

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, February 28, 2022
Lincoln Center - Hybrid: In-Person and Virtual Meeting
Please note that masks are required for those in attendance

Board of Education Meeting

7:00 P.M. - Lincoln Center

Public access to view meeting :

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

Live at Silk City TV: [Link to Live at Silk City TV](#)

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

A. OPENING

- 1.) Call to order
- 2.) Pledge of Allegiance
- 3.) Board of Education Minutes - February 14, 2022 A - 3

B. COMMITTEE REPORTS

- 1.) Policy Committee Minutes - February 14, 2022 B - 1

C. CONSENT CALENDAR

- 1.) Personnel Actions C - 1
- 2.) Budget Transfers C - 2
- 3.) Extended Field Trip Request - Fourteen (14) MHS Students, Two (2) Chaperones, MHS Italian Club - Roma, Pompei, Napoli, Sorrento, Isola DiCapri Italy - April 7, 2023 - April 15, 2023 C - 3

D. REPORT FROM STUDENT REPRESENTATIVE

Leila Affini, Alexandra Hamza

E. PUBLIC PARTICIPATION

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

- State your name and address for the record. Students state name only.
- Three minute time limit.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.
- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

F. SUPERINTENDENT'S REPORT

- 1.) Winter Data Update - Matthew Geary, Superintendent of Schools F - 1

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

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

Graduation Requirements

[H-1](#)

Retention of Electronic Records

[H-2](#)

Alcohol, Tobacco and Drug-free Workplace

[H-3](#)

Weighted Grading and Calculation of Grade Point Averages

[H-4](#)

I. PUBLIC PARTICIPATION

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

- State your name and address for the record. Students state name only.
- Three minute time limit.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.
- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

Topics for Superintendent's Report

Monday, March 14, 2022 Update on Technology

Update on Food Services

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

Monday, April 25, 2022 Manchester Regional Academy Update

L. ADJOURNMENT

MANCHESTER BOARD OF EDUCATION

**Regular Meeting
February 14, 2022
Lincoln/Virtual**

PRESENT: Eisenthal, Kohls, Mix, Ntem-Mensah, Orsene, Pattacini, Patterson, Stefanovicz

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Asst. Superintendent of Finance & Management Clancy, Asst. Superintendent of Human Capital & Talent Development

ABSENT: Meggers

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Pattacini called the meeting to order at 7:02 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of February 3, 2022. Secretary Patterson moved and Mr. Eisenthal seconded the motion.

8/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

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

C.1. Personnel Action

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

C.2. Transfer of Funds

- Transfer from System-wide Music Consultants account to System-wide Music Computer Equipment account in the amount of \$15,425.00
- Transfer from System-wide Medical Services Travel/Lodging account to System-wide Medical Services Professional Development account in the amount of \$85.00.

C.3. Extended Field Trip Request - Eight (8) MHS Students, Four (4) Chaperones, MHS Track & Field Team - Philadelphia, Pennsylvania - April 27, 2022 - April 30, 2022

C.4. Extended Field Trip Request - Eight (8) MHS Students, Two (2) Chaperones, MHS Wrestling Team - Trumbull, Connecticut - February 18, 2022 - February 19, 2022

The Chairman called for a motion.

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

DISCUSSION:

Mr. Eisenthal asked about the process for approving field trips like these, as one of the trips had already taken place. Mr. Geary reviewed that the Board approves all extended field trips, which are typically submitted 30 days in advance. International trips require a four month notice. Occasionally there are trips, such as the one this evening, where we did not know ahead of time that we would be participating or the dates of such an event.

8/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

Alexandra Hamza was present and wished everyone a Happy Valentine's Day!

-This weekend the indoor track team competed at the LL championships and some athletes are now preparing for the State Open. News on spring sports will be coming soon.

-Last Tuesday, 59 Manchester High School students were inducted into the National Honor Society. It was great to hear that these students had an in-person induction this year!

-The Bailey Auditorium also hosted another event last week: the Midwinter Concert. There were performances by the Percussion Ensemble, the Jazz Choir, the Roundtable Singers, the Chamber Orchestra and the Jazz Band. It was the first time some of these groups performed in front of an audience, and despite this, it was a great event.

-Today marked the first day of spirit week at Manchester High School! Students were encouraged to wear cupid's colors: white, red, purple, and pink. Most students are looking forward to the 'bring anything but a backpack' day tomorrow. We'll be sure to see many baskets and tote bags.

E. PUBLIC COMMENTS

Mr. Julio Pena, 43 Scarborough Road, was here two weeks ago when we discussed the budget. Mr. Pena feels an almost 4% increase is too much and noted we have not had that large an increase in the last several years. Mr. Pena, who stated he is a teacher at Cheney Tech, feels everything is more expensive now, the reassessments are being done, and what really matters is teachers and families. More money does not always make things better. He is disappointed and concerned. He would like to view a line item of the proposed budget. He can only find previous budgets online.

Mr. Tom Stringfellow, 183 Hillstown Road, spoke about Black History Month. He recommended the documentaries all month on PBS. Mr. Stringfellow spoke about gun safety. He hopes all students are successful. Mr. Stringfellow recommended the book *Inequality Machine -How College Divides Us*, as well as *What White People Can Do Next*, and an article in the *Boston Globe*.

Sheralyn Lazu, 22 Oak Grove Street, appreciates that throwing money at something won't solve the problem, however she finds it hard to judge the needs of the students and schools unless you engage with the community. Ms. Stefanovicz had proposed that other Board members also attend PTA meetings and get to know our schools and families. Ms. Lazu pointed out that the Board members represent the constituents of Manchester and she feels they cannot adequately do that unless they engage with them. Teachers and other staff are exhausted, overworked and overwhelmed. There is not enough support staff such as noon aides, Behavior Techs and the like and teachers are doing some of the work that support staff previously did. There are some families that can afford to move or send their children to private schools, but some, including her family, can only apply for a magnet school where the money follows the child. We need to invest in our schools or we will continue to have the same problems. We do not know the mil rate yet. There are challenges in schools. We need to let the teachers teach and not have to parent the students as well. Ms. Lazu hopes that Board members will resume their liaison duties soon.

Jeff Sullivan, 54 Tracey Drive, commended Mr. Geary for ending the mask mandate in schools and he hopes the Board allows this choice. It is long overdue in his opinion. Mr. Sullivan feels that masks are ineffective and says the CDC agrees. He feels making people wear masks was an exercise in obedience and a dangerous precedent to set. He cannot wait to see smiling faces again. Mr. Sullivan went on to state that he feels the vaccine mandates are unethical and unconscionable. He feels vaccines do not provide immunity or lessen transmission and are morally wrong. Mr. Sullivan feels vaccines are gene therapy and experimental and he calls on all parents to refuse. He says all risk requires choice. Mr. Sullivan stated that less than one child a year has died from COVID-19. He feels we should not be guinea pigs for the profit of Big Pharma. Eliminating the religious exemption is wrong but when the public is willing to comply it gives them power. Public officials are supposed to serve us, not the other way around.

Colin McNamara, 47 Grandview Street, agrees with doing away with the mask mandate. He feels we were sold a bill of goods and feels we have not seen the end of masks. The Department of Public Health has said they will use masks in the future as a mitigation tool for illness. He hopes people will do the research and learn about the effectiveness of masks or ineffectiveness themselves. He feels COVID will come back strong next fall. Mr. McNamara next talked about vaccines being gene therapy and

requiring them violates his body rights, parental rights, and religious rights and he claims aborted fetal cells are used.

F. SUPERINTENDENT'S REPORT – PART I

Items F.1. and F.2. were switched.

F.1. Buckley Technology Package

Mr. Randall Luther from TSKP Studio reviewed that this evening's package is similar to how the last two packages were approved to be sent to the state for permission to bid. Tonight's package involves technology for Buckley.

Kerri Kearney, Supervisor of Instructional Technology, was present to review the types of technology being ordered for Buckley. She noted that we did not have to purchase laptops for teachers as elementary teachers were given new technology this year. The new laptop has a dock that communicates with other technology and their desk computer, allowing them to move about freely and still have the benefit of a larger screen when they are at their desk. Ms. Kearney also noted that in the last two years we have spent state and federal funds to purchase new Chromebooks and such for students, but incoming Kindergarteners will need iPads.

Mr. Luther next showed the floor plans, indicating where the various technologies will go. Some items will be mounted (i.e. whiteboards) and some mobile (on carts) for easy use.

Mr. Pattacini reviewed that there is a motion under New Business for the package to proceed to the state. There were no questions.

F.2. Superintendent's 2022-23 Recommended Budget

Mr. Geary stated that he heard the feedback from some Board members as well as some members of the public. He and Mrs. Clancy took a look at the current year budget to see if there were areas that could be adjusted for next year.

Mr. Geary noted that there will be one administrator retiring this year and we can reduce that position and have other administrators absorb those duties. He suggested lowering the unemployment line. We estimate this line with a trend

analysis but the pandemic has skewed that. This year we budgeted about \$60,000 and so far have used only \$18,000. Mr. Geary suggested lowering that line from \$50,000 to \$30,000 for next year.

Special Education spending is up about \$1.8 million this year. Some estimated bills have now come in and Mr. Geary feels we can reduce that line under professional services by \$40,000 as well as Special Education Related Services by \$40,000. He suggested taking a cut of \$100,000 in public tuition and \$130,000 in private tuition. Small cuts in printing, advertising and utilities based on current bills leads to a total suggested reduction of \$564,000. He recommends the Board take these cuts.

In addition, Mr. Geary pointed out that Board policy drives several budget lines. He suggests reducing some of those lines by 20%, resulting in an additional reduction of more than \$300,000. We can use some of the non-lapsing fund for those items and that would still leave about \$2million in that fund for future use.

In total, Mr. Geary suggested a total of \$933,000 in reductions/alternate funding, which brings the suggested budget down to a 3.15% increase over the previous year.

Mr. Eisenthal asked for clarity on the capital items. They will still get done, just funded from the non-lapsing fund. His concern is does this budget provide for adequate compensation, maintain our infrastructure and equipment, and address our fixed costs. Mr. Geary stated he believes it does. He pointed out that we are not adding any new positions. This is a unique time, during a pandemic, with federal funds coming in and a reevaluation and new mil rate along with inflation. Mr. Geary agrees that we need all the support staff necessary.

Ms. Stefanovicz asked if the Special Education costs would be lowered from \$1.8 million to \$1.5 million. That was correct.

Mr. Geary spoke with the Town Manager to try to discern the impact of the reevaluation and worked to lessen that impact.

Mr. Pattacini thanked the administration for their work both on the initial recommended budget as well as this diligent work to adjust and change the budget so it can be adopted this evening. He wants to ensure the best and most services for our students with the money we have. Mr. Pattacini reviewed that once we approve this recommended budget it will be given to the Town Manager who will then add it to his Town budget. The Board of Directors will hold several budget workshops, just as we did, to work towards adopting a Town budget. At that point the Board of Education will hold another set of budget workshops to adjust our budget to match whatever number the Board of Directors approves.

Ms. Stefanovicz reviewed that the proposed 3.15% budget increase provides for the same number of teachers and other staff. We have to absorb an additional \$1.5 million in Special Education costs, a \$700,000 increase in healthcare, about \$2million in contractual obligations, as well as an increase in transportation costs. Ms. Stefanovicz encouraged fellow members of the Board to ask any questions now and not later. She hopes they come from the perspective of a seat on the Board of Education, who has a financial obligation to support our children. We are the Board of Education, not the Board of Directors. Our rules and bylaws dictate that we approve a recommended budget from the Superintendent to support teaching and learning in our district.

Mr. Pattacini reviewed that there are options tonight. We could approve the original Superintendent's budget, which was a 3.95% increase, or the one presented this evening which represents a 3.15% increase. He will ask for a consensus under new business.

F.3. Covid-19 Update

Mr. Geary mentioned his letter to the community regarding lifting the mask mandate effective February 28th. The Governor and Department of Health have said masks are no longer necessary. It is not about choice, we were following the recommendations of the experts, whether we liked it or not. There was no local decision making regarding COVID. This was a public health emergency and the Governor determines the rules for dealing with that. This does not mean we will not have masks back again. No Board action is required on this topic, as we were following the guidance of the Department of Public Health as well as the

directive of the Governor. The exceptions to this include HeadStart, which is federally funded, and school buses.

Ms. Stefanovicz wondered if we will provide masks to bus drivers to hand out. Mr. Geary will look into that, though he does not want to burden drivers.

Ms. Patterson wondered if town buildings will also lift the mandate on the 28th. Mr. Geary will look into that.

Mr. Pattacini thanked the Department of Public Health in the town and state, for navigating us through the pandemic. We are in a better place than we were two years ago.

G. UNFINISHED BUSINESS

G.1. Adoption of Recommended Budget

Mr. Pattacini noted the original recommended budget was \$122,422,774.93, which represented a 3.95% increase over the current budget. Mr. Geary proposed several cuts this evening for a proposed budget of \$121,489,162.93, a 3.15% increase. He would like to hear Board Members' feelings on which number they prefer. When he sees a consensus he will call the question to vote.

Ms. Stefanovicz was hesitant at first to agree with the 3.15% increase, but she does understand the stress and anxiety of the public so she will support it.

Mr. Eisenthal is also willing to support 3.15%.

Ms. Patterson thanked Mr. Geary and Mrs. Clancy. She understands that our responsibility as Board of Education members is to approve a budget that allows for the operation of our district and puts our students, teachers and staff as a priority. She appreciates the due diligence and opportunities to make adjustments. She does understand our fiscal responsibility among some unknown factors. Ms. Patterson was also hesitant to cut from the original budget. We have to ensure our students have the support they need to be successful. She will support the 3.15% increase.

Mr. Pattacini also supports the superintendent's recommendation. He feels that Mr. Geary does a great job running our district, especially during these trying times. Our staff give their all. Mr. Pattacini supports the 3.15% budget increase as well, noting that makes a majority so he called for a motion.

Secretary Patterson moved for the Board of Education to approve the budget in the amount of \$121,489,162.93. Mr. Eisenthal seconded the motion.

6/0/2 - Voted in favor.

Mr. Pattacini reviewed that after the meeting he, Mr. Geary and Mrs. Clancy will get the budget to the Town Manager.

Ms. Clancy asked about waiving some of the policies, but it is not necessary at this time. That will be done when the final budget numbers are approved in the spring.

H. NEW BUSINESS

H.1. Buckley Technology Approval

Secretary Patterson moved for the Board of Education to approve the plans and specifications for Technology Equipment for Buckley Elementary School dated February 7, 2022 prepared by TSKP Studio and the associated cost estimate, for submission to the Department of Administrative Services, Office of School Construction Grants for review of final plans. Ms. Mix seconded the motion.

8/0 - Voted in favor.

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

Mr. Tom Stringfellow, 183 Hillstown Road, enjoyed the presentation on the Buckley technology and feels it is money well spent. Regarding COVID he feels we need to follow science. Mr. Stringfellow talked about American safety, an article on COVID in

TIME, and how some have long haul effects from the disease. We have to come together as Americans. We are all in this together. Last, Mr. Stringfellow mentioned racism and childhood obesity.

J. COMMUNICATIONS

None.

K. ITEMS FOR FUTURE AGENDAS

Monday, February 28, 2022	Winter Data Update
Monday, March 14, 2022	Update on Technology Food Services
Monday, March 28, 2022	Update on Humanities / STEM 5-12

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

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

8/0 - Voted in favor.

Adjournment 8:23 p.m.

Respectfully submitted,

Tracy Patterson
Board Secretary

Manchester Public Schools
Board of Education
Policy Committee
Minutes
February 14, 2022

The meeting began at 5:50.

Members Present: Richard Kohls, Mike Orsene, Chris Pattacini, Melanie Stefanovicz
Others Present: Matt Geary, Lauren Rodriguez

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

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

This committee also reviewed the Homework policy and will draft a revision using the [Board of Education Equity Policy](#) and research on homework provided by the superintendent. This discussion will be held at the next policy committee meeting.

The full policy agenda which contains a description of the changes can be found [here](#).

The meeting adjourned at 6:50.

