

Regular Board template

Wednesday, June 5, 2013 7:00 PM

Board of Education Auditorium, 129 Church Street, Bristol, CT 06010

1. **Call to Order, Pledge of Allegiance, Moment of Silence**

2. **Student and Staff Recognition**

3. **2014 Bristol Teacher of the Year**

4. **Approval of Minutes**

5. **Committee Reports**

6. **Superintendent Report**

7. **Consent Agenda**

7.1. Personnel

7.1.a. Administrator Resignation - Effective June 30, 2013

7.1.b. Teacher Retirement - Effective - June 30, 2013

7.1.c. Teacher Resignation

7.1.d. A-3 Teacher Resignation

7.1.e. A-3 Teacher Appointment - Effective May 1, 2013

7.1.f. A-1 Teacher Appointment - Effective April 1, 2013

7.1.g. Teacher Requests for an Unpaid Leave of Absence

8. **Grants**

8.1. IDEA Section 611

8.2. IDEA Section 619

9. **Public Comment**

10. **Deliberated Items/District Leadership Reports**

10.1. TEAM Mentors/Cooperating Teacher Applicants

10.2. Bristol Central & Bristol Eastern Trip to Quebec

10.3. Healthy Food Certification Statement

10.4. Request to the City Council to form a Building Committee for the Northeast School Roof Project

11. **Textbook Adoption**

11.1. Algebra 1, Geometry and Algebra 2
Textbooks - First Reading

11.2. Textbook Adoption for Children, Family, &
Community: The Developing Child - First Reading

12. Policy Revision

12.1. Revision to Policy 6145.2 - Co-
Curricular/Athletics - Second Reading

12.2. Policy 5123 -
Promotion/Acceleration/Retention - First Reading

13. Old Business

14. New Business

15. Information

**16. VOTE TO CONVENE INTO EXECUTIVE SESSION for the
purpose of discussing:**

17. Reconvene Into Public Session

18. Adjournment

BOARD OF EDUCATION
Bristol, CT
Regular Meeting – May 1, 2013

The regular monthly meeting of the Bristol Board of Education was held on Wednesday, May 1, 2013 at 7:00 p.m., at the Board of Education Administration Building, 129 Church Street, Bristol, Connecticut.

PRESENT: Commissioners: Karen Bourassa, Genard Dolan, Jill Fitzgerald, Karen Hintz, Jeffrey Morgan, Karen Vibert, Chairman, Christopher Wilson; Ellen W. Solek, Superintendent of School, Susan Kalt Moreau, Deputy Superintendent of Schools, Dennis Bieu, Director of Human Resources and David Mills, City Council Liaison

EXCUSED: Commissioners Lawrence Amara and Thomas O'Brien

CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

Chairman Wilson called the meeting to order at 7:04 p.m. and invited the audience to join him in reciting the Pledge of Allegiance. A moment of silence was observed for Will Lewis - Principal at Edgewood and O'Connell from 7/6/65 to 6/30/90.

Student/Teacher Recognition

Students from Northeast Middle School Clarinet Choir performed under the direction of Sharon Vocke

Music Director Ken Bagley and Dr. Solek presented recognition certificates from the Connecticut Music Educator Association to students across the district. Mr. Bagley highlighted the upcoming performances for Bristol Eastern, Bristol Eastern and Mountain View; he also provided a list of upcoming musical performances around the district. He also wanted to recognize the work of teachers who work with the students across the district. Our teachers are involved in a variety of organizations on a state and national level. Lisa LaDone, Chippens Hills Middle school Band Teacher has been inducted into Phi Beta Mu a national fraternity that recognizes outstanding band directors, John Abucewicz, Bristol Central Band was the guest conductor for the 2013 Future Musicians Incorporated All State Festival Band, Michael Coderre, Bristol Eastern Chorus served at the Chairman for the CMEA Northern Region Festival Chorus; David Jackman Bristol Eastern Band, served on CMEA's committee for both the All State Auditions and Concert Festival; Angela Lamaglio, Chippens Hill Choral and Chris Sipes, West Bristol and Greene Hills Choral and Roberta Verbyla, Northeast Choral are currently serving on the Development Committee in Phase 2 of the State's Common Arts Assessment Initiative. Bristol has been an active participant in the State Department of Education's development of music assessment since its inception in 2006. Finally, because of her work with statewide testing and curricular projects Roberta Verbyla has been invited to serve as a reviewer of the next generation of the National Standards for the Arts.

Students from the Odyssey of the Mind were present to demonstrate their first place project. Odyssey of the Mind is a creative problem solving competition where students have eight month to work on a problem; there are five different problems. This team has chosen to work on a problem where they build a tower out of balsa wood that cannot weigh more than 15 grams and be no taller than 8 inches high. They also had to come up with a play to incorporate testing of the strength of the tower. The group can have no outside help and can only spend \$145 on materials. The group will be attending the World Finals at Michigan State at the end of the month because they came in first place in Connecticut.

Staff Awards

Each year the Board of Education selects staff members who go above and beyond the expectations of their job description to be honored with a Staff Award. A dinner in their honor will be held on May 29, 2013 at 5:30 p.m. This year's award recipients include:

Special Board Recognition:

Dr. Susan Kalt Moreau, Deputy Superintendent of Schools

1st Time Awardees:

Mrs. Amy DiNoia, Grade 6 Social Studies Teacher, Chippens Hill Middle School

Mr. Jonathan Horan, Technology Education Teacher, Central High School

Mrs. Jennifer O'Donnell, Grade 2, Edgewood School

Mrs. Brenda O'Leary, Psychologist, Northeast Middle School

Ms. Jennifer Wollman, Technology Specialist, Bristol Board of Education

Career Achievement Award:

Dr. David Bittel, Physics Teacher, Bristol Eastern High School

Chairman Wilson acknowledged the work of Dr. Moreau and congratulated the award recipients.

APPROVAL OF MINUTES

On motion of Commissioner Dolan, seconded by Commissioner Bourassa, it was unanimously

VOTED: That the minutes of the April 3, 2013 Regular Meeting be approved as written.

