



Connecticut River Academy

at Goodwin University

Contributing to a just and sustainable world

Awareness

Diversity

Action

Scholar and Family Handbook 2021-2022

9 Riverside Drive
East Hartford, CT 06118
(860) 913-2200

www.ctriveracademy.org

Connecticut River Academy

Parent – Scholar Handbook

The Connecticut River Academy is owned and operated by Goodwin University and administered by LEARN

Connecticut River Academy

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Non-Discrimination Notice

LEARN and the CT River Academy is committed to a policy of equal opportunity/affirmative action for all qualified persons. LEARN does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal laws and provides equal access to designated youth groups.

The Connecticut River Academy does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

The Connecticut River Academy prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all community members are guaranteed by law and the protection of those rights is of utmost importance to our school. This document is written in compliance with regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights of 1964 and 1987, Title II of the Americans with Disabilities Act of 1991.

Please be aware that violation of Title IX may be a criminal matter and require police intervention. In addition, violations of Title IX may be considered may be considered a violation of child abuse legislation and warrant Department of Children and Families (DCF) intervention.

The following individuals are coordinators for Title II (disabilities), Title IX (sex discrimination), Title VI (race, creed and color) and Section 504 (disabilities):

Compliance Coordinator for Title II and IX:

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Compliance Coordinator for Title VI and Section 504:

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Commission on Human Rights and Opportunities

21 Grand Street Hartford, Connecticut 06106
Telephone: (860) 541-3400
Toll Free (CT): 1-800-477-5737 or 1-800-477-5737

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Office for Civil Rights-Boston Office
U.S. Department of Education 8th Floor
5 Post Office Square Boston, MA 02109-3921
Phone: (617) 289-0111 Fax: (617) 289-0150
Email: OCR.Boston@ed.gov

LEARN Board Policies including those listed below can be found on the LEARN website along with other LEARN Board policies: http://www.learn.k12.ct.us/about_us/board_of_directors/policies_procedures

Mission	6
Vision	6
Core Values and Beliefs	6
Magnet Standards	6
Academic Goals	6
Academic Honesty Policy	6
Admission	8
Advisory	8
Affiliation / Accreditation	8
Anchor	8
Athletics	8
Attendance / Tardiness	8
Bullying/Harassment/Hazing/Sexual Harassment	11
Bus / Transportation	14
Cafeteria	15
Camera/Video Recording	15
Capstone Project	15
Clubs, Activities, and Flex	16
Code of Conduct, Discipline Interventions, and Restorative Practices	16
Community Service	17
Computer/Internet Resources (Technology Acceptable Use Policy)	17
Dress Code	20
Drugs, Alcohol, Vaping, Smoking	20
Dual Credit/Concurrent Enrollment Program	Error! Bookmark not defined.
Early Dismissal	21
Electronic and Telecommunication Device Policy	21
Emergency Procedures	23
Fieldwork and Field Trips	23
Flex Block	Error! Bookmark not defined.
Fundraising Activities	23
Grading / Grade Reporting Systems	23
Graduation Requirements	Error! Bookmark not defined.

Hall Passes	25
Health & Nursing Services	25
ID Badges	Error! Bookmark not defined.
Illegal Activities	26
In-School Suspension	26
Late Work, Re-dos, and Retakes.	26
Leaving School Premises	27
Lost and Found	27
Make-up Work	27
Military / College Recruiting	27
National Honor Society	28
NCAA College Athletics Eligibility	28
Parents / Families Expectations	Error! Bookmark not defined.
Parent/Guardian Tips for Scholar Success	28
Parking / Motor Vehicle Registration	29
Project Center	29
Public Displays of Affection	29
Publicity and Media Relations	29
Release of Scholars	30
Restorative Practices	30
Schedules	30
School Cancellations / Late Openings	31
School Governance	31
School Governance Council	31
School Property	32
School Safety	32
Search and Seizure	32
Scholar Activities, Dances, and other School Events	33
Scholar Assistance	33
Scholar Governance	33
Scholar Records	33
Scholar Schedules	34
Unauthorized Areas	34
Visitors	34

Withdrawing From School	34
APPENDICES - LEARN DISTRICT POLICIES	35
Series 5000: Students	35
Series 6000: Instruction	37

Mission¹

The mission of the Connecticut River Academy is to:

1. Prepare its diverse student body for further educational opportunities, including the possible pursuit of careers in environmental or other sciences;
2. Break down racial, ethnic, economic, gender, and other social and academic barriers; and
3. Help its students to become well rounded, scientifically literate, and responsible 21st century citizens

Vision

Connecticut River Academy graduates will use their gifts to contribute to a just and sustainable world.

Core Values and Beliefs

Awareness – Diversity – Action

Six Beliefs about Learning

- Relationships are foundational to learning.
- Cooperative learning leads to increased cognitive engagement.
- All scholars can learn the Habits of Mind necessary to support success.
- All scholars can achieve at high levels.
- Learning happens best within a relevant context.
- Everyone in the community has ownership for learning.

Magnet Standards

CTRA Scholars will contribute to a just and sustainable world by:

Magnet Standard 1: demonstrating self- and global awareness.

- Using self-reflection to identify personal values, interests, strengths, and challenges.
- Making plans and using strategies, resources, and innovative technologies and ideas to contribute to the well-being of self, others, and the environment.
- Increasing global awareness to improve the efficacy and sustainability of decisions.
- Using Habits of Mind and the design process to make choices that will positively affect our future.

Magnet Standard 2: demonstrating a respect for the importance of diversity in the community of life.

- Communicating an understanding of how diversity affects our physical, social, economic, and cultural environments.
- Seeking diverse, innovative ideas and relationships.
- Making collaborative and informed decisions.

Magnet Standard 3: demonstrating the impact of individual and social actions and decisions on the community of life.

- Communicating an understanding of how choices affect environments.
- Acting individually and collectively to positively affect our environments and increase community ownership for learning.
- Employing innovative manufacturing methods and technologies that improve the conditions of life.

Academic Goals

In line with its mission and values, the Connecticut River Academy strives to produce students who:

- Have a broad knowledge of natural science and a deep understanding of environmental science
- Understand the nature, history and philosophy of science and the interrelationships of science, technology and society
- Think critically about scientific, technical, personal, interpersonal, societal, and global issues from multiple disciplinary perspectives
- Solve complex problems in science, school and society using knowledge and skills from a variety of disciplines

***Source - Connecticut River Academy at Goodwin University Operations Plan, January 11, 2011*

Academic Honesty Policy

Academic honesty requires that scholars take responsibility for completing work that is reflective of the scholar's best effort. Academic honesty is a vital part of CTRA learning community. Academic dishonesty destroys the integrity of the education process, debases the efforts of his/her peers and degrades the value of learning. In order for learning to be valid, scholars must engage in their studies with honesty. Scholars should expect to submit major writing assessments through Turnitin.com, an online resource that checks "student work instantly for potential plagiarism."

Definitions of Dishonest Academic 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.

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 scholar to copy homework, test, quiz, project, book report, lab report, assignment, or take home test.
- 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 scholar's answers and/or talking to another scholar 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.

Consequences for Academic Dishonesty

Level One Infraction:

The **teacher and school counselor** will handle violation. For a first infraction, the teacher and school counselor will work with the scholar to address the issue, communicate with family and provide an opportunity to re-submit the assignment. If the scholar chooses not to resubmit, the scholar will receive an "F" grade. Being a violation of the scholar code of conduct, teachers will complete an Office Discipline Referral form describing the event. Level One violations include (but are not limited to):

- Copying or allowing another scholar to copy any assignment.
- Looking at another scholar's answers during test or quiz.
- Taking materials from another source that is not properly credited or cited.
- Using notes and talking to another scholar during a test or quiz.
- Working on an assignment with others that should be done by individuals.

Level Two Infraction:

If a scholar demonstrates academic dishonesty for a second time, the **teacher, school counselor and Assistant Principal** will collaborate to address the issue. Teachers may require scholars complete a modified assignment to demonstrate competence. Parents will be contacted. Scholars will receive a detention and receive a grade of "F" for the submitted work. Level Two violations include (but are not limited to):

- Taking papers straight from books, periodicals, newspapers or the internet.
- Using electronic device to receive or give questions and answers on a test or quiz.
- Submitting the same piece of work for more than one class.
- Copying entire papers from another scholar.

Scholars found guilty of Level Two violations *will not be eligible for National Honor Society* membership for the next round of inductions.

Level Three Infraction:

The **school administrators** will handle violations.

- Hacking and altering grades in a computer database
- Falsifying research data, stealing laboratory reports and examination papers

Sources:

Fairview High School (Boulder, CO)

Palmer High School (Colorado Springs, CO)

Sonora High School (La Habra, CA)

Connecticut IB Academy (East Hartford, CT)

Admission

Connecticut River Academy has been established as a regional 9-12 magnet school governed by Goodwin University in conjunction with LEARN Regional Educational Service Center under state magnet school law, and consequently all scholars in the Greater Hartford Region may apply. Admission is by blind lottery for enrollment in Grades 9 and 10. When the number of applicants exceeds the number of spaces, an applicant pool will be utilized.

Advisory

Scholars are assigned in groups of 12-15 to a faculty advisor who will assist them in meeting the academic, civic and social expectations at Connecticut River Academy. Formal Advisory lessons will be presented at least two times during each month. In addition to building collaboration skills and a sense of community, the advisory program is designed to help scholars make holistic meaning out of their high school experience and take ownership of their own learning under the tutelage of a faculty advisor.

Affiliation / Accreditation

The Connecticut River Academy received accreditation by the New England Association of Schools and Colleges following a formal visitation and program evaluation. The NEASC report can be found linked on our website.

Athletics

Connecticut River Academy offers various intramural sports based on student choice.

IN ORDER FOR A SCHOLAR TO BE ELIGIBLE TO SIGN UP AND PLAY A SPORT AT CTRA, HE/SHE NEEDS TO ABIDE BY THE FOLLOWING GUIDELINES:

1. Scholar MUST be in attendance for at least half of their classes for the given school day.
2. Scholar MUST participate in mandatory study hall before practice/games.
3. Scholar will model the CTRA Core Values both on and off the field.
4. If a scholar is suspended from school, he/she will be automatically be required to sit out of a game on the bench and support their team before returning to play.

Participating in sports at CTRA is a privilege and scholars are expected to exhibit sportsmanship during all school sponsored activities. Failure to meet expectations may result in loss of privileges to participate and/or attend sporting events.

Since Connecticut River Academy does not offer interscholastic sports, the CIAC (Connecticut Interscholastic Athletic Conference) permits Academy scholars to participate on sports teams in their home school district, provided that scholars meet the eligibility requirements of the CIAC and their home district. The Connecticut River Academy provides the home school district with academic, attendance and behavioral information at the home districts request.

Scholars who leave early for athletics must use the following protocols:

- Scholars will wait for their rides in the classroom until called to the main office for pick up.
- Parents are expected to come inside the building to sign out their scholar.
- If a scholar is missing instructional time, the scholars should contact that teacher for any assignments that may be missed.
- All work must be made up and turned in when the assignment is due.
- Coordination between the Athletic Director and appropriate administration will monitor academic and behavioral expectations.

Attendance / Tardiness

- Scholars, whether in person or online, will be expected to attend each class at the assigned time.
- If a scholar is to be absent from school, a parent/guardian will call into the school to report the absence (860-913-2200) before 7:45am.
- If your child is absent from school and you have not reported them, you will receive an automated call from School Messenger reporting that your child is absent. If you received this call in error, please contact the school and the administrative assistants will verify that the child is in school and make the necessary corrections.