Respectfully submitted,

Matt Geary
Superintendent of Schools

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Ashlee Fife to be a .9 FTE Special Education Teacher at Manchester Middle Academy. Ms. Fife is completing her Bachelor's program in Special Education at St. Joseph College, an currently resides in South Windsor. It is recommended that her appointment be approved effective February 14, 2022 (Bachelor's / Step 2.5, \$50,699.00).

Mr. Nathaniel Hood to be a Special Education Teacher at Keeney Elementary School. Mr. Hood received his Master's in Childhood and Special Education from Mercy College and currently resides in Hartford. It is recommended that his appointment be approved effective February 14, 2022 (Master's / Step 13, \$89,650.00).

RESIGNATIONS**LEAVE OF ABSENCES**

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: February 17, 2022

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

Discussion/Analysis: Transfer from System-wide Maintenance Capital Repair in the amount of \$862.00. Transfer to System-wide Maintenance Contracted Services in the amount of \$862.00.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 28, 2022

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Buildings & Grounds

Date of Request: 2/17/2022

Approver: Lindsey Boutilier

Date Approved: 2/17/2022

JUSTIFICATION (Required Field): Purchase of pro-rated solar maintenance agreement through end of fiscal year for both Waddell and Verplanck schools.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 862.00 **Account #**41799260 5608 **Description: System Maint. Capital Repair**

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

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

\$ 862.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 862.00 **Account #**41799260 5430 **Description: System Maint. Contracted Srvc.**

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

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

\$ 862.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: February 23, 2022

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

Discussion/Analysis: Transfer from Bentley Alternative Education Dues and Fees in the amount of \$1,200.00. Transfer to Bentley Alternative Education Field Trips in the amount of \$1,200.00.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 28, 2022

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Bentley Alternative Education

Date of Request: 2/23/2022

Approver: Jill Tallberg

Date Approved: 2/23/2022

JUSTIFICATION (Required Field): For two field trips planned for March and June.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 1,200.00 **Account #**10265100 5810 **Description: Bentley Dues & Fees**

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

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

\$ 1,200.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 1,200.00 **Account #**10265270 5512 **Description: Bentley Field Trips**

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

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

\$ 1,200.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: February 18, 2022

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

Discussion/Analysis: Transfer from System-wide Medical Services Travel and Lodging in the amount of \$199.00. Transfer to System-wide Medical Services Professional Development in the amount of \$199.00.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 28, 2022

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Medical Services

Date of Request: 2/18/2022

Approver: Marney Reardon

Date Approved: 2/18/2022

JUSTIFICATION (Required Field): Transfer money from Medical Services Transportation to Professional Development for Jill LaChance to attend a BER online course for School Nurses and increase balance for Supervisor's conference non-CNA membership price.

SUBJECT:
TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 199.00 Account # 31299210 5580 Description: Sys Med. Svcs. Travel/Lodging

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 199.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 199.00 Account # 31299210 5330 Description: Sys Med. Svcs. Prof. Dev.

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 199.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

**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: **Date of Request:** Nov 2, 2021

Manchester H.S.
Name of Club or Italian Club

Activity: Trip to Italy 4/7/23 - 4/15/23

Trip to: **Purpose:** Provide an authentic experience of language + culture of Italy as well as be able to use + expand various skills learned in the language classroom

Number of students participating: From: // To: // 14 -
minimum of 14 students.

Number of school days missed: - 0, if flight on Friday is late at night.

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

Anna Maggiore
Marisa Vattana

a. b. c. d. e. f.

g. h. Others:

Transportation: Bus Train Plane Car Other Bus Plane

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

How will funds be allocated to students participating?*

Lodging: (Hotel) Motel Camp Private Home Hotel

If known, give specifics of room assignments: TBD

Cost per teacher and/or chaperone: \$ (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.) \$0 for itinerary + plane fare.

Total cost per student: \$ (Money from fund-raising activities is deposited into an account for

Final price TBD by total # of participants.
min 14 - \$3590 with Supercard Tour

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: \$

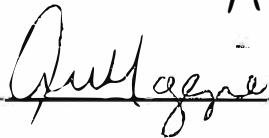
If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. Superciao Tour \$3590
b. EF Tours \$ 3510
c. Explorica \$ 3354

Name of teacher making request:

Anna Maggiore

Signature:



Typed: Anna Maggiore

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature:

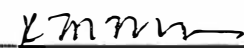


Date:

12/3/21

Approved by Principal:

Signature:

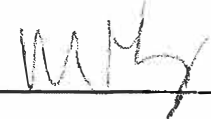


Date:

2-2-22

Approved by Superintendent or designee:

Signature:



Date:

2/28/2022

**Attachments: Quotations
Itinerary**

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



Via E. Forlanini, 12 - 20862 Arcore- MB - Italy
Ph (+39) 039 2290365
Senior Travel Consultant: Federica Protti
federica.protti@superciaotour.com
www.superciaotour.com

November 2nd, 2021

Attention to:
Anna Maggiore - Manchester HS, CT

QUOTE FOR ITALY TRIP 2023
ENJOY ITALY - N.5 "PANORAMI ITALIANI E MERAVIGLIE D'ARTE"
Wonderful Italian panoramas and wonders of art

DATES: Spring break 2023 - 9 days / 7 nights

ITINERARY: CLASSIC ITINERARIES #5 (7 nights version)
ROMA – POMPEI – NAPOLI – SORRENTO – ISOLA DI CAPRI

LEVEL: Recommended for students' group. Three- or Four-Star hotel Based on multiple occupancy. Fixed price menu. Special menu in case of allergies/intolerance or other dietary restrictions.

FLIGHT: Flight schedule available in November/December 2022

FULL PROGRAM - Attached

GO TO NEXT PAGE FOR QUOTE >>>

PRICE PER PERSON:

SEASON - SPRING BREAK (9 days / 7 nights)

Does not include OPTIONAL TRIP CANCELLATION INSURANCE 

BASED ON: 14/20 PAX + 2 chaperones free = \$ 3,590

BASED ON: 21/24 PAX + 3 chaperones free = \$ 3,490

BASED ON: 21/24 PAX + 2 chaperones free = \$ 3,390

Or:

Special offer for MANCHESTER HS:

minimum 25 students + 2 chaperones free = \$ 3,250

 based on the final package price – please find insurance quotation attached

PACKAGE PRICE INCLUSION:

Transportation

- Flight Boston– Italy - Boston
- Private motorcoach for exclusive use of the group

Accommodation

- 7 nights: Three- or four-stars hotel. (Supplement is \$ 500 for single room).
- Breakfast daily and dinners included

Touring

- Entrance fees to museums and activities specified in tour
- Specialized English local guides for entrance to specified museums and for city tour. The guides are certified by the Association of Professional Guides

School visit

- School visits are free and offered on request

Security

- Accompanying Tour Leader for duration of the tour 24/7.
- Basic travel insurance

Tasting

- At least 1 tasting is included in the trip
- A Cooking Class is included in the final price *on request of Manchester HS*

Gadgets

- Superciao tour logo backpack, cap, bracelets
- ITALIA IN TASCA: pocket travel guide

Tour cost does NOT include:

- Room supplement for single room
- Optional Trip Protection/Cancellation Insurance
- Excess baggage fee
- Lunch and beverages other than water (unless otherwise specified in your daybyday menu)
- Tips and gratuities. Suggested fees are listed in the final price quote.
- Personal expenses: purchases, phone cards, hotel minibar

FLIGHT Business class upgrades or flight deviations (from departure date/location or return date/location) must be requested and confirmed with the carrier. All additional costs are the responsibility of the requesting participant/teacher.

FEDERICA PROTTI
Senior Travel Consultant
SUPERCIAO TOUR SRL



05. Panorami italiani e meraviglie d'arte – MANCHESTER HS 2023

Wonderful Italian panoramas and wonders of art

Classical antiquity mingles with splendid views of the sea, while the islands off the coast pull visitors in with their stunning beauty.

Click on the city name to see the description

ROMA NAPOLI POMPEI SORRENTO

ISOLA DI CAPRI



YOUR TRIP

DEPARTING FROM

April, 2023

Days **9**

Nights **7**

Participants **25**

Price (From) **\$3,250.00**

DAY 1: DEPARTURE

Departure from USA to Italy. OVERNIGHT: Flight.

Dinner and breakfast served on board.

Flight schedule for 2023 trips will be available in November/December 2022

DAY 2: MORNING ARRIVAL AND FOUNTAIN TOUR

You are greeted at the airport by your Tour Leader.

Transfer to hotel accommodations via private motor coach.

Check in procedure at the Hotel.

Presentation and review of the tour with the group.

Relax and Lunch – on your own. Tour leader available to suggest locales.

Walking tour with your tour leader through the town center, from Piazza di Spagna to Piazza Navona, where you can see these masterpieces: Piazza di Spagna, and the Trinità dei Monti, Palazzo del Quirinale (seat of the President of the Italian Republic), Pantheon (tombs of the most important Kings of Italy), the Fontana di Trevi, Fontana dei Fiumi.

DAY 3: COLOSSEO AND FORI ROMANI

Historical and artistic itinerary among the vestiges of Roman culture, discovering architecture, painting, sculpture which left an unforgettable trail all over the world: Foro Romano, Colonna Traiana, Arco di Tito and the Colosseo, symbol of the city.

TOURS INCLUDED

City Tour with english local guide.

Colosseo e Fori Romani

Group entrance reservation

Morning visit to San Pietro, Musei Vaticani and Cappella Sistina.

After your tour, transfer to Sorrento with private motor coach, hotel check-in.

TOURS INCLUDED

City Tour with english local guide

Musei Vaticani: Cappella Sistina

Group entrance reservation

DAY 5: POMPEI AND NAPOLI

Full day trip to Pompei via private motorcoach.

Entrance to the old city of Pompei and visit the excavation.

Enjoy pizza making for lunch!

Your tour continue to Naples. Walking city tour in the heart of Naples: the mainsights are Castel dell'Ovo, Maschio Angoino, Piazza Plebiscito, Piazza municipio.

Visit the National Archaeological Museum of Naples, an important Italian archaeological museum, particularly for ancient Roman remains. Its collection includes works from Greek, Roman and Renaissance times, and especially Roman artifacts from nearby Pompeii, Stabiae and Herculaneum.

TOURS INCLUDED

City Tour with english local guide

Scavi archeologici di Pompei

Group entrance reservation

Museo Archeologico Nazionale

Group entrance reservation

How to make pizza

Demonstration of the entire process from the dough to the table.

DAY 6: SORRENTO

Visit Sorrento, its narrow streets, its nature and the wonderful landscape: the town overlooks the Bay of Naples as the key place of the Sorrentine Peninsula, and many viewpoints allow sight of Naples itself, Vesuvius and the Isle of Capri.

Enjoy Sorrento! Sorrento is famous for its lemon trees that colors the streets. Taste some typical production like citrus fruit, nuts and olives!

POSSIBILITY OF A SCHOOL VISIT: Enjoy time with Italian students and make new friends!

– depending on Easter holidays school schedule.

DAY 7: SORRENTO TASTINGS

Transfer to "AZIENDA AGRICOLA LA SORGENTE" or similar, and visit typical cheese factory and enjoy a tasting light lunch

TOURS INCLUDED

Mozzarella tasting

City Tour with english local guide

DAY 8: ISOLA DI CAPRI

The last day offers a beautiful day in the Golfo di Napoli with the crossing by motor boat to Isola di Capri, one of the most famous isles in the world. Visit Capri and Anacapri.

DAY 10: DEPARTURE

Transfer to the airport, via private motor coach.
Lunch and snack served on board. Same day arrival.

PACKAGE PRICE INCLUSION**Transportation**

- Flight Boston – Italy – Boston
- Transfer from Airport to and from Hotel via private motorcoach
- Long distance transfer via private motorcoach
- Transportation within cities, via buses and trains and walking

Accommodation

- Nights: Three or four stars hotel in multiple room.
(Supplement is \$ 500 for single room)
- Breakfast and dinner is included daily (with water, other beverages NOT included – unless otherwise specified in your day by day menu).

Touring

- Entrance fees to museums specified in tour
- Specialized English local guides for entrance to specified museums. The guides are certified by the Association of Professional Guides

School visit

- School visits are free and offered on request

Tasting

- At least 1 tasting is included in the trip
- A Cooking Class is included in the final price on request of Manchester HS

Gadgets

- Superciao tour logo backpack, cap, bracelets
- ITALIA IN TASCA: pocket travel guide

Security

- Accompanying Tour Leader for duration of the tour 24/7.
- Basic travel insurance

Tour cost does NOT include:

- Room supplement for single
- Optional Trip Protection/Cancellation Insurance
- Excess baggage fee
- Lunch and beverages other than water
- Tips and gratuities. Suggested fees are listed in the final price quote.
- Personal expenses: purchases, phone cards, hotel minibar

TERMS&CONDITIONS

Please read carefully the complete Terms&Conditions at the following link: <https://www.superciaotour.com/terms-conditions/>

TOUR PROGRAM

The Programs on the website are sample descriptions only.

Superciao Tour will insert the final Program and details in your website area, 30 days prior to departure and will inform the Group Leader and all the participants of all the Tour details: the DAY BY DAY. The Day by Day will provide all information pertinent to your trip.

PROGRAM CHANGES

SCT reserves the right to make any necessary changes pertaining to activities closures, or for reasons that jeopardize the safety of participants. SCT may cancel a Tour due to insufficient participants.

LAND ONLY

Participants may choose to purchase only the land portion of the trip. Participants must then make their own round trip travel arrangements and join the group at the first hotel accommodation. When a participant is not with the main group, SCT is not responsible for the participant in any way. Domestic or international flights or transfers of any kind outside SCT are responsibility of client. Tour participants who choose land only must arrange transportation from airport to the first hotel and vice versa on their own. SCT will deduct \$ 1000.00 from the package price quote.

CANCELLATIONS AND REFUNDS

The cancellation policies outlined below take into consideration the costs SCT incurs long before groups ever depart.

Notice of cancellation from a tour will only be accepted from the participant, his or her legal guardian or the group leader.

The date of cancellation will be determined by the date on which SCT receives written notice to the following email addresses:

federico.protti@superciaotour.com

rinascimento.educational@gmail.com

Cancellation refunds can only be made to the person whose name appears on the account; monies cannot be transferred to another account.

The refunds will be made within 50 days from the request.

1. SUPERCIAO TOUR STANDARD CANCELLATION POLICY

90 days or more prior to departure: Full refund minus a \$250 cancellation fee*.

89 to 66 days prior to departure: Full refund minus a \$450 cancellation fee*.

65 to 30 days prior to departure: Refund 50% of the Program Fee*.

29 days or less prior to departure: No refund will be issued.

2. CANCELLATION WITH REPLACEMENT**

90 days or more prior to departure- Full refund less the non-refundable \$250 cancellation fee*.

89 – 66 days prior to departure – Full refund less a \$ 350 substitution fee*.

65 days or less prior to departure- Replacement can no longer be accepted.

* Non-refundable fees are also deducted from refunds.

** When a participant cancels the reservation but finds a person to replace him or her for the same Program.

PASSPORTS, VISAS & TRAVEL DOCUMENTS

A valid US passport is required for travel for US citizens. If you do not have a valid passport please contact your closest passport office. Passports must be valid at least 6 months after the return date. US citizens do not need to obtain visas for Italy. When and if visa is required it is passenger's responsibility to obtain one. Cancellations due to lack of appropriate travel documents will incur usual penalties.

PASSPORT NAME

Participant's name must be registered EXACTLY AS IT APPEARS ON ONE'S PASSPORT!

Upon receipt of the airline ticket, the passenger is responsible to check the itinerary, spelling of his/her name, dates, times to insure its validity. If the airline allows, it will charge a \$ 250 change fee each time the ticket is altered. Once a ticket is issued, it belongs to person in whose name it was issued.

The participant will be responsible for any fees applied by the airline if exact information has not been provided. Should the ticket have any errors, it is the passenger's responsibility to contact Superciao Tour srl immediately.

SPECIAL TRAVEL CONDITIONS DUE TO COVID-19

SCT will inform and support the group with all the necessary information for the procedures to be implemented according to the pandemic situation at the time of travel. Each participant must complete and sign a **WAIVER OF LIABILITY** form.