On motion of Commissioner Bourassa, seconded by Commissioner Hintz it was unanimously

VOTED: That the minutes of the April 18, 2013 Special Meeting be approved as written.

Committee Reports

Student Achievement

Commissioner Morgan reported that the committee met on April 11th and there was a first presentation for the Algebra, Geometry and Algebra 2 for grades 9, 10, 11 and the French 2 curriculums. These items are on this evenings agenda for a second reading. The proposed revisions to Policy 6145.2 - Co-Curricular Activities/Athletics were presented, that item will appear on tonight's agenda for a first reading. Additionally a parent addressed the committee about recess and kindergarten.

Finance Committee Meeting

Commissioner Vibert reported that the committee met before this evenings meeting. The district is still on track with a surplus of roughly 1.4 million. This is due to lower than anticipated Special Education costs and administrators have been towing the line with their spending. We have been attending Board of Finance workshops and we have heard that there is a sinking fund at City Hall and the Board of Education has approximately \$800,000 in that fund. We have been told that we can spend that money on capital and technology and we can spend it anytime. The Finance Committee has voted to spend all \$800,000 on a technology upgrade across the district; this means Smart boards in every classroom, Wi-Fi in every class room and computer carts with Chrome Books. Starting with the 2014-2015 school year Smarter Balance Testing will require all testing be done on computer, so there is the need to put computers in the hands of the students. This will alleviate some pressure from next year's budget, but not all of it. We are also hearing from the Board of Finance to go ahead and spend the surplus again to take the pressure off next year's

budget; so they have authorized the administration to do some pre-buys in the amount of about \$625,000, in effort to take some pressure off the budget.

Operations

Commissioner Fitzgerald reported that committee met on April 24th and Mrs. Schwartz, Principal at Hubbell School provided the committee with information regarding the Hubbell School PTA's efforts to raise funds for the construction of a new playscape. She provided design information that indicates future expansion capacity. These drawings have been approved by the City insurance carrier as acceptable when installed according to manufacturers' specifications. Peter Fusco will arrange for the 12" of certified mulch that is required under the playscape once installed. The committee voted to grant Mrs. Schwartz permission to proceed with installation of a playscape at Hubbell School, funded by the Hubbell School PTA.

Personnel

Dr. Moreau reported that the committee met and chose the staff award winners for this year.

Superintendent Report

Dr. Solek reported that she had received notification that Bristol Central High School has been ranked 26th out of all of the public high schools in the state of Connecticut by U.S. News and World Report. Dr. Solek congratulated Bristol Central for all that they do to deserve such a ranking.

At last month meeting the Board was invited to attend Mountain Views performance of Phantom Tollbooth. Dr. Solek took them up on their offer and attended the show last Friday. Congratulations to Dave Huber and his staff, the students did a terrific job, she thoroughly enjoyed it.

Dr. Solek was invited to attend the Lions Club meeting; where she discussed the future of public education in Bristol. She thanked the Lions Club for the invitation.

She and other administrators in the audience had the opportunity on Monday night to attend the Unified Sports Awards Banquet at the Aqua Turf; students from Chippens Hill, Northeast and Bristol Central were recognized. Congratulations to all of students and teachers in that program.

The Connecticut Science Center recently hosted a STEM (Science, Technology, Engineering and Mathematics) presentation, the presentation focused on getting females involved in this area of education. Dr. Solek is excited about looking into enhancing these programs in our district.

Dr. Solek announced that the Art and Soul Art Show will open next Tuesday evening May 7th; there will be a reception opening night.

Dr. Solek will again host the Nutmeg Television call in show on Thursday May 16th and Thursday, May 30th; the show is from 7:30 to 8:30 p.m. The show on the 16th will feature David Huber, Principal at Mountain View School discussing parent involvement in the schools.

Dr. Solek presented the members and recommendations of the Citywide School Safety and Security Task Force. Members included: Greg Boulanger, Ellen Beham, Karen Biernat, Chris Cassin, Chief Tom Grimaldi, John Lodovico, David Mills, Mark Monnerat, Charles Motes, Chief Jon Pose, John Smith, Ellen Solek, Karen Vibert, Margaret Wilson and Peter Wininger. The Task Force met over the past three months, six times for about two hours a session twice a month. They spent that time discussing three fundamental things: the safety and security needs of our students and staff, the available current research that supports the recommendation that need to be made to the Board and the formation of the report that the commissioners received tonight. The task force has made 32 recommendations; however she wanted to highlight four large

Superintendent Report - con't

scope recommendations: 1. The need for a large scale communication be implemented citywide, which allow seamless communication throughout the city. 2. Increase the incidental police presence in our schools. 3. School Field Trip and Student Retrieval and ID Wrist band Program; this is being implemented now as we have four middle school groups traveling to Boston in the months of May and June., 4. We will recommend that we conduct individual school safety assessments. These will be conducted by trained professionals who go through the school top to bottom and makes recommendations about the facility, plant needs, lighting, video surveillance and a variety of other things concerning school safety. Commissioners will have a chance to look over the recommendations at their leisure and discuss them at next month's meeting. Prior to that Dr. Solek invited Greg Boulanger to briefly do an overview of the work of the task force and what the schools will look like in the future.

Consent Agenda

Teacher Retirement - Effective June 30, 2013

On motion of Commissioner Vibert, seconded by Commissioner Dolan, it was unanimously

VOTED: That the Board of Education approve the following Teacher Retirements – Eff. June 30, 2013:
Cheryl Consonni - GH - Grade 5
Michelle Mensel - CHMS - Instructional Support, Language Arts

Teacher Resignation - Effective April 9, 2013

On motion of Commissioner Vibert, seconded by Commissioner Dolan, it was unanimously

VOTED: That the Board of Education accept the following Teacher Resignation – Eff. April 9, 2013:
Lisa Santos - BCHS - Special Education

Teacher Request for an Unpaid Leave of Absence - Effective 2013-2014 School Year

On motion of Commissioner Vibert, seconded by Commissioner Dolan, it was unanimously

VOTED: That the Board of Education approve the following Teacher Request for an Unpaid Leave of Absence - Effective 2013-2014 School Year
Stacy Lucid - GH - Grade 2
Denise Zabawa - Music

Grants

Improvement Project (PIP) - Federal Grant to Supplement Adult Basic Education

On motion of Commissioner Vibert, seconded by Commissioner Dolan, it was unanimously

VOTED: That the Board of Education approve the Improvement Project (PIP) - Federal Grant to Supplement Adult Basic Education.