At Connecticut River Academy (CTRA), regular and prompt attendance to school and to all classes is an integral part of the scholars' learning process. The experiences in the classroom are vital to the scholars' successful learning. Scholars who are absent from class for any reason are deprived of educational opportunities, scholar-teacher interaction, and learning experiences with their classmates.

Therefore, regular attendance to all classes is essential to fulfill academic requirements and to ensure the most meaningful learning experience for each scholar. Research shows a high correlation between good grades and good attendance. In addition, regular attendance reinforces habits that scholars may carry beyond school into their post-secondary endeavors.

It is expected that parents will see to it that their children attend school and receive the advantages associated with the provided educational opportunities at CTRA. Under Connecticut State Law, parents or those who have the care of children from seven years of age to sixteen years of age are obligated to have each child attend public day school or its equivalent. Scholars are to attend school regularly during the hours that school is in session. A scholar should not be absent from school without the parents' knowledge and consent.

Regardless of the reason for an absence, the responsibility for making up missed work lies with the scholar, not the teacher. If a scholar is absent on the date an assignment is due, that assignment should be turned in on the date the scholar returns to school or it will be considered late. If a scholar is absent for a documented extended period of time (illness, bereavement, etc.), assignments will be due at the time stated by the teacher upon the scholars return to school.

Attendance Definitions

Any time a scholar misses more than 30 minutes of a class they will be marked as absent.

Excused absence - is an absence from a regularly scheduled school day due to an excusable reason, as determined by the principal or his/her designee.

It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused. *Source: CT State Department of Education, April, 2013*

Unexcused absence – any absence that occurs for no legitimate reason. The following are considered unexcused absences:

- a. Missing school without permission
- b. Missing a ride or the bus
- c. "running late"
- d. Unapproved request for pre-arranged absence (ex: Family trip during the school year)

Truancy

1. A "truant" means a child age five to eighteen, inclusive, who is enrolled in Grades K-12 of the Connecticut River Academy and has
 - four (4) unexcused absences from school in any one month or
 - ten (10) unexcused absences from school in any semester.

A "habitual truant" means a child who has twenty unexcused absences within a school year. "Unexcused absence," means any absence from an entire regularly scheduled school day or missing more than 30 minutes of a class period, which absence is not an "excused absence" as defined above.

Attendance Intervention Plan

The CTRA faculty is committed to working with scholars to facilitate consistent school attendance. To do this, a support team meeting is held weekly. This team consists of school counselors, social workers, school psychologist, school nurse, Coordinator of Bilingual Programs, behavioral and attendance interventionists, and administrators.

Loss of Credit

School attendance is traditionally based on the "Carnegie Unit" or "seat time". That is, one credit is awarded based on the attending 90-minute blocks in a full year course. Since absenteeism affects the amount of "seat time" it can result in a scholar not reaching the minimum time required for awarding of a credit in a course. For that reason, the school administration retains the prerogative to withhold credit from a scholar for 20 absences for the year or more unless excused by a doctor.

For all courses – Semester and Full-year:

- a. Scholars who have **more than ten (10) total absences (excused and/or unexcused combined)** during a semester will receive the academic grade earned but **will not receive credit** for the course. An opportunity will be given to appeal this loss of credit.
- b. When a scholar exceeds the acceptable number of absences, a letter will be sent home informing the scholar and parent of the loss of credit.
- c. Scholars who lose credit are expected to remain in class for possible reinstatement of credit. (See Appeals Process)
- d. As part of the Appeals Process, school officials may require documentation other than a parental note, in order to determine if credit is granted or withheld.

A loss of credit will have the following results:

- The scholar may have to repeat the course or take its equivalent, if needed for graduation.

- The scholar may have to take additional courses to acquire the needed credit for graduation.

Scholars who lose credit based on this policy will continue to earn a grade, yet credit will not be awarded. Receiving an acceptable grade in these circumstances will constitute having met prerequisite for subsequent courses, despite the loss of credit.

Appeals Process for Restoration of Credit

Scholars who exceed the maximum allowable absences may appeal the loss of credit. This petition must be made within the designated application period for each semester. When petitioning for the restoration of credit scholars and parents must provide all proper documentation for these absences. The initiation of the appeal process is the responsibility of the scholar or parent. Failure to take advantage of the appeal process can result in the loss of credit.

The Attendance Review Board will review the request for restoration of credit (waiver of policy) and may consider unusual and extraordinary circumstances in rendering their decision. The Attendance Review Board may grant waivers on a conditional basis, requiring changes in scholar behaviors or additional documentation to validate the waiver.

Attendance Review Board:

1. The Attendance Review Board,
 - Meet periodically to review all potential credit losses
 - Review provided documentation from parents/scholars who are appealing loss of credit.
 - Notify teachers, guidance, parents, and scholars of any absences that will not be included in the limit and of any resulting credit loss.
2. The Attendance Review Board may consider the following in reviewing an appeal:
 - Types of absences – unexcused versus excused. Class cutting will be viewed negatively in the Board’s decision to excuse the absence
 - Extenuating circumstances
 - Make-up work completed by scholar
 - Absences due to vacations are not a valid reason for appeal
 - A passing grade alone is not a valid reason for appeal
3. At its discretion, the Attendance Review Board may contract with a scholar and teacher to establish conditions under which credit may be reinstated.
4. The Attendance Review Board will include Board review of the following:
 - a. A written statement by the scholar using the school’s *Application for Credit Restoration*
 - b. Attendance record since the loss of credit letter was issued
 - c. Evidence of extenuating circumstances related to the absence, if appropriate.

Appeals Procedure:

1. The scholar and his/her parent/guardian must complete the *Application for Credit Restoration* providing information pertinent to the appeal request, within the allotted time. This includes providing reasons for all absences.
2. The Attendance Review Board may decide to rescind some of the recorded absences solely on the basis of the written information without a formal hearing.
3. The scholar and his/her parent/guardian (or designee) must appear at the Attendance Review Board’s formal hearing with appropriate documentation and any interested parties on their behalf.
4. It is the responsibility of the scholar or parent to substantiate the claims presented on the appeal form.
5. The scholar’s teacher(s) in those classes where excessive class absence is under appeal shall be notified regarding the need for information, the date of the appeal hearing, the possible need to appear and the disposition of the case.
6. Confidential information pertaining to a scholar may be presented by an interested party to the Attendance Review Board. The Board in its review of the case may consider this information.
7. The Attendance Review Board will weigh the validity of any appeal by considering all factors.
8. The Attendance Review Board will begin deliberations prior to the close of each semester.
9. The scholar and/or parent/guardian will be notified of the Attendance Review Board’s decision within two (2) school days of the hearing.
10. The decision of the Attendance Review Board is final. Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. It has been well demonstrated that regular attendance is a key factor in the success a scholar achieves in school. Much of what a scholar learns dealing with facts, concepts and theories are presented and discussed in class. In addition, other learning processes take place that may not be measurable, but are most important to a scholar’s overall growth and education. A scholar, therefore, should not be absent from school without the knowledge and consent of the parent/guardian.

* Policy language adapted from Windsor, CT BOE policy.

Absences During Major Assessments

Scholars must make every effort to be present in class for all major assessments. Scholars are responsible for promptly contacting their teachers to make arrangements for making up any missed assessment or other work missed due to an absence.

Tardiness

Tardiness is defined as arriving to a period that is in session late, but missing 20 minutes or less of that period without a pass. Scholars who arrive late will be considered “tardy”. If a scholar misses more than 20 minutes without a pass they will be marked as absent from that period. This includes all academic classes, advisory, and anchor. Scholars must be allowed into class even if they have more than 20 minutes late

1. Any scholar who arrives at school after the start of first block (7:44am) must report to the office, sign-in, and receive a pass before going to class.
2. An “unexcused tardy” will be marked in PowerSchool for any scholar who is tardy to class. Scholars who are tardy but arrive with a pass from an educator excusing their lateness for a legitimate reason will be marked as having an “excused tardy” in PowerSchool.
3. Scholars who are tardy multiple times will meet with a school counselor, attendance coordinator and Assistant Principal to address the issue.
4. Scholars who miss the bus to the Pent Road Advanced Manufacturing campus will have to catch the late bus 10 minutes after the first bus leaves. Those scholars who miss the late bus will report to the Assistant Principal to review the issue and develop a plan. Scholars who miss the bus more than twice in a quarter will be required to meet with the educator and parent.

Early Dismissal

If a scholar must be dismissed before the close of school, a written note from the parent or guardian stating the reason for the dismissal must be presented to the Assistant Principal before 7:30 am. A pass will be issued to the scholar for this dismissal time. The scholar must sign out prior to leaving. For security purposes, once a scholar has left the school, they may not return. Scholars returning from a doctor’s appointment or other official business may return with a note or have a parent sign them in. To limit the loss of instructional time for the scholar, appointments should be made after school hours whenever possible.

In an emergency, parents and guardians may call to request an early dismissal, however after the 2nd request, a formal meeting with the parent must be arranged.

PowerSchool

Attendance is monitored using PowerSchool. Letters with login information will be sent to the parents in the first quarter. Parents and scholars are able to monitor attendance by logging onto the PowerSchool site at <http://powerschool.learn.k12.ct.us/public/home.html> and entering your user name and password. PowerSchool codes that are associated with attendance are listed below:

UA = Unexcused Absence

EA = Excused Absence

UT = Tardy

ET = Excused Tardy

LB = Late Bus Excused Tardy

ED = Early Dismissal

AD = Administrative Absence (meeting, etc.)

IS = In School Suspension

OS = Out of School Suspension

FT = Field Trip

N = Nurse Dismissal

TE = Testing

HB = Homebound

CV = College Visit

GO = Goodwin

JS = Job Shadowing

GU = Guidance

AM = Meeting with Admin.

CC = Class Cut

Bullying/Harassment/Hazing/Sexual Harassment

Every child has the right to feel safe, valued and comfortable in school. No one else’s behavior should ever make children feel afraid or embarrassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability or any characteristics they may have.

The Connecticut River Academy will not tolerate behavior that is initiated with the specific intent to intimidate or harass another person because of age, religion, ethnicity, gender or sexual orientation. In addition to school discipline procedure and notification of police, counseling sessions will be implemented with the perpetrator as well as the victim (CT P.A. #90-137). You may choose to reach a

resolution by working with the School Counselor, Social Worker, or with one of the building administrators.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher, or administration. To maintain a productive and positive learning environment, the Administration will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

Mean behaviors are NEVER acceptable at CTRA.

To encourage a positive school culture and climate CTRA has incorporated prevention programming to the Advisory Program and institutes a school-wide system of policies that promotes the making of positive behavioral choices.

A scholar who engages in any act of bullying will receive appropriate disciplinary action based on the protocol below.

Bullying / Harassment

CTRA promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment, and any type of bullying behavior. Any staff member, employee, scholar or group of such who engages in overt acts more than once during the school year, that injures, degrades, intimidates or disgraces another scholar or staff member, disrupts the educational process, or interferes with a scholar's opportunity to obtain an education, shall be subject to appropriate disciplinary action. Bullying of others either on school grounds, on a bus, or outside of the school setting if it has a direct and negative impact on a scholar is prohibited.

Bullying is defined as the **repeated use** by one or more scholars of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another scholar in the same school district that:

- (A) Causes **physical or emotional harm** to the scholar or damage to the scholar's property,
- (B) places the scholar in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (C) creates a **hostile environment** at school for such scholar (a hostile environment is a situation in which bullying among scholars is sufficiently severe or pervasive as to alter the conditions of the school climate),
- (D) infringes on the **rights** of the scholar at school, or
- (E) **substantially disrupts the education process or the orderly operation** of a school.

