, or has an interest in any matter that is pending or to be presented before the Board of Education. If it is impossible or inappropriate to refuse an unsolicited gift or offering, the gift shall be accepted on behalf of the Board of Education, shall be delivered to the Superintendent of Schools and shall become and remain the property of the Board of Education.

#### Section 7 - Incompatible Employment.

While engaged in the performance of their official duties, Members of the Board of Education owe a duty of undivided loyalty to the interests of the Board of Education and the Manchester school system. Therefore, no Member of the Board of Education shall engage in or accept private employment or render services for a Person or Business when he knows or has reason to know that such employment or service could impair his or her independence of judgment in the performance of his or her official duties, or possibly require him to disclose confidential information acquired by him in the course of his or her official duties, or possibly require him to take any other action which might be antagonistic to the interests of the Board of Education and the Manchester school system.

Section 8- Doing Business with the Board of Education.

No Member of the Board of Education shall engage in any private business transaction with the Board of Education without prior written notice to the Superintendent of Schools. No Member of the Board of Education shall enter into any contract with the Board of Education.

Section 9 - Disclosure or Use of Confidential Information.

Members of the Board of Education shall not disclose or otherwise disseminate any confidential information or divulge personal matters pertaining to others that do not bear upon the discharge of official duties.

Whether or not it shall involve disclosure, no Member of the Board of Education shall use or permit the use of confidential information to advance his or her own financial or personal interests or to advance or damage the financial or personal interests of any other business or individual.

Section 10 - Use of Town or Board of Education Property, Assets and Resources.

Town-owned or Board of Education-owned equipment, supplies, property, labor and resources shall be used only for the conduct of approved Town business. No Member of the Board of Education shall knowingly use or permit the use by others of Town property or Board of Education property for personal convenience or personal profit. However, Members of the Board of Education may use Town property or Board of Education property, assets and resources to the extent they are made available to the public generally or to the extent that such use is consistent with established policies and procedures governing the use of Town-owned or Board of Education-owned vehicles or communication devices.

Section 11 - Former Members of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not appear before the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a member of the Board of Education shall not privately lobby on behalf of any person or in any way attempt to influence the judgment or decision of any Member of the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not represent anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not disclose or use confidential information acquired in the course of any by reason of his or her official duties, for the financial gain for himself or herself or others.

#### Section 12 - Censure

The Board of Education may, by Resolution of Censure, express its sense that the conduct of one or more of its Members has not conformed to these Standards of Ethical Conduct.

Upon a written request to the Chairman containing the full text of the Proposed Resolution of Censure and no less than seven (7) signatures of the Members of the Board, the Board shall consider such Resolution of Censure. . . All Members of the Board, including any Member who is the subject of the Resolution of Censure, may be heard on the question. Passage of the Resolution of Censure shall require a unanimous vote of all members present and eligible to vote. Any Member who is the subject of a Resolution of Censure shall not be permitted to vote on the question.

A Resolution of Censure shall not be in order, and shall not be considered under any circumstances, while a hearing, investigation, prosecution, or any other proceeding arising from the same conduct is pending before the Ethics Commission of the Town of Manchester or before any other agency, commission, department or court with jurisdiction over said conduct.

Revised:

January 9, 1995

December 13, 1999

November 27, 2000

December 12, 2007

September 22, 2008

May 27, 2014

**Addendum to Board of Education Bylaws: Article II; Section 19****CODE OF CONDUCT FOR BOARD MEMBERS**

It is the policy of the Manchester Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official;
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

Each member of the Board will act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure will constitute cause for censure or other such action as deemed appropriate by the Board.

**Procedures for Censure:**

Prior to any vote to censure a Board Member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a majority vote of all Board members.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED: June 25, 2012

Bylaws

9000

Article IV

Section 13 Use of the 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.

## Section 13 - Committees

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Any committee created by the Board shall be subject to the provisions of the Freedom of Information Act.

### (a) Standing Committees.

The Board may authorize committees to be convened and direct them to carry out purposes so designated by the Board.

Standing committees may include, but shall not be limited to, those listed below. At or promptly after the annual organizational meeting, the Chair shall appoint two (2) or four (4) members to the standing committees.

The appointments shall be made in a manner that assures equal minority party representation on each standing committee. The Chair will solicit Board member interest in serving on a standing committee before the Chair makes appointments.

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Personnel and Finance
- 5) Policy
- 6) Transportation and Residency

#### Building and Sites Committee

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs;
- Conducts periodic inspection of school facilities and reports to the Board at least annually; and
- Working through the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

#### Community Relations Committee

This committee works to ensure that the Board builds strong and strategic relationships with the community and maintain a positive image of the school district within the community.

Specific responsibilities of this committee include:

- Works with administration to develop a community relations plan that identifies formal and informal mechanism to engage in dialogue with the community;
- Works with administration to develop key messages articulated to the community;
- Assists the administration in creating marketing efforts that support school district's mission and goals; and
- Evaluates the Board's stakeholder relationships

#### Curriculum and Instruction Committee

This committee reviews major areas of curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvement;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

### Personnel and Finance Committee

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;
- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Assists, as requested by the superintendent, in determining the creation and elimination district positions; and
- Provides the administration with feedback on new or revised job descriptions.

### Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;
- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

### Transportation and Residency Committee

This committee will conduct hearings at the request of the administration or parent/guardian regarding transport transportation requests and complaints, and residency and school attendance zone matters.

Standing committees will meet at the request of the Board. Each committee will report to the Board at the directive and discretion of the Board.

b) Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a

standing committee. The Chair will solicit Board member interest and appoint Board

members to serve on negotiating committees for administrator and teacher contracts. Only Board

members shall serve on a special committee.

c) Advisory Committees. With the consent of the Board, the Chair may appoint advisory committees to provide advice or recommendations to the Board on any matter within the jurisdiction of the Board. An advisory committee may include Board members, staff and community members, as deemed appropriate.

d) Committee Authority. Committees may advise the Board and do not determine or interpret policy. A standing or special committee may exercise the authority of the Board to the extent explicitly provided by these bylaws.

**Manchester Public Schools**  
**Board of Education**  
Policy Committee  
Minutes  
Monday, October 24, 2016  
Director's Room  
Lincoln Center

Members Present: Deb Hagenow, Susan Jacobsen, Carl Stafford, Darryl Thames, Sr.

Others Present: Matt Geary, Imnaam Kahn

The meeting was called to order at 5:30 PM.

The committee reviewed the proposal to consider adding a School Based Health Center at Illing Middle School. The Superintendent will get parent input on the concept through the Illing PTA and School Governance Council then bring the idea to the full Board of Education for their consideration.

The committee reviewed the revised Wellness Policy that includes language on mental health and will send the revised policy to the full Board of Education for a first reading.

[Wellness Revised w Mental Health](#)

The committee reviewed the revised Fingerprinting of New Hires policy and will send the revised policy to the full Board of Education for a first reading.

[Fingerprinting of New Hires Redlined](#)

[Fingerprinting of New Hires Revised Clean Copy](#)

The committee reviewed the revised Closing a School Policy and will send the revised policy to the full Board of Education for a first reading

[Closing a School](#)

The committee reviewed the revised Enrollment and Tuition policies and will send the revised policies to the full Board of Education for a first reading.

[Enrollment Revised](#)

[Tuition Revised](#)

The committee directed the Superintendent to put all possible holidays on a draft calendar for 2018-19 and bring the draft calendar back to the committee. The Superintendent will also send the Religious Holidays survey to high school students.