Public Comment

No members of the Public wished to address the Board.

Deliberated Items

BCHS Trip to Italy - November 2013

Pam Brisson and Gina Gallo presented the Bristol Central trip to Italy. Since the spring of 2006, Bristol students have enjoyed an active exchange with the linguistic high school G. Noldi in the city of Fano. In the 2013-2014 school year, we are expecting the arrival of another group of Italian students. They are requesting permission to travel to Italy from November 1 to 9, 2013. Students would leave from BCHS after school, with the time to be determined based on flight schedules, and would return on Monday, November 12. While here, the Italian students attend classes with our students and enjoy daytrips to local attractions. Our trip would allow us to reciprocate this educational exchange. While there, our students would attend classes with their Italian hosts and visit sites of historical and cultural importance. We cannot travel during February or April vacation because our exchange school is a sister school with a California school and they will be conducting their exchange during our break. Currently, there are 12 students interested in the program.

On motion of Commissioner Morgan, seconded by Commissioner Vibert, it was unanimously

VOTED: That the Board of Education approve the Bristol Central Trip to Italy in November 2013.

Elementary and Secondary Summer School Offerings - Summer 2013

Denise Carabetta presented the Elementary and Secondary Summer School Offerings for Summer 2013. Bristol offers a variety of Summer School programming for students in kindergarten through grade 12.

Elementary:

Enrichment: These courses provide enrichment activities for students entering Kindergarten through sixth grade. This is a self-supporting program that will be held at Ivy Drive School. There is a new Director this year; Debra Rogan is in charge of the Elementary Program.

Middle School:

District Program: This program offers the opportunity for students to make up courses for which they did not receive a passing grade. Grade 6-7-8 students required to make-up courses attend on a non-tuition paying basis. This program will be held at Bristol Eastern High School.

High School:

District Program: Courses offered in this program allow students to obtain credit for courses not successfully completed during the academic year. Grade 9 and 10 students required to make-up courses attend on a non-tuition paying basis. Students pay tuition for grade 11 and 12 classes. This program will be held at Bristol Eastern High School.

This year we are trying something new; we will be offering two enrichment classes a Spanish class and a Technology and STEM education class. We will see what enrollment is like for these two programs at the high school level.

Costs:

The budget for summer school is \$44,780 that covers the cost of paying the teachers for the courses which students do not pay tuition, the remainder of the program is self supporting through the tuition that we charge the other costs include the director, the secretary and custodian.

On motion of Commissioner Vibert, seconded by Commissioner Fitzgerald it was unanimously

Elementary and Secondary Summer School Offerings - Summer 2013 – con't

VOTED: That the Board of Education approve the Elementary and Secondary Summer School Offerings for Summer 2013.

Enrollment Update

Board of Education Members have asked to receive a quarterly review of enrollment figures. Dennis Bieu, presented the third quarter enrollment figures. Of note, magnet school projections are off by 30; the enrollment difference for this year to last year is 42 students. There is a grand total of 142 student difference. This number is not surprising; it was clear in the projection that we would see a decrease in the elementary level of about 300 students over the course of the next few years. This was an informational item.

Teacher Evaluation Report

Dennis Bieu, Director of Human Resources presented the Teacher Evaluation Report. This was an informational item only.

Teacher and Administrator Evaluation Plans

Dr. Solek presented the Teacher and Administrator Evaluation Plans. The Connecticut State Department of Education has required districts to revise their teacher and administrator evaluation plans to be in compliance with the federal waiver of No Child Left Behind. The model created by the Bristol team of administrators and teachers meets the core requirements established by the state legislature. Implementation costs are not yet fully known, but are estimated to exceed \$35 per certified staff for an on-line management system and teacher and administrator professional learning.

Administrators Plan – Administrators will be using the complete SEED Model which aligns with the current evaluation plan. The 13-14 school year will allow us to implement the pilot throughout the year; a committee of administrators will evaluate the model and there will be the opportunity to tweak and resubmit the plan.

Teacher Evaluation – Half way through the plan they made the decision to not adopt the full SEED model and use a hybrid approach. The reason for that is because an online software company bought the rights to the SEED framework which was created by Charlotte Danielson and the cost of that software is quite expensive and we were not sure we could afford to do that. So we chose to use the Connecticut Common Core of Teaching which several of our administrators currently use so that will not be a huge shift. The big shift will come when they have to put all of their information into the computer; which is new. The evaluation will be rolled out May 10th at Full Counsel. On May 29th there will be a staff roll out and another half day discussion in August.

On motion of Commissioner Vibert, seconded by Commissioner Dolan it was unanimously

VOTED: That the Board of Education approve the Teacher and Administrator Evaluation Plans.

Curriculum Revision

Algebra, Geometry and Algebra 2 Curriculum Revision - Second Reading

Marlene Lovanio presented the Algebra, Geometry and Algebra 2 Curriculum Revision for a second reading. The high school mathematics curriculum for Grades 9-11 is being brought forward for Board approval as part of our plan to align Bristol's curriculum with the Common Core State Standards. Since 2010, the Connecticut State Department of Education has released new standards for mathematics, the Common Core State Standards (CCSS) in Connecticut. Assessments are being developed for the 2014-2015 school year. The new curriculum is aligned with the Common Core State Standards.