Bullying takes many forms and can include many different behaviors, such as, but not limited to:

1. written, electronic, or verbal communications
2. verbal taunts, name-calling, and put-downs including ethnically based verbal abuse and gender / sexual orientation based put-downs
3. threats and intimidation
4. extortion, stealing, damaging personal possessions
5. exclusion from the peer group

Cyberbullying - Cyberbullying is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communication that

1. creates a hostile school environment for the victim;
2. infringes on the rights of the victim at school; or
3. substantially disrupts the education process or the orderly operation of a school.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

Scholars and community members, who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator who shall fully investigate all reports of cyber bullying. Parents or guardians of scholars may file written reports of suspected bullying to school administration for further investigation.

Any school employee who witnesses acts of bullying or receives reports of bullying must orally notify the safe school climate specialist, the Assistant Principal, **no later than one school day** after witnessing the act of bullying or receiving a report of an act of bullying. School employees must file a **written report not later than two school days** after making their oral report.

CTRA's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purposes of harassment. All forms of harassment by scholars over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of state law and CTRA's acceptable computer use policy and regulations.

Malicious use of CTRA's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the

appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or 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.

A scholar who engages in any act of bullying is subject to appropriate disciplinary action which may include suspension, referral for expulsion or to law enforcement officials.

To Anonymously Report a Case of Bullying:

Scholars may report a case of bullying to a school counselor, social worker, assistant principal, behavior intervention specialist, or teacher.

Procedures for investigating claims of bullying/cyber bullying/harassment or hazing:

1. The school accepts a report of bullying from scholars, parents/guardians, or staff members.
 - a. Scholars may make an anonymous report of bullying
 - b. Parents or guardians may make written complaints to school administration
 - c. School employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist not later than 24 hours after witnessing the act of bullying or receiving a report of an act of bullying. School employees must file a written report not later than 24 hours after making their oral report.
 - d. Specific information must be included in written complaints-name, date, date of alleged bullying, name of alleged bully location where it occurred and a detailed statement of the circumstances.
2. Any person reporting bullying will receive a copy of the school's regulations and procedure.
3. All complaints are forwarded to the School Counselor, Assistant Principal, and Principal.
4. An investigation will begin and be concluded in a timely manner.
5. All possible witnesses will be interviewed (within reason).
6. The investigator will make a written report summarizing the investigation and propose disposition of the matter.
7. The complainant will be informed of the outcome of the investigation.
8. A meeting between the two parties involved in the claims will be brought together and be made aware of the outcome of the investigation and what resolutions have been made.

Sexual Harassment

Sexual harassment is strictly forbidden on school premises and during any school programs and activities. Peer sexual harassment is **any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a scholar to receive an education.** Scholars are expected to treat their fellow scholars with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action will result from violations of this policy. Violations of this policy shall be reported to teachers or administrators. Scholars are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to stop the sexual harassment.

Procedures for investigating claims of sexual harassment:

1. If a scholar believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a scholar feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the Principal or his/her designee. The scholar will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant
 - B. Date of the complaint,
 - C. Date of the alleged harassment,
 - D. Name or names of the harasser or harassers,
 - E. Location where such harassment occurred,
 - F. Detailed statement of the circumstances constituting the alleged harassment.
4. Any scholar who makes an oral complaint of harassment to any of the above mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.
5. If the complainant is a minor scholar, the person to whom the complaint is given should consider whether a child abuse report should be completed.
6. All complaints are to be forwarded immediately to the Principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Executive Director of LEARN.
7. If possible, within five (5) working days of receipt of the complaint, the Principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all

individuals reasonably believed to have relevant information, including the scholar and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

8. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the Executive Director. The complainant shall be advised of the results of the investigation.
9. If the scholar complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Human Resource Officer, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Human Resource Officer shall respond to the complainant, in writing, as soon as possible.

Hazing, bullying, harassment or sexual harassment of scholars or staff will not be tolerated. Any scholar who engages in an act that injures, degrades or disgraces another scholar or staff member, disrupts the educational process, or interferes with a scholar's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Policy #5145.4, #5145.44

Bus / Transportation

Bus transportation to and from the Connecticut River Academy is provided by CREC Transportation services for all towns except East Hartford. Please contact CREC Transportation at (860) 524-4077 or at www.crec.org/transportation/ and East Hartford DATTCO (860) 724-7350 to:

- a. Report that a child was not dropped off or picked up
- b. A late bus
- c. Report and issue with the bus driver
- d. Report a bus incident
- e. Change your bus stop
- f. Request transportation for your child
- g. Submit a change in address

Bus Behavior

The school bus is an extension of the school environment. Therefore inappropriate behavior on a bus may warrant school sanctions as deemed appropriate by school administrators. While on the bus scholars are expected to:

1. Remain in their seats
2. Maintain personal space
3. Refrain from eating or drinking as this would require removal of mask
4. Keep personal noise level at an acceptable level.
5. Treat all persons on the bus in a respectful manner.

The bus contractor or driver shall have the same responsibility and authority over the conduct of scholars while in school buses as a teacher in the schools. School administration may exercise any necessary authority to ensure the safe transportation of all pupils. Any scholar who fails to conduct themselves properly on a school bus shall be warned by the driver and a report made to the Assistant Principal who shall notify the parent. Continued misbehavior could result in loss of bus privileges and/or in suspension from school.

The following are consequences for violation of codes of behavior while participating in the bus transportation services.

Minor offenses (eating, drinking, littering, loitering, unacceptable language, discourteous or uncooperative behavior).

- 1st Offense - Warning
- 2nd Offense - Detention, and parent notification
- 3rd Offense - Detention, 1 day bus suspension, and parent notification

****Subsequent minor offenses will be subject to more serious consequences, including but not limited to ISS time and further suspension from the school bus.**

Major offenses (smoking, insubordination, striking or fighting, refusal to identify oneself, creating a hazard for self or others, vandalism, or threatening remarks or behaviors)

- 1st Offense - Major ODR, 2 days ISS, 2 day bus suspension
- 2nd Offense - Major ODR, 2 days OSS, 5 day bus suspension
- 3rd Offense - Major ODR, 3 days OSS, 10 day bus suspension

Bus Passes

Scholars are required to take their assigned bus home each day. However, there may be instances where a scholar needs to take a different

bus home for various reasons. In order for scholars to take a different bus, they must obtain a bus pass from the office. To obtain a pass to ride a different bus

1. Scholars must bring a signed note from a parent indicating that a bus pass is needed to the main office. Parents are allowed to call in one time only to request a scholar taking an alternative bus.
2. Letters must be received to the office by 12:00pm if a pass is needed for that day.
3. Once verified the office will provide the scholar with a bus pass.
4. When entering the bus the scholar must provide the driver with the bus pass from the office.

Cafeteria

The cafeteria offers breakfast each morning and lunch on all full school days. Before leaving their seats at the conclusion of lunch, scholars are expected to clean up their area, throw away all trash, and push in their chairs. Scholars may only access the cafeteria during breakfast and lunch.

1. Scholars must use their IDs to purchase any food.
2. Scholars will only be able to **buy one entree in their first time through the line**. Once all scholars have made it through the line, scholars who are still hungry can pass through the line a second time.
3. Scholars will pick up and dispose of their own refuse.
4. Only 2 scholars may sit at each table and seating will be assigned.

School Lunch:

Scholars will eat lunch during the 25-minute period. All food and beverages must be consumed in the assigned seat and designated area. Scholars are responsible for cleaning up their table or area when finished eating. Irresponsible behaviors in the cafeteria will result in disciplinary action.

Breakfast and lunch will be pre-packaged for health purposes. Scholars wishing to purchase an additional lunch will need to reenter the line after paying for their initial lunch.

Free and Reduced Lunches: The National Lunch Program is governed by Federal guidelines. A letter will be sent home during the summer to all Connecticut River Academy scholars with an application to be filled out by a parent or guardian if they believe they qualify for this program. Submit the application to a secretary in the Main Office. It will be processed and qualified applicants will be notified by mail. The scholar will then receive a lunch account number, which they will key in each day to receive lunch. Applications are accepted at any time during the year.

Applications for free and reduced lunch must be re-submitted at the beginning of each school year. The scholar will be permitted to key in their lunch account number for the first few weeks of school. If the scholar's re-application has not been submitted by this time, the account will be reverted to a full payment status.

Policy #3542.31, #3542.33, #3542.43

Lunch Payments:

Parents may set up an online prepaid lunch account for their children through our food service company, SLA. Parents or scholars can also bring in checks or cash to the cafeteria workers. This money will be credited to the scholar's account. All remaining monies at the end of the year will be forwarded towards the next academic year.

Meal Payment Policy

The LEARN Board of Directors strongly discourages the charging of meals. Charging is not permitted at the high school level and an alternative meal is not provided. High School students are also required to have their ID card to purchase a meal. A replacement ID card is available through the main office.

Lunch Costs:

	Full Price	Reduced Price (for qualifying scholars)
Breakfast	\$1.50	\$0.30
Lunch	\$3.00	\$0.40

Camera/Video Recording

Scholars may not use any type of camera, video or audio recording devices unless specific permission has been granted by a teacher or administrator. Unauthorized use may result in disciplinary action under CTRA's electronic device policy.

Capstone Project

The purpose of the Capstone Experience is that scholars will go out into the public sphere, experience personal growth, and bring that experience back to the school community. Scholars at Connecticut River Academy (CTRA) will, with the guidance of a mentor or mentors, pursue their passions and interests through an area of study in the form of an internship, community service, or special interest project and share that experience with the CTRA community. Scholars will compose a research essay with a tenable link to their area of study, demonstrate their progress and growth through a portfolio, and present to a panel of judges as a requirement for graduation. As a result of this experience, scholars must demonstrate mastery of CTRA's Magnet Standards and an ability to contribute to a just and sustainable world.

Scholars must score a minimum of a C (75) on the Personal Narrative, Research Paper, Portfolio, and Presentation.

Clubs, Activities, and Flex

While Connecticut River Academy does not offer CIAC interscholastic sports teams, the school does develop clubs (known as Flex Clubs) and activities in response to organized scholar interest. All scholars are still eligible for interscholastic sports at the high school in the town where they reside.

Code of Conduct, Discipline Interventions, and Restorative Practices

At CTRA our number one priority is to provide a safe and healthy environment in which scholars can learn and grow. All members of our learning community (scholars, educators, and families) are expected to demonstrate appropriate behavior at all times. Our code of conduct is based on our core values with the expectation that scholars will make informed and responsible decisions about their behaviors in a way that will have them career and college ready.

This jurisdiction includes transportation to and from school, any school-related activity, regardless of time or location, and any off campus school-related activity, regardless of time or location.

Scholars are subject to disciplinary interventions, including suspension and expulsion, for conduct that is seriously disruptive to the educational process and is a violation of policy, even if such conduct occurs off-school property and during non-school time. When investigating incidents that occur outside school the following may be considered:

- (1) whether the incident occurred within close proximity of a school,
- (2) whether other scholars were involved, or whether there was gang involvement,
- (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred,
- (4) whether the conduct involved the use of alcohol or illegal drugs.

Through Restorative Practices, individuals who may have caused harm to the school community and are subjected to a disciplinary intervention can address those affected by their behavior and take responsibility, with the goal of repairing harm done.

The Code of Conduct and Discipline Intervention matrix will be updated each quarter as we implement our transition to restorative practices. Please check CTRA's website for the updated Code of Conduct Matrix at [CTRiverAcademy.org](http://ctriveracademy.org/code-of-conduct/).

