

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

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

As a member of the Greater Hartford Academy of the Arts Half-day community, 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 unique arts program and our 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 Half-day 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 our program.

Changes and updates in policies or procedures throughout the school year will be announced and distributed to students, and these documents will be maintained on the Arts Half-day 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 Half-day program, a magnet public high school program, 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 Half-day program provides a rigorous, college-preparatory, arts education in an equitable, culturally competent learning environment.

Belief Statements

- We believe the arts are vital to human development and that each individual has the innate ability to express themselves 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 their 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 their 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: Carlos Figueroa, Director of Human Resources, CREC Phone: (860) 509-3773
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Land Acknowledgement

We, the CREC Greater Hartford Academy of the Arts Half-Day Program, acknowledge that the land now known as the Learning Corridor is the ancestral land of the Sicaog People and the Sequin Nation. As well, we wish to acknowledge the Greater Frog Hollow Neighborhood that occupied this land immediately before the Learning Corridor was built. As a community committed to social justice, equity, and inclusion, it is vitally important that we not only acknowledge our history, but also name the groups that have been displaced in the process of creating the educational entities that makeup the Learning Corridor. Most importantly, it is fitting that we make this acknowledgement when our charge as artist-educators is not only to train our students in the development of their artistic abilities and skills, but also to challenge them to use their art and

their artistic voices to become social activists in their communities, their state, and the world for the greater good of all people.

Arts Half-day Academy Daily Schedule:

Students will attend classes from 1:00 p.m. to 4:15 p.m. Monday through Thursday. There are no Friday classes; however, some productions rehearse on Friday afternoons and/or after school.

Arts Half-day Academy Credits:

Students spend 13 hours per week in their arts classes, 36 weeks per year, 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); English (creative writing courses, textual analysis). The Academy does not award credit for half-day program classes. The Academy has assigned a value of three credits per year (1.5 per semester) for the successful completion of Academy course work and recommends that school districts accept these credits. Students must check with their town high school to confirm the actual number of credits that they will earn through our program 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 afternoon (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 Arts Half-day Academy curriculum is a series of interrelated, process 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 their class. Punctuality and preparation for learning are expected of all Academy students and are essential components 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 their 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 is required to remain in school until age 18, unless they graduate or obtain 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, prom and extra-curricular activities

Absence Procedure:

If a student is absent, Parents/Guardians are expected to call the Arts Half-day Academy at 860- 757- 6385 to report the absence. The district high schools do not notify the Arts Half-day Academy. Students may not call in lieu of parents/guardians. We expect letters no later than the day the student returns.

NOTE: If a student does not attend their district high school in the morning, they may not attend the Arts Half-day Program in the afternoon

Excused Absences:

A student's absence from school will be "excused" if we receive documentation for the absence when the student returns 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 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 is 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.

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. A Sign-in Book is provided for the tardy student to sign their 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.

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 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 they sign-out in the book located at the Main Office 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.

Generally, Arts Academy students will not be dismissed early for participation in athletic teams/clubs or employment before 4:15. However, appeals may be made on a case-by-case basis. Parents must make prior arrangements for a meeting time and place if picking up students before dismissal at 4:15pm.

Grading:

Students at the Academy receive grades quarterly and written comments twice a year from each of their instructors. Grades and comments are mailed to students' homes and to the students' home schools each quarter, provided the student has no outstanding obligations at the Academy.

Grades are weighted according to the amount of time spent weekly in each class; then averaged to create one overall Academy grade.

Counselors will communicate with sending district to monitor academic grades. As a college preparatory program, it is necessary that students understand their choice is not arts or academics: it must be arts and academics.

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 second week 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 an earned lower or 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), obtain chairperson approval, and identify a faculty advisor approved by the department chair. 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 available only to 11th & 12th grade students.

Year-end Juries:

All students must participate in a year-end jury. This is a vital part of their artist's growth. During this evaluation each student meets with a team of their teachers to 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 work in a variety of Academy-sponsored or sanctioned events. Many of these opportunities will be by audition and students choose to participate or not.

Please note – students are required to participate in evening performances (e.g. Intermezzos, art exhibitions) that are developed from class work and, therefore, are an extension of the curriculum. Please refer to the performance calendar for dates and times.

Required Community Service and Tech Hours

Students are required to fulfill a minimum of 10 Community Service hours during their years at the Arts Academy Half-Day Program. This is a requisite to completion of the Arts Academy Half-Day Program. The 10 hours may be at The Academy, or on non-Academy related projects in the community, or tech hours.