BAGGAGE

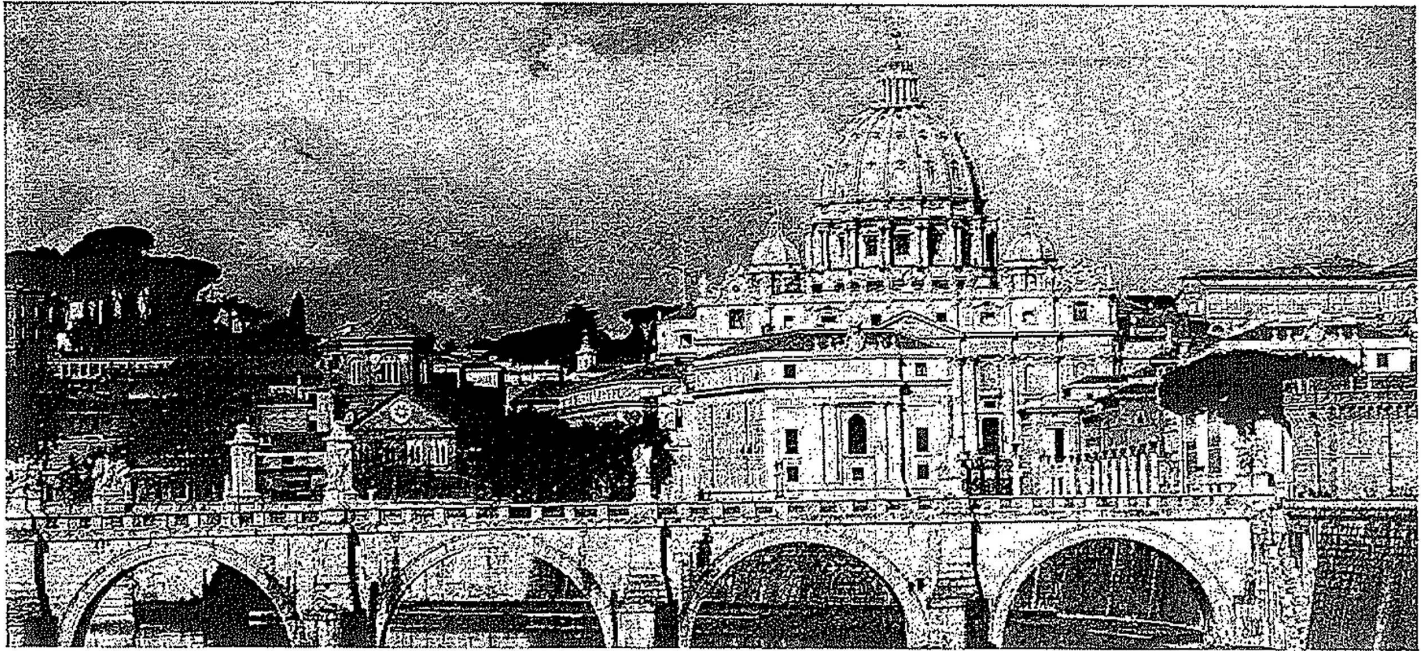
Each tour participant is advised to bring one suitcase and one small carry-on bag (8"x14"x22"). The Airlines New Baggage Regulations are as follows:

* For passengers travelling in Economy-Class: 1 piece at 50lb (23kg) maximum dimensions of 45 in. (115 cm); the sum of the 3 dimensions must not exceed 62 in. (158 cm) for each bag.

Superciao Tour is not responsible for any loss, delay of or damage to luggage or its contents and for any event during the time the participants are not on board.

TRAVEL INSURANCE

- **Civil Liability Insurance 653A3116**
(2.500.000 € casualty – 2.500.000 € person – 2.500.000 € damages of personal belongings/animals).
- **Accident and Personal Injury Policy 653A3115**
(50.000 € death – 50.000 € permanent disability – 1000€ medical expenses – 50€ daily hospital allowance).
- American insurance for the cancellation of the trip is optional at additional cost.



Rome & the South of Italy

explorica.com/Maggiore-3736

April 07 - April 14, 2023

Day 1 Start tour

Day 2 Ciao Rome

Meet your tour director and check into hotel
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

Day 3 Rome landmarks

Rome guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit, Colosseum visit, Piazza Venezia, Forum Romanum visit

Day 4 Rome--Alberobello

Travel to Alberobello
Castel del Monte visit

Day 5 Alberobello

Alberobello and Castellana Caves visit

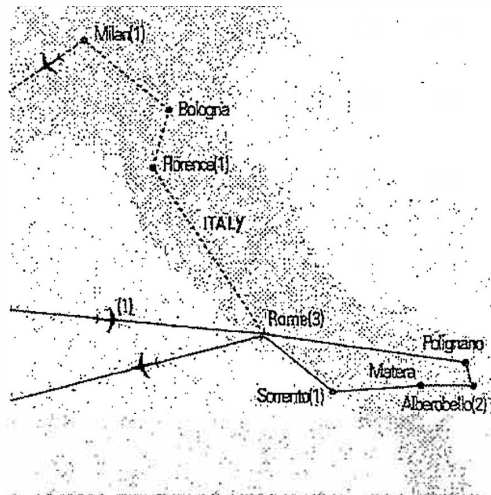
Day 6 Alberobello--Sorrento

Travel to Sorrento via Matera
Matera cave residence visit

Day 7 Sorrento--Rome

Capri & Blue Grotto excursion
Travel to Rome

Day 8 End tour



Reserve your Spot!



Tour Center ID: Maggiore-3736
Registration deadline: November 19, 2021

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$3,354
Adults (age 23 and over): \$3,749

Price reflects savings of \$300 scholarship. Sign up by 11/19/2021 and enter code Travel4G in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of November 12, 2021, your monthly payment would be just \$210.67. (Manual plan also available; learn more on explorica.com/paymentplans.)

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



explorica.com/Maggiore-3736



1.888.310.7121



Download and complete
a paper application on
explorica.com/resources

←explorica→
by WorldStrides

PO Box 9033
Charlottesville, VA 22906-9033

Educational
Tours

Watch videos, read
reviews and enroll on your
teacher's Tour Website

eftours.com/

This is also your tour number

ROME & SORRENTO

In Rome and Pompeii, your imagination doesn't have to work hard to take you back to ancient times. From the 2,000-year-old Colosseum to the houses lining Pompeii's perfectly preserved streets, history has been frozen in time. Your passage through the centuries continues under the gilded archways of St. Peter's Cathedral in Vatican City and in the natural beauty of Capri.

EVERYTHING YOU GET:

-  Full-time Tour Director
-  Sightseeing: 5 sightseeing tours led by expert, licensed local guides (6 with extension)
-  Entrances: Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; Pompeii Roman Ruins; Capri boat cruise; pizza-making class
-  weShare, our online platform that taps into each student's interests for a more engaging learning experience
-   All of the details are covered: Round-trip flights on major carriers; Comfortable motorcoach; 6 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily
-  



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, *weShare*, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. *Expert local guides* will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@Eftours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



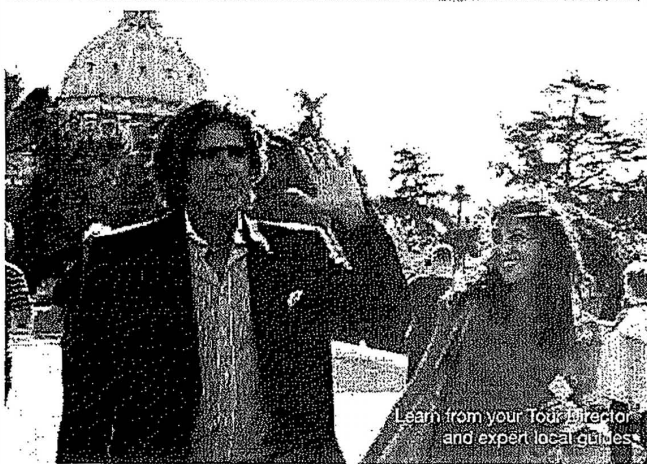
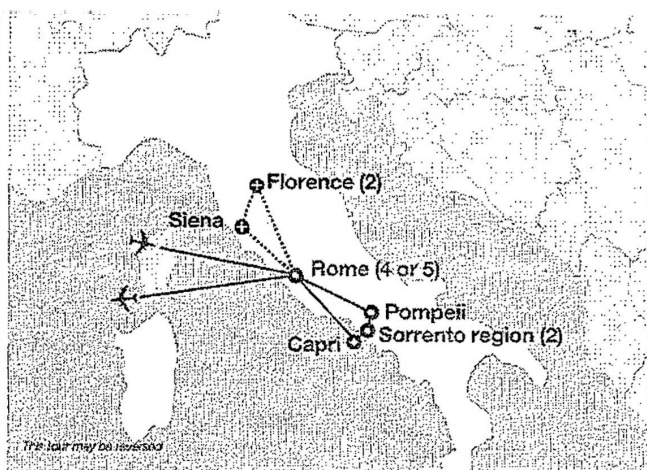
Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at
eftours.com/

Your teacher's Tour Website



Learn from your Tour Director and expert local guides



Via Instagram

What you'll experience on your tour

Day 1: Fly overnight to Italy

Day 2: Rome

- Meet your Tour Director at the airport in Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

Day 3: Rome

- Take an expertly guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps

Day 4: Rome

- Take an expertly guided tour of Vatican City. On your sightseeing tour, look for the papal protectors who flank the entrance to St. Peter's Basilica: they're the highly trained soldiers of Vatican City's Pontifical Swiss Guard. Inside, pass under gilded archways lofted hundreds of feet off the ground before heading to visit the saint's tomb. Then, experience the Sistine Chapel's breathtaking domed ceiling. From Michelangelo's frescos to Raphael's tapestries, Pope Sixtus IV commissioned the masters of the day to cover nearly every inch of the Chapel in art depicting important Biblical scenes. For a very special keepsake, drop a postcard in the mail before you go, complete with a stamp from the world's smallest country.
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Time to explore on your own or
 - Visit the Roman Catacombs

Day 5: Pompeii | Sorrento region

- Travel to Pompeii Ruins. Once a city of ancient prosperity, many wealthy Romans established their homes here thousands of years ago. When neighboring Mount Vesuvius erupted in A.D. 79, it cloaked the Roman resort in volcanic ash, perfectly preserving the minutiae of daily life. The buildings and artifacts left behind make this one of the richest archaeological sites in the world. See the fully excavated ruins of the town's ancient temples, forum and theatre. Of Pompeii's three bathhouses, the Stabian Baths was the largest complex. Learn about their ingenious heating method—one of the earliest examples of its kind—that brought hot water to visitors.
- Take an expertly guided tour of Pompeii
- Visit the Pompeii Roman Ruins
- Continue on to the Sorrento region

Day 6: Sorrento region | Capri

- Travel to Capri
- Take an expertly guided tour of Capri
- Take a boat cruise

Day 7: Sorrento region | Rome

- Travel to Naples.
- Participate in a pizza-making class.
- Return to Rome.

Day 8: Depart for home

• 3-DAY TOUR EXTENSION

Day 8: Florence

- Travel via Siena to Florence

Day 9: Florence

- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise; Duomo
- Time to explore on your own or
 - Visit Pisa

Day 10: Florence | Rome

- Enjoy free time in Florence
- Return to Rome

Day 11: Depart for home



Last day in Italy. I'm gonna miss you. #eftours #trevifountain

– JOSEPH, TRAVELER



Via Instagram

The tour gave a great overview of Rome and Sorrento. We got enough of a taste of all of Rome. Capri was a good one-day trip and Sorrento was a nice stop.

– THOMAS, TRAVELER



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —
ENROLL TODAY



Enroll on our website
eftours.com/enroll



Enroll by phone
800-665-5364



Mail your Enrollment Form to:
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2014



Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration and global competence.

- We always offer the lowest prices guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price details

Rome and Sorrento

Program Price* ¹ \$3,510

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Roman Catacombs \$60

City Hotels (Rome only) \$120

Global Travel Protection \$165

Early Enrollment Discount -\$200

EF's Peace of Mind Program * Free

Total for Students (under 20) \$3,655

17 monthly payments \$210/mo

Adult Supplement ² \$400

Total for Adults \$4,055

17 monthly payments \$233/mo

Quote created on 11/3/2021

¹*Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at effours.com/baggage. All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit effours.com/bc. Some destinations may require aircraft insecticide treatment for in-bound foreign flights. Such destinations can be found at effours.com/insecticide.

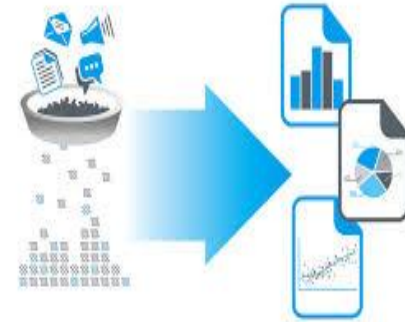
²Adult supplement required for travelers age 20 and older at the time of travel.

* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2023 travel. Itineraries are subject to change biannually, please call for more details

Manchester Board of Education

Winter Data Update 2021-2021



Manchester Public
Schools

October 2020

Demographic Data
PK- 12

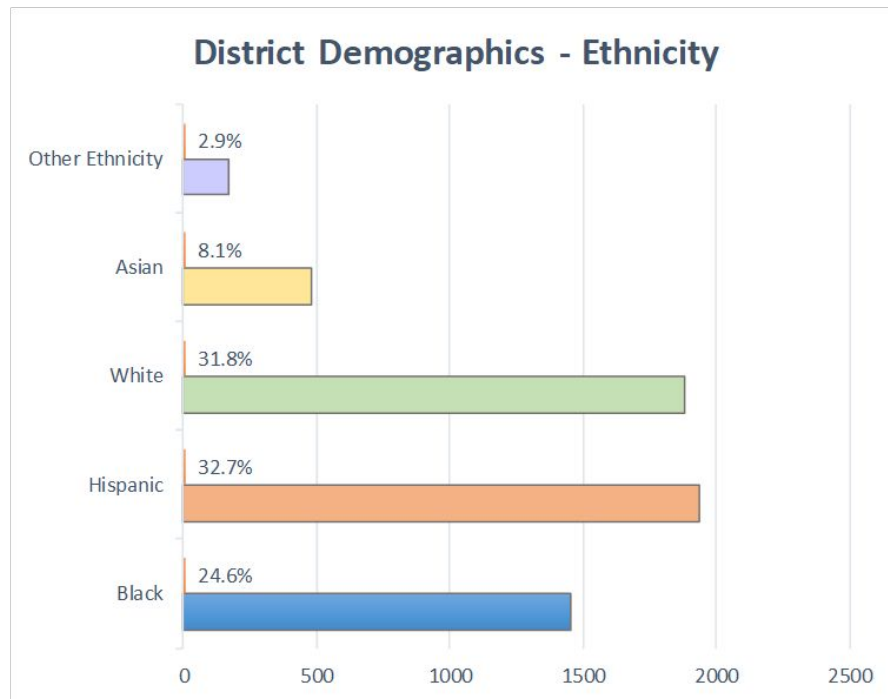


Student Data							
Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Total Students	6,243	6,290	6,228	6,196	6,263	6,092	6219
% Eligible for F/R Lunch	56.4	51.7	55.2	61.1	SNAP 52.8 ----- - 63.5	SNAP 56.3	SNAP 55.3
% Spec Ed	13.5	14.2	14.8	14.2	16.5	16.92	17.0
% Eng Learners	5.9	6.0	6.4	6.5	7.1	7.1	7.9

Manchester Public
Schools

October 2021

Demographic Data
K- 12



GOALS

All students will:

- Achieve mastery in literacy and numeracy as articulated in the Common Core.
- Demonstrate the skills and competencies required for success in learning and work beyond school.
- Demonstrate personal responsibility, character, cultural understanding, and ethical behavior.

District and building level faculty and staff will:

- Develop capacity through reflection, professional learning opportunities including coaching, job embedded professional development, and participation in workshops, and support from school leaders and colleagues over time.
- Build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholders.