Reference: PA 95-304, An Act Concerning School Safety and PA 96-214, An Act Concerning Revision to the Education Statutes, permit such action if covered by board policy (5131.8 OUT OF SCHOOL MISCONDUCT). Further revision by PA 98-139, An Act Concerning Scholar Suspensions and Expulsions. (C.G.S. 10-233c)

In School Suspension:

In School Suspension (I.S.S.) will be held each Monday - Friday that school is in session from 7:30 a.m. to 2:45 p.m. ISS may be assigned for the day, or part of the day. A specific classroom will be designated to serve as the I.S.S. room. Students and/or parents will be given prior notice. The Behavior Intervention Coordinator will give directions and review the scholar expectations for ISS.

1. Must turn in cell phone.
2. No headphones
3. No Music
4. No talking
5. Computer screens must be facing educator at all times.
6. Computers used only for schoolwork. Scholar cannot visit a non-academic site.
7. If the scholar finishes schoolwork, they must read a book for English class.
8. Scholars who do not abide by the rules will be sent home. A parent meeting will be required before returning to school to complete ISS.

Out of School Suspension:

Scholars are excluded from all school privileges for disciplinary reasons. This includes all school and after school activities and transportation services. This suspension period shall not extend beyond ten (10) consecutive days or beyond the end of the school year in which the suspension imposed. ⁽¹⁾_(SEP)

Restorative Practices:

Restorative practices is a system whereby individuals who may have caused harm to the school community can address those affected by their behavior and take responsibility, with the goal of repairing harm done. It requires the individual to acknowledge how the behavior affected others, accept the behavior was harmful, and make changes to avoid such behavior in the future. **Any scholar who has been given a discipline intervention listed above can ask to go to a circle and have their case heard.** For level 1 or 2 offenses, the issue can be addressed in a classroom circle. Level 3, and 4 interventions will be addressed through the Behavior Intervention Specialist.

- Circle Process: Circles provide scholars an opportunity to speak and listen to one another in a safe atmosphere and allow educators and scholars to be heard and offer their own perspectives.
- Restorative Community Service: Community service allows for individuals to restore a harm they may have committed to the school community by providing a meaningful service that contributes to their individual improvement.
- Peer Juries: Peer juries allow students, who have broken a school rule, and trained student jurors to collectively discuss why the rule was broken, who was affected, and how the referred student can repair the harm caused.
- Peer Mediation: Mediation – Some behavioral issues can be addressed through peer mediation or a mediation between a scholar and an educator. The objective of these mediations is to build empathy and mutual respect.

Community Service

CTRA scholars are encouraged to take part in community service as a part of their high school experience. Opportunities for this will arise through the Advisory program as well as through curricular and extracurricular activities.

Computer/Internet Resources (Technology Acceptable Use Policy)

All laptop computers, equipment, and/or accessories provided to students by the Connecticut River Academy are the property of LEARN and CTRA. All scholars are **required** to use the school issued laptop while attending CTRA and are **required** to pay the enrollment fee.

For JUNIORS and SENIORS with MACS

Juniors and seniors paid a **nonrefundable** \$50 enrollment fee to lower the costs of computer maintenance, upgrades, and insurance.

Laptop Repair Payments

Scholars with damage or missing laptop concerns must report the issue immediately to Project Center IT and/or the Library Media Specialist. Bills for any technology related fees will be given to the scholar at the time of maintenance and recorded in Powerschool. Scholars with unpaid technology related fees will not be able to purchase their laptop at the end of senior year and could face further consequences. Any water damage will result in requiring the full replacement cost.

- A. MACBOOK CHARGERS** (Example- missing or broken)
 - a. Replacement Deductible: \$50
- B. MINOR DAMAGE** (Examples: missing keys, missing screws, etc.)
 - a. Repair Deductible: \$10
- C. MODERATE DAMAGE** (Example: corrupted hard drive)
 - a. Repair Deductible: \$50
- D. SERIOUS DAMAGE** (Examples: broken power port, cracked screen, etc.)
 - a. Repair Deductible: \$250
- E. EXTREME DAMAGE IN EXCESS OF \$250/ MISSING LAPTOP** (Examples- water damage, lost, stolen)
 - a. Full repair cost (\$250+) or Full replacement with a **chromebook** (approx. cost \$250.00)

Please Note: in the case of Extreme Damage/Full Laptop Replacement, the Macbook will be replaced by a **chromebook**. This chromebook will be able to access the CTRA network and all resources necessary for the scholar to be successful at CTRA. Furthermore, the chromebook (approx. cost: \$250) will be ineligible for buyout in senior year.

For FRESHMEN and SOPHOMORES with Chromebooks

Freshmen and sophomores will receive Chromebooks. A charge of \$30 a year will be required for insurance. There is no charge for minor or moderate damage.

Payment may be made by cash or check (made payable to *CT River Academy*). Upon receiving payment, the scholar will be issued a paper receipt. If you are unable to pay the \$50 enrollment fee by the deadline below, please contact Windy Petersen, Interim Assistant Principal, to make alternate arrangements.

Distribution & Collection of Laptops

- The Laptop/Technology Acceptable Use Policy will be handed out in Advisory on the first day of school. The forms are also available for review on our website (<http://ctriveracademy.org/>)
- Returning 10th, 11th, and 12th grade scholars must turn in their laptops for servicing. Scholars will be contacted regarding the procedure for collection and servicing of laptops.
- Grade 9 Students need to turn signed forms and payment in to the Project Center/ Library Media Specialist on or before the second Friday of the school year (9/10/21) Freshman laptops will be distributed the following Monday.
- New Grade 10 Students need to turn signed forms and payment in to the Project Center/ Library Media Specialist on or before the second Friday of the school year (9/10/21). Laptops will be distributed on the second Friday, or as payment and forms are received thereafter.

Logging In/Software Use

- Scholars will receive G suite accounts and passwords upon receipt of their laptops. These passwords will also apply to their student Powerschool accounts.
- Passwords are designated by CTRA. Scholars may not change their passwords.
- If scholars have trouble logging in, they may call Tech Support at (860) 913-2200 ext. 2868.
- All technology used through CTRA is reviewed by our tech department for compliance with Student Data Privacy Act (Public Act 16-189). A copy of our current approved resources can be found at <http://ctriveracademy.org/student-data-privacy-act-public-act-16-189-resources/>
- Freshmen and Sophomore computer use is subject to a computer curfew.
 - Freshmen computers shut down at 9 PM and are available again at 5 AM
 - Sophomore computers shut down at 10 PM and are available again at 5 AM.

Computer Buyout Program

Upon graduation from the Connecticut River Academy, scholars have the opportunity to purchase their laptops at the end of their senior year for an additional fee of \$50. Scholars must have paid all fees related to any damage incurred (as defined in the Computer Damage section above) over the course of their tenure as well as meeting CTRA's expectations as outlined in the Technology Acceptable Use Policy and Laptop Acceptance Agreement in order to participate in CTRA's laptop buyout program.

Technology Support

Students may make an appointment to visit IT in the Project Center for technology help or support. If a student has a technology concern that is causing a problem to a class learning activity, the student should bring this concern to the educator or submit a support ticket to support@ctriveracademy.org. Our goal is for students to visit IT when class is not in session.

Computer updates will be pushed out to scholars automatically through our network. To ensure laptops are up-to-date, scholars are encouraged to do a full shutdown and restart of the laptop from time to time. The Mac Operating System (OS) will only be upgraded during the summer break. Please see IT if the system requests an administrator password for a program update.

Student Use of Technology

Student use of technology at CTRA must align with our school's vision and values. The purpose of technology access and use at CTRA is to support online learning and digital literacy. Please review and follow the below expectations:

CTRA uses the *ISTE Student Standards* to guide effective use of technology. More information can be found at <http://www.iste.org/standards/ISTE-standards/standards-for-students>

Empowered Learners - Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

- I will take responsibility for my technology; I will not give my technology to another student or teacher except for administration, IT, and the Library Media Specialist.
- I will treat the system and its hardware with care to preserve its memory, trackpad, keyboard, labels, and avoid actions that could harm or disable the equipment/system.

Digital Citizens - Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

- I will honor all copyright laws. I will produce original ideas and information in my work.
- I am aware that inappropriate use of technology resources can be a violation of local, state, and federal laws and that I may be prosecuted for violation of those laws. For example, I will not knowingly degrade or disrupt digital information resources, services, or equipment (i.e. tampering with computer hardware and software, vandalizing or modifying data without permission, using accounts or passwords that belong to others, transmitting, receiving, or publishing any threatening or obscene material, invoking computer viruses, attempting to bypass the content filtering systems that are in place as part of CIPA (Child Internet Protection Act), attempting to gain access to restricted or unauthorized networks, installing unauthorized software on CTRA's computers, etc.)
- I will immediately report any problems or inappropriate technology use/messages to an educator or administrator.

Knowledge Constructors - Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

- I will use technology resources and equipment to develop my skills, content knowledge, and post-secondary plans. These resources include but are not limited to G Suite, PowerSchool, Naviance, Turnitin, Noodletools, etc.
- I will use APA citation to give credit to all resources used in the course of my assignments.

Innovative Designers - Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

- I will use technology resources to create my own original work and avoid plagiarizing other people's work to submit it as my own.

Computational Thinkers - Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

- I will use digital information, cloud storage, and resources for educational and communication purposes consistent with the vision and values of CTRA.

Creative Communicators - Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

- I will use technology resources and equipment to communicate clearly and respectfully.

Global Collaborators - Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

- I will use professional, appropriate language at all times while accessing and using technology resources.
- I will be considerate of other digital users and their privacy; I will not reveal any personal information about any other person or attempt to access other computers remotely.

Response to Computer Violations

Any scholar whose use of technology violates the rules, including accessing social networking, gaming, and other non-academic sites during class time, will be subject to the following:

1st offense: Increased restrictions.

2nd Offense: Scholar will not be allowed to take the computer home. Schoolwork must be completed on paper.

3rd Offense: Scholar loses computer indefinitely. All work must be completed on paper.

Contacts for Questions or Concerns

Jennifer Rainey, Library Media Specialist

jrainey@ctriveracademy.org (860) 913-2200 ext. 1206

Windy Petersen, Asst. Principal

wpetersen@ctriveracademy.org (860) 913-2200 ext. 2852

Dress Code

Value Statement

At Connecticut River Academy we live our values of action, diversity, and awareness through our dress code by welcoming students to express themselves authentically and without judgment. We believe every person deserves to learn in a safe, welcoming environment free from increased or reinforced marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Code

- The CTRA dress code will promote the expression of the individual that does not interfere with learning.
- Scholar attire will be free from words and visuals depicting hate, violence or gang allegiance, swearing, nudity, weapons, drugs, alcohol, and smoking/vaping.
- Scholar attire will cover undergarments and all “private” parts. All tops, including but not limited to, shirts, sweaters, sweatshirts will fully cover the back, waist, midriff and shoulders.
- Scholar attire will not include sleep wear such as slippers, pajamas, or blankets; sunglasses; or hoods covering heads.
- Educators will include in their class syllabus any specific clothing required for safety purposes. For example, but not limited to, classes such as manufacturing, science lab or field work, boat trips, and physical education.
- CTRA school wear will be available for purchase.

Drugs, Alcohol, Vaping and Smoking

Smoking and Vaping: Smoking and Vaping, or the possession of any smoking/vaping material is banned from all school buildings, grounds, and all school-sponsored activities. Any scholar in possession of tobacco products, or vapors, will be asked to relinquish said product so that they may be destroyed. Scholars found smoking/Vaping on school property will be suspended out of school. Violations will result in arrest, prosecution and school suspension up to ten days and/or expulsion.

Drugs and alcohol: No person will traffic in, consume, or have possession of alcoholic beverages or drugs at school or at a school function, regardless of the location of that function. Any person under the influence of drugs or alcohol consumed prior to school or a school-sponsored event will be in clear violation of the school drug and alcohol policy. Violations will result in arrest, prosecution and school suspension up to ten days and/or expulsion.