Algebra, Geometry and Algebra 2 Curriculum Revision - Second Reading – con't

The curriculum was written to follow the format and guidelines recently set by Bristol for developing new curriculum to guide the teaching and learning process. The information submitted this evening is based on work by the High School Curriculum Committees which included Lisa Bernabe, Kara Jones, Alicia Redline, Monica Frant, Cassie Becce, Tara Crouch, Sarah Maestre, Collin Brunetti, Barry Nolan, Michelle Burns and Marlene Lovanio. Costs include stipends for committee work (\$1450) and additional instructional resources (\$321,692) needed for the implementation of this curriculum.

On motion of Commissioner Bourassa, seconded by Commissioner Morgan it was unanimously

VOTED: That the Board of Education approve the Algebra, Geometry and Algebra 2 Curriculum Revision.

French 2 Curriculum - Second Reading

Pamela Brisson presented the French 2 Curriculum Revision for a second reading. It has been a practice of the Office of Teaching and Learning to maintain the rigor and relevance of the district's curriculum by revising it on a regular basis. Such was the case with the French 2 curriculum, last revised in the 2005-2006 school year. This winter and spring, French teachers from both Bristol Central and Bristol Eastern worked collaboratively to review each unit of the curriculum, their objective to infuse the type of rigor that would address the district's heightened expectations, a Tier I goal that all students be well prepared for college. As a result, students will learn more sophisticated grammar and will gain an updated perspective of French culture. This revision will also enhance the use of French instruction as a vehicle for interdisciplinary literacy instruction, especially in the areas of reading for information, writing, and editing -- skills not only tested on CAPT and on the SAT, and eventually on the Smarter Balanced assessment, but also linked to success in various academic areas.

On motion of Commissioner Morgan, seconded by Commissioner Dolan it was unanimously

VOTED: That the Board of Education approve the French 2 Curriculum Revision.

Textbook Adoption

French 2 Textbook - First Reading

Pamela Brisson presented the French 2 Textbook Adoption. With the revision of the French 2 curriculum this spring and part of the district's routine cycle of updating curriculum; a committee of French teachers from both high schools determined that a current and rigorous textbook was needed to help deliver the curriculum effectively. The committee recommends the approval the following textbook:

D'accord Level 2 published by Vista Higher Learning

On motion of Commissioner Hintz, seconded by Commissioner Vibert it was unanimously

VOTED: That the Board of Education waive the second reading of the French 2 Textbook.

On motion of Commissioner Bourassa, seconded by Commissioner Dolan it was unanimously

VOTED: That the Board of Education approve the selected French 2 Textbook.

Policy Revision

Revision to Policy 6145.2 - Co-Curricular Activities/Athletics - First Reading

Denise Carabetta, presented a revision to Policy 6145.2 - Co-Curricular Activities/Athletics for a first reading. The revision is proposed to allow more flexibility in student eligibility for co-curricular and extra-curricular activities. The proposed revision changes the requirements for High School Full Extra-Curricular eligibility and High School Partial eligibility. The changes to the Middle School eligibility portion of the policy are language changes necessitated by the revision to the middle school educational program.

This is a first reading; please direct any questions regarding the policy change to Mrs. Carabetta in the intervening month.

Old Business

There was no Old Business to come before the Board.

New Business

Commissioner Vibert requested a feasibility study for running a full day kindergarten or extended day kindergarten in the district. She is looking for any information pertaining to the implementation of these programs.

Information

Discussion:

Commissioner Vibert reported that she attended the Mayors Energy conservation group.

Chairman Wilson presented the DRG worksheet regarding what we spend on education. The form will be sent out electronically, as it was difficult to read on the overhead. He also attended the National School Board Meeting. The most compelling part of the meeting was the discussion on school climate.

Adjournment

There being no further business to come before the Board and

On motion of Commissioner Morgan seconded by Commissioner Dolan it was unanimously

VOTED: That the Board of Education meeting be adjourned. (8:53 p.m.)

Respectfully Submitted:

Susan P. Everett

Susan P. Everett

Executive Secretary

Bristol Board of Education

ED114 FISCAL YEAR 2014

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: BRISTOL PUBLIC SCHOOLS

TOWN CODE: 00017

GRANT TITLE: IDEA, PART B, SECTION 611

PROJECT TITLE: IDEA, PART B, Section 611 ENTITLEMENT GRANT

CORE-CT CLASSIFICATION:

FUND: 12060

SPID: 20977

PROGRAM: 82032

BUDGET REFERENCE: 2014

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/13 - 6/30/15

AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE:

CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	ADMINISTRATOR/SUPERVISOR SALARIES	\$ 76,719		\$ 76,719
111B	TEACHERS	\$1,072,784	\$ 37,622	\$1,110,406
112A	EDUCATION AIDES	\$ 499,186		\$ 499,186
112B	CLERICAL	\$ 43,510		\$ 43,510
119	OTHERS			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	\$ 33,906		\$ 33,906
321	TUTORS			
322	IN SERVICE	\$ 15,000		\$ 15,000
323	PUPIL SERVICES			
324	FIELD TRIPS			
325	PARENT ACTIVITIES			
330	OTHER PROFESSIONAL/TECHNICAL SERVICES			
331	AUDIT			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES	\$ 54,962		\$ 54,962
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
940	INDIRECT COSTS			
	TOTAL	\$1,796,067	\$ 37,622	\$1,833,689

Québec 2014



Bristol Central High School
&
Bristol Eastern High School

TABLE OF CONTENTS

Page 3: Agenda Reporting Form

Page 4: Field Trip Request Form for Travel Outside the Continental United States

Page 5: Anticipated Expenses

Page 6: Narrative about the Exchange

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut

5/25/2013

(Date)

Information

Decision

AGENDA REPORTING FORM

TOPIC: Bristol Central & Bristol Eastern Trip to Quebec

BACKGROUND: To immerse students in French culture and language, we are requesting permission to take 20-40 students to Quebec from February 13 to 17, 2014. Bristol Central High School successfully coordinated similar trips in 2008, 2010 and 2012.

During this trip, students will experience activities in French, based on the Quebecoise folkloric lifestyle and visits to sites of historic and cultural significance. The tour group, EF Smithsonian travel, specializes in providing educational tours that enhance the world language classroom and focus on students speaking French. We will travel by bus, thus avoiding airport security levels.

