

**CAPITAL REGION EDUCATION COUNCIL'S
GREATER HARTFORD ACADEMY OF THE ARTS HALF-DAY PROGRAM**

Learning Corridor
15 Vernon Street
Hartford, CT 06106
(860) 757-6385
Fax: (860) 757-6382

Website: www.ghaahd.crecschools.org

Contact Us

Director

Kim Stroud
860-757-6319
kstroud@crec.org

Student Services

Academic Advisor
Lynn Hoffman
757-6323
lhoffman@crec.org

Counselor
Raegan Bishop
757-6302
rbishop@crec.org

Health Offices:

Nurse
860-757-6422

Office Staff:

Secretary
Brenda Laureano-Geer
757-6344
blaureanogeer@crec.org

Department Chairs

<p>Alexa Melonopoulos Fleury Dance 757-6338 afleury@crec.org</p>
<p>Gene Bozzi Music: Instrumental & Vocal 757-6337 gbozzi@crec.org</p>
<p>Stacie Beard Musical Theater 757-6355 sbeard@crec.org</p>
<p>Brian Jennings Theater 757-6391 brjenning@crec.org</p>
<p>Natasha Miles Visual Arts 757-6341 namiles@crec.org</p>
<p>James Keller Technical Theater (TD&P) 757-6336 jkeller@crec.org</p>

Theater and Audience Services

<p>Theater of the Performing Arts Manager James Keller 757-6336</p> <p>Audience Services Kirsten Engerbretson 757-6172 kengerbretson@crec.org</p> <p>Box Office Reservations (860) 757-6388</p>

The Greater Hartford Academy of the Arts Half-Day Student Handbook

As a member of the Greater Hartford Academy of the Arts family, you will be part of a dynamic educational process. We expect you to work and live within the guidelines outlined in this handbook. As a student, you have rights that will be protected and respected. However, with those rights, you also have responsibilities. You, in turn, must respect the rights of others and meet the responsibilities that are given to you.

We are proud of our school and students. Your years at the Academy will be challenging, exciting, and rewarding. If you participate fully in all classes and take advantage of the opportunities afforded to your growth, both artistically and intellectually, you will be limited only by the level of your own effort. Work hard and engage in this extraordinary educational opportunity!

This handbook has been prepared to acquaint you with the rules and guidelines that are necessary for the Arts Academy's Learning Corridor campus to operate safely and effectively. It is your responsibility to become familiar with the contents and to adhere to the guidelines and policies of the Academy.

Changes and updates in policy or procedure throughout the school year will be announced and distributed to students, and these documents will be maintained on the Arts Academy website. Should changes/revisions be made, the updated website document will be used.

Mission Statement

The mission of the Greater Hartford Academy of the Arts, a magnet public high school, is to bring together people of diverse cultural heritage and to develop in all students the knowledge, skills and attitudes to reach their fullest artistic potential, to live productive lives and to contribute to society as responsible, respectful, creative, engaged citizens.

Statement of Purpose

"The Greater Hartford Academy of the Arts provides a rigorous, college-preparatory, arts education in an equitable, culturally competent environment."

Belief Statements

- We believe the arts are vital to human development and that each individual has the innate ability to express him/herself artistically.
- We believe each individual has a right to an education in the arts regardless of economics, race, location of residence or other physical, social or emotional factors.
- We believe each individual and his/her work has worth and deserves respect.
- We believe each individual learns best in a safe, nurturing environment at school, at home and in the community.
- We believe community can be achieved through diversity.
- We believe a diverse multi-cultural environment enhances one's perspective of self in relationship to society.
- We believe training in the arts educates the whole human being, integrating the creative with the analytical.

- We believe, through cooperation and ensemble work, students can create artistic results that exceed individual efforts.
- We believe disciplined training benefits artistic growth.
- We believe each individual is accountable for his/her own actions and that achievement is affected by motivation and commitment.
- We believe education in the arts promotes independence of thought necessary for leadership and creativity.

Statement On Diversity and Inclusion

Capitol Region Education Council (CREC) Magnet Schools is an intentionally diverse social justice organization whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion.

In accordance with CREC’s mission of equity, excellence, and success for all through high-quality educational services, our staff and students commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional learning, and local and national partnerships. Moreover, CREC Magnet Schools staff and students strive to understand and confront the symptoms and causes of systematic oppression—ranging from implicit biases to microaggressions to discriminatory policies, practices and traditions—that benefit privileged groups.

While at CREC Magnet Schools, staff and students commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow, and serve.

CREC would like to acknowledge The Taft School for inspiring some of the language used in this statement.

CREC Compliance Officer:

Regina Burgess-Terrell, Director of Human Resources, CREC
Phone: (860) 509-3605 Email: rterrell@crec.org

Arts Academy Daily Schedule:

Half-Day students will attend classes from 1:00 p.m. to 4:15 p.m. Monday to Thursday. There could possibly be after school and Friday rehearsals depending on what students make a choice to be part of.

Half Day Program Credits:

For Half-Day students, actual classroom time equals 13.5 hours per week, 36 weeks per year, or 468 hours per academic year.

State and local requirements that may be fulfilled by Academy work include: Arts; Social Studies (Art History, Dance History, Music History, Musical Theater History, and Theater History courses); Physical Education (Dance, Movement courses). The Academy does not award credit for half-day program classes. The Academy has assigned a value of four honors credits per year (two per semester) for Academy course work and recommends that school districts accept these credits. Students must check

with their home school to confirm the actual number of credits that they will earn through Arts Academy study and if these credits are designated honors or college prep. Most school districts accept two to three Academy credits per year.

Attendance:

Students are expected to be in school every day, for the entire day (1:00-4:15) – prepared and on-time. High school is a time of increased academic demand as students challenge themselves with rigorous coursework in preparation for post-graduation plans. Daily attendance is critical to students' success in all classes. The loss of instructional time for any absence creates stress for the student and may adversely impact their grades.