PROGRES

- Early Screening Inventory (K readiness)
- Percent of students
 - reading at or above grade level as indicated by the Fountas and Pinnell assessments
 - scoring at or above standard on Math Fluency and Math Unit Assessments
 - scoring at or above the state average on the PSAT and SAT
 - scoring at or above goal on the SBAC
 - scoring at or above standard on district assessments of critical skills (reading and writing)
- High school graduation rate
- Participation in Advanced Classes
- College and Career Readiness Rate
- Percent of students who are chronically absent
- Percent of students with 1 or more In School Suspensions

PROGRESS

Indicator - F&P	2019-20 winter meets / exceeds	2020-21 winter meets / exceeds	21-22 winter meets /exceeds
Grade K	50.0	48.6	41.8
Grade 1	62.5	47.6	49.6
Grade 2	63.9	49.3	58.9
Grade 3	72.1	51.6	64.3
Grade 4	76.3	66.0	68.4



Manchester Public Schools

F & P

Grades 1 to 4

	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	148/267	55.4%	180/270	66.7%	113/269	42.0%	143/260	55.0%
Buckley Elementary	187/267	70.0%	216/257	84.0%	135/227	59.5%	179/227	78.9%
Highland Elementary	146/239	61.1%	158/236	66.9%	116/250	46.4%	143/243	58.8%
Keeney Elementary	104/172	60.5%	131/174	75.3%	106/212	50.0%	117/195	60.0%
Martin Elementary	97/169	57.4%	116/168	69.0%	74/128	57.8%	86/129	66.7%
Verplanck Elementary	170/371	45.8%	207/378	54.8%	127/353	36.0%	167/347	48.1%
Waddell Elementary	210/361	58.2%	255/360	70.8%	184/371	49.6%	214/344	62.2%
District	1062/1846	57.5%	1263/1843	68.5%	855/1810	47.2%	1049/1745	60.1%

	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	517/951	54.4%	617/940	65.6%	417/953	43.8%	514/905	56.8%
Female	545/895	60.9%	646/903	71.5%	438/857	51.1%	535/840	63.7%
Black	231/448	51.6%	285/452	63.1%	168/408	41.2%	222/398	55.8%
Hispanic	230/511	45.0%	290/504	57.5%	227/612	37.1%	300/596	50.3%
White	464/672	69.0%	530/674	78.6%	339/582	58.2%	386/550	70.2%
Asian	113/175	64.6%	129/171	75.4%	102/170	60.0%	117/161	72.7%
F/R Meals	569/1170	48.6%	702/1156	60.7%	445/1131	39.3%	543/1058	51.3%
Not F/R Meals	493/676	72.9%	561/687	81.7%	410/679	60.4%	506/687	73.7%
Special Ed	22/210	10.5%	30/206	14.6%	25/200	12.5%	35/188	18.6%
Not Special Ed	1040/1636	63.6%	1233/1637	75.3%	830/1610	51.6%	1014/1557	65.1%
EL	42/160	26.3%	65/159	40.9%	43/182	23.6%	77/193	39.9%
Not EL	1020/1686	60.5%	1198/1684	71.1%	812/1628	49.9%	972/1552	62.6%
District	1062/1846	57.5%	1263/1843	68.5%	855/1810	47.2%	1049/1745	60.1%



Manchester Public Schools

F & P

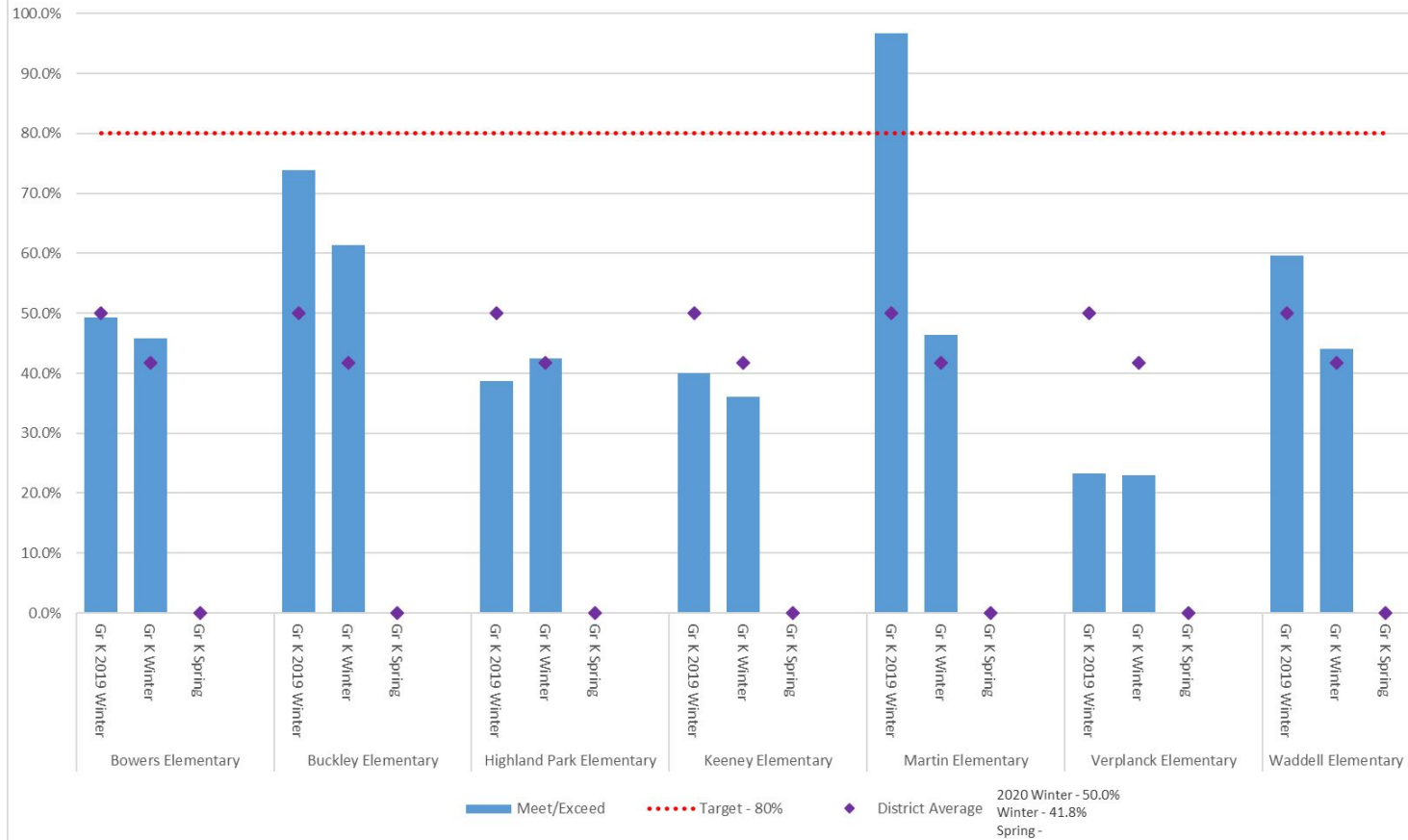
Kindergarten

School	Prior Winter of 2020		Winter Meets/Exceeds	
	#/Total	%	#/Total	%
Bowers Elementary	32/65	49.2%	27/59	45.8%
Buckley Elementary	51/69	73.9%	35/57	61.4%
Highland Elementary	29/75	38.7%	31/73	42.5%
Keeney Elementary	28/70	40.0%	13/36	36.1%
Martin Elementary	30/31	96.8%	19/41	46.3%
Verplanck Elementary	23/99	23.2%	20/87	23.0%
Waddell Elementary	71/119	59.7%	45/102	44.1%
District	264/528	50.0%	190/455	41.8%

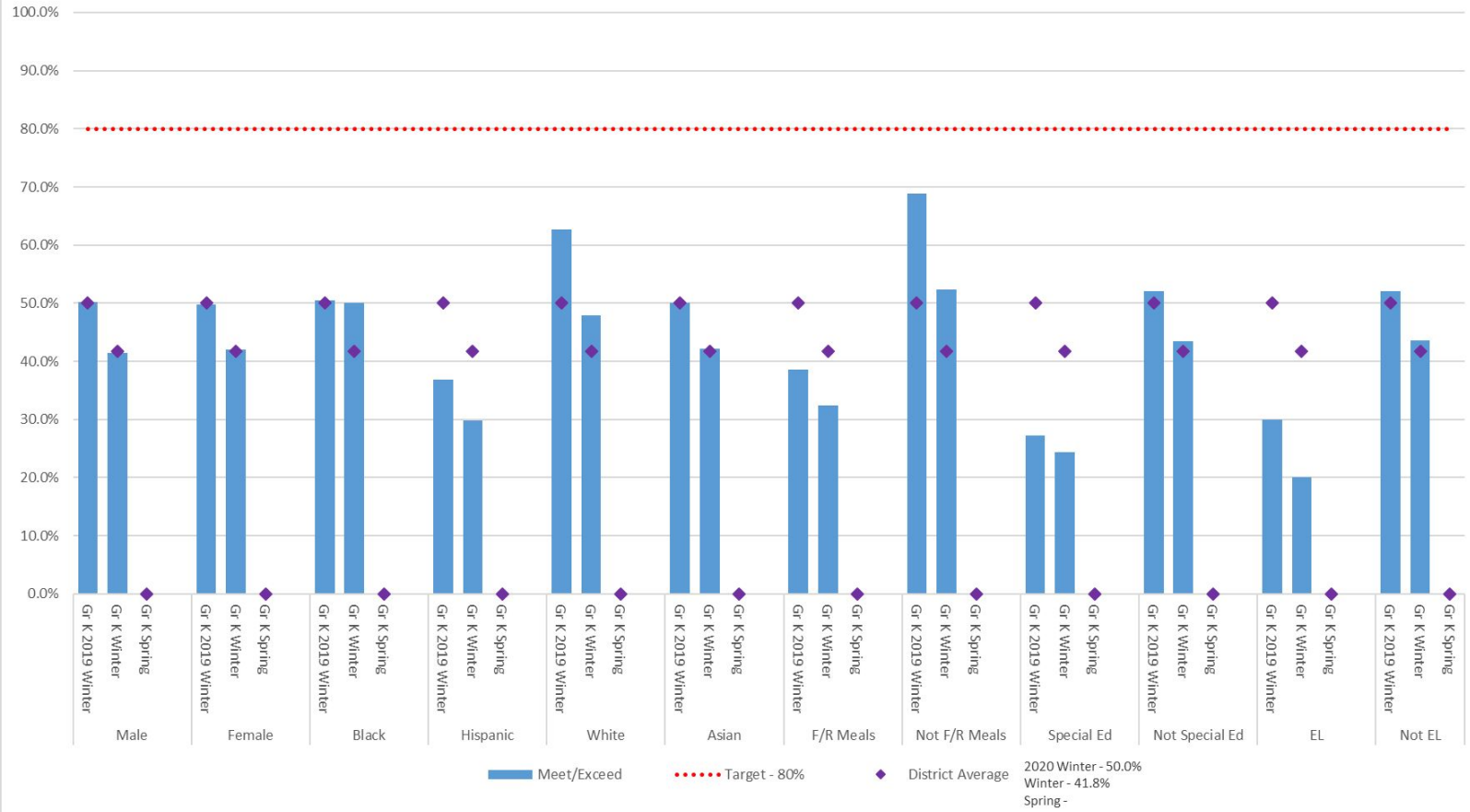
School	Prior Winter of 2020		Winter Meets/Exceeds	
	#/Total	%	#/Total	%
Male	148/295	50.2%	89/215	41.4%
Female	116/233	49.8%	101/240	42.1%
Black	58/115	50.4%	55/110	50.0%
Hispanic	63/171	36.8%	46/154	29.9%
White	111/177	62.7%	68/142	47.9%
Asian	28/56	50.0%	16/38	42.1%
F/R Meals	127/329	38.6%	78/241	32.4%
Not F/R Meals	137/199	68.8%	112/214	52.3%
Special Ed	12/44	27.3%	10/41	24.4%
Not Special Ed	252/484	52.1%	180/414	43.5%
EL	15/50	30.0%	7/35	20.0%
Not EL	249/478	52.1%	183/420	43.6%
District	264/528	50.0%	190/455	41.8%



2021-2022 - Grade K - F&P



2021-2022 - Grade K - F&P



Manchester Public Schools

F & P

Grade 1

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	32/60	53.3%	36/60	60.0%	22/76	28.9%	31/72	43.1%
Buckley Elementary	54/76	71.1%	59/74	79.7%	27/50	54.0%	35/51	68.6%
Highland Elementary	34/56	60.7%	34/57	59.6%	23/51	45.1%	35/63	55.6%
Keeney Elementary	32/51	62.7%	35/49	71.4%	15/56	26.8%	27/55	49.1%
Martin Elementary	28/46	60.9%	33/46	71.7%	19/36	52.8%	24/35	68.6%
Verplanck Elementary	45/117	38.5%	52/118	44.1%	22/89	24.7%	29/92	31.5%
Waddell Elementary	49/99	49.5%	66/100	66.0%	36/87	41.4%	43/84	51.2%
District	274/505	54.3%	315/504	62.5%	164/445	36.9%	224/452	49.6%

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	127/254	50.0%	144/253	56.9%	78/238	32.8%	108/239	45.2%
Female	147/251	58.6%	171/251	68.1%	86/207	41.5%	116/213	54.5%
Black	47/106	44.3%	60/106	56.6%	22/92	23.9%	36/95	37.9%
Hispanic	58/144	40.3%	68/140	48.6%	43/157	27.4%	68/164	41.5%
White	127/187	67.9%	142/191	74.3%	68/142	47.9%	83/140	59.3%
Asian	34/55	61.8%	36/53	67.9%	29/45	64.4%	33/44	75.0%
F/R Meals	129/305	42.3%	157/304	51.6%	72/263	27.4%	98/255	38.4%
Not F/R Meals	146/200	73.0%	158/200	79.0%	92/182	50.5%	126/197	64.0%
Special Ed	8/44	18.2%	6/42	14.3%	8/38	21.1%	12/37	32.4%
Not Special Ed	266/461	57.7%	309/462	66.9%	156/407	38.3%	212/415	51.1%
EL	19/69	27.5%	25/67	37.3%	16/53	30.2%	26/60	43.3%
Not EL	255/436	58.5%	290/437	66.4%	148/392	37.8%	198/392	50.5%
District	274/505	54.3%	315/504	62.5%	164/445	36.9%	224/452	49.6%



Manchester Public Schools

F & P

Grade 2

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	34/55	61.8%	43/58	74.1%	30/67	44.8%	39/66	59.1%
Buckley Elementary	42/69	60.9%	53/59	89.8%	27/57	47.4%	48/58	82.8%
Highland Elementary	40/73	54.8%	42/69	60.9%	33/72	45.8%	30/52	57.7%
Keeney Elementary	22/39	56.4%	31/41	75.6%	35/70	50.0%	30/56	53.6%
Martin Elementary	19/36	52.8%	20/35	57.1%	11/22	50.0%	12/23	52.2%
Verplanck Elementary	24/84	28.6%	33/87	37.9%	33/90	36.7%	42/82	51.2%
Waddell Elementary	59/101	58.4%	65/100	65.0%	42/105	40.0%	55/98	56.1%
District	240/457	52.5%	287/449	63.9%	211/483	43.7%	256/435	58.9%

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	118/245	48.2%	148/240	61.7%	112/259	43.2%	134/230	58.3%
Female	122/212	57.5%	139/209	66.5%	99/224	44.2%	122/205	59.5%
Black	63/117	53.8%	75/119	63.0%	39/102	38.2%	51/91	56.0%
Hispanic	42/117	35.9%	57/113	50.4%	61/172	35.5%	84/158	53.2%
White	102/165	61.8%	113/162	69.8%	84/149	56.4%	91/131	69.5%
Asian	29/51	56.9%	36/48	75.0%	23/51	45.1%	25/45	55.6%
F/R Meals	132/301	43.9%	160/289	55.4%	100/295	33.9%	133/268	49.6%
Not F/R Meals	108/156	69.2%	127/160	79.4%	111/188	59.0%	123/167	73.7%
Special Ed	4/45	8.9%	6/42	14.3%	7/48	14.6%	8/43	18.6%
Not Special Ed	236/412	57.3%	281/407	69.0%	204/435	46.9%	248/392	63.3%
EL	5/29	17.2%	9/29	31.0%	9/52	17.3%	22/56	39.3%
Not EL	235/428	54.9%	278/420	66.2%	202/431	46.9%	234/379	61.7%
District	240/457	52.5%	287/449	63.9%	211/483	43.7%	256/435	58.9%