COST: Appx. \$800-1100 **FUNDING SOURCE:** Parents & students

RECOMMENDATIONS/COMMENTS:

ATTACHMENTS: Please see attached proposal, containing the trip's rationale.

TOPIC PRESENTER: Teachers Anya Rochester & World Languages Supervisor Pamela Brisson, Ed.D.

CONTACT NUMBER: 584-7735 ext. 321

SUPERINTENDENT: Ellen Solek, Ed.D.

Bristol Board of Education, Bristol CT

Presented at Board Meeting: _____

Approved: _____

Order Filed: _____

Referred to: _____

Bristol Public Schools

Field Trip Request Form for Travel Outside the Continental United States

All field trips outside of the Continental United States must be approved by the Board of Education. The following information must be presented to the BOE no less than 6 months prior to the date of the proposed trip. The Superintendent and building principal will be provided with a final list of student participants, hotels and flight arrangements one month prior to departure.

Name of School: Bristol Central High School & Bristol Eastern High School

Date of Request: May 25, 2013

Trip to: Québec, Canada

Date of Proposed Trip: Thursday 2/13- Monday 2/17

Number of students participating (approximately): 20-40

Name of teacher(s) making request: Anya Rochester (BCHS) & Kelly Lynne Thibodeau (BEHS)

Number and names of teachers and chaperones: *I will bring one more adult than is required*

- | | |
|---------------------------------|----------|
| 1. <u>Anya Rochester</u> | 5. _____ |
| 2. <u>Kelly Lynne Thibodeau</u> | 6. _____ |
| 3. <u>Additional Chaperone</u> | 7. _____ |
| 4. <u>Additional Chaperone</u> | 8. _____ |

If more teachers or chaperones are required, please attach list on a separate piece of paper.

Transportation: Bus Train _____ Plane _____ Car _____

Other _____

Are fund-raising activities planned? No. If so, describe _____

Name of Travel Agency: EF Smithsonian travel

Lodging: Hotel/Motel: Hotel Private Home: _____ Other _____

Insurance Arrangements for Staff and Students: We will buy travel insurance; appx. cost - \$60 per person
(Insurance should be provided by Travel Agency)

Please attach a copy of the travel agency's insurance coverage.

Cost per student (approximately): \$800-\$1100

Proposed Itinerary: Attached in proposal

Please write a brief narrative explaining the purpose and educational value of the proposed trip. Included in proposal

Trip to Québec: Anticipated Expenses

**We always budget for the highest price. Money will be refunded if it is not used when we return. The total cost listed below is for 20 students, but would change with more students. The overall cost would be higher but the individual cost would be lower.*

Category	Cost	Final Cost	Total Cost
1. Trip experience; includes bus, hotel, and breakfast every day. Includes dinner one day.	\$935 (20 students)-----> \$860 (25 students) \$810 (30 students)	\$935	\$18700
2. Tips for driver & tour director		\$300	\$300
3. Emergency fund	\$30 per student (x20)	\$600	\$600
4. Travel & medical insurance	\$60 per person (x20)	\$1,200	\$1,200
TOTAL COST			\$20,800
Divided by 20 students			\$1,040.00

Students will need about \$100 for two lunches and one dinner and will want to buy souvenirs.

In addition, students will need a passport, which may cost about \$120.

**Board of Education
Quebec Trip
Trip Rationale**

The essence of world language instruction is to provide as many authentic opportunities for communication as possible. In most cases, we are able to simulate situations in class where students can role play being in a restaurant or in a foreign high school. There are times, however, when we are presented with the opportunity to permit our students to experience a different country and to use language they are studying in a more authentic setting. A trip to Quebec provides students with this important opportunity.

The world language curriculum is based on the five C's, the Standards for Foreign Language Learning: communication; cultures; connections; comparisons; and communities. Communicating in languages other than English, gaining knowledge and understanding of other cultures, connecting with other disciplines and acquiring information, developing insight into the nature and language of culture and participating in multilingual communities at home and around the world; this trip to Quebec offers students a unique opportunity to experience all of these 5 C's in four days. Our power standards, based on the national standards, state frameworks and the NEASC report, stress the importance of authentic interactions with other languages and cultures.

We have attached the trip itinerary for your reference. We will follow the Board of Education policy for enrichment field trips outside of the continental U.S., including the rules of conduct and the selection of students.



Smithsonian
STUDENT TRAVEL

Bonjour Quebec (4 Days)
Anya Rochester's customized Smithsonian Student Travel tour
Tour date: Friday, February 14, 2014

Day 1 - Thursday, February 13, 2014

Depart for Tour!

Receive \$10 cash to purchase dinner

Check into your Hotel in Quebec City Area

Professional Night Security at your Hotel 10pm-6am

Overnight in Quebec City

Day 2 - Friday, February 14, 2014

Standard Breakfast Quebec City

Enjoy a group breakfast at the hotel or a nearby restaurant.

Guided Sightseeing of Quebec City

An expert local guide leads today's exploration of historic Québec City. View the regal baroque-style Château Frontenac; here, President Roosevelt met with Churchill and other leaders of the Allied Nations during World War II. Continue into the Basse Ville to the well-preserved Place Royale, site of Samuel de Champlain's original French colony. Cross the Plains of Abraham, where General James Wolfe's British army defeated the Marquis de Montcalm's troops in 1759, thereby ending French rule in Québec. Then, stop at the Citadel. Perched above the St. Lawrence River, this magnificent fortress is still used by Canadian troops. Near the Citadel you'll see Porte St-Louis, a wide medieval gate in the city walls constructed in the late 1800s.

Photo Stop on the Dufferin Terrace

Stop for a group photo in front of the Chateau Frontenac.

Free Time for Lunch in Quebec

Snowshoeing in Quebec City Region

Dinner at Village Valcartier

Enjoy dinner at the Village Valcartier complex.