In the event that a member of the faculty or chaperone finds cause to suspect a scholar of violating the LEARN policy on drugs or alcohol during school or at a school function, he/she shall implement the following:

- Notify administration so that the scholar can be removed from the activity.
- Administration will determine the facts of the situation. The school nurse will be involved if needed.
- After investigating the claim, parents will be contacted.
- If it is determined that the scholar is under the influence of drugs or alcohol the parents are to pick up the scholar immediately.
- Any scholar found in violation of the drug and alcohol policy will be later referred to the school nurse.
- In a case where a scholar is in the possession of either drugs or alcohol, the police shall be notified.
- If a scholar’s health is in jeopardy due to drugs or alcohol, the appropriate medical authority will be contacted at once.
- Appropriate consequences will be assigned that correspond to the infraction.

Cause for suspicion and justification for action includes, but not limited to the following:

- Boisterous behavior, or reclusive, drowsy, withdrawn
- Smell of alcohol, vapors, or drugs on scholar
- Erratic behavior
- Passing out
- Nausea or vomiting
- Possession or rumored possession

When a scholar has a problem with drugs or alcohol, he/she is encouraged to seek assistance and help through his/her guidance counselor or social worker.

Dual Credit/Concurrent Enrollment Program

The Dual Credit program at Connecticut River Academy allows high school scholars to earn high school and college credits simultaneously. Through dual credit agreement, Goodwin University and Connecticut River Academy have selected courses that meet both high school and college learning objectives. Depending upon the course, these classes may be offered on the Goodwin University campus or the Connecticut River Academy campus and taught by either a Goodwin professor or CTRA teacher. After completion of dual credit classes, scholars may request a Goodwin University transcript showing those courses for which they have been awarded college credit.

To enroll in these classes, the following must occur:

- The completion of a Goodwin University application
- Registration for the course through Goodwin University
- Attend a scholar orientation
- The parent or guardian of the scholar must attend a Goodwin University/Connecticut River Academy Dual Credit Parents' Night.

A scholar is eligible to enroll in dual credit courses if he/she meets one or all of the following requirements (Please refer to the Program of Studies for the specific requirements of each course):

- The scholar is in the eleventh or twelfth grade.
- The scholar has taken English 099 and received an 85 or better in the course.
- The scholar has demonstrated outstanding academic performance and capability as evidenced by a grade point average of 3.0.
- The scholar meets all of the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc).
- The scholar has shown consistent adherence to behavioral and attendance expectations.

Once a scholar qualifies for the dual-enrollment program, he or she must continue to follow the expectations set forth.

1. Scholars are to follow all policies set by the high school and the college.
2. All scholars attending Goodwin University classes are required to comply with CTRA's attendance policy.
3. Scholars whose Goodwin day begins after 7:45 or ends before 3:00 may request to arrive late or leave campus early with signed parental permission. Scholars without this express prior permission may not leave campus during the day.
4. College instructors are not required to notify parents/guardian or CTRA when a scholar is not attending class or failing. It is up to the scholar to communicate academic standing to his/her parent or guardian.
5. All dually enrolled scholars are expected to attend all courses and participate fully in all course activities, including labs and field trips. These courses will be with the general college scholar population in an adult learning environment, and course content will not be censored.
6. If you have any questions, please contact Wendy Gavin, Early College Theme Coach at 860-913-2200 or wgavin@ctriveracademy.org.

Early Dismissal

Scholars will be dismissed early from school only for emergency and medical reasons as requested by a parent/guardian. Early dismissal requests must be in writing with parent/guardian signature and telephone number, presented in the office at the start of the school day, and approved by the Assistant Director. All scholars, including those 18 and older, must have a note from a parent or guardian to be dismissed early.

On rare occasions for emergency reasons, parents may call to request a scholar be dismissed early. After the second request in a quarter, a parent meeting will be required.

Electronic and Telecommunication Device Policy

Given the expensive nature of electronic devices such as iPods, iPhones, iPads, MP3 players, Blackberries, electronic planners, and cell phones, scholars are encouraged to not bring such personal items to school. Scholars who bring such items to school do so at their own risk. **The Connecticut River Academy is NOT responsible for lost or stolen personal electronic devices.** If scholars choose to bring these items to school, they do so at their own risk.

The Connecticut River Academy emphasizes "electronic etiquette" regarding cell phones, music, and electronic devices in school. We want scholars to be engaged in class and other school experiences, not focused on phones or music devices. If not used appropriately for educational purposes, electronic and telecommunication devices can be disruptive to the educational process. Therefore, scholars may

use electronic devices before the school day begins at 7:45 and after the regular school day ends at 3:00.

Texting/Chatting

CTRA recognizes that texting or chatting is a quick and convenient form of communication between families. However, to prevent disruption and extended texting conversations, scholars may only receive or send a text/chat between classes or during lunch at designated times.

1. These devices must be kept silent and put away safely during class time – this begins the minute the scholar enters the classroom.
2. Any scholar needing to make a phone call during class time must do so using a designated phone in one of the school's main offices. Electronic devices are not a cause to be tardy to class nor should it cause a disruption to the learning environment.
3. If an electronic device is visible, audible or in use during any testing, the device will be confiscated; the scholar will be removed from the test setting, and a test/quiz grade penalty may be assessed by the teacher.
4. To prevent distractions to learning, parents/guardians who need to reach a scholar are encouraged to call the main office.
5. If scholars are ill they should not text a parent but ask for a pass to the nurse's office and use the phone there to ^[1]call.
6. Scholars are not allowed to make calls in the hallways.
7. **CTRA administration and staff reserve the right to limit or prevent such use if a scholar's texting causes a distraction or violates the electronic use guidelines.**

Important Cautions

- This policy is in effect from 7:30 a.m.- 2:45 p.m.
- The following are inappropriate uses of electronic devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day.
- In areas of the school in which there can be a reasonable expectation of privacy, such as restrooms and locker rooms, use of electronic devices, cameras, or recording devices is prohibited at all times.
- Forbidden and inappropriate use of cell phone cameras, digital cameras and other recording devices may be in violation of the criminal code and subject to school and police consequences.
- ***Scholars who bring electronic devices do so at their own risk.*** The school will not be responsible for physical damage, loss or theft of the personally- owned device. Connecticut River Academy is unable to utilize administrative time to attend to reported cases of lost, stolen, or damaged electronic devices that are personally owned.

Responding to Violations of the Electronic Device Guidelines

Any electronic device being used in an inappropriate time, place, or manner will be confiscated, tagged, and turned into an administrator. The return of any confiscated device will be contingent on serving the consequence assigned by the administrator.

- First Documented Offense:
 - The electronic device is confiscated, tagged, and given to the Intervention Coordinator or Assistant Principal. The device is returned at the end of the school day.
- Second Documented Offense:
 - The electronic device is confiscated, tagged, and brought to the main office and given to the Assistant Principal. The scholar is issued a detention and the device is returned at the end of the school day.
- Third Documented Offense:
 - The electronic device is confiscated, tagged, and brought to the main office and given to the Assistant Principal. The electronic device is held in the main office until a parent or guardian picks it up.

Failure to turn over the device will be seen as insubordination and will result in additional consequences. ^[1]The Assistant Principal will develop an "electronics intervention plan," which may include revoking the privilege of using electronic devices in school, or a daily turn in. The plan will be reviewed every thirty days.

Headphones

Electronic devices may be used with headphones/earbuds with only ONE in at a time, in the hallway, during lunch or class time with **explicit** teacher approval between the hours of 7:00AM and 2:50 PM. They may only be used at a volume inaudible to others. For safety reasons and to maintain a sense of community, only ONE may be worn on or in ears during passing, or in hallways.

FAQ's for Scholars

- ***I brought my electronic device to school and my teacher will not allow me to use it- what do I do?***
 - *The teacher has the final say on classroom procedures. If your teacher asked you not to use your device, you need to follow their instructions.*
- ***How do I know if I'm not following the expectations of use?***
 - *You know you aren't using your electronic device correctly when:*
 - *You have both earbuds/headphones in/on your ears in the hallways during the school day*
 - *You text, chat, tweet, or post online when are in class*
 - *Your music is audible*
 - *You ask your teacher if it is okay to finish your text because the bell hasn't rung yet*
 - *You are taking pictures or video without educator permission*

- **What happens if another scholar is harassing/bullying me using a personal device?**
 - This should be reported to an administrator/teacher/school counselor. This would be a violation of the code of conduct and is subject to investigation and possible disciplinary consequences.

Emergency Procedures

School safety is an absolute priority at Connecticut River Academy. Detailed instructions for emergencies are posted in all areas of the school, and periodic practice drills are conducted by school staff. All scholars and staff are expected to familiarize themselves with emergency procedures and cooperate promptly and fully with school authorities in all emergencies and emergency drills. A binder of emergency procedures is posted in each classroom and office for ready reference at all times.

Fieldwork and Field Trips

Connecticut River Academy delivers much of its curriculum through fieldwork and field trip experiences. Given the experiential nature of the school, upon enrolling a scholar parents must sign a single comprehensive permission form approving their child's participation in the various field work, field trips and related school travel that constitute much of the environmental studies program, both on and off-site. The most common sites for program delivery are the Goodwin University site, local educational, commercial and industrial sites, and locations on and around the Connecticut and Hockanum Rivers. Travel will most commonly be by school van or bus. Any scholar whose behavior is considered unsafe or disruptive may be temporarily excluded from fieldwork and field trip experiences.

Fundraising Activities

Fund-raising at the Academy is severely limited and generally discouraged. No scholars, staff, classes or school organizations may conduct fundraising drives unless approved well in advance by the school Director and LEARN. Occasional fund-raisers related to community service and charitable giving to worthy causes may be approved according to Board Policy.

Grading / Grade Reporting Systems

Academic transcripts will utilize the following grading system:

Grade Percentage	Letter Grade	GPA
97-100	A+	4.333
93-96	A	4
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2
70-72	C-	1.667
67-69	D+	1.333
63-66	D	1
60-62	D-	0.667
50-59	F	0

Grading Policies

Grades in each course will be calculated based on either 100% of the final and interim summative assessment categories or a combination of final and interim summative assessment (90%) and practice categories (10%) (e.g., homework and classwork).

- No grade lower than 50% will be calculated into the quarter grade for work that is submitted. Assignments that are not submitted will be calculated as 0% in the final quarter grade.

Our CTRA grading philosophy suggests that scholars should be given the opportunity to demonstrate mastery of curricular goals, and that grades should reflect that mastery rather than scholar behaviors. To that end, the following policies and procedures regarding late work, re-dos, retakes and make-up of summative assessments will be in effect for the 2021-2022 school year.

See the **Late Work, Re-dos, and Retakes** section on page 28 for more information.

PowerSchool

Parents and scholars are strongly encouraged to monitor academic progress. Parents and scholars are able to monitor academic progress by logging onto the PowerSchool site at <http://powerschool.learn.k12.ct.us/public/home.html> and entering your user name and password. This information will be provided by the school in a letter sent home during the first quarter.

Graduation Requirements

To graduate from Connecticut River Academy scholars must meet the requirements of the State of Connecticut (PA10-111) and requirements unique to Connecticut River Academy. For graduation from the Connecticut River Academy, the Classes of 2021 and 2022 must earn a minimum of twenty-five credits (25), including:

Subject	Credits	Distributional Credits
English	4	Must take at least 1 credit of English all four years
Social Studies	3	Civics (0.5 credits) American History (1.0 credit)
Mathematics	3	Algebra 1 and Geometry
Science	3	Physical Science, Life Science, and Lab Science
World Language	2	-
Physical Education	1	-
Health & Safety	0.5	-
*Career & Life Skills	1	
Fine Arts	1	Art or Music
**Humanities	1	-
***Capstone Project	1	Senior Demonstration Project and Exhibition
Electives	4.5	-

Class of 2023 & Beyond Graduation Requirements for Connecticut River Academy

For graduation from Connecticut River Academy, scholars must earn a minimum of twenty-five credits, including:

CT Graduation Requirements	Subjects	Credits	Mandatory Courses or Equivalents
Humanities (9 credits)	English	4	1 English credit each year for 4 years
	Social Studies	3	Civics(.5 credit) and US History (1 credit)
	Fine Arts	1	Art or Music
	Elective	1	1 elective credit in Social Studies, English, World Language, or Fine Arts
STEM (9 credits)	Mathematics	4	-
	Science	3	1 credit in a physical science, 1 credit in a life science, and 1 additional credit in a lab science course
	Technology	1	-
	STEM Elective	1	-
World Language (2 credits)	Spanish	2	* Scholars may meet requirements for Seal of Bi-Literacy on diploma and transcript
Self-Wellness (2 credits)	Physical Education & Health	1	.5 credit in PE and .5 credit in Health
	Personal Wellness & Safety Education	1	Four Years of Advisory (.25 credits each year related to SSP)
Electives (2 credits)	-	2	May be any course in any subject area that is not required for graduation
Mastery Based Diploma (1 credit)	Capstone Experience	1	Senior demonstration project and exhibition
25 credits		25	

Promotion and Retention

The minimum number of credits needed for promotion to the next grade level are as follows:

Grade 10	6 credits
Grade 11	12 credits

Grade 12	18 credits
Graduation	25 credits

Scholars lacking credits for promotion will be expected to attend summer school to stay on track with their classmates for graduation. CTRA does not offer summer school.

Graduation from our school (1) that scholars have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and/or standards of proficiency established by the faculty and approved by the Board of Directors, and (3) that they have met the graduation requirements established by the Board of Directors and State of Connecticut.

*Career and Life Skills - These skills are embedded throughout our courses including our theme-based electives.

**Humanities – This requirement may be met through English or Social Studies Electives

*** The Capstone Project is a graduation requirement for all CTRA Scholars.

Health and Wellness

Connecticut State Department of Education requires that all scholars successfully complete .5 credits in health in order to meet the requirements for graduation. The health education program at the Connecticut River Academy offers scholars an opportunity to learn about physical, mental and social well-being. Topics include: wellness, fitness, nutrition/eating disorders, mental and emotional health, self-esteem, sexuality, stress management, first aid/C.P.R., alcohol, tobacco and other drugs.

For a scholar to be excused from a portion of a unit of study that deals with information which conflicts with his/her family's values they must complete the Health and Wellness Opt-out Form which is in the forms section of the handbook. Alternative assignments will be provided to the scholars who do not participate in units that conflict with a family's values.

Hall Passes

At CTRA we value every moment of instructional time as well as the safety of our scholars. For these reasons we seek to both limit the time scholars are out of the classroom and make sure that we have an accurate account of where scholars are at all times. To help assist in this, we adhere to the following process:

- Each teacher will be provided one hall pass for scholars to sign out.
- Any scholar needing to use the restroom, record destination and time out on the classroom sign-out sheet, and take the designated pass.
- Upon re-entering the classroom, scholars must also record the time of their return. Scholars are reminded that this time out of class must be kept as brief as possible.
- Scholars needing to see the school nurse or to go to a school office should ask the teacher for a pass specifically for that purpose. The educator will issue an official Nurse/Office Pass.
- **Scholars needing to see the school counselors or social workers should ask the teacher for a pass specifically for that purpose. The educator will issue a pass specifically for the school counselors or social workers.**
- Teachers will be asked to turn in their sign-out sheets weekly for review by the school's behavior interventionist. Scholars found to be abusing pass privileges in any way will meet with the Assistant Principal and may be placed on pass restriction for a designated period of time.
- Scholars must use restrooms on the floor where they have class.

Health & Nursing Services

School-Based Health Center

School Nurse

The school nurse's office is open for emergency first aid and illness or injury during school hours. Any scholar who becomes ill or injured while at school should inform the nearest faculty member and report immediately to the school nurse. If the scholar is unable to do so, the school nurse should be called immediately to the scene. Admission to the nurse's office in a non-emergency situation requires a pass from a teacher. If the scholar needs to go home, the parent/guardian will be called by the school nurse. No scholar is allowed to leave campus because of an illness /injury without being dismissed by the school nurse.

No medication (including Tylenol, cough syrup, etc.) or treatment, other than approved first aid, will be given to scholars by school personnel without appropriate consent. Prescribed medication to be administered at school must be in the original pharmacy bottle with the student's name, date of birth (DOB) and a physician's order, and must be kept in the school nurse's office. No medication, except asthma inhalers, is to be in the possession of the scholar while on school property. Medication Administration Forms must be completed by the parent and a medical provider before any medication may be given by the nurse. Forms can be obtained from the School-Based Health Center (SBHC). The completed forms will be retained in the scholar's Cumulative Health Record (CHR).

The school nurse maintains the CHR for each scholar, which includes illness notations, completed physical examination forms, immunization records and other pertinent health information. Each parent must complete an emergency medical information form to

keep on file. Under Connecticut law no scholar may enter 10th grade without submitting the required physical examination (including an immunization record) form signed by a medical provider.

Parents must notify the school nurse with any request written by a medical provider to limit a scholar's participation in a school activity. Scholars with medical conditions that may be contagious or infectious may be excluded from school pending diagnosis and treatment to protect others from exposure. The scholar will need a note from a medical provider prior to returning to school. If you have any questions for the school nurse, please call her at 860-310-2865.

Nurse Practitioner

The SBHC has an Advanced Practice Registered Nurse (APRN) available to scholars enrolled in the Integrated Health Services, Inc (IHS) School-Based Health Center during school hours. The APRN provides health care services on-site including, but not limited to: physical examinations, immunizations, acute/chronic care, reproductive health care and education, and disease/nutrition education. The APRN can assess, diagnosis and treat the scholar per request of the parent or scholar. If further assessment/treatment is required that cannot be provided in the clinic, the APRN will refer the scholar to an appropriate provider.

If the scholar assessed requires dismissal per the school policy, the APRN will refer the scholar to the school nurse for dismissal. These services are protected by the HIPAA Privacy Rule. These services may be billed through the scholar's insurance. If the scholar does not have insurance, services will require payment based on a sliding scale. Information and assistance is available at the health center for all of our families.

If you are interested in your scholar receiving these services, or if the scholar is interested, please call the SBHC at 860-310-2864 or visit the SBHC in Suite 143.

Social Worker

The SBHC has two social workers available to scholars enrolled in the Integrated Health Services, Inc (IHS) School-Based Health Center during school hours. The social workers provide age appropriate counseling to students in need of behavioral health care services. The social workers are available for, but not limited to: crisis assessments, individual therapy, group therapy, family therapy, treatment planning, case management, team/community collaboration, patient/family education, and triage/discharge planning. These services are protected by the HIPAA Privacy Rule. These services may be billed through the scholar's insurance. If you are interested in your scholar receiving these services, or if the scholar is interested, please call the SBHC at 860-310-2864 or visit the SBHC in Suite 143.

Dental Services

The SBHC has a dentist and dental assistant available to scholars one day per week. In order to receive these services, the scholar must be enrolled in the SBHC, have required dental forms completed and have Husky insurance. The dental team provides dental cleanings, sealants, fillings and restorative work on-site. If more extensive treatment is necessary that cannot be provided in the clinic, the scholar will be referred to an appropriate provider.

These services are protected by the HIPAA Privacy Rule. These services will be billed through the scholar's Husky insurance. If the scholar does not have insurance, services will require payment prior to the visit.

If you are interested in your scholar receiving these services, or if the scholar is interested, please call the SBHC at 860-310-2864 or visit the SBHC in Suite 143.

Illegal Activities

In addition to scholar behavior specifically prohibited by school rules and regulations contained elsewhere in this handbook, all activity that is illegal in the community-at-large and in the State of Connecticut is also illegal and prohibited at Connecticut River Academy.

Late Work, Re-dos, and Retakes.

Late work:

In order for a scholar to pass each quarter, all unit summative assessments for that quarter must be submitted. If any unit summative assessments are not submitted, the scholar will earn a 0 for the assessment. The school may determine certain critical assessments that are a requirement for successful completion of the course.

Educators must provide the opportunity for scholars to submit late work within the quarter. Scholars may request an extension by submitting a late work form signed by their advisor on the due date. If the scholar does not submit a form, they must attend a Friday restorative session within two weeks to submit it.

1. The educator will email the scholar and after-school monitor with notice of restorative work session.
2. Scholars who have specific accommodations (via IEP or 504 plan), will complete the appropriate extended time request sheet. This will be reviewed by the general education teacher and case manager to make sure that appropriate steps are being made to meet the scholar's plan.

Re-Do and Retakes

Opportunities for scholars to re-do assessments and to retake tests occur at teacher discretion. When these opportunities are provided, the following parameters must be adhered to:

1. Re-do or retake on a major assessment must be accompanied by a form that includes how and when new learning or re-learning will take place, a timeline for the redo or submission of late or unsatisfactory work, and a deadline for the re-do or retake. A parent may be required to sign this form. The original version of the assignment should be submitted with the redo or retake.
2. Portions of an assessment that have already been completed in a satisfactory manner do not need to be done again.
3. Grades may not be averaged. The grade that best reflects scholar mastery of the material is the grade that counts. In most instances this will be the grade on the redo or retake. The grade for late work should be based on the quality of the work, not on the date of submission.
4. All scholars, even those who received acceptable grades, must be included in any opportunities the educator provides for scholars to improve their work.

Regardless of whether a retake or redo or submission of late work is allowed, a pattern of missing or poorly done work obligates the educator to speak first to the scholar, then to the scholar's parent or guardian, and finally to the scholar's guidance counselor.

Leaving School Premises

Connecticut River Academy is a highly active, multi-faceted, high-tech, dynamic learning environment, and it is imperative that the school is continually aware of scholar location and scholar safety at all times. No scholar shall be permitted to leave the school premises (or school jurisdiction regardless of site) during the school day without school or staff authorization. Violators are subject to immediate suspension from school on safety grounds and for serious disruption of the educational process.

The Goodwin University building is considered to be off-premises unless a scholar is specifically scheduled to be there for a class at that time. While at any of the Goodwin buildings, scholars must remain in the building and not leave to access nearby businesses. Scholars may otherwise only access Goodwin University with express permission from a faculty member.

Lost and Found

Any articles which are found on school premises should be returned to the school office. Unclaimed articles will be disposed of at the end of each month. Loss or suspected theft of personal or school property should be reported to the school office immediately.

Make-up Work

It is the responsibility of any scholar who is absent to determine any missed work and to make up that work in a timely manner, as agreed upon between the scholar and the teacher. If a scholar misses a class, they should check Google Classroom and/or contact a friend in the class to obtain class notes, information on class activities, and homework assignments. See the CTRA grading policy for more specific policies related to missed assessments.

Military / College Recruiting

Federal law requires that school districts must, upon request, provide military recruiters, colleges and universities access to the names, addresses and telephone listings of secondary school scholars. Parents or guardians may request that this directory information not be released by completing the Military/College Recruiting Opt-Out Form in the Forms Section of the Handbook.

However, given the nature and purpose of the program at Connecticut River Academy, and its formal affiliation with specialized highly regarded STEM schools nationwide, it may be wise for parents not to restrict directory information from military colleges and science-oriented universities like the US Naval Academy, the US Coast Guard Academy, the merchant marine academies, US Military Academy, US Air Force Academy, MIT, Cal Tech, etc.

National Honor Society

The Connecticut River Academy Chapter of the National Honor Society, established in 2012, recognizes scholars with outstanding scholarship, leadership, service, and character. Juniors with a cumulative B/3.0 GPA (averaged from all years of high school) will receive an invitation to participate in our annual induction process. This process models the college application experience; therefore, it is recommended that scholars record awards, community service hours, special academic and extra-curricular experiences, etc. starting in ninth grade. Educators will also assist in this process by providing feedback on the extent to which individual scholars exhibit the NHS criteria of scholarship, leadership, service, and character. Candidates have the choice to complete a candidate information packet and interview by the deadlines set each year (no extensions will be made to this process.) As part of the process, scholars must declare any disciplinary infractions on his/her record. Self-reflection on disciplinary issues is essential; major infractions could deter membership.

After the Faculty Council reviews candidate information packets, scholars will receive announcements regarding membership via mail. Scholars who do not earn membership in their junior year will be invited to complete the process again in their senior year if he/she maintains the scholarship requirement of a B/3.0 average. An evening ceremony will be held annual to honor new members; the ceremony will take place shortly after announcements are mailed home. Membership to this national organization requires active participation in group and individual service projects while continuing to maintain a B/3.0 GPA. Concerns such as disciplinary infractions, inconsistent participation, and changes in GPA will lead to a notice of probation with time to improve the stated issue. A dismissal hearing and procedure will be activated if improvement is not shown or if major disciplinary infractions occur (i.e. activities that lead to suspensions or involvement with law enforcement). Members of the National Honor Society are to be positive role models in their school and home communities at all times.

NCAA College Athletics Eligibility

In order to be eligible to participate in Division I or Division II sports at the college level, a scholar must meet academic requirements established by the NCAA. Scholars can obtain eligibility information by going online at www.ncaaclearinghouse.net or at the guidance office of the high school where you play CIAC interscholastic sports. Interested scholars should register online with the NCAA in September of their senior year.

Parents / Families Expectations

Our school philosophy as an inter-district magnet school is that families, scholars, and school staff should work in partnership to help each scholar reach his/her potential.

As a parent/guardian or family member, I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code.
- Support my child in using technology to enhance learning and monitor my child's progress in school.
- Make every effort to attend school events, such as orientation, parent-teacher conferences, and open house.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community-sponsored activities.
- Participate in shared decision making with school staff and other families for the benefit of scholars.
- Respect the school, staff, scholars, and families.
- Read the Parent-Scholar Handbook, stay in regular contact with the school, and attend school meetings and events.

Parent/Guardian Tips for Scholar Success

Proactive parenting and preventative approaches can be very effective in helping your child experience school, and later, career success. Moreover, parents can help create safe schools by keeping the lines of communication open with child and school.

- Discuss the school's behavioral expectations and policies with your child. Show your support for school rules and help your child understand the reason for them.
- Involve your child in setting rules for appropriate behavior at home
- Talk to your child about "mandatory reporting" to school personnel if he/she sees or overhears something that may cause an unsafe environment
- Help your child find ways to manage anger so it does not lead to verbally or physically harming others
- Help your child understand the value of accepting individual differences.
- Note any changes in your child (i.e. frequent outbursts, fighting or bullying, frequent conflicts with peers, loss of friends, reluctance to communicate, signs of alcohol or drug use)
- Talk with a trusted professional in your child's school or in the community
- Keep lines of communication open with your child. Urge your child to always let you know where they are and who they are with.
- Frequently check your child's computer history and be sure you are aware of all passwords.
- Prior to your child leaving home, make sure he/she is appropriately dressed.

Parking / Motor Vehicle Registration

- Parking space at Connecticut River Academy is limited and therefore is restricted. The school administration may authorize properly licensed scholars to drive to school. All authorized scholar vehicles must have a clearly displayed school issued identification tag that is visible through the front windshield. Any motor vehicle privilege may be revoked for improper use.
- All vehicles on school property must be properly registered and insured.
- All requests for scholar parking privileges must be accompanied by proof of proper licensing.
- Any car found on the school parking lot without a permit will be towed away at the owner's expense.
- Scholar parking is permitted on the third floor of the parking garage only.
- Upon arrival at school scholars are not to remain in scholar cars, but are to come directly into the building.
- A scholar may transport only himself/herself onto and off of school grounds
- Scholars may not drive to Goodwin Classes.
- Any scholar abusing the permit privilege will have the permit revoked.
- Other grounds for Revocation of Permits include, but are not limited to, the following:
 - Speeding or reckless driving on school grounds
 - Leaving school grounds without permission.
 - Failure to park in the area designated for scholars.
 - Loitering of scholars in cars.
 - Poor academic achievement, attendance, punctuality, or conduct.
 - Refusal by a scholar, parent or guardian, or vehicle owner to permit a motor vehicle search by school authorities on school premises
 - Possession of alcohol, drugs, weapons or other illegal contraband on campus

Project Center

Purpose of Space

The CTRA Project Center offers a space for collaboration and support to "ensure that students are effective users and producers of information and ideas" through differentiation, "reading advocacy," and "equitable access" to resources.¹

Hours

The CTRA Project Center is open at 7:15 AM each school day.

Accessing Resources

Families, scholars, and educators may search the CTRA Destiny library catalog by visiting the Project Center webpage and/or <https://ctr.follettdestiny.com>. Materials (up to five at a time) are typically loaned out for two-week periods. Scholars and families will be notified of late or lost material fees. Materials can be renewed through scholar or educator personal Destiny accounts. Materials may be returned to the return shelf by the Project Center entrance.

Scholars who are dual-enrolled in Goodwin courses will locate and borrow most college books from the Project Center. Dual-enrolled scholars are responsible for returning Goodwin course materials at the end of each Goodwin course. New Goodwin books may not be obtained until previous Goodwin course books have been returned.

¹ Washington Library Media Association <<http://www.wla.org/wlma-home>>

Public Displays of Affection

Scholars are asked to keep public displays of affection to an acceptable mode of behavior that will not embarrass teachers, staff members, or fellow scholars. Respectful decorum should prevail in each scholar's conduct toward others. If such behavior persists to a point where it is unacceptable, parents will be contacted to discuss the problem and scholars may lose privileges.

Examples of inappropriate public displays of affection include, but are not limited to: kissing, prolonged embraces/hugs, inappropriate touching/stroking/petting, etc.

Publicity and Media Relations

To promote the school mission and properly inform the public about Connecticut River Academy, all scholars are asked upon enrollment at the Academy to provide the school with a signed Public Relations Permission Form authorizing photographic, video and television coverage of events involving them.

Release of Scholars

No scholar shall be permitted to leave the school jurisdiction during the school day without permission from the Principal or his/her designee.

In case of divorced or legally separated parents of a scholar, of which case the Principal has been notified, the Principal or his/her designee requires that a legal statement designating the custodial parent or guardian is entered in the scholar's file as a decision-making guide for the Principal or his/her designee. The scholar will only be released to a parent, guardian or other person listed on the emergency contact sheet which the parent/guardian completes upon registration.

Restorative Practices

Restorative practices is a system whereby individuals who may have caused harm to the school community can address those affected by their behavior and take responsibility, with the goal of repairing harm done. It requires the individual to acknowledge how the behavior affected others, accept the behavior was harmful, and make changes to avoid such behavior in the future. .

- Circle Process: Circles provide scholars an opportunity to speak and listen to one another in a safe atmosphere and allow educators and scholars to be heard and offer their own perspectives.
- Restorative Community Service: Community service allows for individuals to restore a harm they may have committed to the school community by providing a meaningful service that contributes to their individual improvement.
- Peer Juries: Peer juries allow students, who have broken a school rule, and trained student jurors to collectively discuss why the rule was broken, who was affected, and how the referred student can repair the harm caused.
- Peer Mediation: Mediation – Some behavioral issues can be addressed through peer mediation or a mediation between a scholar and an educator. The objective of these mediations is to build empathy and mutual respect.

More information may be obtained under the section titled, "Code of Conduct, Discipline, and Restorative Practices."

Schedules

Connecticut River Academy operates on an extended school day. CTRA utilizes an alternate-day, extended-day block schedule to promote in-depth experiential learning and to maximize use of the environment and Goodwin University resources. The school day for scholars is from 7:30 am – 2:45pm.

Class Schedules for 2021-2022

A/B Day

Anchor	7:30 – 7:40
1 st Block	7:44-9:09
2 nd Block	9:13-10:38
3 rd Block	10:42-12:32 1 st Lunch-10:42 -11:07 2 nd Lunch-11:11 -11:36 3 rd Lunch-11:30-12:05 4 th lunch-12:07-12:32
4 th Block	12:36 -1:59
Flex	2:03 – 2:45
Dismissal	2:45

Early Release A or B Day (non-Friday)

Anchor	7:30-7:40
A1/B1	7:44-8:34
A2/B2	8:38 -9:28
A3/B3	9:32-10:22
A4/B4	10:26-11:15

Early Release Friday A/B day

Advisory	7:30- 8:15
A1/B1	8:19 – 9:00
A2/B2	9:04 -9:44

A3/B3	9:48-10:30
A4/B4	10:34-11:15

MTD Friday

A1/B1	7:30- 7:55
A2/B2	7:59 – 8:24
A3/B3	8:28 -8:53
A4/B4	8:57 -9:22
Advisory	9:26 -9:49
Assembly/Activity	9:53 – 11:15

2 Hour Delayed Opening

Anchor	9:30-9:40
AA/B1	9:44-10:35
A2/B2	10:39-11:31
A3/B3	11:35-1:08 1 st lunch 11:35 to 12:00 2 nd lunch 12:10 to 12:35 3 rd lunch 12:43 to 1:08
A4/B4	1:12 to 2:04
FLEX	2:08 -2:45

School Cancellations / Late Openings

In the event of a school cancellation, delay, or early dismissal due to inclement weather, a phone call and email will be sent through SchoolMessenger to notify parents. SchoolMessenger is a parent notification system that allows administrators to deliver messages to home phones, work phones, cell phones, and email addresses. You may also listen to local radio announcements or local TV news.

Early Closing: If the weather causes Connecticut River Academy to close early, dismissal will be at 11:30 AM and announcements will be made on the local TV stations as well as through SchoolMessenger.

School Governance

The Principal reports to the Executive Director of LEARN. Goodwin University delegates the operational management of Connecticut River Academy to LEARN Regional Educational Service Center under a management contract. A Governing Board consists of representatives from Goodwin University, the two magnet feeder schools, a CTRA parent, and a representative from the Connecticut Center for Advanced Technology.

School Governance Council

School Governance Councils are an opportunity for Connecticut schools to become centers of excellence that prepare all scholars for success. They represent the many interests of the families, staff, and community members that make up the school's community. This is important because research has shown that:

- Partnerships among families, schools, and community members can make a powerful contribution to greater student success.
- No matter what their income or background, students with involved families tend to have higher grades and test scores, better attendance, and higher rates of homework completion.

The School Governance Council serves as an important role to the school administrator by:

1. Bringing together parents, school staff, students, and community leaders to work together to *improve scholars achievement and*
2. Assisting the school administration in decisions impacting students' education in areas such as:
 - Analyze **data** and school needs;

- Review the school's **resources**; and
- Advise the principal in making **programmatic and operational** changes.

Elections for the School Governance Council are every fall, and members serve a two-year term. The council is comprised of educators, family members, scholars, and community members.

School Property

Scholars are financially responsible for lost or damaged school property. Care should be taken with all textbooks, supplies, materials and equipment. Scholar grades, transcripts, report cards and diplomas may be withheld until a scholar's obligations are met.

School Safety

Teaching and learning can only thrive in an emotionally and physically safe and supportive environment.

Consequently, Connecticut River Academy will act swiftly and forcefully in response to the following "zero tolerance" behaviors with disciplinary action up to and including suspension, expulsion and/or arrest:

- Possession of dangerous instruments, weapons, or their accessories.
- Possession, transfer or use of drugs, drug paraphernalia or alcohol
- Possession or use of tobacco or tobacco products
- Threats of bodily harm
- Bullying or harassment
- Assault
- Fighting
- Hate crimes
- Vandalism
- Hazing
- False fire alarms or bomb threats
- Any other behavior that is seriously disruptive of the educational environment

See the Appendix for more detailed school policy and regulations regarding these offenses and related disciplinary consequences. All other activity that is illegal in the community-at-large and in the State of Connecticut is also illegal, prohibited and subject to disciplinary action at Connecticut River Academy.

Accident Prevention

Scholar and staff safety on campus during on-water activities, in laboratories, at off-site field work, during field trips and at all school-related events is an absolute priority at Connecticut River Academy.

In addition to regular school safety procedures, the cooperation of scholars is essential to ensure school safety. At all times scholars should:

- Avoid conduct that may put the scholar or other scholars or staff at risk
- Follow school rules and honor the Academy code of conduct
- Make careful and safe use of all scientific and industrial tools and equipment
- Promptly report potential safety hazards, including intruders on campus
- Immediately report all accidents and injuries to the nearest school staff
- Know emergency evacuation routes and signals,
- Follow, immediately, the instructions of staff who are overseeing the welfare of scholars

Search and Seizure

A scholar may be searched according to a decision of the Supreme Court of the United States (New Jersey v. T.L.O. 53 USLW 4083-1085) if there are "reasonable grounds" for suspecting that the search will turn up evidence that the scholar has violated or is violating either the law or the rules of the school. The school administration retains control over laptops and desk space provided to scholars and regulates admission and parking of automobiles on school grounds. If the administration has specific knowledge which leads them to reasonably suspect that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods associated with school are likely to be found, they have the right and duty to inspect and search scholars' laptops and desks as well as scholar or non-scholar automobiles that are on school property. The administration also has the right and duty to search a scholar if they have a high degree of suspicion that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods are likely to be found in the scholar's possession. The right to search is reserved by the administration in exercise of the school's duty to enforce school discipline and to protect the health and safety of the scholar and/or the scholar body. The items of a search may be turned over to the police for inspection or examination. Any illegal activity is subject to criminal prosecution in addition to school disciplinary action. An authorized school administrator or designee may conduct a search under the following conditions:

1. There is reason to believe that the scholar's desk, laptop, personal automobile, or personal belongings contains contraband material;

2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school;
3. The scholar has been informed in advance that the school policy allows desks, laptops, personal belongings, and personal automobiles parked on school property to be inspected if the administration has reason to believe that materials injurious to scholars or the school.

Scholar Activities, Dances, and other School Events

Proposals for all dances, scholar activities and other school events, including fund-raising, must be:

1. Sponsored by a school-approved club, a class government, or the Scholar Council;
2. Planned and implemented by the Officers of the Club, Class Board or the Scholar Council with input from approved adults; and approved by the Club, Class Board or Scholar Council Advisor before the proposal is submitted to the Assistant Director.
3. Proposals for Administrative approval must be submitted to the CTRA Assistant Principal at least **three (3) weeks** before the anticipated date of the event.
4. The participation in some clubs will require that a fee be paid by the scholar.

Promotion of School Activities/Events

Any posters or flyers must be approved and signed off by school administration before it can be posted in the school. Promotional material may only be posted in approved area. Forty-eight (48) hours after the conclusion of the event all promotional material for the event must be removed from the walls.

Promotional materials may only be adhered to the wall using BLUE PAINTING tape. The use of duct/duck tape, scotch tape, nails, and pushpins is prohibited.

Participation in School Activities

All scholars attending a school activity shall have been present during the day of the activity. Scholars must be in school for at least three (3) hours. If a scholar is absent the day of an activity, that scholar may not participate in the activity. If an event occurs on a non-school day the participation will be based on the last school day preceding the activity. For example, a scholar wishing to participate in an activity on Saturday, must be present in school on the Friday before for at least three (3) hours. In the event of a college visitation or family commitment or emergency, please contact the school administration. Scholars under suspension are not permitted to attend any functions or after-school activities, athletic practices, or games or be on school grounds during their suspension. In addition, restriction from participation in certain school activities may be included in disciplinary consequences. Scholars and parents will be notified of any such restriction.

Guests to School Dances/Prom

All scholars are welcome to bring a guest from another school. The guest must be pre-registered prior to the dance and complete a Guest Registration Form. Guests must attend high school and are subject to administrative approval.

Scholar Behavior During School Activities

No refreshments may be brought into any after school activity.

Scholars may not return to the activity once they leave the building or site of the event.

Scholars will not be permitted to enter evening activities one hour after the event has begun unless they make prior arrangements with their Assistant Principal. When an unusual circumstance, such as employment, makes it necessary for scholars to arrive late, they should purchase a ticket in advance and get permission from their Assistant Principal. Only those scholars whose names appear on the official late list will be admitted.

No alcoholic beverages or controlled drugs may be brought onto school grounds.

Cigarettes and smoking are prohibited.

Disciplinary consequences will result if school rules are violated.

Scholar Assistance

CTRA utilizes a multi-tiered system of support, which includes the SRBI (Scientific Research-Based Intervention) process. All scholars are screened to identify learning strengths and weaknesses, determine interventions, and monitor and adjust instruction within the general education setting. Tier 2 and 3 interventions are employed when necessary while maintaining inclusive classroom environments.

Scholar Records

A scholar's school records are confidential and are protected by law from unauthorized inspection or use (Family Educational Rights and Privacy Act). A cumulative record is maintained for each scholar from the time the scholar enters Connecticut River Academy until the scholar withdraws or graduates. This record moves with the scholar from school to school.

The Principal, or his/her designee, is custodian of all records for currently enrolled scholars. Records may be reviewed as time permits during regular school hours upon completion of the written request form. By law, both parents have access to the records of a scholar 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 provided a copy of the court order terminating those rights.

Scholar Schedules

Scholar schedules will be distributed as soon as they are ready. Scholars will receive a copy of their schedule on the first day of school during Anchor.

School Staff Contact

The school staff contact list may be found on the school website at <http://ctriveracademy.org/>

Unauthorized Areas

Certain equipment and equipment systems and certain areas of the school building and premises are not open to scholars for safety and security reasons. Scholars found using unauthorized equipment or found in unauthorized areas without a supervising staff member will face disciplinary action.

Visitors

All visitors must report immediately to the main office, sign-in, and receive a Connecticut River Academy "Visitor's Pass" before proceeding to other areas of the school or school grounds. Parents desiring a meeting with school staff should arrange an appointment in advance. Scholars are not allowed to bring visitors to school, except with prior authorization from the school administration.

Withdrawing From School

Scholars who wish to initiate the withdrawal process should contact their school counselor to arrange a meeting. A parent/guardian signature is required for all scholars under the age of 18 who wish to withdraw. Once the counselor has spoken to the parent, a withdrawal meeting will be scheduled. The school counseling assistant will work with the family to complete the necessary paperwork.

The scholar must turn in their laptop and any classroom items at the time of withdrawal. If the scholar has a balance due, the family is expected to pay the balance at the time of withdrawal. If not, scholar records and transcripts will not be released to the parent until the scholar has completed the Scholar Withdrawal Form indicating that all books, materials, laptop, and all other equipment have been returned to the school, and that the school has received payment for any lost or damaged items.

APPENDICES - LEARN DISTRICT POLICIES

Additional information about our school can be found on the LEARN district website. Please use the following links to access our district policies on the topics below:

Series 5000: Students

5004	<u>Non-Discrimination</u>	10/09/2014	<u>09/10/2018</u>
5005	<u>Sex Discrimination and Sexual Harassment (Students)</u>	04/06/2017	<u>04/06/2017</u>
5006	<u>Student Harassment Policy</u>	09/14/2000	<u>05/30/2000</u>
5007	<u>Bullying</u>	02/12/2015	<u>09/16/2018</u>
5113	<u>School Attendance</u>	11/11/2010	<u>11/11/2010</u>
5114	<u>Promotion/Acceleration/Retention</u>	09/11/1997	
5115	<u>Exclusion from School for Disciplinary Purposes</u>	03/14/19	<u>03/14/2019</u>
5117	<u>Homework</u>	11/13/1997	
5118	<u>Home to School Communication</u>	09/09/2010	<u>09/09/2010</u>
5119	<u>Homeless Children and Youth</u>	11/09/2017	<u>01/18/2019</u>
5125	<u>Student Records: Confidentiality</u>	11/08/2018	<u>11/08/2018</u>
5131	<u>Substance Abuse</u>	09/11/1997	<u>09/11/1997</u>
5133	<u>Dangerous Weapons in the Schools</u>	09/11/1997	
5141.10	<u>Administering Medicines to Students</u>	01/13/2005	<u>03/12/1992</u>
5141.11	<u>Child Abuse</u>	04/12/2018	<u>04/12/2018</u>
5142	<u>Youth Suicide Prevention and Intervention Policy</u>	1989	<u>1989</u>
5143	<u>Field Trips</u>	04/10/2003	<u>04/10/2003</u>

5144	<u>Use of Physical Restraint/Seclusion</u>	03/14/19	
5145	<u>Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</u>	03/14/19	<u>01/30/2019</u>
5146	<u>Do Not Resuscitate Orders</u>	06/08/1995	<u>06/08/1995</u>
5147	<u>Cooperation with Policy Authorities</u>	09/11/1997	
5148	<u>Questioning of Students by Police</u>	09/11/1997	
5149	<u>On-Campus Recruitment</u>	05/10/2001	
5150	<u>Pledge of Allegiance</u>	09/12/2002	
5151	<u>Use of Beeper (Paging Devices)/Cellular Telephones</u>	11/14/2002	
5152	<u>Searches</u>	11/10/2004	
5153	<u>Student Surveys</u>	12/14/2006	
5154	<u>Computer Use, E-Mail, and Internet Policy</u>	01/12/2012	
5155	<u>Students with Special Health Care Needs</u>	12/11/2014	
5156	<u>Use of Automatic External Defibrillators (AEDs)</u>	12/11/2014	
5157	<u>Assessments and Immunizations</u>	12/11/2014	
5158	<u>Psychotropic Drug Use</u>	12/11/2014	
5159	<u>Health Screenings</u>	12/11/2014	
5160	<u>Communicable/Infectious Diseases</u>	12/11/2014	
5161	<u>Student Health Services</u>	05/14/2015	
5162	<u>Students/Staff with HIV, ARC (AIDS Related Complex) or AIDS</u>	05/14/2015	

5163	<u>Student Safety</u>	05/14/2015	
5164	<u>Health Records</u>	05/14/2015	
5165	<u>Emergency Care in School for Students</u>		

Series 6000: Instruction

6115	<u>AIDS</u>
6116	<u>Instruction Materials: Provision/Selection/Care</u>
6117	<u>Title I Parent Involvement</u>
6118	<u>Student Nutrition and Physical Activity: Student Wellness</u>
6119	<u>Physical Education: Health and Fitness Curriculum</u>
6120	<u>Controversial Issues</u>
6121	<u>Virtual High School: Online Coursework</u>
6122	<u>Graduation Requirements</u>