The Academy arts curriculum is a series of interrelated, process-oriented classes, and daily course work is cumulative. Ensemble, workshop, and studio work cannot be made-up, and even where alternate assignments may be provided, the active learning experience that is missed cannot be recreated through these assignments. Lateness and/or absence from any class has a negative impact on the student who is late and all the members of his/her class. Punctuality and preparation for learning are expected of all Academy students and are an essential component of all arts training. Being prepared also means having the necessary attitude to successfully meet the demands of the program. Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These laws and regulations are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Attendance is taken daily at the beginning of each class. Afternoon classes begin promptly at 1:00pm. "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent."(CT State Board of Education)

A student is required to remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a form provided by the sending district to leave school at age 17. Chronic absences may result in loss of privileges, removal from field trips/performances/special events, and extra-curricular activities (including Prom).

Absence Procedure:

In the event of an absence, Parents/Guardians are expected to call the Arts Academy at 860-757-6385 to report an absence.. Students may not call in lieu of parents/guardians. NOTE: For Half-Day students, the home high school does not call. A note is required the day the student returns to the Academy. We will not accept letters any later than the day the student returns.

Excused Absences:

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

1. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. i.e. Doctor's note
2. Students receive an excused absence for the tenth (10th) absence and all absences thereafter, when they are absent from school for the following reasons:
 - Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - Student's observance of a religious holiday.
 - Death in the student's family or other emergency beyond the control of the student's family.
 - Court appearances which are mandated. (Documentation required)
 - The lack of transportation that is normally provided by the district other than the one the student attends provided the parent notifies the school.
 - Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines

Unexcused Absences:

A student's absence from school shall be considered unexcused unless they meet one of the following criteria. The absence meets the definition for an excused absence (see above) or the absence meets the definition of a disciplinary absence.

Truancy:

A student age five to eighteen with four unexcused absences in one month or ten unexcused absences in a school year will be considered a truant. A Family with Service Needs (FSWN) petition may be filed by the magnet school in compliance with state regulations.

Letters will be sent home to make guardians aware of their child's truancy and will be included the student's academic cumulative file. Guardians will be required to attend a school based meeting to discuss their child's truancy and to determine steps to resolve the problem.

Tardiness (Late to School or Class):

Students who arrive late to the Arts Academy should bring a parent/guardian note and must report to the Main Office or the assigned administrative site. A Sign-in Book is provided for the tardy student to sign his/her name, the date, the time of arrival, and a reason for being tardy, after which a student will receive a pass.

Unexcused absences resulting from tardiness will be counted as absences from school with respect to truancy (as explained above).

Students must be in their first period course at 1:00. Students arriving after 1:30 must see an administrator before reporting to class. Three tardies from a class will be counted as one absence for that class.

If a student misses more than 40% of a class, that student will not be considered tardy, they will be considered absent. During school hours, arriving to class late without proper permission or excuse is considered skipping/cutting class. It will result in an unexcused absence and will result in disciplinary action.

Early Dismissal:

Students are not permitted to leave classes until the end of the day. Academy classes end at 4:15 p.m., Monday through Thursday for all students. Students who leave school before the end of the day without approval of the administration are in violation of school rules and will be subject to disciplinary action.

If a student must leave before the end of the day, the Academy office must receive a note or phone call from the parent before noon of the same day. A student will be considered cutting unless s/he signs-out in the book located at the Main Office or at the designated administrative site, before the student leaves the premises. Upon permission from parents/guardians, the administration will approve an early release from school. **Parents should not arrange doctor and other appointments that conflict with Academy time if at all possible.** Excessive early dismissals can negatively impact a student's grade.

Arts Academy students are not permitted to be dismissed early for participation in athletic teams/clubs or employment before 4:15. Parents must make prior arrangements for a meeting time and place if picking up students before dismissal.

Incomplete Grades:

Incomplete grades will be given in exceptional circumstances. Students must complete any assigned work within a time frame determined by the instructor(s) but no later than the mid-term date of the following quarter. A student who has been issued an incomplete grade and fails to complete the assigned work in this time frame will receive a failing grade.

Student Records -

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Homework:

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

Independent Study:

Only qualified students (as determined by Arts Academy faculty and administration) may apply for Independent Study. Students must submit an Independent Study Proposal Form (available in the office), get chairperson approval, and identify a faculty advisor approved by the department chair or academic team leader. A panel of faculty and administrators will review all proposals. Only completed proposals will be considered. Students may be approved for only one Independent Study per semester. Independent Study is reserved for upper classmen only (11th & 12th grade).

Year-end Juries & Final Exams:

All students must participate in a year-end jury. This is a vital part of an artist's growth. During this evaluation each student meets with a team of his/her teachers and discuss the student's progress. As part of the process, each student must prepare a year-end jury reflective essay and present independent work within their discipline. Each department has individual jury requirements. Depending on the department, the student may be allowed to ask a teacher for help and/or may be allowed to work with fellow students.

Year-end juries are an important component of the final evaluation of the arts major. Normally, students who have done their work throughout the year will have no problem with any aspect of this evaluation, but it should not be taken lightly. Being unprepared or missing the jury will be taken as evidence of a lack of interest in continuing at the Academy.

Results from the jury process weigh heavily in determining final grades, future level placement in the student's respective department, participation in Senior Performances, or continuation at the Academy. Some departments may also have mid-year juries. Juries generally start at the end of May and early June. A schedule will be announced.

Participation in Arts Academy Performances & Exhibitions:

Arts Academy students have the opportunity to perform/exhibit in a variety of Academy sponsored or sanctioned events. Most of these opportunities will be by audition and students choose to be a part or not. Please note – students are required to participate in evening performances (e.g. Intermezzo) that are developed from class work and therefore, curricular. Please refer to the performance calendar for dates and times.