[Religious Holiday Survey](#)

The committee reviewed the Volunteers Policy. The Superintendent will make some revisions and bring it back to the committee.

[Volunteers - Draft](#)

The committee did not recommend any changes to the Residency or Transportation hearing process.

The Superintendent shared the plan to revise the policies listed below. Draft revisions will be brought to the committee for consideration at the January 9 meeting.

1. Personnel - Child Abuse or Neglect Reporting
2. Personnel - Section 504/ADA
  
3. Child Sex Abuse or Assault Response and Reporting
  
4. Section 504/ADA

The meeting adjourned at 6:50 PM.

Next Meeting: January 9, 2017

Respectfully Submitted by

Matt Geary

[Policy List](#)

**PERSONNEL ACTION**

**APPOINTMENTS**

Graham Chamberlain to be a Special Education teacher at Illing Middle School. Mr. Chamberlain received a Bachelor of Arts in History and Social Science degree at Eastern Connecticut State University. Mr. Chamberlain resides in Marlborough. It is recommended that his appointment be approved effective November 7, 2016 (BA+30/Step 2, \$51,025 pro-rated).

Samantha Hill to be a Special Education teacher at Illing Middle School. Ms. Hill received a Master of Arts in Special Education degree at Fairfield University. Ms. Hill resides in Wallingford. It is recommended that her appointment be approved effective November 11, 2016 (MA/Step 2, \$51,025 pro-rated).

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** October 26, 2016

**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from Systemwide Library/Media Software Licenses in the amount of \$1,105. Transfer to Systemwide Library/Media Library Books in the amount of \$1,105.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2016

S-11/2/16  
CJC

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
NOV 02 2016

To: Accounting Department

School: Library/Media Services **ACCOUNTS PAYABLE**

Date: 10/26/2016

Principal's Sign: Keri Kearney

Date of Approval:

**JUSTIFICATION (Required Field) :**

Money needed to purchase books for elementary schools

**SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER:**

**DECREASE In whole dollars only:**

\$ 1105.00 Account # 31899222-5535

Description: Databases

SYSTEM LIBRARY  
MEDIA SOFTWARE/  
LICENSES

\$ Account #

Description:

\$ Account #

Description: \_\_\_\_\_

\$1105.00 TOTAL DECREASE

**INCREASE In whole dollars only:**

\$1105.00 Account # 31899222-5642

Description: Library Books

Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$1105.00 TOTAL INCREASE (Must match total decrease)

**Accounting Department Only**

Board Approval Needed: Yes  No

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** October 26, 2016

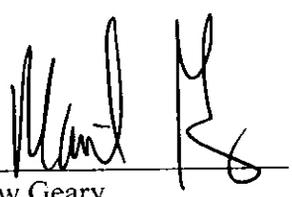
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from Systemwide Language Arts Dues & Fees in the amount of \$540. Transfer to Systemwide Language Arts Instructional Materials & Supplies in the amount of \$540.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2016

S - white  
@ DC

**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut

**RECEIVED**  
NOV 01 2016  
**BY ACCOUNTS PAYABLE**

To: Accounting Department

School:

Language Arts

Approval Signature:

*[Handwritten Signature]*  
10.27.16

Date: October 26, 2016

Date of Approval:

JUSTIFICATION:  
**Transfer to cover cost of Books for Illing**

SUBJECT: \_\_\_\_\_

DECREASE: Language Arts

\$ 540.00 Account #: 128 99100 5810 Description: Dues & Fees

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\* 540.00

INCREASE: Language Arts

\$ 540.00 Account #: 128 99100 5611 Description: Instructional Supplies

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\* 540.00

Accounting Department Only

Board Approval Needed:  Yes  No

Date of Board Approval: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Name: \_\_\_\_\_

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 USDA  
**Date:** October 20, 2016

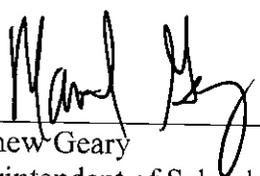
**Background:** Manchester Head Start participates in the Free and Reduced Lunch program and receives reimbursement through the Connecticut State Department of Education. We contract for breakfast, lunch and snacks with the Board of Education's food service department.

**Discussion/Analysis:** Participation in this program ensures that our most vulnerable preschoolers are provided with healthy foods while in attendance in our Head Start program.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program component.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 16/17 USDA Head Start, breakfast and lunch grant appropriation, in the amount of \$120,100.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2016

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Increase in Appropriation Manchester Head Start FY16/17  
**Date:** November 8, 2016

**Background:** The Manchester Board of Education received a Cost of Living Adjustment for its Head Start Program. This new award will be for the period 3/1/16-2/28/17.

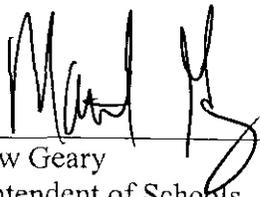
**Discussion/analysis:** This grant action awards the pro-rated amount of the FY16 Cost-of-Living Adjustments (COLA) of 1.8% for Head Start in the amount of \$21,044.

**Financial Impact:** None.

**Other Board/Commission Action:** None.

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors increase the FY16/17 Manchester Head Start appropriation \$21,044, bringing the total award to \$1,190,146.

**Attachments:** None.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2016



MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction-6153" all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

Name of School: MHS Date of Request: 11-1-16

Name of Club or Activity: Young Mens Leadership Group

Trip to: Comfort Inn: Sudley Meriden, CT Purpose: State Leadership Conference

Number of students participating: 4 From: 12/2/16 To: 12/3/16

Number of school days missed: 1

Number and names of teachers and chaperones: Give ages of chaperones under 25 and list relationship to system or staff.

- a. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_ d. \_\_\_\_\_  
e. \_\_\_\_\_ f. \_\_\_\_\_  
g. \_\_\_\_\_ h. \_\_\_\_\_

Others: \_\_\_\_\_

Transportation:  Bus  Train  Plane  Car  Other Van

Are fund-raising activities planned?  Yes  No If so, describe: \_\_\_\_\_

How will funds be allocated to students participating?\* \_\_\_\_\_

Lodging:  Hotel/Motel  Camp  Private Home

If known, give specifics of room assignments: \_\_\_\_\_

Cost per teacher and/or chaperone: \$ 120.00 - 150.00 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$ 0.00 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.\*)

Cost per student after fund-raising: \$ 0.00

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. N/A      b. \_\_\_\_\_  
c. \_\_\_\_\_      d. \_\_\_\_\_

**Name of teacher making request:**

Signature: Justis Lopez      Typed: \_\_\_\_\_

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

**Approved by Department Chair at secondary level:**

Signature: \_\_\_\_\_      Date: 11/1/16

**Approved by Principal:**

Signature: Jill King      Date: 11/3/16

**Approved by Superintendent or designee:**

Signature: [Signature]      Date: 11/8/16

Attachments: Quotations  
                         Itinerary

\*Every effort should be made to allow all eligible students to participate regardless of financial situation.



# 2016 CT HIGH SCHOOL STUDENT LEADERSHIP CONFERENCE

## SHANE FELDMAN

INSPIRING SPEAKER · ACCLAIMED PRODUCER · CHARITY FOUNDER



- As the Founder & Chief Executive Optimist of Count Me In, Shane Feldman is the creative strategist behind the world's largest youth-run movement.
- Born out of Shane's challenging transition into high school, Count Me In is a student-led charity and global brand that helps young people find their passion through community involvement.
- With Shane at the helm, Count Me In has impacted more than 10-million young people to date through speaking tours, educational programs and major broadcasts. Shane has established an international reputation as a leader in the youth engagement space, and his thought provoking and inspirational presentations continue to help audiences reimagine themselves, their purpose, and their power to give back and "live a legacy."