Overnight in Quebec City

Day 3 - Saturday, February 15, 2014

Standard Breakfast Quebec City

Enjoy a group breakfast at the hotel or a nearby restaurant.

Guided Tour of the Quebec City Ice Hotel

From the moment you enter the ice hotel, you'll be treated to an amazing spectacle. Thirty-six rooms and theme suites will amaze you with their beauty and realistic sculptures. Wander through the galleries and exhibitions at the Nordic Arts and Life Festival and gaze upon one-of-a-kind ice paintings. Learn all about how the Hôtel de Glace was created and what it's like to spend the night in an ice hotel. Continue your

tour to our popular ice slide. The magic continues all the way into our magnificent ice chapel, where couples wed every year.

Montmorency Falls Sightseeing

Pass through the picturesque terrain surrounding Québec City to towering Montmorency Falls, which cascade from a height of 82 meters (30 meters higher than Niagara Falls) where the Montmorency and St. Lawrence rivers meet.

Free Time for Lunch in Quebec

Improv Game Show

The Improv Game Show is a improvisational comedy activity for youth student travellers, in which audience members take part in a fun experience wrapped within a typically Québécois cultural experience. Through various improvisational games led by seasoned improv pros, the students will be encouraged to call upon their imagination and creativity within the context of a hilarious, sure-to-please interactive show.

Sugar Shack Experience including Dinner

Join a festive visit to the Sugar Shack, where you'll dine in the hearty manner of early French-Canadian loggers. Set deep in the pine forests of rural Canada, the Sugar Shack offers a memorable evening of traditional feasting, songs, games and dancing.

Overnight in Quebec City

Day 4 - Sunday, February 16, 2014
--

Standard Breakfast Quebec City

Enjoy a group breakfast at the hotel or a nearby restaurant.

Scavenger Hunt

Go on a fact-finding adventure with the rest of your group. What better way to discover the Quebec City than to navigate your way through the historic streets of Upper Town!

Free Time at Galeries de la Capitale

Spend your free time enjoying the diverse attractions of the Galeries de la Capitale. This shopping and entertainment centre offers rides, a skating rink, and shopping opportunities of all kinds!

2014

Itinerary subject to change. *This itinerary is subject to the most recent version of the Smithsonian Student Travel Booking Conditions, available at www.SmithsonianStudentTravel.com/BC and in the participant Enrollment Booklet. Please review the Booking Conditions carefully as they contain important information for every aspect of your tour.*

Tour Highlights & Details

Tour Length: 4 Days, 3 Overnights
Departure Date: Friday, February 14, 2014
Return Date: Monday, February 17, 2014
Departure Gateway: Albany, NY (bus tours usually depart from school)
Free Place Ratio: 10:1

Tour Fees

Departure City	Paying Participants	Program Fee* for Students
Albany, NY	Based on 35 plus paying participants	\$770
Albany, NY	Based on 30 - 34 paying participants	\$810
Albany, NY	Based on 25 - 29 paying participants	\$860
Albany, NY	Based on 20 - 24 paying participants	\$935

What's included in your Program Fee:

- Personal tour consultant and full-service team to help plan your trip and answer parent/student questions
- Full-time services of a Smithsonian Student Travel Tour Director while on tour
- Round-trip bus transportation to your tour
- Bus transportation while on tour
- All transfers and transportation between destination cities as specified
- Hotel accommodations (based on quad occupancy for students, double occupancy for adults)
- Overnight security at your hotel
- Meals as specified
- Comprehensive sightseeing tours and activities as specified
- 24-hour Emergency Assistance on tour
- Smithsonian Student Travel bag and luggage tags for group leader
- Smithsonian Student Travel backpacks, travel ID badges and travel journals for participants
- Educational materials developed by the Smithsonian Institution
- Smithsonian Membership
- Gratuities

***Adult supplement (travelers 20 years of age and older at time of tour)**

*For this tour, add **\$205** to the "Program Fee for Students" above.*

All Inclusive Travel Coverage Plan

In order to protect your investment, we strongly advise all participants to purchase our All Inclusive Travel coverage plan to protect themselves while on tour and for any unexpected pretour cancellation. To encourage this, all participants are automatically enrolled in the plan. Participants who wish to opt out should indicate so on the participant application or call to cancel the plan within 30 days of enrollment. The cost of this plan is: **\$60** for bus groups. For more information, please contact our Customer Service team at 888-333-9756.

To view SST's Booking Conditions, visit www.SmithsonianStudentTravel.com/BC

This quote is valid until June 25, 2013.

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

and

On behalf of the **Bristol Board of Education**

(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

Dr. Ellen Solek

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

will

will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Bristol Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2013 through June 30, 2014.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

Dr. Ellen Solek

(Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____

(Signature of State Agency Representative)

Brian Mahoney

(Printed Name of State Agency Representative)

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.



Textbook Recommendation to the Board of Education

Subject/Course: Algebra 1, Geometry, Algebra 2

Grade Level: High School

First Presentation BOE Meeting Date: June 5, 2013

Second Presentation BOE Meeting Date: July 10, 2013

Describe need for the textbook/materials:

The current textbook for the Algebra 1, Geometry, Algebra 2 series was adopted in 2006. In 2010, Connecticut approved the Common Core State Standards for Mathematics. Not only did this change what we have to teach, it also increases the level of rigor and the expectations for students engaging with the mathematics content. Bristol needs a textbook that balances skills, conceptual learning and real-world application as well as challenges students to think deeply about mathematics, study multiple representations and communicate orally and in writing about what they know.