Students who audition for Arts Academy productions or whose work is to be exhibited in Academy visual art shows, must be in good standing (see audition requirements from directors) at the Academy and their home school and may not be on Academic and/or Academy Probation at the time of casting or acceptance into the visual art show. All students are required to present the last quarter's grades before or at the audition.

NOTE: Quarter 4 grades will be used for Quarter 1 productions in the new school year. Academy administration will make the final determination as to whether a student may be cast or not. This holds for student crewmembers as well. The Arts Academy is not obligated to cast students in shows/concerts or to exhibit student work.

Students who participate in productions must stay in good standing in all classes (AM and PM) at the Academy and at their home school for the duration of the production. Should a student be placed on probation during the rehearsal period, he/she may be replaced at the discretion of the director in concert with the Academy administration. The decision of the director and the Academy administration is final in this matter.

It is vital that students understand that their choice is not arts or academics; it must be arts AND academics. We are scholars/artists.

Changing a Department Major:

Students are committed to a major for one school year. If students wish to change departments or majors, after one year, they must: Obtain a Change of Department Form from the office, complete and return it with the necessary signatures, and audition by the deadlines. Students will receive written notification of change status. These requests will be processed in the month of March.

Behavior and Safety:

Academy rules and regulations align with CREC's mission for a respectful, safe and orderly environment for teaching and learning. In any situation where student behavior presents a potentially disruptive or dangerous condition with regard to proper operation of the school and associated programs, administrators may use discretion in determining consequences. This year, we will be moving towards Restorative Practices. Students will be expected to actively participate in developing norms and contracts in each class. When a violation of the norms occurs, students are asked to reflect and develop a plan on how to restore themselves back into the learning environment. They must act on the plan in order to be welcomed back into the learning environment.

Behavioral Expectations, Conduct & Discipline:

CREC Magnet Schools cultivate the mind, body and heart of students. We have a shared vision and coordinated plan for promoting, enhancing and sustaining a positive school climate. Each member of the faculty and staff understand their individual role while applying a systematic approach to developing an environment that fosters optimal academic engagement for all students.

CREC Magnet School parents and staff work together to:

- Promote a positive and successful educational experience for every child
- Embrace diversity
- Ensure students are college and career ready
- Foster self-confidence and self-discipline in our students
- Connect success in school to future successes in life
- Develop global awareness
- Guide students through conflicts, encourage them to restore trust and rebuild relationships
- Value and support students through disciplinary issues

CREC Magnet School students are expected to:

- Demonstrate honor, respect and responsibility in their actions and decisions
- Embrace diversity
- Develop self-confidence and self-discipline
- Connect success in school to future successes in life
- Develop global awareness
- Reflect on conflict and seek ways to restore trust
- Work with teachers, administrators and parents when school rules are violated to restore environment and relationships

CREC schools serve a common purpose: to create learning environments that are uniquely designed to encourage innovation, exploration and excitement of knowledge. We believe that strong arts courses

are positively linked with appropriate learning behaviors while students are in school. We expect school rules to be followed and will work in partnership with students and families should an issue arise.

Academy Student Responsibilities:

The Academy expects students to work to their personal best in all aspects, not merely doing what is assigned. Students are responsible for putting forth their best effort for every assignment and assessment. Arts Academy students should constantly seek growth and improvement as both academics and artists. Seeking higher achievement and knowledge at all times is an indication of the self-discipline and self-motivation necessary for success at the Academy and in the chosen art form. Students are expected to move toward performing and exhibiting their work with a minimum of supervision or on their own. It is every student's responsibility to monitor his or her academic progress (upcoming assignments, grades, attendance, etc.). ***An Arts Academy student is in charge of his or her success.*** Students will enjoy or lose privileges based on their behaviors.

Students are expected to stay in their classrooms unless allowed and supervised by a faculty member. For safety reasons, students must always be supervised. If students need an alternative placement, they must receive a pass from the teacher to the school counseling office.

Each student represents the Arts Academy as a whole. Students are expected to conduct themselves in a way that best represents both themselves and the Academy. Students are expected to treat teachers, peers, and performers with the utmost respect. Disruptive and/or disrespectful behavior will not be tolerated. Students who exhibit behavioral problems will be subject to appropriate and disciplinary action. In addition, students should be aware that the Academy's faculty and staff must maintain professional distance between themselves and the students at all times.

School-wide expectations include but are not limited to:

- Students are expected to come to school and are on time to their classes
- Students are honest
- Students do not engage in academic dishonesty/plagiarism/cheating
- Students are respectful to staff and peers
- Students respect school equipment, facilities, and property
- It is a disciplinary offense and security risk to leave campus for any reason without parent and teacher permission.
- Electronic devices are only allowed in classrooms under teacher discretion
- Appropriate attire will be worn
- No street shoes (only approved dance shoes or bare feet) worn in the dance studios
- There will be no eating during class time. (Exceptions may include classroom celebrations by teacher request)
- Students are expected to have a pass when in the hallways
- Students are not roaming around the hall ways
- Students will try to resolve conflict(s) in an appropriate manner. If they need assistance in conflict resolution, students should seek out their school counselor, school social worker, or administration
- The selling of non-Academy items on the premises is prohibited
- No modes of transportation are allowed in halls or classrooms (skateboards, rollerblades, bicycles, etc.)

Dress Codes:

While Arts Academy students do not have a required uniform, student dress is regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression are applied whenever the mode of dress is unsafe, disruptive, inappropriate or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, inappropriate language, disrespect), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

All students are expected to dress appropriately and maintain personal appearance reflecting the high standards of the Academy, in order to maintain an environment conducive to the learning process.