Manchester Public Schools

F & P

Grade 3

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	36/73	49.3%	50/75	66.7%	27/63	42.9%	34/59	57.6%
Buckley Elementary	47/70	67.1%	59/71	83.1%	44/62	71.0%	53/62	85.5%
Highland Elementary	38/63	60.3%	45/62	72.6%	25/59	42.4%	33/55	60.0%
Keeney Elementary	21/42	50.0%	29/42	69.0%	24/46	52.2%	28/47	59.6%
Martin Elementary	17/38	44.7%	23/37	62.2%	25/41	61.0%	29/39	74.4%
Verplanck Elementary	39/74	52.7%	57/80	71.3%	35/99	35.4%	51/99	51.5%
Waddell Elementary	43/74	58.1%	53/71	74.6%	50/88	56.8%	51/73	69.9%
District	241/434	55.5%	316/438	72.1%	230/458	50.2%	279/434	64.3%

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	116/218	53.2%	148/214	69.2%	108/241	44.8%	134/223	60.1%
Female	125/216	57.9%	168/224	75.0%	122/217	56.2%	145/211	68.7%
Black	60/120	50.0%	78/120	65.0%	46/100	46.0%	63/100	63.0%
Hispanic	51/112	45.5%	73/116	62.9%	57/150	38.0%	66/141	46.8%
White	99/156	63.5%	130/157	82.8%	96/158	60.8%	115/147	78.2%
Asian	28/37	75.7%	30/35	85.7%	24/37	64.9%	27/34	79.4%
F/R Meals	130/271	48.0%	181/272	66.5%	122/295	41.4%	150/271	55.4%
Not F/R Meals	111/163	68.1%	135/166	81.3%	108/163	66.3%	129/163	79.1%
Special Ed	7/64	10.9%	10/66	15.2%	2/56	3.6%	4/51	7.8%
Not Special Ed	234/370	63.2%	306/372	82.3%	228/402	56.7%	275/383	71.8%
EL	12/37	32.4%	20/37	54.1%	8/48	16.7%	14/44	31.8%
Not EL	229/397	57.7%	296/401	73.8%	222/410	54.1%	265/390	67.9%
District	241/434	55.5%	316/438	72.1%	230/458	50.2%	279/434	64.3%



Manchester Public Schools

F & P

Grade 4

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	46/79	58.2%	51/77	66.2%	34/63	54.0%	39/63	61.9%
Buckley Elementary	44/52	84.6%	45/53	84.9%	37/58	63.8%	43/56	76.8%
Highland Elementary	34/47	72.3%	37/48	77.1%	35/68	51.5%	45/73	61.6%
Keeney Elementary	29/40	72.5%	36/42	85.7%	32/40	80.0%	32/37	86.5%
Martin Elementary	33/49	67.3%	40/50	80.0%	19/29	65.5%	21/32	65.6%
Verplanck Elementary	62/96	64.6%	65/93	69.9%	37/75	49.3%	45/74	60.8%
Waddell Elementary	59/87	67.8%	71/89	79.8%	56/91	61.5%	65/89	73.0%
District	307/450	68.2%	345/452	76.3%	250/424	59.0%	290/424	68.4%

School	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	156/234	66.7%	177/233	76.0%	119/215	55.3%	138/213	64.8%
Female	151/216	69.9%	168/219	76.7%	131/209	62.7%	152/211	72.0%
Black	61/105	58.1%	72/107	67.3%	61/114	53.5%	72/112	64.3%
Hispanic	79/138	57.2%	92/135	68.1%	66/133	49.6%	82/133	61.7%
White	136/164	82.9%	145/164	88.4%	91/133	68.4%	97/132	73.5%
Asian	22/32	68.8%	27/35	77.1%	26/37	70.3%	32/38	84.2%
F/R Meals	178/293	60.8%	204/291	70.1%	151/278	54.3%	162/264	61.4%
Not F/R Meals	129/157	82.2%	141/161	87.6%	99/146	67.8%	128/160	80.0%
Special Ed	3/57	5.3%	8/56	14.3%	8/58	13.8%	11/57	19.3%
Not Special Ed	304/393	77.4%	337/396	85.1%	242/366	66.1%	279/367	76.0%
EL	6/25	24.0%	11/26	42.3%	10/29	34.5%	15/33	45.5%
Not EL	301/425	70.8%	334/426	78.4%	240/395	60.8%	275/391	70.3%
District	307/450	68.2%	345/452	76.3%	250/424	59.0%	290/424	68.4%



Manchester Public Schools

SRI

Grades 5 to 6

School	Fall Grades 5-6 Meets/Exceeds		Winter Grades 5-6 Meets/Exceeds	
	#/Total	%	#/Total	%
Male	121/383	31.6%	154/372	41.4%
Female	123/377	32.6%	165/360	45.8%
Black	45/199	22.6%	67/191	35.1%
Hispanic	45/223	20.2%	73/207	35.3%
White	132/267	49.4%	153/263	58.2%
Asian	20/56	35.7%	24/57	42.1%
F/R Meals	121/485	24.9%	160/454	35.2%
Not F/R Meals	123/275	44.7%	159/278	57.2%
Special Ed	3/91	3.3%	9/73	12.3%
Not Special Ed	241/669	36.0%	310/659	47.0%
EL	1/39	2.6%	2/41	4.9%
Not EL	243/721	33.7%	317/691	45.9%
District	244/760	32.1%	319/732	43.6%



Manchester Public Schools

SRI

Grades 5 to 6

	Fall Grade 5 Meets/Exceeds		Winter Grade 5 Meets/Exceeds	
School	#/Total	%	#/Total	%
Male	54/182	29.7%	74/184	40.2%
Female	67/191	35.1%	95/187	50.8%
Black	25/102	24.5%	45/103	43.7%
Hispanic	16/96	16.7%	31/94	33.0%
White	68/134	50.7%	78/133	58.6%
Asian	11/34	32.4%	14/35	40.0%
F/R Meals	54/228	23.7%	86/223	38.6%
Not F/R Meals	67/145	46.2%	83/148	56.1%
Special Ed	2/45	4.4%	7/39	17.9%
Not Special Ed	119/328	36.3%	162/332	48.8%
EL	1/25	4.0%	2/26	7.7%
Not EL	120/348	34.5%	167/345	48.4%
District	121/373	32.4%	169/371	45.6%

	Fall Grade 6 Meets/Exceeds		Winter Grade 6 Meets/Exceeds	
School	#/Total	%	#/Total	%
Male	67/201	33.3%	80/188	42.6%
Female	56/186	30.1%	70/173	40.5%
Black	20/97	20.6%	22/88	25.0%
Hispanic	29/127	22.8%	42/113	37.2%
White	64/133	48.1%	75/130	57.7%
Asian	9/22	40.9%	10/22	45.5%
F/R Meals	67/257	26.1%	74/231	32.0%
Not F/R Meals	56/130	43.1%	76/130	58.5%
Special Ed	1/46	2.2%	2/34	5.9%
Not Special Ed	122/341	35.8%	148/327	45.3%
EL	0/14	0.0%	0/15	0.0%
Not EL	123/373	33.0%	150/346	43.4%
District	123/387	31.8%	150/361	41.6%



NEXT STEPS

Next Steps

- Continue to implement high quality tier 1 instruction, including small group reading, in all classrooms
- Provide professional development and modeling as needed for classroom teachers
- Maintain schedules to provide for additional literacy time included but not limited to phonics, phonemic awareness, and small group instruction, as needed in grades K - 3
- Ensure students reading below grade level have access to intervention delivered by a reading consultant or tutor
- Ensure parents know and understand student reading data and how they can help at home - *return of parent events*

Math Fluency

- Cohort data in fact fluency not reviewed as the expectations from year to year differ
 - Grade K - Addition and Subtraction within 5
 - Grade 1 - Addition and Subtraction within 10
 - Grade 2 - Addition and Subtraction within 20
 - Grade 3 - Multiplication and Division within 100
 - Grade 4 - Multiplication and Division within 144



Grades K - 4 Math Fluency at or above grade level

Indicator - Math Fluency	2019-20 winter meets / exceeds	20-21 winter meets/ exceeds	21-22 winter meets/ exceeds
Grade 1	55.3	20.8	44.0
Grade 2	66.1	37.3	48.9
Grade 3	38.8	5.4	31.5
Grade 4	59.6	33.9	44.4

Manchester Public Schools

Fluency

Grades 1 to 4

School	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	52/252	20.6%	136/325	41.8%	48/261	18.4%	100/226	44.2%
Buckley Elementary	108/266	40.6%	214/304	70.4%	62/219	28.3%	134/227	59.0%
Highland Elementary	52/237	21.9%	191/309	61.8%	62/266	23.3%	132/266	49.6%
Keeney Elementary	37/173	21.4%	136/242	56.2%	22/209	10.5%	57/197	28.9%
Martin Elementary	30/165	18.2%	90/190	47.4%	19/129	14.7%	52/119	43.7%
Verplanck Elementary	50/366	13.7%	144/464	31.0%	33/352	9.4%	123/348	35.3%
Waddell Elementary	115/356	32.3%	274/464	59.1%	44/366	12.0%	136/352	38.6%
District	444/1815	24.5%	1185/2298	51.6%	290/1802	16.1%	734/1735	42.3%

School	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	247/931	26.5%	644/1189	54.2%	173/947	18.3%	398/900	44.2%
Female	197/884	22.3%	541/1109	48.8%	117/855	13.7%	336/835	40.2%
Black	82/438	18.7%	244/545	44.8%	41/403	10.2%	137/388	35.3%
Hispanic	80/496	16.1%	261/657	39.7%	59/610	9.7%	187/590	31.7%
White	202/666	30.3%	505/828	61.0%	135/582	23.2%	298/555	53.7%
Asian	71/174	40.8%	150/220	68.2%	49/169	29.0%	98/161	60.9%
F/R Meals	208/1139	18.3%	623/1423	43.8%	112/1112	10.1%	342/1033	33.1%
Not F/R Meals	236/676	34.9%	562/875	64.2%	178/690	25.8%	392/702	55.8%
Special Ed	12/185	6.5%	65/237	27.4%	10/187	5.3%	33/160	20.6%
Not Special Ed	432/1630	26.5%	1120/2061	54.3%	280/1615	17.3%	701/1575	44.5%
EL	30/158	19.0%	78/195	40.0%	25/186	13.4%	61/196	31.1%
Not EL	414/1657	25.0%	1107/2103	52.6%	265/1616	16.4%	673/1539	43.7%
District	444/1815	24.5%	1185/2298	51.6%	290/1802	16.1%	734/1735	42.3%



Manchester Public Schools

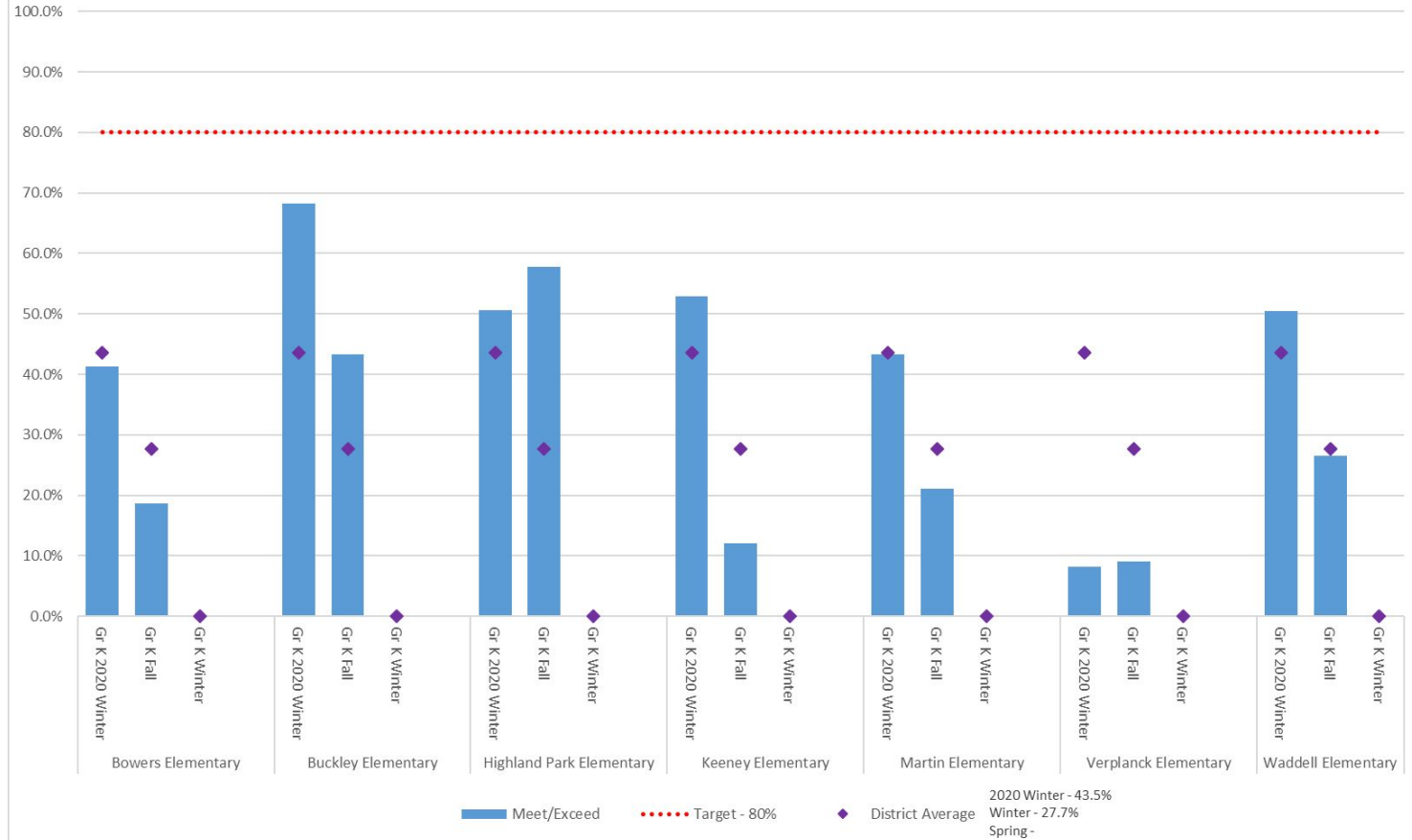
Fluency Kindergarten

School	Prior Winter 2020		Winter Meets/Exceeds	
			#/Total	%
Bowers Elementary	26/63	41.3%	11/59	18.6%
Buckley Elementary	45/66	68.2%	26/60	43.3%
Highland Elementary	39/77	50.6%	41/71	57.7%
Keeney Elementary	36/68	52.9%	4/33	12.1%
Martin Elementary	13/30	43.3%	8/38	21.1%
Verplanck Elementary	8/98	8.2%	8/89	9.0%
Waddell Elementary	59/117	50.4%	26/98	26.5%
District	226/519	43.5%	124/448	27.7%

School	Prior Winter 2020		Winter Meets/Exceeds	
			#/Total	%
Male	129/287	44.9%	62/212	29.2%
Female	97/232	41.8%	62/236	26.3%
Black	41/116	35.3%	28/109	25.7%
Hispanic	59/166	35.5%	25/150	16.7%
White	97/175	55.4%	53/141	37.6%
Asian	28/54	51.9%	14/37	37.8%
F/R Meals	109/313	34.8%	48/254	18.9%
Not F/R Meals	117/206	56.8%	76/194	39.2%
Special Ed	10/46	21.7%	5/37	13.5%
Not Special Ed	216/473	45.7%	119/411	29.0%
EL	12/49	24.5%	13/47	27.7%
Not EL	214/470	45.5%	111/401	27.7%
District	226/519	43.5%	124/448	27.7%