Listed below are textbooks/materials evaluated by the Textbook Selection Committee:

Subject/ Course	Title of Book	Author(s)	Edition	Copyright Date	Publisher
8 th Algebra 1+, Algebra 1, Geometry, Algebra 2	<i>Algebra I, Geometry, Algebra 2 plus Cognitive Tutor Software</i>	Carnegie Learning	2nd	2013	Carnegie Learning
8 th Algebra 1+, Algebra 1, Geometry, Algebra 2	<i>Core Connections Algebra 1, Core Connections Algebra 2 and Core Connections Geometry</i>	Judy Kysh, Evra Baldinger, Leslie Dietiker, and Michael Kassarjian	1 st	2013	College Preparatory Mathematics

The following textbook(s)/materials are recommended by the Textbook Selection Committee

Subject/ Course	Title of Book	Author(s)	Edition	Copyright Date	Publisher	City, State Of Publisher	Publisher Website
8 th Algebra 1+, Algebra 1, Geometry, Algebra 2	<i>Algebra I, Geometry, Algebra 2 plus Cognitive Tutor Software</i>	Carnegie Learning	2nd	2013	Carnegie Learning	Carnegie Learning Inc. Pittsburgh, PA	www.carnegielearning.com

Reasons for recommendation (include information on match to curriculum concepts and skills):

The Carnegie Learning series plus Cognitive Tutor Software was selected by the team of reviewers because of its tight alignment to the content of Bristol's CCSS curriculum. Reviewers also found the series to frequently engage students in the mathematical practices described in the common core. The materials are engaging for high school students and provide opportunities to work collaboratively, to foster communication skills, utilize tools and technology and apply the mathematics to everyday situations. Additionally, the Cognitive Tutor Software provides customizable practice and pathways for students needing additional practice, extensions or a means to create a solid foundation of mathematics skills.

Textbook Recommendation to the Board of Education

Student Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: #Texts per School
2140	Cognitive Tutor Software per student, Algebra 1, Geometry, and Algebra 2 student textbooks	\$105.00	\$224,700	1 per student
1	Shipping & Handling	\$9,252.54	\$9,252	

Teacher Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: # per School
15	Teachers Implementation Guide & Resources/Assessments Algebra 1	\$0	\$0	1 per teacher
8	Teachers Implementation Guide & Resources/Assessments Geometry	\$0	\$0	1 per teacher
8	Teachers Implementation Guide & Resources/Assessments Algebra 2	\$0	\$0	1 per teacher

TOTAL COST	
Total Cost for Student Texts/Materials	\$233,952
Total Cost for Teacher Materials	\$0.00
GRAND TOTAL	\$233,952

Textbook Selection Committee		
Staff member	School	Grade/Course Taught
Laurie Gammons	Bristol Eastern	Mathematics
Kara Jones	Bristol Eastern	Mathematics
Eric Steinfeld	Bristol Eastern	Mathematics

Michelle Burns	Bristol Eastern	Mathematics
Sarah Maestre	Bristol Eastern	Mathematics
Lisa Bernabe	Bristol Central	Mathematics
Barry Nolan	Bristol Central	Mathematics
David Greenleaf	Bristol Central	Mathematics
Cassie Becce	Bristol Central	Mathematics
Alicia Redline	Bristol Central	Mathematics
Marlene Lovanio	BOE - Office of Teaching and Learning	Supervisor, K-12 Mathematics



Textbook Recommendation to the Board of Education

Subject/Course: Children, Family and Community

Grade Level: 9-12

First Presentation BOE Meeting Date: June 2013

Second Presentation BOE Meeting Date: Waive second reading recommended

Describe need for the textbook/materials:

Textbooks are required to achieve content literacy objectives associated with Common Core reading and writing requirements.

Listed below are textbooks/materials evaluated by the Textbook Selection Committee:

Subject/ Course	Title of Book	Author(s)	Edition	Copyright Date	Publisher	Rubric Score Total	Readability
Children, Family and Community	The Developing Child	Holly Brisbane	NA	2010	Glencoe	NA	9
	Teaching Young Children	Michael Heninger	5th	2013	Pearson	NA	11-12

The following textbook(s)/materials are recommended by the Textbook Selection Committee

Subject/ Course	Title of Book	Author(s)	Edition	Copyright Date	Publisher	City, State of Publisher	Publisher Website
Children, Family and Community	The Developing Child	Holly Brisbane	NA	2010	Glencoe	NY, NY	www.glencoe.com

Reasons for recommendation (include information on match to curriculum concepts and skills):

This textbook meets the needs of the Bristol curriculum and will capture the attention and interest of our students. There is always a challenge to meet the varied needs and abilities of the students who enroll in this program. This textbook provides a variety of teacher resource materials to help us engage students with content. This textbook provides many instructional resources including: online learning centers, graphic organizers, use of authentic assessments, case studies for use with students, self-evaluation tools and suggestions for observing & participating in class. With this text, our teachers will be better equipped to help meet our students' instructional needs. Based on our analysis, all concepts of the Children, Family and Community curriculum are addressed clearly.

Textbook Recommendation to the Board of Education

Student Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: #Texts per School
150	The Developing Child - Student edition with on-line resources	\$53.67	\$8,050.50	100- BCHS, 50 - BEHS

Teacher Materials Needed				
Quantity	Item Name	Cost Per Item	Total Cost	Distribution: # per School
	Developing Child Teacher Wrap Around Edition	\$76.05	No Charge	2- BCHS, 1 - BEHS
	Developing Child Presentation Plus CD	\$99.00	No Charge	2- BCHS, 1 - BEHS
	Developing Child Teacher Works	\$159.00	No Charge	2- BCHS, 1 - BEHS
	Developing Child Examview Assessment Suite CD	\$129.00	No Charge	2- BCHS, 1 - BEHS

TOTAL COST	
Total Cost for Student Texts/Materials:	\$8,050.50
Total Cost for Teacher Materials:	\$0
GRAND TOTAL:	\$8,050.50

Textbook Selection Committee		
Staff member	School	Grade/Course Taught
Tina Twiggs	BCHS	Children, Family and Community
Maureen Moskowitz	BCHS	Children, Family and Community
Creighton Pacquette-Claman	BEHS	Children, Family and Community

Students

Promotion/Acceleration/Retention

The Bristol Public Schools are dedicated to the continuous academic, social, emotional and physical development of all students. Students shall be placed in an educational program appropriate to their academic, social, emotional development as well as their age. The instructional program shall provide for the growth and development of students from grade to grade with most pupils spending one year in each grade. Reports of student progress shall be made to parents and students at least 3 times annually.