The Academy prohibits the following during the school day:

- Blankets or bedding of any kind
- Heavy or long winter/outerwear
- Covering of the head, including hats, hoods, wave caps, kerchiefs, bandanas, curlers (unless headwear is part of a student's religious practice or medical reasons with administrative approval)
- Short shorts and skirts that do not reach the vertical midpoint of the thigh
- Tank tops with straps less than two inches wide, low necklines and backlines, any and all strapless tops; the chest must be covered and not showing cleavage
- Bare midriffs; the abdomen, sides, and lower back must be covered
- Any clothing that reveals any part of an individual's undergarments or is transparent
- Sunglasses (unless required by a doctor's orders)
- Any clothing marked with obscene, suggestive language, or indecent pictures, writing, inappropriate slogans, sexually suggestive and/or drug/alcohol advertisements
- Any item that may be used as a weapon or which may present a safety hazard to the student, other students or staff
- Students are required to wear appropriate and safe footwear at all times

Students will also be given Departmental Dress Codes depending on their major of choice.

While being bare foot may be appropriate in the dance studios during a dance class, for health reasons, students should wear footwear while in the hallway or other classrooms.

Disciplinary Actions:

Suspensions

Discipline is given on a progressive basis: Meet with administration, Reflect and Restore (R & R or In School Suspension) Out of School Suspension (OSS).

The following are examples of behaviors that will lead to each consequence:

Meet with administration: Minor class disruptions, electronic policy violation, minor insubordination, excessive tardies, excessive/chronic/repeated minor violations, skipping class

R & R: multiple class skipplings, excessive/chronic/repeated minor violations, major class/school disruptions, major insubordination, physical aggression excessive tardies, excessive/chronic/repeated minor violations, going off campus, major class/school disruption, major insubordination

OSS: physical aggression, excessive/chronic/repeated violations, major school disruptions

The following are **ISS** expectations:

- No electronic devices are to be used (iPods, cell phones, etc.) unless sanctioned by teacher for class

- Students are not allowed to talk or participate in any school activities while serving a suspension
- Students must occupy their time with reflection log and restorative plan/project

Expulsions:

Expulsions are the most serious disciplinary action a school can take. Students who severely or repeatedly violate the rules of the Academy may be subject to expulsion proceeding. The Arts Academy works in cooperation with the student's home school district to determine whether the incident(s) are worthy of an expulsion hearing.

If a Half-Day student has violated a home school disciplinary policy and that violation results in suspension or expulsion, the student will be excluded from Academy afternoon arts classes for the duration of the disciplinary action. Those absences are recorded as unexcused. If the student returns to the home school at the end of the suspension or expulsion period, he/she may return to the Academy afternoon program upon meeting with the Director of the Academy (or her designee) and with the student's parent/guardian. The student's ability to return to the Academy will be reviewed if the period of absence is deemed excessive.

Cell Phone Use Policy:

The goal of the acceptable use policy is to teach students proper and appropriate technology use in society. Students will be permitted to use their personal devices in the hallways between classes as well as before and after school. Students' timely attendance to all classes is expected and will be enforced (see attendance section). Students may be permitted to use their personal devices during class with staff permission and/or discretion. We ask parents/guardians for help in enforcing this policy: If you must speak to your student, **DO NOT CALL THEIR CELL PHONE**. Please call the Main Number, 860-757-6385, and we will find your student.

Teacher will ask for the phones when they see it out and it will be returned to the student at the end of the period. If any refusal or back talk occurs over the phone, the teacher is required to call security and have the phone turned into the office. It will be returned at the end of the day by administration.

Prohibited: taking video or photo of someone else without their permission/consent; posting videos, photos, or comments to social media/internet during school hours (1:00 pm- 4:15 pm) without permission/consent; posting videos or photos of a staff member or student to social media/internet without their permission/consent at any time.

Technology Use:

- Students will use the Internet or network for school purposes and only in the presence of/and/or knowledge of a teacher or other adult.
- Users will use the Internet in a responsible manner, and will use appropriate language. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Students will not give out any information about themselves or anyone else.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- No student will send or receive e-mail except under the direction of or authorization of a teacher or other staff member.
- All users will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet. This also includes unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers.
- Only those individuals who have been specifically designated as Webmaster or his/her designee by the school district will be allowed to post, alter or delete information from a school website.
- It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use. Therefore, any violation of this policy, even though not specifically mentioned in the guidelines, but determined by the Academy to be an inappropriate use or to improperly restrict or inhibit other members from using and enjoying the network, may result in revoking access privileges being revoked and disciplinary actions.
- The Academy reserves the right to monitor and supervise use of its property. All students will be expected to adhere to the same Acceptable Use standards for appropriate content for personal web pages that can be accessed from the school's computers.
- The Academy has taken reasonable precautions to eliminate objectionable materials from the network. However, it is impossible for the Academy to restrict all such materials, and it cannot be held responsible for such materials acquired on the network.
- Students, who are assigned a school laptop for a period of time that extends beyond the school day, will be subject to Acceptable Use Regulations regarding Internet/Computers, as well as any additional rules, regulations, policies, and agreements presented at the time of 1-to-1 laptop assignment.
- Because the Internet is used as part of a school activity, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

Academic Honesty/Plagiarism/Cheating:

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character and any form of cheating and plagiarism is not acceptable. Misrepresentations by students of homework, classwork, tests, reports, or other assignments shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the nature of the assignment, frequency, and the severity of the misrepresentation.