- Shane has appeared on national media, been recognized by The United Nations Youth Assembly and The President's volunteer initiative "Serve.GOV", and he has been listed on Youth In Motion's Top 20 Under 20 list.
- Previous clients include FCCLA, GEAR UP, Microsoft, the International Student Leadership Conference, Pencils of Promise, and over 100,000 students, educators and professionals at corporate events, conferences, high schools and colleges around the world.

### What will you get at the CAS CT Student Leadership Conference?

#### Inspiration!

2 National and International Speakers each walking the walk and putting their own unique talents, abilities and leadership into their passions and making a tangible, dramatic difference in the world.

#### Tools!

21st Century Skill specific workshops designed to strengthen your ability and resolve to bring your unique talents and leadership to their true potential. Communicate clearly, collaborate with others across barriers and in diverse groups, and think creatively and work creatively with others.

#### Resources!

Information and ideas for projects, learning and development. Connection to a large network of student leaders and adult advisors to support your growth and future initiatives.



## JAMES ORRIGO LAD IN A BATTLE

My goal is to encourage individuals to enjoy life, seize the moment, and realize the difference that we each can make in others lives by our POSITIVE actions.

Lad in a Battle stands for life's struggles and its crazy ride, its what you choose to do with the moments that make you want to quit, that make you who you are! Lead by example and be defined by the imprint left behind.

## Conference Details...



### When:

Friday, December 2, 9:30am  
thru Saturday, December 3, 12pm

### Where:

Comfort Inn and Suites  
900 East Main Street, Meriden

Maloney High School  
121 Gravel Street, Meriden

Boys and Girls Club  
15 Lincoln Street, Meriden

### Cost:

Conference Only - \$90 per person  
(Student & Advisor)

Conference with Overnight Stay Student - \$120  
per student (quad occupancy)

Advisor - \$120 per advisor (shared room) \$150  
per advisor (single room)

*There is an additional \$100 fee per school for  
non CAS member schools.*

### Registration:

All registrations should be made through  
your school or by your advisor. Registration  
Deadline is November 15, 2016.

Online registration for schools:  
<http://www.casciac.org/slcregister.shtml>

Question call Noreen Liberopoulos or Jenn Buckley  
at CAS (203) 250-1111.

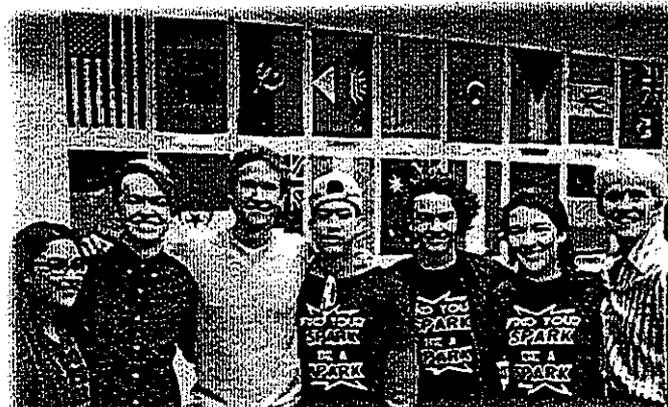
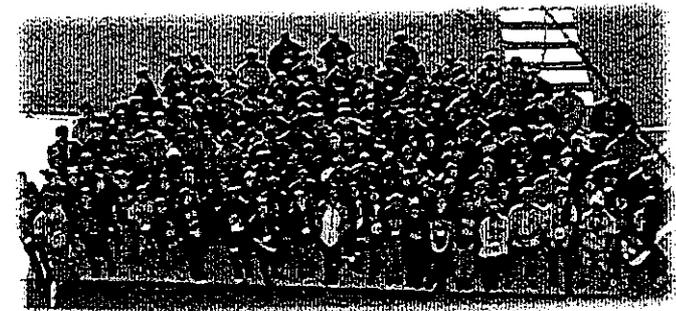
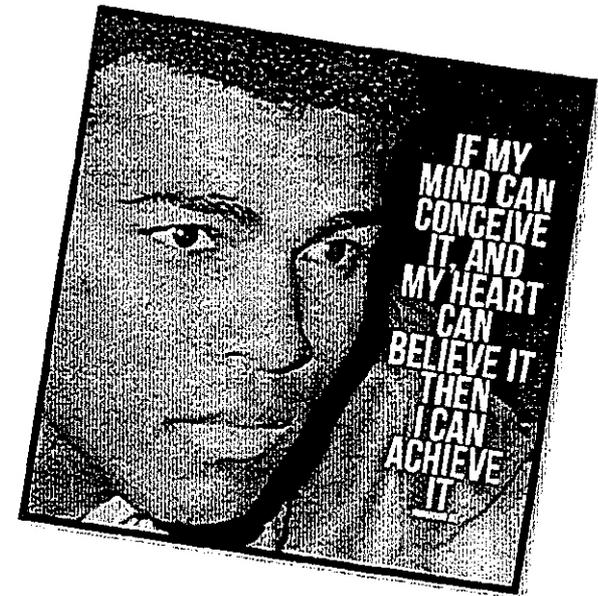
Due to food and hotel guarantees, notification of  
cancellations must be made to CAS no later than  
4pm on Monday, November 21, 2016.

Refunds will not be available for non-attendance  
or for cancellation after 4pm on Monday,  
November 21, 2016.

The servant leader is servant first. The difference manifests itself in the care taken by the servant-first (leader) to make sure that other people's highest priority needs are being served. Do those served (by you) become healthier, wiser, freer, more autonomous, and more likely themselves to become servant-leaders? And what is the effect on the most vulnerable among us, will they benefit or at least will they not be further deprived?

– Robert Greenleaf

*This is deep stuff. But not beyond us! Understanding the desires and motivations of others, helping those around us rise to their best selves, helps us in turn understand ourselves and rise to meet our true potential.*



**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Date:** November 9, 2016  
**Re:** **Permission to apply for the Hartford Foundation for Public Giving's Community Innovation Fund Planning Grant for FY16-18**

**Background:**

This planning grant application is for one year (January 2017-December 2017). The grant will be used to design a project that innovatively addresses "Employment, Underemployment and Unemployment," community and nonprofit sector issues that occur in service systems that require collective thinking, and collective action that may lead to the adaptation, revision, or complete reconstruction of such systems so they can better serve the residents of a community/region. Manchester Adult and Continuing Education (MA&CE) and its non-profit and business sector partners from within the region will also include one or more of the Hartford Foundation for Public Giving's three focus areas, e.g. family economic security, vibrant communities, and post-secondary education in its work. Manchester Adult and Continuing Education intends to partner with other organizations from different sectors and backgrounds.

**Discussion/Analysis:**

The funds will be used to enter a planning partnership with several organizations for this project with an overarching theme of Employment, Underemployment, and Unemployment. We believe these issues have a cross-sector impact upon all the partners' programs and services in meeting the needs of our respective clients and/or students.