Student who wish to audition for a school-wide production are required to complete a minimum of 5 of those hours as tech hours.

Tech Hours: Any student who wants to perform will have to complete tech hours before they audition. These hours are a commitment to work on a production for one of our GHAA Half-Day shows and may include working as a stage manager, assistant stage manager, lighting or sound board operator, wardrobe supervisor or dresser, deck hand, spot light operator, or working front of house (for the musical only).

You will have to do a minimum of 5 hours on a show **and** complete your assigned position for the run (all the days) of the show. Failure to complete the run of the show or missing a technical rehearsal date or performance without prior approval could mean you will not earn your hours. You cannot audition until these hours are completed.

Outstanding Obligations:

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

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 starting 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. Students will be expected to actively participate in developing norms and contracts in each class. When a violation of the norms occurs, students will be asked, both to reflect on and develop a plan to restore themselves back to the learning environment and, then, to act on their 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 understands 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 engaging 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 Half-Day Arts Student Responsibilities:

The Academy expects students to work to their personal best for every assignment and assessment, not merely doing what is assigned. Arts Academy students should constantly seek growth and improvement as both scholars 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 student's 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 their academic progress (upcoming assignments, grades, attendance, etc.). *An Arts Half-day Academy student is in charge of their success.*

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:

Students in Dance, Musical Theater, and Theater have a required departmental dress code. All other students should be guided by the following:

Any school attire which impairs the 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, drugs, or pornography is prohibited. Any clothing marked with obscene, sexually suggestive language, indecent pictures or writing, or inappropriate slogans is prohibited.

Students must wear clothing that covers the full front and back of the upper part of their body, and fabric cannot be sheer or translucent. The length of shorts or a skirt must be mid-thigh or longer. Students cannot intentionally show under garments, including underwear, slips, bras or bra straps.

Students are required to wear appropriate and safe footwear at all times. While being bare foot may be appropriate in the dance studios during a dance class, for health reasons, students must wear footwear while in the hallway or other classrooms.

Students are encouraged to dress in clothing appropriate to the school setting as outlined by the State of Connecticut Department of Education. Restrictions on freedom of expression are applied whenever the mode of dress is unsafe, disruptive, inappropriate or contrary to law.

Disciplinary Actions:

Discipline is given on a progressive basis: Meet with administration, Reflect and Restore (R & R), In School Suspension (ISS), or 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 or ISS: multiple class skipplings, excessive/chronic/repeated minor violations, major class/school disruptions, major insubordination, physical aggression, excessive tardies, going off campus without permission, 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, they 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, **PLEASE DO NOT CALL THEIR CELL PHONE. Please call the Main Number, 860-757-6385**, and we will find your student.

When cell phone use interrupts the learning or learning environment of the student or classmates, the teacher will ask the students to put the phone away, out of sight. If any refusal occurs over the phone, the teacher is required to send the student to the office for administrative intervention.

Prohibited: Taking video or photos 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 is strictly prohibited.

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 that 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 encounter 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 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 unacceptable. 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 someone to copy your work and supporting the commitment of this 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 dishonesty 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 damaged, 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 or expensive items to the Arts Academy. The Arts Academy cannot be responsible for their safety or replacement. If a student is concerned about their valuables, then they may 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.

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.

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, and **not in the Visitors' Lot**. 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 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 scheduled after 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.

Communication with Families:

Communication is an important part of maintaining a successful and productive school community. Throughout the year we will be sending home 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/Guardian 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 at the Arts Half-day Academy.

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.

Parent/Guardian Conferences

Parents/Guardians 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.

PowerSchool Parent Portal:

The Greater Hartford Academy of the Arts Half-Day program is committed to keeping parents/guardians and students informed of student academic performance. The Parent Portal is an internet-based program that allows you to check your child's academic progress. We encourage you to make use of our Parent Portal to be informed of your student's progress and 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>, your confidential login ID/username, and 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 after 5:30 a.m. The Academy follows Hartford schools' cancellations. You may not see/hear the Arts Half-day Academy announced separately. Academy cancellations, due to weather, may differ from cancellations in home school districts. The Director of the Academy will make A ROBO call home to families using our automated system as soon as the decision to cancel is made.