Definitions of Academic Dishonest Behavior:

- Cheating: using or attempting to use unauthorized materials, assistance and aids in an effort to gain an unfair advantage.
- Plagiarism: representing the words, ideas, works or arguments of another person (in whole or part) as one's own. Plagiarism is quantified as using more than 15% of a document that is cited from another source, as well as failure to cite the original source.
- Collusion: allowing one's work to be copied or submitted and supporting in committing academic dishonesty.
- Duplication: presenting, submitting and copying the same work for more than one course and for different assignments.
The following is a list of such academic dishonest behavior, but by no means exhaustive:
- Presenting materials taken from sources, such as books, periodicals, newspapers or the internet without appropriate documentation.
- Copying or allowing another student to copy homework, test, quiz, project, book report, lab report, assignment, or take home test.
- Submitting work that is completed by someone other than the student.
- Unauthorized use of programmable technology in a manner not specified by the teacher and unauthorized use of an electronic translator for foreign languages.
- Using notes, looking at another student's answers and/or talking to another student during a test or quiz.
- Unauthorized accessing, deleting, modifying, transferring digital files/software/programs.
- Fabricating or falsifying research data, stealing laboratory reports and examination papers.
- Attempting to receive credit by submitting the same work in two different classes.
- This includes, but is not limited to copying music, lyrics, images and materials that are copyrighted.

Consequences for Academic Dishonesty:

First Offense: The teacher in the classroom will handle all violations. Students who are caught engaging in academic dishonest activities will receive a grade of "F" or 0 for the submitted assignment, paper, test or quiz. Parents will be contacted by the teacher and the teacher will document the offense. The referral will be mailed home to the parents.

Second Offense: The teacher and administrators will handle violation. Parents will be contacted and the referral will be sent home. In addition, students who are caught engaging in academic dishonesty will receive a grade of "F" or 0 for the submitted assignment, paper, test or quiz.

Third Offense: The school administrators will handle the violation. Consequences would include (but not be limited to) an in-school suspension and a failing grade for the submitted work. Parents will be asked to come into school for a meeting with teachers and administrators.

Equipment & Facilities:

Responsible and proper care of equipment (including but not limited to laptops, Chromebooks, keyboards, headphones, tablets, etc.) and facilities is expected from each student. Equipment that is checked out to a student is the sole responsibility of that student. The student is responsible for returning it at the end of the activity in the same condition in which it was received. Lost equipment or careless damage to the facilities will be paid for by the individual responsible.

Students sometimes use the hallways as an extension of their classes. Therefore, students should maintain reasonable quiet and order in the halls when passing between classes. Also, students should be respectful of artwork displayed in the Theater Lobby and/or posted on bulletin boards. Artwork should not be handled.

Use of school copiers is prohibited by students in order to protect student privacy. Students needing to make copies, in cases of emergencies, must see an office staff member. Any flyer needing to be posted around the school must be approved by administration before posting.

Property & Equipment:

Any items that are the property of the school, and loaned to students for their convenience during the school year must be appropriately cared for, maintained and returned. This includes lockers which should be kept in good order, not abused and may be opened and subject to inspection from time to time by school officials. Students may not bring in locks from home and attach them to assigned lockers. The right to inspect desks, lockers, laptops, and other equipment assigned to students may be exercised by school officials to safeguard students.

School officials may search students, if there is reasonable belief that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the students. Law enforcement may be called to assist.

Students are responsible for any loss of or damage to the property of the school when the loss or damage occurs through the fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair or replace the damage.

Valuables:

Students should not bring large sums of money to the Academy. In addition, any lost or damaged valuables are not the responsibility of the Academy. If a student is concerned about their valuables, then they can be locked in the Main Office for the duration of the school day. The Arts Academy IS NOT responsible or liable for the care or loss of valuables.

Automobiles & Parking:

A parking tag must be obtained from Raegan Bishop and must be attached to the rear view mirror. All students must park in the garage at the Learning Corridor, not on public streets. If a student is driving erratically on school grounds, the parking pass may be revoked, subject to administrator review. Keep valuables hidden from view of potential thieves, and lock car doors at all times. Neither the Academy nor the Learning Corridor can be held responsible or liable for items stolen from cars parked in the lots or parking garage on the property.

Normal business hours for the garage at the Learning Corridor are:

Monday – Friday: 6:45 a.m. until 10:00 p.m.

Saturday & Sunday: Closed

The Academy will arrange for extended hours for the garage to accommodate school and theater events that happen beyond normal business hours including weekends.

ID Badges:

It is an issue of safety that all students have their ID badges with them at all times for entry into Academy buildings, for identification, and for permission to be on the Learning Corridor campus or in satellite facilities. All students are required to carry an ID badge. Students must be able to produce this badge if approached by campus employees, campus security, or law enforcement.

Substance Abuse:

The school prohibits the manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this policy will be subject to disciplinary actions and possibly to legal action.

Drugs & Alcohol:

The use, sale, distribution, or possession of controlled drugs/substances and/or drug paraphernalia (as defined in Connecticut General Statute Section 21a-240) or alcohol, on or off school property or during school-sponsored activity is prohibited. It shall be our policy to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the school involving the possession, distribution, sale, or use of substances that affect behavior.

Students who violate the policy regarding the use, possession, or sale of illicit drugs and/or alcohol will be subject to the following actions:

- school suspension for up to 10 days
- notification that may result in referral to home district for expulsion hearing and expulsion from school up to one school year (180 days)
- meeting with parents and students to discuss problem and to provide a list of services available or them to pursue intervention
- police notification and possible arrest
- notification that will result in referral to home district for an expulsion hearing by the local Board of Education

Psychotropic Drug Recommendation:

School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education, or receive special education.

Tobacco:

Student shall not smoke, “vape” or use any tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. This includes all e-cigarettes or vapors.

Dangerous Instruments & Weapons:

Students shall not possess firearms, knives, weapons or facsimiles thereof, or dangerous instruments of any kind on school grounds or buildings, on school buses, or at any school related or school-sponsored activity away from school facilities. This includes pepper spray. The only exception to this is when the school has approved an activity where the use of a facsimile is used as part of the education process. Students who violate this policy shall be subject to appropriate disciplinary action, up to including expulsion as well as possible legal action. A student’s conduct off school grounds that is seriously disruptive of the educational process in violation of the CREC Council’s publicized policies or for which expulsion is otherwise authorized by law may also be grounds for expulsion.