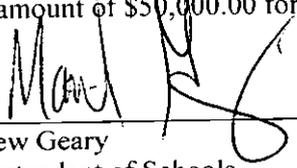
**Financial Impact:**

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 an application to the Hartford Foundation for Public Giving's Community Innovation Fund Planning Grant in the amount of \$50,000.00 for FY16-18

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2016

## STUDENTS

5141.4

## SCHOOL WELLNESS POLICY

Statement

The Manchester School District ~~Manchester Public Schools~~ is committed to establishing a healthy learning environment that positively influences students' general well-being, eating behaviors, physical capacity, **mental health** and learning ability to succeed academically. This commitment will provide all of Manchester's students with the ability to participate fully in the educational process and to develop lifelong healthy habits. A learning environment that fosters wellness and good nutrition will be promoted for all students and the district will provide students with a variety of opportunities for daily physical activity and help children and adolescents become more physically active and fit. By facilitating learning through the support and promotion of good nutrition, **social and emotional, behavioral and physical health** and physical activity, student achievement is enhanced. Improved health optimizes student performance potential and ensures that all children have the opportunity to excel.

It is the goal of the Manchester ~~School District~~ **Public Schools** to promote students' physical, **behavioral**, emotional, and social well-being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Sciences education and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.

**Federal Law:**

Child Nutrition & WIC Reauthorization Act of 2004, Pub .L. 108-265 & 204

Child Nutrition Act & 10(a)-(b), codified at 42 U.S.C. & 1799

Richard B. Russell National School Lunch Act & 9(f)(1) and & 17(a) codified at 42 U.S.C. & 1758 and 42 U.S. C. & 1766.

Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, added Section 9A to the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758b), *Local School Wellness Policy Implementation*. The provisions set forth in Section 204 expand upon the previous local wellness policy requirement from the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

**Mental Health Annex in Manchester Public Schools – School Safety and Security Plan**

*Public Act No. 13-3 now codified in Connecticut General Statutes Sections 10-222m and 10-222n, providing an all-hazards approach to emergencies at public schools. These standards can be found in the Plan at Section H, References.*

Topical Brief 3 – Scientific Research-Based Interventions, Connecticut’s Framework for Response to Intervention

*ADDRESSING THE NEEDS OF THE WHOLE CHILD: Social, Emotional, Behavioral, and Physical Health, as well as Academic Achievement, in Connecticut’s SRBI Process, Connecticut State Department of Education*  
September 2011

**Policy Adopted: May 22, 2006**

**Revised: February 27, 2012**

**Revised: November 13, 2013**

**Revised:**

**STUDENTS****5141.4****SCHOOL WELLNESS POLICY****Administrative Guidelines**

**Manchester Public Schools** shall implement the following actions with the goal of providing sound nutrition and healthy practices for students.

Manchester Public Schools shall maintain a standing School Wellness committee that will meet biannually. The members shall include but not be limited to ~~Assistant~~ **Deputy** Superintendent of Schools **Curriculum and Special Services** - (Chair) **or designee**, parents, students, Food Service Director, Physical Education and Health Curriculum Coordinators, School Health Services Coordinator, a representative from the Town Health and Recreation Departments, Board of Education member, teacher(s), administrator(s). All stakeholders will participate in the implementation and periodic review of the Wellness Policy.

The Manchester School District **utilizes the 9-5-2-1-0 Heath Initiative which is a product of the Northern Virginia Healthy Kids Coalition adapted by Eastern Highland Health District (EHHD)** and used by permission by Manchester Public Schools.

**Manchester Public Schools** shall inform and update the public (including parents, students, and others in the community) about the implementation of the Local Wellness Policy via the website and presentations to the Board of Education.

The District Superintendent or **Deputy** Superintendent shall ensure that each school complies with the Local Wellness Policy.

**I. Nutrition Education and Promotion****A. Instruction Program Design**

The Health curriculum and Family and Consumer Sciences curriculum, emphasizing nutritional knowledge and healthy habits, shall be continually revised and updated to comply with state standards and mandates and ensure that instructional strategies reflect current best practice, and integrated within the sequential, comprehensive interdisciplinary program taught at every grade level pre-kindergarten through twelfth grade. The nutrition education program shall focus on students' eating behaviors and be based on theories and methods proven to be effective by published research and be consistent with state's/district's health education standards/guidelines/framework.

**B. Staff Qualifications and Professional Development for teachers**

Staff responsible for nutrition education shall be adequately prepared (K-5) and certified (6-12) to implement through best practice and through participation in professional development activities.

**C. Educational Reinforcement**

Schools will collaborate with town agencies as appropriate to send a consistent message to the community about nutrition education.

**D. Staff as Role Model**

School staff is encouraged to model the components of the nutrition education curriculum.

**E. Coordination of Programs**

The food service program shall be closely coordinated with nutrition instruction.

**STUDENTS****5141.4****II. Daily Physical Education**

**A.** Physical Education classes and physical activity opportunities shall be available for all students throughout the school year.

The district will ensure that elementary school students have access to not less than 40 minutes of Physical Education once in every three day rotation. The 9-5-2-1-0 (9 hours of sleep, 5 servings of fruits and vegetables, 2 hours or less of screen time per day, 1 hour of physical activity, and 0 sugary drinks) initiative shall be utilized pre-K through grade 12.

1. Students in grades four, six, eight and ten will participate in the Connecticut Physical Fitness Assessment.
2. All physical education classes shall be sequential and aligned with the Connecticut Physical Education Framework, competency through application of knowledge, skill, and practice.
3. All physical education classes will be taught by a certified physical education instructor.
4. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement.

**B. Wellness Breaks**

The district will provide 20 minutes of daily recess in elementary schools.

**C. Physical Activity Opportunities Before, During, and After School**

1. Schools are encouraged to offer extracurricular programs, such as physical activity clubs or intramurals. When appropriate, schools will offer interscholastic sports programs (space availability).
2. After-school child-care and enrichment programs for elementary schools students will provide daily periods of moderate to vigorous physical activity for all participants (space availability).

#### **D. Physical Activity and Punishment**

Teachers and other school and community personnel should not use physical activity (i.e. running laps, pushups) or withhold opportunities for physical activity (physical education, recess) as punishment.

#### **E. Safe Routes to School**

When appropriate, the district shall work together with local public works, public safety and/or police departments to make it safer and easier for students to walk and bike to school.

#### **F. Incorporating Physical Activity into the Classroom**

Opportunities beyond the regular physical education class and recess should be incorporated into the classroom as part of their learning or energizing breaks.

### **III. Nutrition Standards for School Food and Beverages**

#### **1. Menu choices linked with nutrition education curriculum**

1. Promote fresh fruits and vegetables.
2. Limit high fat choices.
3. Limit oil-fried foods.
4. Increase vegetarian choices.
5. Provide drink choices to include water, low-fat milk, flavored low-fat milk, skim milk and 100% juices in appropriate serving sizes.

Foods and beverages sold at school in the cafeteria, vending machines and school stores shall comply with USDA federal and state regulations.

School Food Services should recognize and reasonably accommodate individual students' dietary concerns related to religious practices.

With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs

#### **A. Nutrition Practices in Classrooms**

1. Beverage consumption in the classroom should be limited to water, 100% juice and milk.
2. Strongly encourage healthy snacks in appropriate portion sizes.

3. Food or snacks should not be used as either an incentive or a reward for good behavior or academic performance.
4. School personnel shall not withhold student access to snacks as punishment.
5. Healthy party menus should be used. ?
6. Classroom birthday celebrations will be food and snack free.
7. Food may be used to commemorate a cultural event or activity, or support a curriculum related project with the approval of the principal and in accordance with Health Department protocols.

#### **B. Fund Raising Activities**

Non-food promotion activities are encouraged to follow District Nutritional Standards.