2021-2022 - Grade K - Fluency



2021-2022 - Grade K - Fluency



Manchester Public Schools

Fluency

Grade 1

	Prior Fall 2019		Prior Winter of 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	32/60	53.3%	36/60	60.0%	22/76	28.9%	31/72	43.1%
Buckley Elementary	54/76	71.1%	59/74	79.7%	27/50	54.0%	35/51	68.6%
Highland Elementary	34/56	60.7%	34/57	59.6%	23/51	45.1%	35/63	55.6%
Keeney Elementary	32/51	62.7%	35/49	71.4%	15/56	26.8%	27/55	49.1%
Martin Elementary	28/46	60.9%	33/46	71.7%	19/36	52.8%	24/35	68.6%
Verplanck Elementary	45/117	38.5%	52/118	44.1%	22/89	24.7%	29/92	31.5%
Waddell Elementary	49/99	49.5%	66/100	66.0%	36/87	41.4%	43/84	51.2%
District	274/505	54.3%	315/504	62.5%	164/445	36.9%	224/452	49.6%

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	50/254	19.7%	137/244	56.1%	42/237	17.7%	98/236	41.5%
Female	55/251	21.9%	134/246	54.5%	31/210	14.8%	96/205	46.8%
Black	14/105	13.3%	43/102	42.2%	9/92	9.8%	29/88	33.0%
Hispanic	22/143	15.4%	63/139	45.3%	18/158	11.4%	61/160	38.1%
White	42/188	22.3%	119/185	64.3%	31/141	22.0%	76/139	54.7%
Asian	24/55	43.6%	38/50	76.0%	14/47	29.8%	26/44	59.1%
F/R Meals	44/303	14.5%	130/296	43.9%	21/256	8.2%	82/250	32.8%
Not F/R Meals	61/202	30.2%	141/194	72.7%	52/191	27.2%	112/191	58.6%
Special Ed	2/42	4.8%	15/40	37.5%	3/36	8.3%	8/34	23.5%
Not Special Ed	103/463	22.2%	256/450	56.9%	70/411	17.0%	186/407	45.7%
EL	15/68	22.1%	32/64	50.0%	5/51	9.8%	17/60	28.3%
Not EL	90/437	20.6%	239/426	56.1%	68/396	17.2%	177/381	46.5%
District	105/505	20.8%	271/490	55.3%	73/447	16.3%	194/441	44.0%



Manchester Public Schools

Fluency

Grade 2

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	10/54	18.5%	25/56	44.6%	18/61	29.5%	29/55	52.7%
Buckley Elementary	43/69	62.3%	56/60	93.3%	14/52	26.9%	33/58	56.9%
Highland Elementary	29/72	40.3%	53/69	76.8%	35/74	47.3%	51/73	69.9%
Keeney Elementary	14/39	35.9%	32/40	80.0%	8/70	11.4%	21/64	32.8%
Martin Elementary	10/36	27.8%	16/33	48.5%	8/22	36.4%	11/23	47.8%
Verplanck Elementary	18/79	22.8%	40/81	49.4%	19/84	22.6%	41/88	46.6%
Waddell Elementary	44/101	43.6%	68/100	68.0%	16/102	15.7%	38/97	39.2%
District	168/450	37.3%	290/439	66.1%	118/465	25.4%	224/458	48.9%

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	95/241	39.4%	160/231	69.3%	85/248	34.3%	137/243	56.4%
Female	73/209	34.9%	130/208	62.5%	33/217	15.2%	87/215	40.5%
Black	32/117	27.4%	66/113	58.4%	14/93	15.1%	36/93	38.7%
Hispanic	22/114	19.3%	60/110	54.5%	29/166	17.5%	65/170	38.2%
White	80/161	49.7%	117/160	73.1%	59/148	39.9%	92/142	64.8%
Asian	31/51	60.8%	41/49	83.7%	13/49	26.5%	26/44	59.1%
F/R Meals	82/292	28.1%	171/279	61.3%	49/280	17.5%	110/273	40.3%
Not F/R Meals	86/158	54.4%	119/160	74.4%	69/185	37.3%	114/185	61.6%
Special Ed	9/42	21.4%	13/39	33.3%	4/36	11.1%	12/40	30.0%
Not Special Ed	159/408	39.0%	277/400	69.3%	114/429	26.6%	212/418	50.7%
EL	10/29	34.5%	15/27	55.6%	12/54	22.2%	25/52	48.1%
Not EL	158/421	37.5%	275/412	66.7%	106/411	25.8%	199/406	49.0%
District	168/450	37.3%	290/439	66.1%	118/465	25.4%	224/458	48.9%



Manchester Public Schools

Fluency

Grade 3

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	0/67	0.0%	20/73	27.4%	1/62	1.6%	16/53	30.2%
Buckley Elementary	12/69	17.4%	32/54	59.3%	8/62	12.9%	36/64	56.3%
Highland Elementary	3/63	4.8%	36/61	59.0%	0/58	0.0%	20/57	35.1%
Keeney Elementary	1/42	2.4%	8/42	19.0%	1/47	2.1%	4/44	9.1%
Martin Elementary	1/39	2.6%	9/37	24.3%	1/41	2.4%	13/34	38.2%
Verplanck Elementary	3/73	4.1%	26/76	34.2%	0/105	0.0%	24/94	25.5%
Waddell Elementary	3/70	4.3%	26/62	41.9%	8/86	9.3%	22/82	26.8%
District	23/423	5.4%	157/405	38.8%	19/461	4.1%	135/428	31.5%

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	19/208	9.1%	90/200	45.0%	9/243	3.7%	73/214	34.1%
Female	4/215	1.9%	67/205	32.7%	10/218	4.6%	62/214	29.0%
Black	4/113	3.5%	39/110	35.5%	1/104	1.0%	26/98	26.5%
Hispanic	2/108	1.9%	27/109	24.8%	2/149	1.3%	29/136	21.3%
White	13/156	8.3%	70/145	48.3%	8/159	5.0%	57/147	38.8%
Asian	3/37	8.1%	19/33	57.6%	8/36	22.2%	20/34	58.8%
F/R Meals	8/263	3.0%	78/251	31.1%	6/296	2.0%	56/259	21.6%
Not F/R Meals	15/160	9.4%	79/154	51.3%	13/165	7.9%	79/169	46.7%
Special Ed	1/55	1.8%	17/60	28.3%	1/57	1.8%	7/42	16.7%
Not Special Ed	22/368	6.0%	140/345	40.6%	18/404	4.5%	128/386	33.2%
EL	2/37	5.4%	7/32	21.9%	3/50	6.0%	10/50	20.0%
Not EL	21/386	5.4%	150/373	40.2%	16/411	3.9%	125/378	33.1%
District	23/423	5.4%	157/405	38.8%	19/461	4.1%	135/428	31.5%



Manchester Public Schools

Fluency

Grade 4

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Bowers Elementary	31/70	44.3%	42/76	55.3%	14/65	21.5%	25/47	53.2%
Buckley Elementary	20/52	38.5%	30/53	56.6%	21/56	37.5%	32/55	58.2%
Highland Elementary	14/45	31.1%	37/46	80.4%	21/72	29.2%	37/75	49.3%
Keeney Elementary	13/41	31.7%	36/43	83.7%	7/38	18.4%	14/37	37.8%
Martin Elementary	15/45	33.3%	29/49	59.2%	2/31	6.5%	9/30	30.0%
Verplanck Elementary	13/97	13.4%	34/92	37.0%	6/76	7.9%	34/75	45.3%
Waddell Elementary	42/87	48.3%	57/86	66.3%	9/91	9.9%	30/89	33.7%
District	148/437	33.9%	265/445	59.6%	80/429	18.6%	181/408	44.4%

	Prior Fall 2019		Prior Winter 2020		Fall Meets/Exceeds		Winter Meets/Exceeds	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	83/228	36.4%	140/227	61.7%	37/219	16.9%	90/207	43.5%
Female	65/209	31.1%	125/218	57.3%	43/210	20.5%	91/201	45.3%
Black	32/103	31.1%	60/104	57.7%	17/114	14.9%	46/109	42.2%
Hispanic	34/131	26.0%	62/133	46.6%	10/137	7.3%	32/124	25.8%
White	67/161	41.6%	110/163	67.5%	37/134	27.6%	73/127	57.5%
Asian	13/31	41.9%	25/34	73.5%	14/37	37.8%	26/39	66.7%
F/R Meals	74/281	26.3%	148/284	52.1%	36/280	12.9%	94/251	37.5%
Not F/R Meals	74/156	47.4%	117/161	72.7%	44/149	29.5%	87/157	55.4%
Special Ed	0/46	0.0%	11/52	21.2%	2/58	3.4%	6/44	13.6%
Not Special Ed	148/391	37.9%	254/393	64.6%	78/371	21.0%	175/364	48.1%
EL	3/24	12.5%	12/23	52.2%	5/31	16.1%	9/34	26.5%
Not EL	145/413	35.1%	253/422	60.0%	75/398	18.8%	172/374	46.0%
District	148/437	33.9%	265/445	59.6%	80/429	18.6%	181/408	44.4%



NEXT STEPS

Next Steps

- Continue to implement high quality tier 1 instruction, with an emphasis on problems which require higher order thinking in all classrooms
- Provide professional development specifically around fact fluency and fractions for teachers
- Adjust schedules to provide for additional fact fluency study as needed in all grades with emphasis on grade 4
- Ensure students below grade level in fact fluency have access to intervention
- Ensure parents know and understand student math data and how they can help at home - *return of parent events*

Manchester Public Schools

SAT Day Results

% of Students
At or Above
State Average

READING	2017-2018 - % At or Above State Average		2018-2019 - % At or Above State Average		2019-2020 - % At or Above State Average (Given Sept 2020)		2020-2021 - % At or Above State Average	
	School	#/Total	%	#/Total	%	#/Total	%	#/Total
Male	55/180	30.6%	62/175	35.4%	43/124	34.7%	51/142	35.9%
Female	83/181	45.9%	60/164	36.6%	66/142	46.5%	58/175	33.1%
Black	15/80	18.8%	19/92	20.7%	12/53	22.6%	16/74	21.6%
Hispanic	23/88	26.1%	19/90	21.1%	15/66	22.7%	19/73	26.0%
White	65/123	52.8%	65/112	58.0%	65/107	60.7%	60/125	48.0%
Asian	18/40	45.0%	14/32	43.8%	8/23	34.8%	8/27	29.6%
F/R Meals	48/184	26.1%	52/203	25.6%	37/141	26.2%	51/183	27.9%
Not F/R Meals	90/177	50.8%	70/136	51.5%	72/125	57.6%	58/134	43.3%
Special Ed	2/24	8.3%	0/37	0.0%	0/20	0.0%	0/25	0.0%
Not Special Ed	136/337	40.4%	122/302	40.4%	109/246	44.3%	109/292	37.3%
EL	1/23	4.3%	0/25	0.0%	0/14	0.0%	0/18	0.0%
Not EL	137/338	40.5%	122/314	38.9%	109/252	43.3%	109/299	36.5%
District	138/361	38.2%	122/339	36.0%	109/266	41.0%	109/317	34.4%



Manchester Public Schools

SAT Day Results

% of Students
At or Above
State Average

MATHEMATICS	2017-2018 - % At or Above State Average		2018-2019 - % At or Above State Average		2019-2020 - % At or Above State Average (Given Sept 2020)		2020-2021 - % At or Above State Average	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	68/180	37.8%	80/175	45.7%	43/124	34.7%	52/142	36.6%
Female	67/181	37.0%	63/164	38.4%	50/142	35.2%	57/175	32.6%
Black	11/80	13.8%	28/92	30.4%	10/53	18.9%	19/74	25.7%
Hispanic	24/88	27.3%	25/90	27.8%	17/66	25.8%	16/73	21.9%
White	67/123	54.5%	67/112	59.8%	52/107	48.6%	54/125	43.2%
Asian	19/40	47.5%	18/32	56.3%	7/23	30.4%	14/27	51.9%
F/R Meals	47/184	25.5%	65/203	32.0%	30/141	21.3%	49/183	26.8%
Not F/R Meals	88/177	49.7%	78/136	57.4%	63/125	50.4%	60/134	44.8%
Special Ed	1/24	4.2%	0/37	0.0%	0/20	0.0%	0/25	0.0%
Not Special Ed	134/337	39.8%	143/302	47.4%	93/246	37.8%	109/292	37.3%
EL	3/23	13.0%	0/25	0.0%	0/14	0.0%	0/18	0.0%
Not EL	132/338	39.1%	143/314	45.5%	93/252	36.9%	109/299	36.5%
District	135/361	37.4%	143/339	42.2%	93/266	35.0%	109/317	34.4%



Manchester Public Schools

SAT Day Results

% of Students At Level 3 or Level 4

READING	2017-2018 - % at Level 3/4		2018-2019 - % at Level 3/4		2019-2020 - % at Level 3/4 (given Sept 2020)		2020-2021 - % at Level 3/4	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	78/180	43.3%	85/175	48.6%	64/124	51.6%	69/142	48.6%
Female	116/181	64.1%	83/164	50.6%	87/142	61.3%	84/175	48.0%
Black	31/80	38.8%	31/92	33.7%	18/53	34.0%	25/74	33.8%
Hispanic	36/88	40.9%	32/90	35.6%	29/66	43.9%	26/73	35.6%
White	85/123	69.1%	77/112	68.8%	78/107	72.9%	79/125	63.2%
Asian	22/40	55.0%	19/32	59.4%	14/23	60.9%	15/27	55.6%
F/R Meals	75/184	40.8%	78/203	38.4%	62/141	44.0%	73/183	39.9%
Not F/R Meals	119/177	67.2%	90/136	66.2%	89/125	71.2%	80/134	59.7%
Special Ed	4/24	16.7%	0/37	0.0%	0/20	0.0%	1/25	4.0%
Not Special Ed	190/337	56.4%	168/302	55.6%	151/246	61.4%	152/292	52.1%
EL	2/23	8.7%	0/25	0.0%	0/14	0.0%	0/18	0.0%
Not EL	192/338	56.8%	168/314	53.5%	151/252	59.9%	153/299	51.2%
District	194/361	53.7%	168/339	49.6%	161/266	60.5%	153/317	48.3%



Manchester Public Schools

SAT Day Results

% of Students
At Level 3 or
Level 4

MATHEMATICS	2017-2018 - % at Level 3/4		2018-2019 - % at Level 3/4		2019-2020 - % at Level 3/4 (given Sept 2020)		2020-2021 - % at Level 3/4	
School	#/Total	%	#/Total	%	#/Total	%	#/Total	%
Male	59/180	32.8%	61/175	34.9%	38/124	30.6%	42/142	29.6%
Female	54/181	29.8%	44/164	26.8%	42/142	29.6%	44/175	25.1%
Black	8/80	10.0%	18/92	19.6%	7/53	13.2%	14/74	18.9%
Hispanic	17/88	19.3%	13/90	14.4%	14/66	21.2%	11/73	15.1%
White	59/123	48.0%	57/112	50.9%	46/107	43.0%	45/125	36.0%
Asian	18/40	45.0%	14/32	43.8%	7/23	30.4%	11/27	40.7%
F/R Meals	35/184	19.0%	47/203	23.2%	23/141	16.3%	36/183	19.7%
Not F/R Meals	78/177	44.1%	58/136	42.6%	57/125	45.6%	50/134	37.3%
Special Ed	1/24	4.2%	0/37	0.0%	0/20	0.0%	0/25	0.0%
Not Special Ed	112/337	33.2%	105/302	34.8%	80/246	32.5%	86/292	29.5%
EL	2/23	8.7%	0/25	0.0%	0/14	0.0%	0/18	0.0%
Not EL	111/338	32.8%	105/314	33.4%	80/252	31.7%	86/299	28.8%
District	113/361	31.3%	105/339	31.0%	80/266	30.1%	86/317	27.1%