The Academy Director, or her designee, retains the right to inspect or search the Academy, including lockers or any other place or person where there is a reasonable suspicion that a weapon or other dangerous instrument is present.

Search & Seizure:

An administrator will only conduct the search of a student where there is reasonable suspicion that a weapon or other dangerous instrument will be found. The student may be requested, without parental permission, to empty pockets, pocketbooks, bags or other possessions. The administrator is not permitted to physically remove or require the student to remove clothing in this situation. If a weapon or dangerous instrument is found, it will be confiscated and a report will be made immediately to the Superintendent and/or the Executive Director of CREC. The weapon or dangerous instrument will then be turned over to the Executive Director or designee. Where a search is conducted but no weapon is found, the Academy Director or her designee will make a report to CREC’s Executive Director. In an appropriate situation, the administrator may report a violation of this policy to the local police department.

Bullying:

Public Act No. 11-232 defines bullying as: (A) the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student’s property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Public Act No. 11 – 232 clearly indicates that bullying may occur: on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, as well as outside of the school setting.

Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. A copy of this school's safe school climate plan may be found in the offices and with student services. The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

Under the direction of the Principal or his designee, the Academy will provide prompt and reasonable investigations of alleged acts of bullying and will complete its investigation no later than fourteen (14) days from receipt of the report. Verified acts of bullying shall result in intervention by the Director or his designee that is intended to assure that the prohibition against bullying behavior is enforced. A written report of the investigation shall be prepared when the investigation is complete. The report will indicate whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Verified acts of bullying will be tracked in a log maintained in the school office.

Cyber Bullying

Cyber bullying involves using an electronic medium to harass, humiliate, threaten, or harm others. Harassing use of any electronic or digital medium, including, but not limited to, e-mail, chat rooms, cell phones, instant messaging, pagers, text messaging, websites, and online voting booths, may constitute a violation of this policy. Public Act No. 11-232 defines Cyber bullying as any act of bullying (as previously defined in bullying section) through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications.

Definitions

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital photographs are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Cyber bullying” includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures or images, or Web site postings, including blogs and social media sites (like Facebook and Twitter). It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged in) as someone else.

Students and community members, who believe they have received inappropriate electronic communications, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Director, his designee, teachers, school counselors, or the Director of Technology Services. As with any form of bullying, victims or witnesses to cyber bullying may report anonymously to school administrators, teachers, or support staff. In situations in which the cyber bullying originated from a non-school electronic device and was brought to the attention of school officials, disciplinary action will be taken if the conduct severely disrupts the educational process and/or severely impedes the day-to-day operations of the school. In addition, such conduct is in violation of a publicized school policy. Such conduct includes, but is not limited to, threats to harm any staff member or student in any way.

Disciplinary action may include, but is not limited to, confiscation of the student’s electronic device which will only be returned to the parent, the loss of computer privileges, detention, In-School Suspension, or Recommended Expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials, as mandated by state law.

Reporting procedure:

- The Academy accepts anonymous reports of bullying, harassment, or hazing from students.
- Parents or guardians may make written complaints to appropriate personnel.
- Anonymous reports of bullying by students and/or written reports by parents/guardians should be made to the Director, his designee, teachers, or school staff.
- Teachers and other school staff will notify the Director or her designee of bullying acts they witness and students’ reports they receive no later than the next school day.
- If the report is an informal complaint by a student that is received by a teacher or other school staff, s/he will prepare a succinct written report of the informal complaint, which will be forwarded no later than the next school day to the Director or his designee. Specific information in a written complaint must include: date of complain, name of complainant, date of alleged offense, name(s) of harasser(s), location of alleged offense occurred, detailed statement of circumstances constituting the alleged offense.
- Any person reporting bullying will receive a copy of the school’s regulations and procedures.
- No disciplinary action will be taken solely on the basis of an anonymous report.
- An investigation will begin and be concluded in a timely manner. All possible witnesses will be interviewed. The investigator will make a written report summarizing the investigation and propose disposition of the matter. The complainant and accused will be informed of the outcome of the investigation.
- If an investigation results in finding a person has maliciously and falsely-accused another of sexual harassment, the accuser shall be subject to appropriate disciplinary action.
- Parents/Guardians of students involved in a verified act of bullying (both perpetrator and targeted student) will be notified in writing. The notice will describe the school’s response and any consequences that may result from further acts of bullying. Parents/Guardians and the

students will attend at least one meeting concerning the school's prevention and intervention strategies regarding bullying.

- A list of verified acts of bullying will be kept on file with the school for public inspection.

A student who engages in a verified act of bullying is subject to appropriate disciplinary action, up to and including In-School Suspension, Out-of-School Suspension, expulsion, and/or referral to law enforcement officials. Verified acts of bullying may also be violations of Title IX and/or criminal matters that may result in police notification, suspension, and/or expulsion.

Concluding a bullying investigation in which the outcome is not substantiated as a verified act of bullying, the underlying offense will still be subject to investigation and appropriate disciplinary action under all school policies. The Academy will take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an alleged act of bullying or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Civil Rights:

It is one of the goals of CREC and the Academy to provide equal educational opportunities for each of its students, regardless of race, color, creed, religion, ancestry, national origin, age, sex, sexual orientation, marital status, or disability. Harassment and discrimination of any kind will not be tolerated at the Academy.