#### **C. Faculty Information**

1. Nutrition information should be available to staff members through a variety of sources such as newsletters, professional development training, websites, publications, curriculum, which includes but is not limited to:
  - a. Alternative birthday/holiday celebrations
  - b. Activities to increase physical activity in the classroom and at desks
  - c. Healthy snacks
  - d. Alternative non-food reward options
  - e. Alternates to withholding recess as a consequence for student actions
2. Faculty should be positive role models as we promote healthy nutrition and physical activity.

#### **D. Cafeteria**

The cafeteria is a place where students should have:

1. Adequate space to eat in clean, pleasant surroundings.
2. Adequate time to eat meals (The School Nutrition Association recommends at least 20 minutes for lunch from the time students are seated with their food.
3. Access to hand washing or hand sanitizing facilities before meals.
4. Point of Sale – The Point of Sale system provides confidentiality to all students regarding meal benefits.
5. Summer Food Service Program – Summer Food Service Program will be offered at eligible district sites.

### **IV. Behavior Health**

Manchester Public Schools utilizes a coordinated approach to address the needs of the **Whole Child** and provides supports for the child’s Social, Emotional, Behavioral, and Physical Health and Wellness as well as Academic Achievement.

Schools increasingly are involved in the identification, intervention, support and education of students with multiple challenges. The School Safety and Security Plan Mental Health Annex provides best practice considerations for addressing student mental health issues and describes the course of action that Manchester Public Schools will implement to address mental health:

1. **Early Identification** – Manchester Public Schools recognizes the increased involvement in early identification and utilizes established practices and procedures to support the processes.
2. **Whole Child-School-Parent Partnership** – In order to best meet the needs of all students the Manchester Public Schools will integrate evidence-based practices that employ a continuum of developmental, preventive, and remedial-based support services.
3. **Risk Assessment Screening** – A topic that refers both issues with students and school personnel and issues concerning building, community and environmental safety.
4. **School-Community Partnership** – Practical strategies will be developed and sustained in a coordinated system of school and community care for students and families as they interact with schools, mental health service providers, hospitals, state agencies, religious and community groups.
5. **Alternative Programing** – Manchester Public Schools recognize that students with special/functional needs can have unique and complex requirements as well as a need to receive services both inside and outside of school. The needs will be fostered from interventions using an integrated approach between the school and community services.
6. **Priority Placement – Mental Health Services** – In order to address social/emotional and psychiatric issues that may interfere with academic progress, Manchester Public Schools shall offer appropriate scientifically-based interventions by evaluating the areas of suspected disability including mental health issues.

#### V. Measurement and Evaluation

- A. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.
- B. The policy will be modified based on legislation and district needs.
- C. The Wellness Committee shall assess all nutrition education curricula and materials for accuracy, completeness, balance, and consistency with the state's/district's educational goals and standards.
- D. The Manchester Public School District uses a comprehensive Coordinated School Health (CSH) approach to promote wellness for students, staff and the community. Data collected from the Coordinated School Health initiative shall be used to evaluate progress. The results shall be made available to the public.



**PERSONNEL** Series 4000Personnel**FINGERPRINTING/CRIMINAL HISTORY/REFERENCE CHECKS/D.C.F.  
BACKGROUND CHECKS**

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

~~convicted of a crime and whether there are any criminal charges pending against them at the time of application. In addition, all applicants for employment in the district must submit to a child abuse and registry check by the State Department of Children & Families. Employees will not be required to disclose any arrest, criminal charge or conviction that has been erased.~~

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

I. Employment History Check Procedures

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

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current or former employer of the applicant, if such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;
- b. to submit a written authorization that
  - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
  - (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of

this policy and the release of related records by the department, and

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

c. to submit a written statement of whether the applicant

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

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

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

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

a. the dates employment of the applicant, and

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

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

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

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

3. Requesting information from the Department of Education concerning:

a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,

b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

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

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

- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) days, pending the district’s review of information received under this section, provided:
1. The applicant complied with paragraph I.A.1 of this policy;
  2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
  3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a. and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b. of this policy. Such contractor shall contact any current or former employer of such employee that was a local or regional board of education, council, or operator or if such employment caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include

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

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

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

K. For the purposes of this policy:

1. “Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student
2. “Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree),

53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

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

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

## II. DCF Registry Checks

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

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

~~Prior to hiring any person, the district shall make a documented good faith effort to contact previous employers of the person in order to obtain information and recommendations that may be relevant to the person's fitness for employment.~~

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

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

B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the

form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

### III. Criminal Records Check Procedure

- A. When a job applicant is offered a position within the school district, the Superintendent or designee will perform preliminary state criminal record checks via the State Police Bureau of Identification (SPBI) Connecticut On-Line Law Enforcement Communications Teleprocessing System (COLLECT).

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

- 1.) No later than ~~ten~~five (~~10~~5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will ~~supply~~provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the ~~Manchester Police Department, their designee, or C.R.E.C. (Connecticut Regional Education Council)~~. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record

checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

- 2.) No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the **Manchester Police, their designee, or C.R.E.C.** Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- 3.) Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
- 4.) Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
- 5.) Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in Paragraph E of Section III of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an

applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in Paragraph D of Section III of this Policy, above.

~~B) Notice of Conviction.~~ Criminal Records Check for Substitute Teachers:

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

~~C) School Nurses~~

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

~~D) Substitutes~~

A substitute teacher who is hired by the district ~~or a provider of supplemental services~~ must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent ~~or designee~~, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

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

V. Credit Checks

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

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

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

#### VI. Notice of Conviction

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

#### VII. School Nurses

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

#### VIII. Personal Online Accounts

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

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

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;
2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.

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

1. any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or
2. any electronic communications device supplied or paid for, in whole or in part, by the Board.

C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or
2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the Board’s proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

~~E)-IX.~~ School Volunteers

School volunteers and chaperones ~~, who are assigned to have direct contact with a student and who do not work under the direct supervision of a certified employee,~~ will be required to submit to a criminal history records check. ~~in accordance with the procedures outlined above.F)~~

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

- ~~1.~~ A. This policy will not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes 14-44 (d).
- ~~2.~~ B. This policy will also not apply to a student employed by the local or regional school district in which the student attends school.

XI. Falsification of Records.

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

[\* Note: This is a sample policy designed to provide compliance with the provisions of Connecticut General Statutes §§ 10-221d and 10-222c. Individual boards of education may wish to treat certain aspects of this policy differently. For example, a board of education may wish to do the required fingerprinting on-site, using board personnel. Also, a board of education may request a regional educational service center to arrange the taking and forwarding of the fingerprints, with the direction to provide the board of education with the results of the criminal history records checks.]

~~Legal References — Conn. Gen. Stat 10-221d. Criminal history records checks of school Personnel. Fingerprinting. Termination or dismissal.~~

~~Conn. Gen. Stat 10-212. School nurses and nurse practitioners (as~~ Legal References: Conn. Gen. Stat. § 10-212.

~~Amended by Public Act 04-181).~~

Conn. Gen. Stat. § 10-221d.

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor’s Name from Summary Process Complaints.”