NEXT STEPS

Next Steps

- Ensure students have access to implement high quality tier instruction, with an emphasis on problems which require higher order thinking in all classrooms
- Explore areas of connection between MHS capacities and standardized tests
- Ensure systemic approach to vocabulary development beginning in grade 5
- Adjust schedules to provide for additional intervention including math and writing labs
- Monitor college future use of the SAT as a criteria for admission

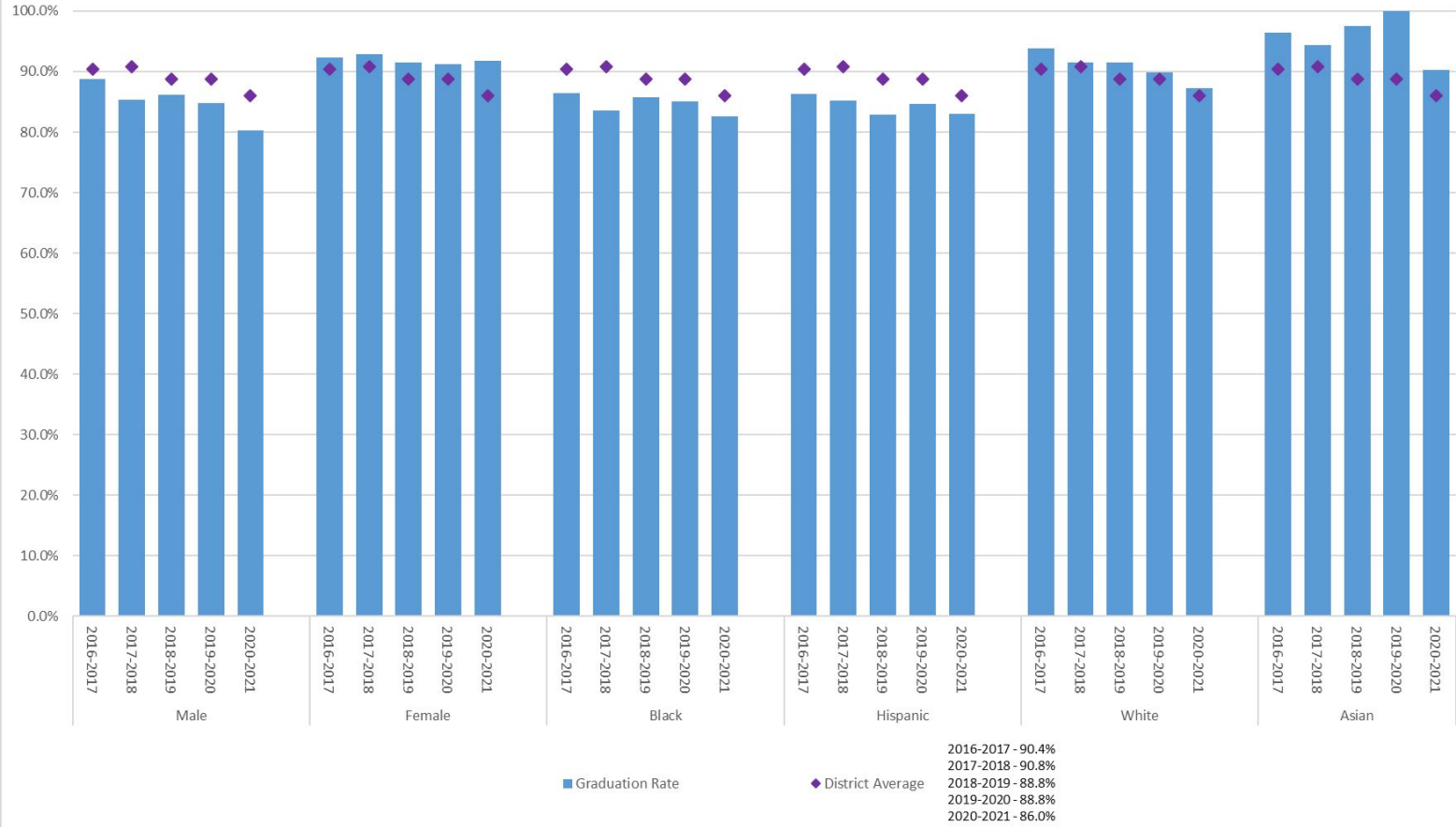
Manchester Public Schools

High School Graduation Rate Class of 2021

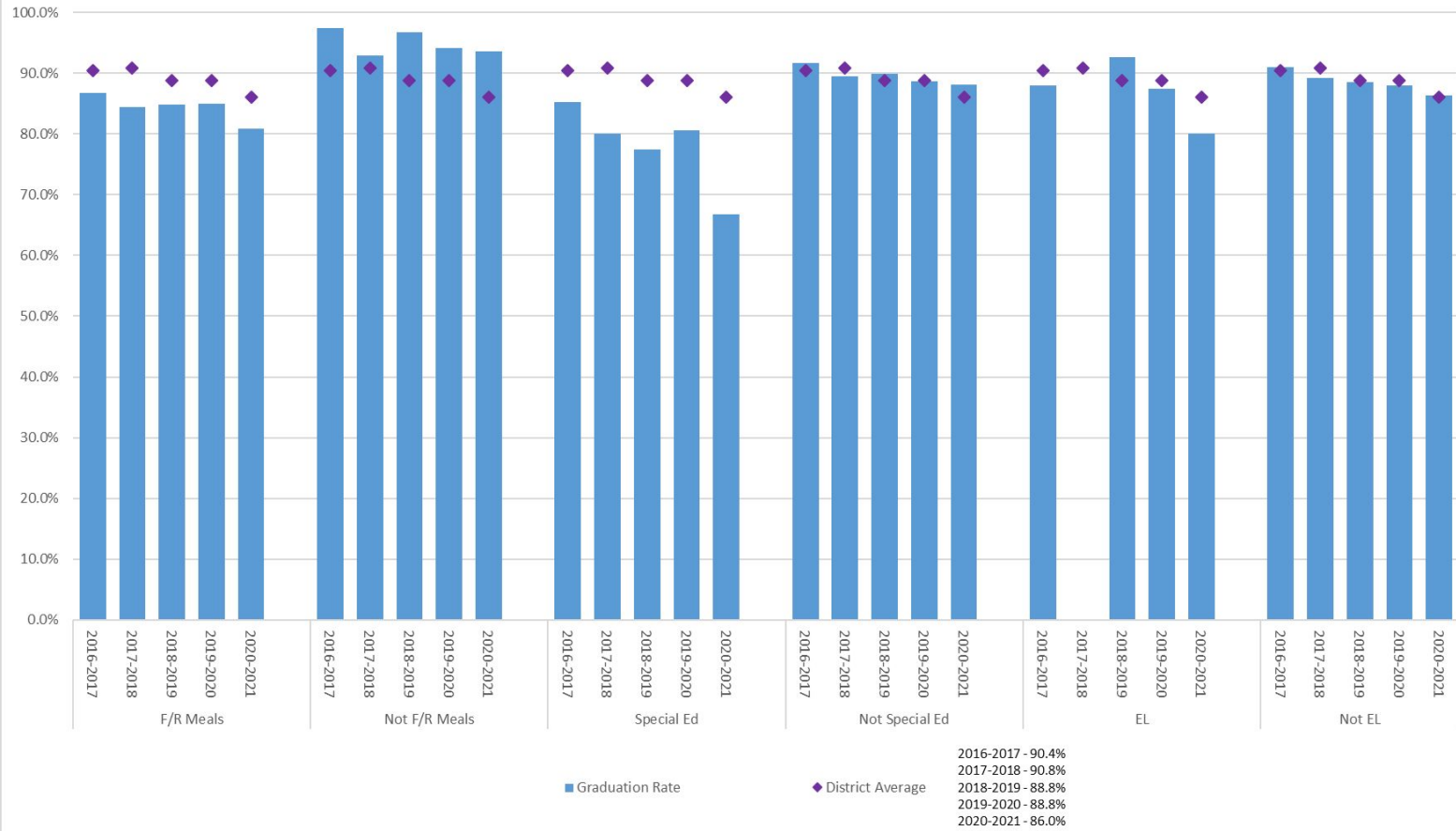
Student Group	All Schools	MHS
All	81.10%	86.00%
Male	74.80%	80.20%
Female	87.70%	91.80%
Asian	87.90%	90.30%
Black/African American	76.70%	82.60%
Hispanic/Latino	78.10%	83.00%
Two or More Races	95.20%	100.00%
White	83.00%	87.30%
English Learners	69.00%	80.00%
Non - English Learners	86.40%	86.00%
Free - or Reduced-Price Meal Eligible	74.80%	80.90%
Non - Free- or Reduced-Price Meal Eligible	86.00%	93.60%
Special Education	58.10%	66.70%
Non Special Education	88.10%	86.00%



Graduation Rates - Gender & Ethnicity



Graduation Rates - Population



NEXT STEPS

Next Steps

- Continue on track work supported by Manchester High School's membership in the RISE Network
- Continue to develop mentoring programming at MHS to ensure all students have an identified supportive adult
- Strengthen academy model, including outside experiences, apprenticeships, and career certifications including but not limited to manufacturing and medical careers
- Continue redesign of high school experience to include flexible schedules and anytime, anywhere learning

Chronic Absence - 80 Days

	% Chronically Absent 80 Days										
	Bowers	Buckley	Highland	Keeney	Martin	Verplanck	Waddell	Bennet	Illing	MHS	District
Male	44.7%	22.3%	27.0%	39.9%	33.1%	48.8%	39.7%	33.5%	25.3%	44.3%	37.0%
Female	38.9%	16.8%	28.1%	34.9%	40.5%	42.7%	33.9%	31.5%	26.6%	46.0%	36.0%
Black	36.5%	24.1%	30.9%	46.2%	30.6%	40.8%	30.0%	26.8%	21.4%	44.2%	34.0%
Hispanic	56.3%	23.5%	42.7%	46.7%	55.6%	55.7%	42.6%	45.5%	32.5%	55.4%	46.7%
White	33.9%	12.6%	15.7%	25.4%	18.0%	35.2%	22.5%	24.7%	23.6%	39.8%	28.4%
Asian	29.4%	25.8%	10.0%	40.9%	59.1%	44.1%	50.0%	35.0%	15.9%	28.5%	33.5%
F/R Meals	51.0%	28.8%	36.3%	47.7%	44.4%	50.9%	43.2%	38.2%	31.8%	52.6%	43.7%
Not F/R Meals	27.5%	8.8%	16.5%	27.2%	26.5%	30.6%	27.6%	22.6%	14.8%	33.1%	24.9%
Special Ed	56.9%	28.9%	18.8%	45.9%	45.6%	60.9%	45.8%	41.7%	31.7%	58.6%	45.7%
Not Special Ed	39.2%	18.0%	28.4%	35.6%	31.5%	44.3%	35.6%	30.9%	24.8%	43.0%	34.9%
EL	39.3%	22.2%	21.1%	42.9%	70.6%	41.3%	49.2%	39.3%	36.2%	56.5%	43.3%
Not EL	42.1%	19.5%	28.3%	37.3%	33.0%	46.7%	34.7%	32.1%	25.0%	44.3%	35.9%
District Total	41.8%	19.8%	27.5%	37.7%	35.9%	46.0%	36.7%	32.5%	25.9%	45.1%	36.5%

NEXT STEPS

Next Steps

- Continue relentless monitoring of attendance every 20 days
- Hold Attendance summit to ensure all staff involved in attendance monitoring are clear on roles and responsibilities
- Prioritize the work of Student Engagement Specialists to ensure they are working with students in danger of chronic absence
- Utilize resource and referral component of the Family Resource Center along with social workers and CHR to help families who need additional support

Manchester Public Schools

In School Suspension

In School Suspension

Number of ISS by School and Grade									
	Total	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Bennet	84	26	58						
Bentley	18					10	6	1	1
Illing	47			26	21				
MHS	176					76	37	30	33
MMA	11	3	5	2	1				
MRA/NH	79			1	3	28	22	16	9
Total	415	29	63	29	25	114	65	47	43

ISS % of Total										
	District	Total	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Male	51.8%	68.9%	65.5%	65.1%	82.8%	84.0%	64.0%	70.8%	83.0%	53.5%
Female	48.2%	31.1%	34.5%	34.9%	17.2%	16.0%	36.0%	29.2%	17.0%	46.5%
Black	24.6%	34.2%	58.6%	34.9%	17.2%	24.0%	22.8%	43.1%	51.1%	32.6%
Hispanic	32.7%	38.3%	31.0%	38.1%	48.3%	52.0%	37.7%	40.0%	23.4%	44.2%
White	31.8%	20.0%	10.3%	20.6%	31.0%	24.0%	27.2%	13.8%	12.8%	14.0%
Asian	8.1%	1.2%	0.0%	3.2%	3.4%	0.0%	0.0%	0.0%	2.1%	2.3%
Special Ed	15.3%	38.1%	27.6%	30.2%	31.0%	36.0%	43.9%	38.5%	38.3%	46.5%
Not Special Ed	84.7%	61.9%	72.4%	69.8%	69.0%	64.0%	56.1%	61.5%	61.7%	53.5%
EL	7.6%	5.1%	0.0%	4.8%	17.2%	4.0%	3.5%	6.2%	6.4%	2.3%
Not EL	92.40%	94.9%	100.0%	95.2%	82.8%	96.0%	96.5%	93.8%	93.6%	97.7%
Total		415	29	63	29	25	114	65	47	43

Manchester Public Schools

Out of School Suspension

Out of School Suspension

Number of OSS by School and Grade										
		Total	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Bennet		29	6	23						
Bentley		27					22	3	1	1
Illing		115			56	59				
MHS		96					29	23	20	24
MMA		44	3	10	18	13				
MRA/NH		66			7	6	21	10	16	6
Total		377	9	33	81	78	72	36	37	31

OSS % of Total										
	District	Total	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Male	51.8%	61.5%	66.7%	69.7%	61.7%	57.7%	55.6%	61.1%	81.1%	51.6%
Female	48.2%	38.5%	33.3%	30.3%	38.3%	42.3%	44.4%	38.9%	18.9%	48.4%
Black	24.6%	33.4%	55.6%	48.5%	28.4%	29.5%	26.4%	38.9%	40.5%	35.5%
Hispanic	32.7%	46.4%	22.2%	30.3%	55.6%	60.3%	37.5%	52.8%	29.7%	45.2%
White	31.8%	17.0%	22.2%	21.2%	16.0%	9.0%	29.2%	5.6%	24.3%	9.7%
Asian	8.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Special Ed	15.3%	45.4%	77.8%	54.5%	46.9%	33.3%	54.2%	33.3%	45.9%	45.2%
Not Special Ed	84.7%	54.6%	22.2%	45.5%	53.1%	66.7%	45.8%	66.7%	54.1%	54.8%
EL	7.6%	7.2%	0.0%	0.0%	17.3%	7.7%	4.2%	0.0%	10.8%	0.0%
Not EL	92.40%	92.8%	100.0%	100.0%	82.7%	92.3%	95.8%	100.0%	89.2%	100.0%

NEXT STEPS

Next Steps

- Ensure physical and mental health needs of students and families are prioritized by providing necessary supports including food and nutrition, social work and counseling services, and family outreach
- Monitor the health and wellness of MPS staff and support staff self care by providing resources and time
- Continue to review discipline data case by case to ensure students are not overly disciplined
- Implement on site services and case management for Mental Health Supports through Community Health Resources
- Continue to partner with parents and families to improve school climate and culture