In general, students shall be promoted annually. ~~As a Priority School District, Bristol is~~ **required** ~~to evaluate the reading level of students in grades one to three, inclusive, and to develop and implement a personal reading plan for students found to be substantially deficient in reading on measures established by the State Board of Education.~~

~~The personal reading plan shall include additional instruction, within available appropriations, such as tutoring, an after-school, school vacation, or weekend program or a summer reading program.~~

~~Promotion of students with personal reading plans from first, second or third grade shall be based on documented progress in achieving the goals of the personal reading plan or demonstrated reading proficiency. A decision to promote a student who is substantially deficient in reading from first, second, or third grade must be justified in writing by the school principal to the Superintendent.~~

~~Within available appropriations, students in grades one to three, inclusive, who based on an end of the year evaluation, are determined to be substantially deficient in reading, shall be required to attend school the summer following such evaluation. The Superintendent may exempt an individual student from such requirement upon the recommendation of the school principal based on the student's progress with the student's personal reading plan. If a student does not receive such an exemption, has been offered the opportunity to attend summer school, the Board shall not promote the student to the next grade.~~

~~Students in grades four, five and six, judged deficient in reading and provided with personal reading plans and additional instruction, who fail to make progress shall attend summer school; within available appropriations, the summer following the school year in which they failed to make such progress. The Superintendent may exempt an individual student from such requirement based upon the school principal's recommendation.~~

At the high school level, students shall be promoted in keeping with the requirement set forth below and in Board Policy 6146 - Graduation Requirements.

Concerns regarding expected yearly progress will be reviewed by classroom teachers, the principal, reading specialists or other staff and in discussion with parents. Provisions shall be made for the prompt referral to a planning and placement team meeting (PPT) of students' whose grades have been considered persistently unsatisfactory or at a marginal level of acceptance by the school district.

Students

Promotion/Retention

Retention shall not be used as an option until all possible alternatives have been exhausted. Instructional interventions may include: summer school, classroom modifications, support services, literacy or numeracy intervention and/or parent interventions.

In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision-making process. The Principal shall be responsible for making the final decision as to retention and assignment.

The accompanying regulations detail provisions at the elementary, middle and high school level.

(cf. 5124 - Reporting to Parents)
(cf. 6146 - Graduation Requirements)
(cf. 6146.1 - Grading System)

Legal Reference: Connecticut General Statutes

P.A. 99-288 An Act Concerning Education Accountability

10-221(b) Boards of education to prescribe rules.

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans.

10-2651 Requirements for additional instruction for poor performing students in priority school districts; exemption. Summer school required; exemption.

RCSA Section 10-76d-7 Regulations concerning children requiring a referral to special education.

Policy Adopted: March 1, 1995
Policy Revised: November 1, 2000
May 2, 2001
September 14, 2005
January 3, 2007
August 20, 2008
July 2013

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut

Students

Promotion & Retention

The criteria to be considered as a basis for promotion /retention shall be:

Elementary School:

Student Work	Interview Information
Chronological Age	Academic Performance
Physical Size and Maturity	Parental Support
Assessment Data	Previous Retentions

Middle School:

All of elementary plus
Performance in core academic subjects
Performance in summer school

Procedures

Elementary/Middle School

Whenever the possibility of retention exists, the following procedures will be implemented:

1. Information concerning the aforementioned will be collected.
2. A parent conference will be held to inform parents of findings and /or recommendations.
3. Every effort will be made to arrive at a mutually agreeable decision regarding either retention or promotion. However, the decision of the Principal is final.

Middle School

To be considered for promotion to the next grade, a student must demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. ~~For the purpose of determining promotion, the two language arts grades from the school year are averaged into one language arts grade.~~

Any student who fails four core classes will be retained. When a student fails language arts or mathematics, summer school is required. When a student fails science or social studies, summer school is recommended. When a student fails two core subjects, summer school is required in these two subjects and the student must receive a passing grade in at least one of the core subjects in summer school. When a student fails three

Students

Promotion & Retention

core subjects, summer school is required in these three subjects and the student must receive a passing grade in at least two of the core subjects in summer school.

Students must meet the summer school proficiency standards, as specified in Board of Education policy #6174.

For students who failed a core subject, a review of each student will be completed in August by the school administration and a determination of his/her placement for the next year will be made at that time. Information about the student's summer school performance will be included in this review. A parent conference will be held to inform parents of findings and /or recommendations. Every effort will be made to arrive at a mutually agreeable decision regarding either retention or promotion. The decision of the Principal is final.

High School:

From Grade 9 to Grade 10:

To be promoted from Grade 9 to Grade 10 a student must demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. ~~If a student fails 3 or 4 of these core subjects for the year the student will repeat grade 9 with no option to "make-up" the course(s) in summer school. If the student fails 1 or 2 of these core subjects the student will be given the opportunity to "make-up" the courses(s) in summer school.~~ **Students must "make-up" failed core academic courses by receiving a passing grade in summer school.** Students must meet the summer school proficiency standards, as specified in Board of Education policy #6174.

If such student does not attend summer school or fails to meet the summer school proficiency standards, the administration will review the student's achievement and may take any of the following actions based upon the students' individual circumstances.

1. Placement in an Alternative High School Program
2. Placement in Adult Education **if age-eligible**
3. Placement on a Freshman Team
4. ~~Placement on a Sophomore Team with deficiency.~~

Students

Promotion & Retention

High School (con't)

Regardless of which option the administration chooses, the student shall remain classified as a Grade 9 student until all four core Grade 9 courses are completed with passing grades.

From Grade 10 to Grade 11:

To be promoted from Grade 10 to Grade 11 a student must demonstrate that he/she is proficient in at least one of the four core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in the subject.

Students must “make-up” failed core academic courses by receiving a passing grade in summer school.

Grade 11 to Grade 12:

To be promoted from Grade 11 to Grade 12 a student must have accumulated enough credits such that it will be possible to satisfy the graduation requirements by the end of the school year.