No Child Left Behind Act of 2001, Public Law 107-110

~~**Public Act No. 11-93—An Act Concerning the Response of School Districts and the Departments of Education and Children Families to Reports of Child Abuse and Neglect.**~~

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Adopted: - 1994

Revised: - August 23, 2010

Revised: - February 25, 2013

Revised – ~~June 24, 2016~~ \_\_\_\_\_

## Agency Privacy Requirements for Noncriminal Justice Applicants

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

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

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

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

If you need additional information or assistance, contact:

<u><b>Connecticut Records:</b></u> <u>Department of Emergency Services and Public Protection</u> <u>State Police Bureau of Identification (SPBI)</u> <u>1111 Country Club Road</u> <u>Middletown, CT 06457</u> <u>860-685-8480</u>	<u><b>Out-of-State Records:</b></u> <u>Agency of Record</u> <u>OR</u> <u>FBI CJIS Division-Summary Request</u> <u>1000 Custer Hollow Road</u> <u>Clarksburg, West Virginia 26306</u>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## Noncriminal Justice Applicant's Privacy Rights

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

- You must be provided written notification<sup>3</sup> by \_\_\_\_\_ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>4</sup>
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>5</sup>
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- If you need additional information or assistance, please contact:

### Connecticut Records:

Department of Emergency Services and Public Protection  
State Police Bureau of Identification (SPBI)  
1111 Country Club Road  
Middletown, CT 06457  
860-685-8480

### Out-of-State Records:

Agency of Record  
OR  
FBI CJIS Division-Summary Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

<sup>3</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>4</sup> See 28 CFR 50.12(b).

<sup>5</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation  
United States Department of Justice  
Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

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

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

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

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

Document comparison by Workshare Compare on Monday, June 27, 2016  
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Description	#4900334v2<SG> - Manchester Fingerprinting/Criminal History/Reference Checks/DCF Background Checks PERSONNEL4000 Revised 06242016 (S&G revisions)
Rendering set	Standard

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Moved to	17
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Format changed	0
Total changes	283

**CLOSING A SCHOOL****Policy 3270**

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.

- 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.
3. 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.
  4. When a school is closed, the Board directs the administration to create a thoughtful transition plan that ensures all students and families impacted by the closing of the school are welcomed into their new school. Intentional effort should be made to include parents and families, students, and staff from both the closing school and the schools receiving students and families in the planning process. Parents and families from the school that is closing should have multiple opportunities to visit their new school and meet with staff and parent groups to discuss the transition.

References:

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

Adopted: April 11, 2011

Revised:

**STUDENTS****5118****SCHOOL ENROLLMENT**

Any child who is a resident of Manchester is entitled to a free public school program in the Town of Manchester. Connecticut general statutes 10-186, 10-220 and 10-15c require the Board of Education of the Town of Manchester to provide school accommodations so that each child five years of age and over who reaches age five on or before the first day of January of any school year and up to twenty-one years of age who is residing in Manchester and who is not a graduate of a high school or vocational school may attend school. Also Connecticut general statutes 10-76a and 10-76d (b) (2) requires school accommodations for children who reside in Manchester and who have not attained school age and require special education whose degree and type of disability, based on evaluation by the placement and planning team, is such that their educational potential will be irreparably diminished without special education services at three years of age.

No child shall be enrolled in school until the criteria of age and residency are met. The Superintendent's designee shall investigate all questions of residency and age and make a recommendation to the superintendent as to the child's eligibility for school accommodations in Manchester Public Schools. If the child or his or her guardian(s) disagree with the decision of the superintendent, they may appeal to the Manchester Board of Education. The burden of proof in student residency disputes shall be on the party claiming residency (sec. 10-186(b) (1)).

For matters regarding the removal from district rolls, refer to policy #5112.4 - Disenrollment.

Legal Reference:	Connecticut General Statutes:	10-186
		10-15C
		10-220
		10-76A
		10-76D (B) 2

Adopted:	October 10, 1973
Revised:	November 26, 1979
	January 27, 1986
	April 11, 1988
	April 26, 1993
	September 12, 1994
	March 8, 2004
	June 22, 2009
	December 15, 2010

**STUDENTS**

5118

**SCHOOL ENROLLMENT PROCEDURES - ADMINISTRATIVE GUIDELINES**

- I. By Connecticut statute, the Town of Manchester is required to provide school accommodations to students who are permanent residents of Manchester. **NO CHILD SHALL BE ENROLLED IN SCHOOL UNTIL THE FOLLOWING CRITERIA ARE MET:**
- A. Any student wishing to enroll in the Manchester Public Schools who is of appropriate age, as defined by statute, is entitled to a free public school program in the Town of Manchester providing the following criteria are met:
1. For each child 5 years of age and over who reaches age five on or before the first day of January of any school year and up to 21 years of age who is not a high school or a vocational school graduate.
  2. For children who have not attained school age and require special education whose degree and type of exceptionality, based on evaluation by the Placement and Planning Team, is such that their educational potential will be irreparably diminished without special education at an early age.
- B. Any student wishing to enroll in the Manchester Public Schools who is a resident is entitled to a free public school program in the Town of Manchester. The burden of proof in student residency disputes shall be on the party claiming residency.

For the purposes of determining "permanent residency" and whether such residency is "provided without pay", the board of education and administration adheres to the following stipulations:

1. The child resides full time, typically seven (7) days per week, with parent(s) or legal guardian(s) who is a resident of the Town of Manchester. Parents or guardians of students transferring to the Manchester schools for the first time, or registering for the first time, must submit evidence of Manchester residency on the ENROLLMENT VERIFICATION OF RESIDENCY FORM using such evidence as defined on the attached Proof of Residency Chart.
2. The child resides with someone, other than parent(s) or legal guardian(s), who is a resident of Manchester and it is the intent of the student or his or her parents, and the persons with whom the child resides in Manchester, that
  - a. the residence is to be permanent and full time, typically seven (7) days per week.
  - b. the residence is provided to the student without pay to those providing it and not for the sole purpose of obtaining school accommodations provided by the school district.

**SCHOOL ENROLLMENT - ADMINISTRATIVE GUIDELINES (2)**

- c. The parent/guardian and Manchester resident must complete the Residency Affidavit and submit all necessary documents for review prior to approval. The District Residency Office may request additional information.
  - d. The District Residency Office may request legal guardianship documentation prior to enrollment when reasons for residency with a non-legal guardian or parent are unclear and questionable.
  - e. Unusual circumstances such as parent/guardian deployment in the military, parent/guardian illness etc. may only be approved by the district residency office. Supplement documentation or proof of unusual circumstances may be requested.
3. The student is residing in a facility or home as a result of placement by a public agency other than a local or regional board of education except as provided in 10-253(b).
  4. An emancipated minor shall submit appropriate court documents regarding the emancipation decree as well as evidence of Manchester residency.
  5. The student is an immigrant, regardless of status, residing in Manchester.
  6. The student is living in a temporary shelter in the Town of Manchester and the school district where the child would otherwise reside cannot be identified. If the school district can be identified, Manchester Board of Education must notify the school district where the child would otherwise reside so that it may determine whether to transport the child to that district or to pay tuition to Manchester Public Schools.
  7. The student is residing in a safe house such as a shelter for battered women or under a witness protection program where no name or address may be used, the child may be registered as a resident of Manchester provided appropriate health documents and documentation of age are provided. Verbal confirmation, if available, from such a shelter director or a representative of the Connecticut Chief State's Attorney's Office is adequate proof of residency.
  8. The student meets the criteria for being considered homeless as contained in federal and state regulations and the parent requests continued enrollment in Manchester Public Schools or the child moves in from another LEA and the parent requests enrollment in Manchester Public Schools. Manchester, the LEA where the parent temporarily resides and/or the nexus town determines transportation and cost.
  9. Students who meet the criteria for homelessness under the McKinney-Vento Homelessness Act (Refer to Policy 5118.1) should complete the "McKinney-Vento Intake Form" which should be forwarded to the District Homeless Liaison. The District Homeless Liaison may ask for additional information and/or documentation.