1450 Responses

FAMILIES

Race/Ethnicity:	Count	Percentage
American Indian or Alaska Native	5	0.34%
American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino	1	0.07%
American Indian or Alaska Native, Asian, Black or African American, Pacific Islander, White, Hispanic or Latino	3	0.21%
American Indian or Alaska Native, Asian, Black or African American, White, Hispanic or Latino	2	0.14%
American Indian or Alaska Native, Black or African American	6	0.41%
American Indian or Alaska Native, Black or African American, Pacific Islander	1	0.07%
American Indian or Alaska Native, Black or African American, White	4	0.28%
American Indian or Alaska Native, Black or African American, White, Hispanic or Latino	2	0.14%
American Indian or Alaska Native, Hispanic or Latino	2	0.14%
American Indian or Alaska Native, White	4	0.28%
Asian	126	8.69%
Asian, Black or African American	3	0.21%
Asian, Black or African American, White	3	0.21%
Asian, Hispanic or Latino	2	0.14%
Asian, White	9	0.62%
Asian, White, Hispanic or Latino	6	0.41%
Black or African American	234	16.14%
Black or African American, Hispanic or Latino	43	2.97%
Black or African American, Pacific Islander, Hispanic or Latino	1	0.07%
Black or African American, Pacific Islander, White	2	0.14%
Black or African American, Pacific Islander, White, Hispanic or Latino	2	0.14%
Black or African American, White	83	5.72%
Black or African American, White, Hispanic or Latino	17	1.17%
Hispanic or Latino	242	16.69%
Pacific Islander	3	0.21%
Pacific Islander, White	1	0.07%
Pacific Islander, White, Hispanic or Latino	2	0.14%
White	565	38.97%
White, Hispanic or Latino	76	5.24%

American Indian or Alaska Native: 30 (2.1%); Asian: 155 (10.7%); Black or African American: 407 (28.1%); Pacific Islander: 15 (1%); White: 781 (53.9%); Hispanic or Latino: 401 (27.7%)

STUDENTS

Race/Ethnicity:	Count	Percentage
American Indian or Alaska Native	50	2.48%
American Indian or Alaska Native, Asian	1	0.05%
American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino	1	0.05%
American Indian or Alaska Native, Asian, Black or African American, Pacific Islander, White, Hispanic or Latino	4	0.20%
American Indian or Alaska Native, Black or African American	7	0.35%
American Indian or Alaska Native, Black or African American, Hispanic or Latino	1	0.05%
American Indian or Alaska Native, Black or African American, White	4	0.20%
American Indian or Alaska Native, Black or African American, White, Hispanic or Latino	3	0.15%
American Indian or Alaska Native, Hispanic or Latino	3	0.15%
American Indian or Alaska Native, Pacific Islander, Hispanic or Latino	1	0.05%
American Indian or Alaska Native, White	10	0.50%
American Indian or Alaska Native, White, Hispanic or Latino	1	0.05%
Asian	153	7.58%
Asian, Black or African American	10	0.50%
Asian, Black or African American, Hispanic or Latino	1	0.05%
Asian, Black or African American, White	1	0.05%
Asian, Hispanic or Latino	10	0.50%
Asian, Pacific Islander	2	0.10%
Asian, Pacific Islander, Hispanic or Latino	1	0.05%
Asian, White	8	0.40%
Black or African American	460	22.79%
Black or African American, Hispanic or Latino	75	3.72%
Black or African American, Pacific Islander	2	0.10%
Black or African American, Pacific Islander, White, Hispanic or Latino	1	0.05%
Black or African American, White	85	4.21%
Black or African American, White, Hispanic or Latino	18	0.89%
Hispanic or Latino	351	17.39%
Pacific Islander	8	0.40%
Pacific Islander, Hispanic or Latino	1	0.05%
Pacific Islander, White	2	0.10%
White	663	32.85%
White, Hispanic or Latino	80	3.96%

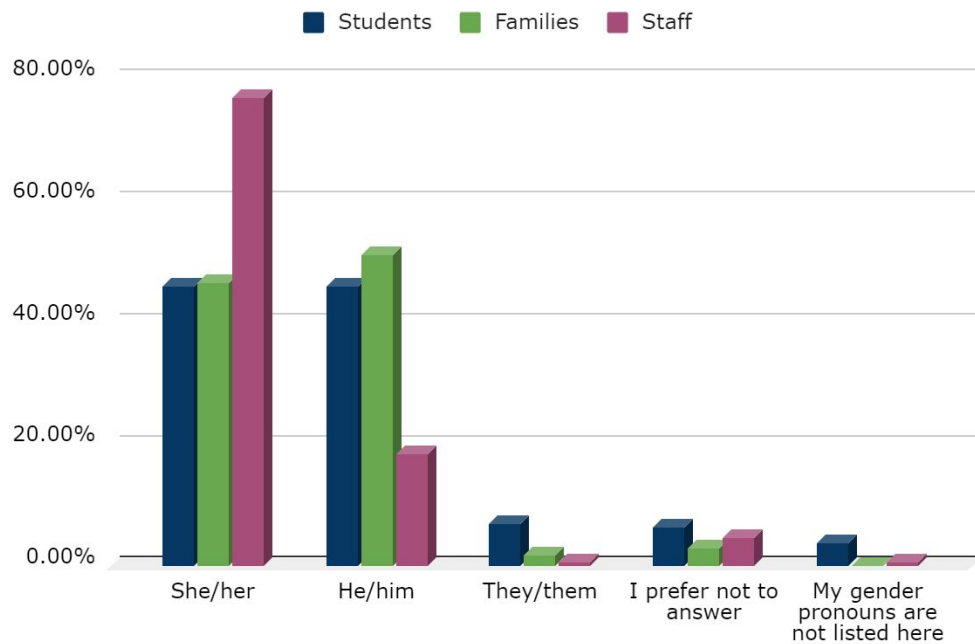
American Indian or Alaska Native: 88 (4.3%); Asian: 193 (9.4%); Black or African American: 680 (33.3%); Pacific Islander: 22 (1.1%); White: 893 (43.7%); Hispanic or Latino: 559 (27.3%)

STAFF

Race/Ethnicity	Count	Percentage
American Indian or Alaska Native	5	0.87%
American Indian or Alaska Native, Black or African American, White	1	0.17%
American Indian or Alaska Native, Pacific Islander	1	0.17%
American Indian or Alaska Native, White	3	0.52%
Asian	18	3.12%
Asian, White	8	1.39%
Black or African American	44	7.63%
Black or African American, Hispanic or Latino	3	0.52%
Black or African American, White	5	0.87%
Hispanic or Latino	39	6.76%
Pacific Islander	1	0.17%
White	442	76.60%
White, Hispanic or Latino	7	1.21%

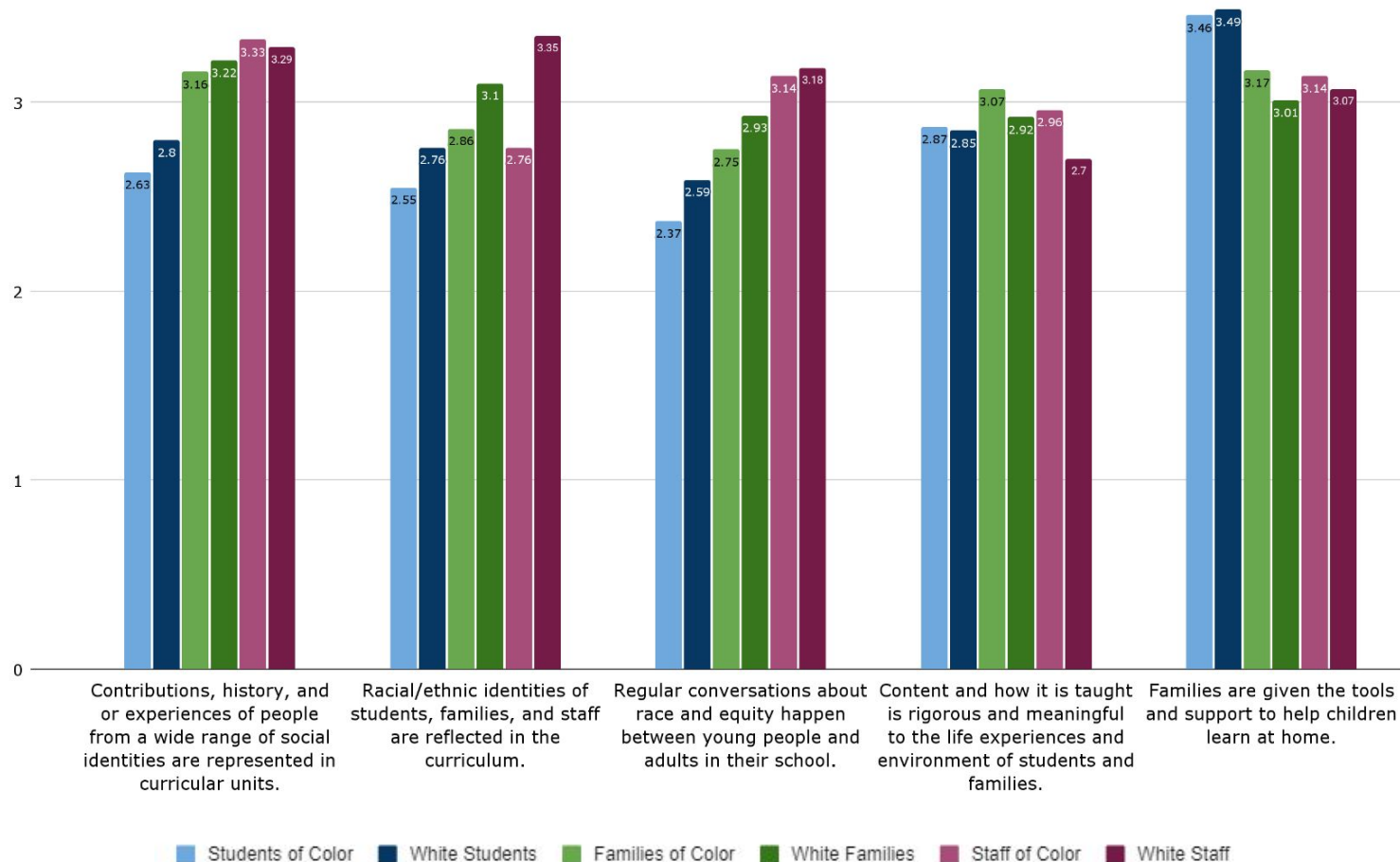
American Indian or Alaska Native: 10 (1.7%); Asian: 26 (4.5%); Black or African American: 53 (9.2%); Pacific Islander: 2 (.3%); White: 466 (80.8%); Hispanic or Latino: 49 (8.5%)

GENDER



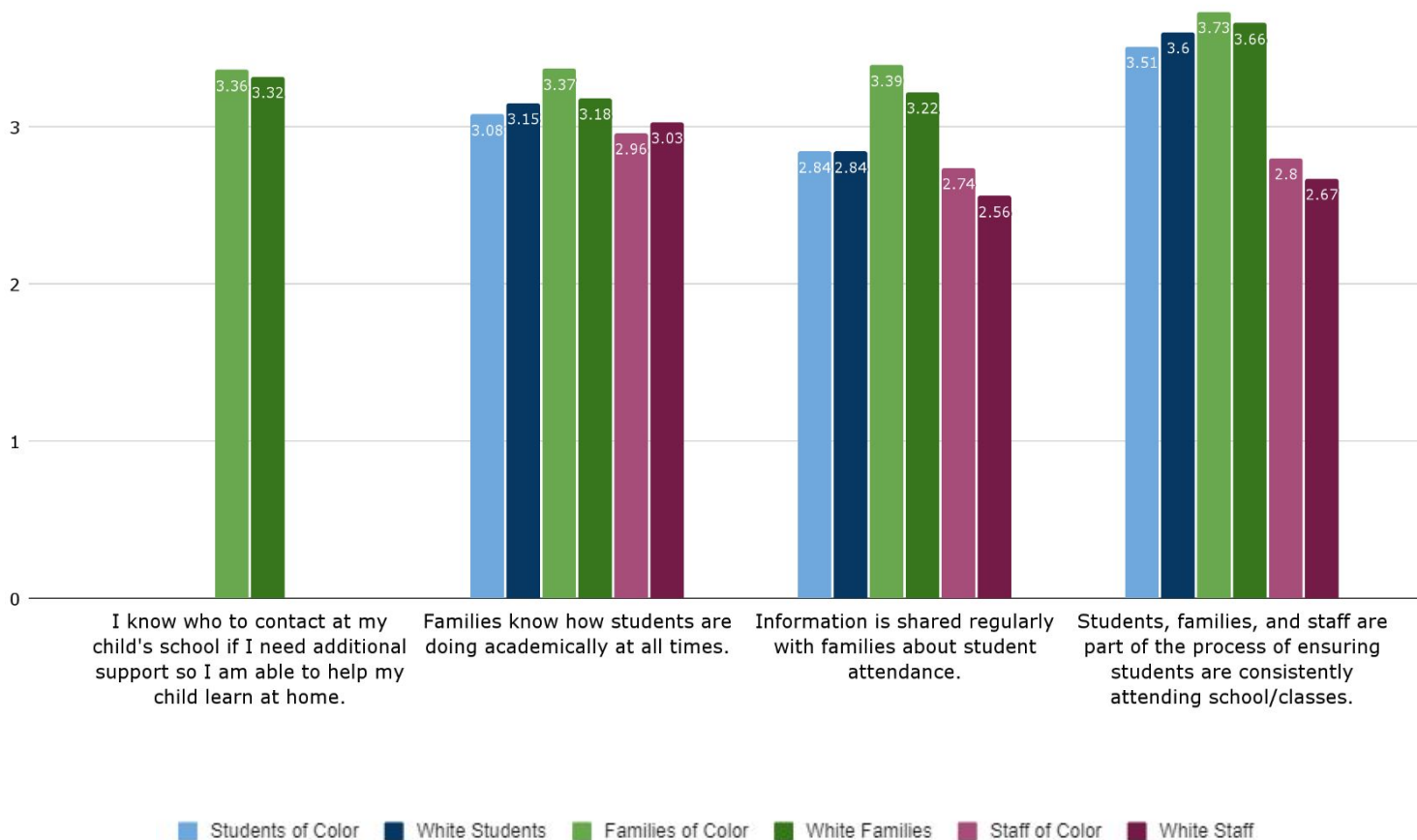
PROGRESS

District Improvement Plan Survey Data



PROGRES

District Improvement Plan Survey Data



NEXT STEPS

Next Steps

- Ensure access to a rigorous, diverse and culturally responsive curriculum across all grade levels and content areas
- Ensure families have access to materials that support helping their students academically at home
- Revisit communications regarding attendance and academic progress
- Continue to build and strengthen relationships between students and staff members (every student has a person) to support student attendance and engagement

QUESTIONS



HIGH SCHOOL GRADUATION REQUIREMENTS**6127**

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

Required Coursework and Credits for Graduation

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

Current Requirements

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

This must include a minimum of the following core requirements:

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

Classes Graduating in 2023 and Thereafter

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Demonstration of Proficiency in Basic Skills

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

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

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

Options for Seniors If Requirements Are Not Met

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

Graduation During Period of Expulsion

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

Promotion

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

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

Legal References:

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

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

REVISED: _____

Health, Wellness, and Safety Menu (Draft)

0.5 Nutrition & Fitness

0.5 Culinary Electives

0.5 Human Development

0.5 Anatomy & Physiology

0.5 Psychology and the Good Life

0.5 Investigating Health Careers

1.0 CNA

0.5 Lifeguarding

0.5 Psychology

0.5 Sports Medicine

0.5 World of Children

0.25 Universal Health

0.25 World of Sports

0.25 Advanced Sports Training

0.25 Unified Sports

0.25 Advanced Team Sports

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

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

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

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board provides computers, computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

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

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

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

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

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

Legal References:

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

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

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

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

Record Retention Schedules Towns, Municipalities and Boards of Education

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

REVISED: _____

ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION OF ELECTRONIC RECORDS AND INFORMATION

I. RECORDS CUSTODIAN

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

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

II. DEFINITIONS

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

III. E-MAIL CLASSIFICATION

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

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

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

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

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

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

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

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

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

In its use of digital imaging, the District shall:

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

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

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

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

V. RETENTION OF ELECTRONIC RECORDS

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

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

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

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

Legal References:

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

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

REVISED: _____

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

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

STATEMENT OF POLICY

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

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

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

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

EMPLOYEE ASSISTANCE

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

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

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

Legal References:

Connecticut General Statutes:

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

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

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

June Special Session, Public Act No. 21-1

United States Code:

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

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

ADOPTED: _____

REVISED: _____

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

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

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

Calculating Grade Point Average

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

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

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

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

Legal Reference:

Connecticut General Statutes § 10-220g

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

ADOPTED: _____

REVISED: _____