If the CREC district or Hartford is having an early dismissal that day, there will be no half-day arts classes, and all evening events will be cancelled. Half-day students, whose home school has cancelled 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 transport 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:

All transportation is assigned and routed from the CREC Transportation Office, not from the Arts Academy school building. You will receive a letter sometime in August from the CREC transportation coordinator about your student's bus information for the upcoming school year. All questions and/or concerns regarding transportation will be handled directly by the CREC transportation coordinator. Please direct questions to the number listed below and keep this information for all future needs. We are happy to help you with this if we can.

Transportation to and from the Arts Half-day 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 their own 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 request information from you (Part I) which will also be helpful to your healthcare provider when they complete 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.

Houseless Students:

Under the McKinney Vento Federal Act students experiencing houselessness 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.

Visitors:

Students are not allowed to bring any visitors to the Arts Academy without prior approval from Arts Academy 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 approved 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 buildings. All visitors are subject to the rules of the school while in the buildings.

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.

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.

Handbook:

In case of conflict between a CREC policy or regulation and the provisions of a handbook, the CREC policy most recently adopted or regulation most recently issued will prevail. If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parent/guardians.

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 district, the Academy will send the student's records to the new district within ten business days of receiving written release of records.

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.

CREC POLICIES on 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.

Tobacco and Vaping:

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.

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 they may attend school, be evaluated to determine eligibility for special education, or receive special education.

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:

"An act that is direct or indirect and severe, persistent or pervasive, which 1) causes physical or emotional harm to an *individual*, 2) places an *individual* in reasonable fear of physical or emotional harm, or 3) infringes on the rights or opportunities of an *individual* at school".

Harassment is always bullying but, bullying is not always harassment. There is a legal definition of harassment: 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.

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 forward the complaint in writing to the Safe School Climate Specialist for review and action. 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 asked 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 her 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, her 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, if 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, her 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, they 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, 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 their 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 safe 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 Christopher Roque, or school administrator, should inform the alleged harasser verbally or in writing of the specific behaviors that are offensive and tell them 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, Christopher Roque Title IX Coordinator, Carlos Figueroa, 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.

Policy/Regulation Appendix

Please note that due to the length of the full text, summaries have been provided but are not a replacement for the full text. All full texts can be found at: <https://www.crec.org/about/policies.php>

Policy/Regulation Summaries (alphabetical):

Attendance/Excuses/Dismissal (Full Policy: 5113)

Policy Summary:

- Connecticut state law requires parents to cause their children five years of age and over and under eighteen years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The CREC Council requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Guidelines for addressing absences and tardiness are contained in the individual school parent-student handbooks.

Bullying –Safe School Climate Plan (Full Policy: 5131.911)

Policy Summary:

- The Capitol Region Education Council is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and CREC's Safe School Climate Plan, CREC expressly prohibits any form of bullying behavior 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 CREC; or through the use of an electronic device or an electronic mobile device owned, leased or used by CREC.

CREC also prohibits any form of bullying outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the

rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Students who engage in bullying behavior shall be subject to school discipline, up to and including recommendation for expulsion, in accordance with CREC's policies on student discipline, suspension and expulsion, and consistent with state and federal law. CREC does not expel students. CREC may recommend that the local board of education enrolling the student in a CREC program expel a student in accordance with the law.

Directory information (Full policy: 5145.15)

Policy Summary:

- Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge or consent of the parent or legal guardian of the student or by the student who has attained majority status.
- Parents or students may choose to have their directory information removed from one or more the specific activities without jeopardizing other activities.

Family life education (Full policy: 6142.1)

Policy Summary:

Family life education shall help students acquire knowledge, attitudes and values which will contribute to the well-being of individuals, families and society.

- Students and parents or guardians shall be informed of their right to exempt the student from the family life program.

Food Service-Charging Meals (Full Regulation: 3542.43)

Regulation Summary:

- The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings we are helping to teach students the value of good nutrition. Although not required by law, because of CREC's participation in the Child Nutrition Programs, the CREC Council authorizes administration to establish a system to allow a student to charge a meal to his/her automated prepayment account.

Hazing (Fully Policy: 5131.91)

Policy Summary:

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.

- A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Health and Safety protocols (Full policy/regulation: 3516.1)

Policy Summary: • Safety protocols will be established specific to COVID and are expected to be adhered to for all CREC sanctioned activities.

Media access to students (Full policy: 1112.5P)

Policy 1112.5 Summary:

- School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools.
- Other than activities attended by the general public (i.e. sporting events), media representatives shall be required to report to the administration for prior approval before accessing students.
- Parental/guardian permission must be obtained for students to be interviewed, photographed or videotaped by the media other than for events attended by the general public.
- Parents/guardians who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal.

Non-discrimination (Full policy: 5162 P/R)

Policy 5162 Summary:

- The CREC Council complies with all applicable federal and state laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, or on any other basis prohibited by federal or state law. The prohibition of discrimination in educational programs or activities extends to academic, nonacademic and extracurricular activities, including athletics.
- CREC strives to provide a safe, positive learning climate for its students. Harassment, in any form, whether by students, staff members, board members, parents, vendors, contracted individuals, volunteers, employees or visitors - on CREC grounds or property or on property within CREC's jurisdiction; on buses operated by or for CREC; while attending or engaged in CREC activities - will not be tolerated.
- Any incident or complaint of discrimination or harassment will given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Every student shall have a ready means of resolving any complaint of discrimination or harassment. (See full policy for Incident Investigation Form.)

Pesticide application/management (Full policy/regulation: 3524.1)

Policy Summary:

- The Capitol Region Education Council has adopted an Integrated Pest Management (IPM) policy for pest control within our buildings and grounds.

- The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds.

Protection of undocumented students (Full policy/regulation: 5111.3)

Policy Summary:

- All students have the right to attend public school and enjoy access to equitable educational and programmatic services regardless of their immigration status or that of their family members.
- CREC personnel shall not take any steps that would deny students access to education based on their immigration status or that would impede the rights of any students to public education under the U.S. Supreme Court's 1982 ruling in Plyler v. Doe, the Family Educational Rights and Privacy Act (FERPA), the Connecticut General Statutes, and any other applicable state and federal law.
- If any member of the CREC community (including students, families, or staff) has questions about their immigration status, CREC employees shall not refer them to the Immigration and Customs Enforcement Office ("ICE") or any other government agency. Instead, employees shall refer them to state and/or local non-profit immigration law organizations.
- It is the general policy of CREC not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit.

School uniform (For elementary and schools with no dress code) (Full regulation: 5132.1-R)

Regulation Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians.
- The school shall communicate information to parents/guardians regarding the uniform policy, including its rationale, benefits to students, and specific information.

Sexual harassment (Full policy: 5145.5 P/R)

Policy 5145.5 Summary:

- The CREC Council does not discriminate on the basis of sex in its education programs or activities, including employment. Sexual harassment is a form of sex discrimination and is forbidden, whether engaged in by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Council. The Council is committed to safeguarding the right of all students of the school district to a learning environment that is free from all forms of sexual harassment.

Student discipline (Full policy: 5144 P/R)

Policy Summary:

- The CREC Council believes that good student behavior in a school is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights and privileges of others, cooperation with all personnel in the school community, basic self-respect as well as respect for real and personal property, and pride in one's work and achievement within one's ability.
- The purpose of this Discipline Policy is to encourage accountability for students' behavior and to assist them to recognize and learn proper decisions so they can become independent and productive members of our democratic society.

Students Dress Code (Full policy: 5132.1-R)

Policy Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians. In schools where a schoolwide uniform is implemented, the Principal with input from staff, and parents/guardians of the individual school shall select the specific uniform to be worn. Once selection has been made, the school uniform shall be mandatory for all students.

Student nutrition and physical activity (Full policy: 6142.10)

Policy Summary:

- In accordance with federal and state law, it is CREC's policy to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served to meet or exceed the stricter of either the federal nutritional guidelines issued by the U.S. Department of Agriculture or the "Connecticut Nutrition Standards for Foods in Schools".
- In developing goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness, CREC will, as required, review and consider evidence-based strategies and techniques.

Student Records; Confidentiality (FERPA) (Full policy: 5125 P/R)

Policy Summary:

- Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. It is the policy of the CREC Council that staff will comply with all applicable laws and regulations regarding confidentiality and access to all students' records. Procedures shall be implemented to ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these policies and procedures shall be made known annually to all parents/guardians of children within the district.

Truancy (Full policy: 5113.2 P/R)

Policy Summary:

- The Capitol Region Education Council believes that regular school attendance is essential to the academic success of students. The Executive Director is authorized to establish procedures for monitoring school attendance so as to identify students ages 5-18 inclusive who are truant and to enlist the cooperation of the LEA, of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.