**SCHOOL ENROLLMENT - ADMINISTRATIVE GUIDELINES (3)****ENROLLMENT FORMS:**

1. **“Enrollment Verification of Residency Form”** should be submitted by a parent or legal guardian for new enrollees, transfers within the school district and/or change of addresses. In addition to completing this form approved proof of residency must also be provided.
2. **“Residency Affidavit Form”** should be completed for any student who claims residence in Manchester and is not residing with his or her parent(s) and whose parents are not residing in Manchester. The student, parent and person with whom the student is living with must fill out this form together. This form is only valid for the current academic school year. It must be renewed yearly by completing the renewal form and approved yearly by the District Residency Office. If it is not renewed or the student’s parent/guardian does not establish residency in Manchester the student will be subject to disenrollment from Manchester Public Schools. Final approval of this affidavit will only be given by the District Residency Office. Unusual circumstances may only be granted by the District Residency Office.
3. **“Certification of Residency Form”** is required if the parent/guardian and student(s) are residing in Manchester and do not have proof of residency. In such cases this form must be forwarded to the district residency office for review and prior approval before enrollment. An investigation will be conducted and supplemental information may also be requested.

This form is also used when the parent/guardian and the student(s) cannot provide proof but are claiming to live with a legal Manchester resident. The Manchester resident must provide proof of their residency prior to enrollment and are subject to bills for tuition reimbursement if found to be fraudulently claiming the student is residing with them.

This form is only valid for the current academic school year. It must be renewed yearly by completing the renewal form. If it is not renewed or the student’s parent/guardian does not establish residency in Manchester, then the student will be subject to disenrollment from Manchester Public Schools. This form is usually only approved for renewal one time. It is assumed that the parent/guardian will be able to provide the district with proof of residency documentation after one academic year of residency in Manchester.

4. **“Residency Affidavit and Certification of Residency Renewal Form”** must be completed annually to renew Residency Affidavits and Confirmation of Residency forms. In addition to renewing this form, updated approved proof of residency must be provided. This form is usually only renewable one time. It is assumed that the parent/guardian will be able to provide the district with proof of residency documentation after one academic year of residency in Manchester. All renewal forms should be forwarded to District Residency Office for review prior to approval.
5. **“Request for Residency Confirmation and Report Form”** this form will be filled out by a school administrator and/or designee when residency is in question, when residents cannot provide appropriate proof and/or students have unusual residency circumstances that need to be investigated by the District Residency Office for final approval or non-approval.
6. **“McKinney-Vento Intake Form”** this form should be completed by parents/guardians of homeless students. This form provides the district with contact information, basic information about their homeless status, living arrangements, mobility, programs student may qualify for, and transportation needs.

**STUDENTS**

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**SCHOOL ENROLLMENT - ADMINISTRATIVE GUIDELINES (4)**

In the event that there is a question as to whether or not the above requirements have been met, the matter shall be referred by the building principal, or other proper school authority, to the Department of Pupil Personnel Services for resolution and the Superintendent's designee shall investigate and either verify residency of parent or guardian and child or document reasons to deny educational accommodation on the basis of residency. Appropriate documentation of residency or non residency shall be in writing. A copy of each report shall be filed in the offices of the Director of Pupil Personnel Services or designee and with the building principal in the cumulative file. A copy of the report shall also be made available to the parents and the persons with whom the child resides in Manchester, and to the student who is 18 or older or emancipated upon request.

**WHEN DENIAL OF EDUCATIONAL ACCOMMODATION IS MADE ON THE BASIS OF RESIDENCY, THE PARENT OR GUARDIAN, AN EMANCIPATED MINOR OR STUDENT 18 YEARS OF AGE OR OLDER, SHALL BE INFORMED OF HIS OR HER RIGHT TO DUE PROCESS AND TO REQUEST A HEARING BY THE BOARD OF EDUCATION IN ACCORD WITH SEC. 10-186(1)(b).**

- II. Procedures for due process hearing upon denial of free accommodations in the Manchester Public Schools.

Entitlement to free school accommodations for students applying for enrollment or attending the Manchester Public Schools shall be determined in accordance with state law and Manchester Board of Education policy as set forth in the following procedures.

- A. In the event the administration seeks denial of admission or disenrollment under any such provisions, the Superintendent's designee shall conduct an investigation. Upon the approval of and/or consultation with the Superintendent or his or her designee, provide a statement of the basis for a determination of ineligibility, notice of the right to a hearing, and notification to the board under whose jurisdiction the investigator believes the child's schooling belongs.

Notice to the child who is over eighteen, or to an emancipated minor, or to a parent or guardian shall be by certified mail, return receipt requested, or service delivered in hand, and shall include a request that said child, parent or guardian notify the board of his or her intention to request a hearing in writing within ten (10) school days of receipt of notice. In the case of a request for a hearing on disenrollment, such notice shall inform the child, parent, or guardian of his or her right to request that the child continue attending Manchester Public Schools pending the hearing. If no such request is received in ten (10) school days, the child will be denied admission or be disenrolled.

- B. In the event that a hearing is requested, the Board of Education shall conduct a hearing in accordance with section 10-186 of the Connecticut General Statutes, and make a finding within ten (10) days of the hearing. The burden of proof in student residency disputes is on the party claiming residency.

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- C. At such hearing, the parent, guardian, or other person with whom the child allegedly resides or the emancipated minor or child over eighteen shall have the right and choice of representation at their own expense, i.e. at no cost to Manchester Board of Education; all witnesses may be sworn, and any oral or documentary evidence may be received, but the board may exclude irrelevant, immaterial or unduly repetitious evidence. At such hearing, opportunity shall be afforded all parties to present evidence, cross-examine witnesses and make argument on all issues involved. A representative of the board in whose jurisdiction the Manchester Public Schools believes the child's schooling belongs may attend and participate to the extent provided by law.
- D. Any person aggrieved by the finding of the board shall upon request, be provided with a tape recording or a transcript of the hearing, within thirty (30) days after said request, and may take an appeal from the finding to the State Board of Education. If an appeal to the state board of education is not taken within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Manchester Board of Education shall be final.
- E. For students who are already enrolled in Manchester Public Schools, throughout the pendency of the appeal for disenrollment, the child, on request of his or her parent(s) or guardian, may continue in attendance in Manchester Public Schools.
- F. Upon the final decision of the State Board of Education hearing board, the Manchester Board of Education shall be subject to the findings and orders of the hearing board.
- G. Where it is determined that the child was not eligible for free accommodations in Manchester, Manchester may collect reimbursement from the parent or guardian for any assessed costs of said schooling to the extent of its remedies at law or equity, as provided in Conn. Gen. Stat. Section 10-186 (b) (4).

III. Nonresident students may be accepted as tuition students in the schools under the following conditions:

- A. Space is available in an appropriate program.
- B. ~~Payment of tuition that is set by the Board.~~ The sending school district or the parents and/or guardian will be responsible for the payment of tuition fee to be established by the Board and revised as changes in cost indicate
- C. ~~Transportation will not be provided if the student lives outside the district.~~ Transportation, where needed, will be the responsibility of the sending school district or the parent(s) and/or

guardian(s).