Sexual Discrimination:

Sexual discrimination occurs when a person, because of his or her gender, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual Harassment:

Sexual harassment is behavior of a sexual nature which interferes with a student or employee's right to learn study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Under federal and state law and policies, sexual harassment is illegal and prohibited in school and workplace settings. Incidents of sexual harassment can be male to female, female to male, male to male, female to female, student to teacher, teacher to student, student to student, teacher to teacher. Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

It is the policy of CREC and the Academy, to maintain a learning and working environment for students that is free from sexual harassment. It shall be a violation of this policy for a student, staff member, or any individual subject to the control of CREC to harass a student through conduct or communications of a sexual nature as defined below:

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Remarks to a person with sexual implications

- Suggesting or demanding sexual involvement accompanied by implied or explicit threat concerning one's grade, etc.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual
- Such conduct has the purpose or effect of substantially interfering with an individual's academic environment

This means that no member of the faculty or staff may subject a student to sexual behavior of any kind, either explicit or implied. It is especially important to remember that in a setting where teachers and staff hold the power of grades, casting, etc., that power can be abused and/or misinterpreted as "favoritism".

What are my responsibilities and rights related to sexual harassment?

Students are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Students have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Students have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

How do I know if I am being harassed or harassing someone?

Ask yourself the following questions:

- Is the behavior of a sexual nature?
- Would you want this behavior to be directed toward a member of your family or toward a friend?
- Does the behavior interfere with anyone's ability to learn or to feel comfortable in school or classroom activities (this includes public displays of affection in class --inappropriate touching, kissing, etc.)?
- Does the behavior involve one person trying to have power over or to control another person?
- Is the behavior part of a pattern?
- Does the behavior make you or anyone else feel uncomfortable?
- Is the behavior unwelcome by anyone involved? (**See below)
- Does the behavior result in anyone feeling like an "object" instead of a person with feelings?

What are some differences between flirting and harassment?

Flirting	Harassment
welcome	unwelcome
wanted	unwanted
2-sided	1-sided
feels good	feels uncomfortable
enjoyable	embarrassing or humiliating
equal relationship	unequal relationship

Sometimes attention of any kind can feel good in the beginning. Flirting can become harassment if feelings change or are misunderstood.

What are some examples of behaviors that may be considered sexual harassment?

- Staring or leering at parts of someone else's body
- Gestures or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, and pinching
- Asking for sexual favors in exchange for grades, promotions or participation in school activities
- Physical sexual assault
- Comments about someone's body that portrays them as a sexual object

What should I do if I think I am being harassed or if I witness harassment occurring?

- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- Whenever possible, the student, directly or through a teacher, counselor, Title IX coordinator Debra Walsh, or school administrator, should inform the alleged harasser verbally or in writing of the specific behaviors that are offensive and tell him or her to stop.
- Complete a reporting form located in the administrative offices of the school.

Any person who alleges sexual harassment occurring in the Academy may use the CREC's Civil Rights Complaint Procedure located in the Main Office or may file a complaint with the Director or his designee, school counselors, teachers, Debra Walsh, Title IX Coordinator, Regina Terrell, CREC Compliance Coordinator (860-524-3605), or any other individual designated to receive such complaints. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or academic assignments. The right to confidentiality, both of complainant and the accused, will be respected consistent with CREC's legal obligations and with the necessity to investigate allegations of misconduct and with taking corrective action when this conduct has occurred.

The Academy will not tolerate any reprisals or retaliation that occurs as a result of reporting of charges of sexual harassment or sexual discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

If an investigation results in a finding that a person has maliciously and falsely accused another of sexual harassment, the accuser shall be subject to appropriate disciplinary action.

Fundraising Events:

With prior approval from school administration and CREC, student clubs or classes, and or/parent groups may be permitted to conduct fund-raising drives for approved school purposes. Food sales and/or promoting an outside fundraiser is prohibited in school unless cleared with administration.

Outstanding Obligations:

Students with outstanding obligations (un-returned books, ID badges, fees, etc.) will not receive grades or transcripts until debts are cleared. Textbooks and other school-provided materials must be maintained in excellent condition to avoid fees or replacements costs.

Communication with Families:

Communication is an important part of maintaining a successful and productive school community. Throughout the year we will be sending home the ELECTRONIC ANNOUNCEMENTS by email and SCHOOL MESSENGER, focused on keeping the Academy community abreast and aware of current events, important school announcements as well as details on student, faculty and staff achievements.

Parent Involvement:

Education succeeds best when there is a strong partnership between home and school based on positive communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged. Parents can also become more involved with the Academy through the Parent, Friends and Alumni Association (PFAA).

Parent Conferences

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents, students, teachers, counselors or administrators may initiate a conference. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Power School Parent Portal:

The Greater Hartford Academy of the Arts Half-Day is committed to keeping parents and students informed of student academic performance. The Parent Portal is an internet based program that allows you to check your child's academic achievement progress. We encourage you to make use of our Parent Portal to keep in touch with your child's achievement grades throughout the school year. Parents/Guardians are mailed a user name and password at the beginning of the school year. If you have difficulty with your login or password please contact Raegan Bishop at 860-757-6300 ext. 6302. For security reasons, a new password or ID will be mailed to the current home address on file. Please contact the subject area teacher with any questions regarding specific grades.

To view your child's achievement grades on-line using a working internet connection and any common internet browser, type in the following information:

The web address (URL) is: <http://powerschool.crec.org> Guardian/Parent Confidential login ID/username
Guardian/Parent Password

You can view your child's progress by clicking on the grade for each class. In addition, since each student's progress is an ongoing average, grade percentages will change over the course of the marking period. Parents can easily access a teacher's email from the parent portal.

Questions about Arts classes should be directed to your student's Arts Department Chair.

School Cancellations:

During inclement weather, school closings will be announced on major television and radio stations starting at 5:30 a.m. The Academy follows Hartford schools' cancellations. You may not see/hear the Academy announced separately. Academy cancellations, due to weather, may differ from cancellations in home school districts. A ROBO call will be made home to families using our automated system as soon as a cancellation decision is made. If the CREC District or Hartford is having an early dismissal, there will be no half day program that day and all evening events will be cancelled.

Half-day students, whose home school has canceled for the day, should call check local radio/TV stations to find out if Academy classes will be held. If the Arts Academy is in session and students do not have transportation from their home school, parents are responsible for helping to get students to the Academy. If that is not possible, parents must report the absence, and then it will be excused.

Hartford's weather may differ from the weather in other towns. Therefore, parents should use judgment in allowing their children to travel to the Academy when road conditions are questionable. An absence that occurs because of weather will not affect a student's good standing provided the student makes up missed work and a parent/guardian calls or sends a note, with the reason for the absence, on the day the student returns to the Academy.

Transportation:

You will receive a letter in August from the transportation coordinator about your bus information for the upcoming school year. All questions and/or concerns regarding transportation will be handled directly by the transportation coordinator. Please direct questions to the number listed below and keep this information for all future needs. Transportation to and from the Arts Academy is a privilege and not a right. Acts of gross disobedience and misconduct during transportation to and from school may result in removal from CREC's transportation system for a duration of time to be determined by the Arts Academy's administration in conjunction with CREC policy. For more information, the transportation Coordinator for CREC can be reached at 860-524-4077 or online at www.crec.org/transportation.

The following towns provide transportation for their students:

Glastonbury Transportation 860-652-7295 or 7296

Hartford Transportation 860-695-8547

Windsor Transportation 1-800-229-4879

CREC provides transportation to/from all other towns.

Transportation Safety Complaints/Procedures:

All complaints concerning school transportation safety are to be made to the CREC Transportation Coordinator/District Business Manager or the Coordinator for your town transportation. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Student Health Needs:

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All CREC Magnet Schools follow the State Statutes, regulations and guidelines established by the CT State Department of Education and the Department of Health regarding the carrying, use and dispensing of medications. Students are allowed to carry Epinephrine Auto-Injectors, inhalers and diabetic testing materials. Students are not allowed to carry medication at school unless otherwise specified.

Immunizations & Physicals

In order to provide the best educational experience, school personnel must understand your child's health needs. School health forms (Blue Forms) request information from you (Part I) which will also be helpful to the health care provider when he or she completes the medical evaluation form (part II). State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse, or a registered nurse licensed pursuant to chapter 378, a physician assistant licensed pursuant to chapter 370, a school medical advisor, or a legally qualified practitioner of medicine, an advanced practice registered nurse, or a physician assistant stationed at any military base prior to school entrance in Connecticut (CGS Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade and ***in the 9th or 10th grade***. This form may also be used for health assessments required every year for students participating in sports teams. Those participating in sports teams must have a physical every year and updated health form prior to participation.

Homeless Students:

Under the McKinney Vento Federal Act homeless students are defined as those lacking a "fixed, regular and adequate nighttime residence". Students meeting this definition are protected and have the right to maintain their educational placement, are eligible for free school meals and for Title 1A services. If you believe your family meets this definition, please contact the Academic Advisor, Lynn Hoffman, at 860-757-6323, who will contact the CREC Central Office for further assistance.

Military Families:

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact the Academic Advisor, Lynn Hoffman, at 860-757-6323, who will contact the CREC Central Office for further assistance.

English Language Learner Students:

For those students for whom English is a second language, all CREC Magnet Schools have a program to assist in the development of speaking skills and literacy in English and in mastering the same academic content required of all other students, *e.g.*, language arts, literature, mathematics, science and social

studies. If you believe your child needs assistance with English as a second language, please contact the CREC Director of English Language Learners Services at CREC Central Office.

Abuse:

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment, such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Freedom of Information Act:

Conn. Gen Stat. 1-200 et seq. (The Freedom of Information Act, FOIA), provides that the public will have access to the workings of public agencies. The law provides this access in two basic ways: First, the law states that the public shall have access to the meetings of public agencies, including boards of education, subject to narrow exceptions that are strictly construed. Second, the law provides that the public shall have access to records that are developed and/or maintained by public agencies.

Visitors:

Students are *not* allowed to bring any visitors to the Academy without prior approval from Academy school administration. Academy students who bring visitors (including family) to classes or rehearsals will be asked to leave for the day or to make immediate arrangements for the person(s) to leave. All visitors must sign in at the main office upon arrival to school and receive an "Academy Visitor's Pass" before entering any other area of the building. School staff members will assist parents in the Main Office or escort them to their desired location. Occasionally parents request to visit a classroom to observe a class. In order to keep everyone safe, we require that parents follow this procedure:

- contact a school administrator to establish a date and time for the visit
- the administrator will make arrangements with the teacher and confirm the date and time with the parent
- arrive at school at the desired time and sign in to the main office
- a school staff member will bring the visitor to the desired location
- meet with school staff before leaving the building
- sign out and exit the building
- Alumni are encouraged to visit the school for school-scheduled alumni events. All alumni visiting school must sign in and obtain a visitor's pass and adhere to all school rules

Withdrawal Procedures:

1. The Registrar, Director, and Art Department Chair must be notified in writing as soon as a student or parent indicates that a withdrawal is possible (No less than one week in advance), and an appointment will be scheduled for an exit interview with the parent and child.
2. The results of this interview will be kept on record, and the reason for the withdrawal will be entered into the database for the purpose of charting patterns of student enrollment and withdrawal from a Magnet School.
3. Historical data will be maintained on the withdrawn student, including all grade reports.
4. At the time of withdrawal, all materials must be returned. Records cannot be forwarded until all materials have been returned.
5. When a student moves to a new school system, the Academy will send the student's records to the new district within ten business days of receiving written release of records.