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- D. The minimum tuition charge will be equal to  $\frac{1}{4}$  of the previous year's per pupil expenditure. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal educational needs will be paid by the sending district or the parents and/or guardian.
- E. Admission is probationary, subject to periodic review and must be approved annually. Such students are required to follow all school rules and are subject to disciplinary action in accordance with Manchester Board of Education Policy 5144 and Connecticut General Statute 10-233c and 10-233d. Should a student be expelled by the Board of Education, tuition paid shall be refunded on a proportionate basis and the student shall be disenrolled.
- E. At the sole discretion of the Manchester Board of Education, students who are residents of nations other than the United States may be admitted without payment of tuition under recognized foreign student exchange programs in which students are accepted on an equivalent basis in foreign countries.
1. Students holding a valid J-1 visa, which is a student exchange visa, who are residing with a host family in Manchester, may be admitted at the discretion of Manchester Board of Education.
  2. The student entering the country with a valid F-1 or M-1 visa from Immigration and Naturalization Services may be admitted at the discretion of Manchester Board of Education if INS requirements are also met. Students with an F-1 Student Visa or an M-1 Vocational Training Visa must have documents from INS before they may attend school.
- F. A tuition rate of one half ( $\frac{1}{2}$ ) of the full tuition rate will be charged for attendance at Manchester High School under the following circumstances:
1. the student has begun the junior year (11th grade defined as having at least 9.0 credits as a resident student)
  2. the student has been in the Manchester Public Schools continuously since at least the seventh (7th) grade
  3. enrollment is in courses on a "space available" basis
  4. transportation is the responsibility of the student and/or his or her parent(s) or guardian
  5. the student continues to live with his or her parent(s) or legal guardian.

- G. No other nonresident students will be admitted without tuition with the exception that students entering or in their senior year at Manchester High School will be permitted to complete their

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high school education without charge.

Children of Manchester Board of Education employees will be accepted at any grade level at an annual tuition rate of  $\frac{1}{2}$  the non-resident tuition rate described above. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal educational needs will be paid by the sending district or the parents and/or guardian.

Parents desiring out-of-district attendance permits for their children shall make written application to the office of the Superintendent.

Forms regarding enrollment eligibility and residency, including sample letters, are available through the Department of Pupil Personnel Services.

Revised: August 4, 2000  
 March 8, 2004  
 October 23, 2006  
 June 22, 2009  
 December 15, 2010

## REGISTRATION INSTRUCTIONS

In order to register your child, you must bring the following documents with you:

- **CHILD’S LEGAL BIRTH CERTIFICATE** (full size only, not wallets) **OR PASSPORT** (only for foreign students who cannot provide birth certificates)
- **CONNECTICUT STATE HEALTH ASSESSMENT (BLUE FORM)**
- **PARENT OR GUARDIAN PHOTO IDENTIFICATION** – Drivers License, State ID or Passport
- **LEGAL or TEMPORARY GUARDIANS** – must provide valid official court or state documentation of guardianship (temporary guardianship forms are usually only valid for one year, must be renewed yearly and submitted to school).
- **MANDATORY – PROOF OF RESIDENCY** (See Proof of Residency Chart) – In order to verify district residence, a student over 18, a student’s parent(s)/guardian(s), or an emancipated minor must provide three documents; at least one document from Column 1, and two documents from Column 2 or Column 3 with their name and valid Manchester address on it.

Column 4 will be required only for certain circumstances noted below:

*Note: At times, other forms of documentation or residency checks may be requested by school personnel to verify district residency such as when residency is in question, when residents cannot provide appropriate proof or students have unusual circumstances. In these cases the district will ask for documents and/or proof outlined in Column 4. (The District Residency Office will make the final decision if enrollment will be approved or denied.)*

## Manchester Public Schools

### Proof of Residency Chart

In order to verify district residence, a student over 18, a student's parent(s)/guardian(s), or an emancipated minor must provide **three** total documents: at least one document from Column 1 and two documents from Column 2 or Column 3 with their name(s) and valid Manchester address on it. Column 4 will be required only for certain circumstances noted on page 9 of District Enrollment Policy 5118.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b> (Supplemental proof when residency is in question, lack of information or unclear)

Column 1	Column 2	Column 3	Column 4 (Supplemental proof when residency is in question, lack of information or unclear)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Deed to home</li> <li><input type="checkbox"/> Escrow papers or signed mortgage commitment</li> <li><input type="checkbox"/> Valid mortgage statement</li> <li><input type="checkbox"/> Rent receipt for latest month with landlord's name, address and telephone number</li> <li><input type="checkbox"/> Dated rental/lease agreement showing student(s) and parent(s) name with landlord's contact information</li> <li><input type="checkbox"/> **Completed Certification of Residency Form with landlord, homeowner or renter's proof of residency or ownership including proof from columns 1, 2, and 3. (Follow directions and review guidelines on form) District Residency Office will be forwarded a copy for review and for residency records</li> <li><input type="checkbox"/> **Completed Residency Affidavit form including Manchester resident's proof of residency from Column 1, 2, and 3. (Follow directions on this form, final approval of this form and enrollment to be made only from District Residency Office)</li> </ul> <p>*These forms are only valid for one academic year, must be renewed yearly and updated proof from Columns 1, 2, and 3 must be attached to renewal. These forms are usually approved for renewal by the residency office only once because it is assumed a parent/guardian will be able to obtain proof of residency after one academic year or the individual housing the student may need to obtain legal guardianship. Please review Policy 5118 for further information.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Current landline phone bill/statement</li> <li><input type="checkbox"/> Current gas or electric bill/statement</li> <li><input type="checkbox"/> Current water or sewage bill</li> <li><input type="checkbox"/> Deposit receipt from gas, electric or landline phone service start-up</li> <li><input type="checkbox"/> Letter from state/ government agency such as HUD, DCF etc. verifying address. Letter must include the agency's contact information for verification</li> <li><input type="checkbox"/> Current heating oil delivery or receipt with resident's name and address</li> </ul> <p>*Note: shut off notices will not be accepted.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Active bank statement or bank account check with name and address imprinted</li> <li><input type="checkbox"/> Valid car registration or car insurance card with Manchester address</li> <li><input type="checkbox"/> Major moving company receipt for moving household goods</li> <li><input type="checkbox"/> Receipt from local firm showing delivery of newly purchased appliances or furniture</li> <li><input type="checkbox"/> Current pay stub verifying address</li> <li><input type="checkbox"/> Current cable/digital television bill</li> <li><input type="checkbox"/> Valid CT State ID or license with current Manchester address</li> </ul> <p>*Note: shut off notices or expired information will not be accepted.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Request for Residency Confirmation Form (submitted by school personnel to District Residency Office for review, approval and/or home visit)</li> <li><input type="checkbox"/> Parent(s)/guardian(s) that cannot provide the required residency information should contact the District Residency Office to set up an appointment</li> </ul> <p>*Note: supplemental information or proof may be requested by the District Residency Office at anytime if residency is unclear.</p>

**NOTE: IF YOU MOVE WITHIN THE SCHOOL DISTRICT YOU MUST UPDATE YOUR PROOF OF RESIDENCY BY PROVIDING THE MANDATORY PROOF LISTED ABOVE.**

**BUSINESS 3240****Policy 3240****Tuition Fees**

~~Students from other school districts may attend the schools of this district if the following conditions are met:~~

Nonresident students may be accepted as tuition students in the schools under the following conditions:

- 1.) ~~If there is space available~~ **Space is available in an appropriate program.**
- 2.) The sending school district or the parents and/or guardian will be responsible for the payment of tuition fee to be established by the Board and revised as changes in cost indicate.
- 3.) Transportation, where needed, will be the responsibility of the sending school district or the parent(s) and/or guardian(s).
- 4.) **The minimum tuition charge will be equal to  $\frac{1}{4}$  of the previous year's per pupil expenditure. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal educational needs will be paid by the sending district or the parents and/or guardian.**

Adopted: October 15, 1974

Reviewed: April 11, 1988 (no changes)

Revised: March 12, 2012

Revised: