



# Connecticut River Academy

at Goodwin University

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Contributing to a just and sustainable world  
*Awareness      Diversity      Action*

## Middle Grades Scholar and Family Handbook 2020-2021

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East Hartford, CT 06118  
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[www.ctriveracademy.org](http://www.ctriveracademy.org)

# Connecticut River Academy Middle Grades Program Scholar & Parent Handbook

Connecticut River Academy is owned and operated by Goodwin College 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:**

Ryan Donlon  
LEARN  
44 Hatchedts Hill Road  
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Phone: (860)434-4800

### **Compliance Coordinator for Title VI and Section 504:**

Ryan Dolan or Carole Glenn  
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44 Hatchedts Hill Road  
Old Lyme, CT 06371  
Phone: (860)434-4800

### **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 8<sup>th</sup> Floor  
5 Post Office Square Boston, MA 02109-3921  
Phone: (617) 289-0111  
Fax: (617) 289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## CTRA Mission

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 21<sup>st</sup> century citizens

## CTRA Vision

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

## CTRA Core Values

Our core values are:

- Awareness
- Diversity
- Action

## CTRA 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.

## CTRA 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.

## CTRA 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 College Operations Plan, January 11, 2011*

# CONNECTICUT RIVER ACADEMY MIDDLE GRADES POLICIES

## 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.

### 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:

Violations will be handled by the **teacher in the classroom**. Scholars who are caught engaging in academically dishonest activities will be asked to resubmit the assignment. Parents will be contacted. 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.

A second Level One violation will be considered a Level Two violation and will be dealt with accordingly.

#### Level Two Infraction:

Violations will be handled by the **teacher and school administrators**. Teachers may require that scholars resubmit the assignment and/or complete a modified assignment to demonstrate competence. Parents will be contacted. Scholars will receive a detention. 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 Junior Honor Society membership for the next round of inductions.

#### Level Three Infraction:

Violations will be handled by the **school administrators**. Scholars will be required to resubmit the assignment and/or complete a modified assignment to demonstrate competence, if applicable. Consequence may include (but not be limited to) an in-school suspension. Level three violations include (but are not limited to):

- 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)*

*Kodaikanal International School (Tamil Nadu, India)*

## Admission

Connecticut River Academy has been established as a regional 6-12 magnet school governed by Goodwin College 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 6, 9, and 10. When the number of applicants exceeds the number of spaces, an applicant pool will be utilized.

## **Advisory**

Scholars are assigned in small groups 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 middle grades experience and take ownership of their own learning under the tutelage of a faculty advisor.

*Note: To begin the 2020-2021 school year, scholars will have a daily advisory block that is split into morning and afternoon sessions.*

## **Affiliation / Accreditation**

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

## **Anchor**

Anchor will occur daily from 7:30 to 7:40. Anchor is designed to provide scholars with a positive start to their academic day, check in with their advisory teacher, and view the morning announcements. During anchor, educators will also register and monitor their attendance.

*Note: To begin the 2020-2021 school year, scholars will meet daily with Anchor/advisory groups for morning and afternoon sessions.*

## **Activities**

Connecticut River Academy offers various extracurricular activities based on student choice.

### ***IN ORDER FOR A SCHOLAR TO BE ELIGIBLE TO SIGN UP AND PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY 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 will model the CTRA Core Values at all times.
4. If a scholar is suspended from school, he/she will not participate in extracurricular activities.

*Participating in extracurriculars 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**

At the 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 insure 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.

Family vacations during school sessions disrupt the learning process, and therefore, are strongly discouraged. Teachers are not required to provide work in advance for students who will be absent for trips while school is in session. Upon returning, students are expected to make up all work that has been missed.

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, he or she 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 administrator or his/her designee.

The Connecticut State Department of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

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)

### **Process for reporting an absence**

1. Parents/Guardians must call the CTRA middle grades program site (860-929-3020) before 7:45 am to report the scholar absent.
2. Within two days of returning to school the scholar will submit to the main office proper documentation for the absence.
3. In ordinary circumstances, failure to bring a note upon scholar’s return will result in the absence being regarded as unexcused.

If your child is absent from school and you have not reported them, you will receive an automated call from SchoolMessenger reporting that your child is absent. If you received this call in error, please contact the school and the administrative assistant will verify that the child is in school and make the necessary corrections. When scholars exhibit unusual attendance patterns (i.e. consecutive days, A days, or Mondays), a school staff member will also contact the parent/guardian.

### **Truancy**

1. A “truant” means a child age five to eighteen, inclusive, who is enrolled in Grades 6-12 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.

### **Chronic Absenteeism**

Chronic absence is defined as missing 10 percent or more of the total number of days enrolled during the school year for any reason, excused or unexcused. For example, if there have been 30 days of school so far and a student has been absent 3 or more times, he or she is considered chronically absent. Parents whose children are chronically absent will be contacted by the school counselor to discuss strategies to support students.

### **Attendance Intervention Plan**

The CTRA faculty is committed to working with scholars to facilitate consistent school attendance. To do this, a three-tiered plan is followed, including scholar and parent conversations with advisor, school counselors/social workers/nurse, and administrators.

### **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 to school after the start of first block (7:44 am) 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.

### **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 main office before 7:30 am. A pass will be issued to the scholar for this dismissal time. The scholar must be signed out by a parent 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 second request, a formal meeting with the parent must be arranged.

*Note: To begin the 2020-2021 school year, parents should call ahead when needed to sign scholars in/out of school. Parents will not be permitted to enter the building for this purpose. A staff member will meet each parent at the main entrance.*

### **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	N = Nurse Dismissal
EA = Excused Absence	TE = Testing
UT = Tardy	HB = Homebound
ET = Excused Tardy	CV = College Visit
LB = Late Bus Excused Tardy	GO = Goodwin
ED = Early Dismissal	JS = Job Shadowing
AD = Administrative Absence (meeting, etc.)	GU = Guidance
IS = In School Suspension	AM = Meeting with Admin.
OS = Out of School Suspension	CC = Class Cut
FT = Field Trip	

### **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 may 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 that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher, or administrators. To maintain a productive and positive learning environment, administrators 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 permissible at CTRA.***

To encourage a positive school culture and climate, CTRA has incorporated prevention programming in its 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, intimidate 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 school administrator, **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, administrator, or teacher.

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

1. The school accepts a report of bullying from scholars, parent, or staff member.
  - 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 and administrator.
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.

### **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 administrator 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 administrator 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 administrator 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 interfere with a scholar's opportunity to obtain an education shall be subject to appropriate disciplinary action.

### **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/](http://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 unless permission is granted by bus driver
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 administrator, who shall notify the parent. Continued misbehavior could result 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** (e.g., 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** (e.g., smoking, insubordination, striking or fighting, refusal to identify oneself, creating a hazard for self or others, vandalism, or threatening remarks or behaviors)

- 1st Offense - 2 days ISS, 2 day bus suspension
- 2nd Offense - 2 days OSS, 5 day bus suspension
- 3rd Offense - 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 12:00 pm 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 breakfast or 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. Cafeteria expectations:

1. Scholars will only be able to **buy one entree 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.
2. Scholars will pick up and dispose of their own refuse. When a number of scholars are seated at a table where trash has been left, all will be responsible for picking up and properly disposing of what is left.
3. The number of scholars who sit at each table will be limited. Scholars are expected to adhere to these numbers.
4. The following activities will result in disciplinary action:
  - a. Stealing
  - b. Soliciting money
  - c. Cutting the lunch line
  - d. Throwing food, papers, or utensils
  - e. Individual or group disruptions

### **School Lunch:**

Scholars will eat lunch during the lunch period. All food and beverages must be consumed in the cafeteria unless the scholar has a pass to eat in a classroom with a teacher. Scholars are responsible for cleaning up their table or area when finished eating. Irresponsible behaviors in the cafeteria will result in disciplinary action.

If scholars need to meet with any staff member during their lunch period, they need to obtain a pass from that person in advance. The pass will allow the scholar to leave the cafeteria for the appointment. Scholars must show their pass to an adult and wrap up their food before leaving the cafeteria.

Lunch includes one portion each of meat, vegetable, fruit and milk. All other items are a la carte, and scholars will be charged accordingly. To ensure that all scholars are able to purchase a lunch of their choice, scholars will be allowed to pay for ONE (1) lunch/entree at a time. Scholars wishing to purchase multiple lunches/entrees will need to reenter the line after paying for their initial lunch. Scholars may not purchase food for other students.

Breakfast and lunch may also be brought from home. High caffeine energy drinks, soda, and candy are NOT to be consumed at school.

Parents are asked not to bring fast food for their children at lunch time, or to send cupcakes, cookies, or treats to share for birthdays or other occasions due to the risk of food allergies among scholars and staff.

*Note: To begin the 2020-2021 school year, students who wish to purchase lunch will place an order for a bagged/boxed lunch each morning.*

### **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.

### **Lunch Payments:**

Parents may set up an online prepaid lunch account for their children through our food service company, SLA Management. Electronic accounts may be accessed at the following address: <https://www.schoolpaymentportal.com> 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. Students with insufficient funds in their account will be provided an alternate meal.

### **Lunch Costs:**

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

*Note: To begin the 2020-2021 school year, scholars will have access to bagged or pre-boxed breakfast and lunch items only. Lunch orders will be placed in the daily Anchor/Advisory period. Scholars will be socially distanced throughout the cafeteria during meal times. Access to refrigerators and microwaves will NOT be available for scholars who bring food from home.*

## **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.

## **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 parents) 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.

Our River Code identifies five school-wide expectations that apply to all scholar actions and interactions. 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. The River Code is:

- Respect
- Integrity
- Valuing Others

- Empathy
- Responsibility

Scholars who do not adhere to the River Code may incur a range of consequences. 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.

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)

## **Types of Interventions**

### **Classroom Interventions**

Teachers may use a range of classroom interventions, including:

- Warning
- Meeting with scholar
- Restorative consequence
- Loss of privilege
- Parent contact/meeting

### **Restorative Practices**

Restorative practices is a system whereby individuals who may have caused harm to school community can address those affected by their behavior and take responsibility, with the goal of repairing harm done. It requires the individual acknowledges how the behavior affected others, accept the behavior was harmful, and make changes to avoid such behavior in the future. There are several systems to support restorative practices at CTRA, including:

- **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 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.

### **Detention**

A scholar may be assigned a morning or lunch detention. Morning detention occurs prior to the start of Anchor at 7:30. Lunch detention occurs during the lunch period. The following expectations apply during detentions:

1. Must turn in cell phone.
2. No headphones.
3. No music.
4. No talking.
5. No heads down.
6. Computer screens must be facing educator at all times.
7. Computer used only for schoolwork. Scholar cannot visit a non-academic site.
8. If scholar finishes schoolwork, they must read a book.
9. Scholars who do not abide by the rules will be assigned an additional detention.

### **In-School Suspension**

In School Suspension (ISS) will be held each Monday through 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 ISS room. Students and/or parents will be given prior notice. The administrator will give directions and review the scholar expectations for ISS. The following expectations apply during ISS:

1. Must be in dress code.
2. Must turn in cell phone.
3. No headphones.
4. No music.
5. No talking.
6. No heads down.
7. Computer screens must be facing educator at all times.
8. Computer used only for schoolwork. Scholar cannot visit a non-academic site.
9. If scholar finishes schoolwork, they must read a book.
10. 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.

*Note: To begin the 2020-2021 school year, In-School Suspensions will not be issued.*

### **Out of School Suspension**

Scholars who receive an out of school suspension (OSS) 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.

### **Restorative Practices**

Restorative practices is a system whereby individuals who may have caused harm to school community can address those affected by their behavior and take responsibility, with the goal of repairing harm done. It requires the individual acknowledges 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 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.

### **Intervention Matrix**

The Intervention Matrix guides decisions about non-restorative interventions. **This is only a guide.** Each case is evaluated independently, and school administrators reserve the right to issue consequences outside of these guidelines depending on the circumstances of the conduct. The interventions below may be altered if a student participates in further restorative action. The Intervention Matrix will be updated as needed.

*Note: To begin the 2020-2021 school year, some interventions may be amended or revised to adhere to health and safety guidelines.*

Level	Conduct	1 <sup>st</sup> Offense Intervention(s)	2 <sup>nd</sup> Offense Intervention(s)	3 <sup>rd</sup> Offense Intervention(s)	Notes
1	Late to class without pass	Detention	Detention; parent contacted	Detention; parent meeting	
1	Inappropriate clothing or out of dress code	Scholar is asked to change; parent contacted to bring new clothes if no change of clothes is available	Scholar is asked to change; parent contacted to bring new clothes if no change of clothes is available; lunch detention	Scholar is asked to change; parent contacted to bring new clothes if no change of clothes is available; lunch detention; parent meeting	Refusal to change: ISS
1	Not following pass/sign-out procedures (e.g., wandering halls after getting permission to leave, excessive time out of class, not carrying a pass, not signing in and out, not going to location requested)	Pass restriction	Pass restriction; detention	Pass restriction; detention; parent contacted	
2	Plagiarism, defined as representing someone else's work as one's own; includes copying from classmates.	Required resubmission/retake of assignment; parent contacted	Required resubmission/retake of assignment; detention; parent contacted	Required resubmission/retake of assignment; 1 day ISS; parent meeting	
2	Leaving class without permission	Detention	Detention; pass restriction; parent contacted	ISS; pass restriction; parent contacted	
2	Minor disruption to class (student does not need to be removed)	Detention or other classroom consequence; restorative meeting with educator	Detention; parent contacted	Detention; parent meeting	
2	Use of cell phone or unauthorized electronic device (including headphones)	Scholar gives device to adult; scholar may pick up phone at end of day	Scholar gives device to adult; parent or guardian must pick up device	Scholar gives phone to adult; parent or guardian must pick up phone; detention	Refusal to turn over device to adult: ISS
2	Minor computer tech violation (e.g., gaming, using social media, watching shows or movies, visiting websites unrelated to task)	Loss of tech privilege for 1 to 5 school days; parent contacted	Loss of tech privilege for 5 to 10 school days; parent contacted; detention	Loss of tech privilege for 10 school days; parent meeting; ISS	
2	Refusal to serve detention	Serve 2 detentions	1 day ISS; parent contacted	Up to 3 days ISS; parent contacted	

2	Disrespect during an assembly (e.g., talking, using technology, fooling around)	Alternate seating in future assemblies	Alternate seating in future assemblies; detention	Alternate seating in future assemblies; detention; parent contacted	
2	Inappropriate physical contact	Detention; parent contacted	Detention; parent contacted	Detention; parent meeting	
2	Horseplay, physically fooling around; causing unsafe environment, no injuries	Detention	Detention; parent contacted	ISS; parent contacted	
3	Horseplay, physically fooling around; causing unsafe environment, with injuries	Up to 3 days ISS; parent contacted	Up to 5 days ISS; parent contacted	Up to 5 days OSS; parent contacted	
3	Major computer tech violation: visiting website with inappropriate (e.g., pornographic, violent, profane) words, images, music, or video	Loss of technology privileges for up to 10 days; parent contacted	Loss of technology privileges for up to 15 days; parent contacted; detention	Loss of technology privileges for up to 1 month; parent meeting; ISS	
3	Not in assigned location and has not reported to class (within school building)	Detention; parent contacted	ISS; parent contacted; pass restriction and/or escort to class	Up to 2 days ISS; parent meeting; pass restriction and/or escort to class	
3	Not in assigned location and has not reported to class (outside school building, on school property)	Up to 3 days OSS; parent contacted	Up to 5 days OSS; parent meeting; pass restriction and/or escort to class	Up to 10 days OSS; parent meeting; pass restriction and/or escort to class	
3	Taunting, teasing, provoking or challenging a person with insulting remarks (not repeated)	Warning; restorative meeting with peer(s); parent contacted	Detention; restorative meeting with peer(s); parent contacted	Up to 3 days ISS; parent meeting	Repeated offenses against same individual(s) trigger bullying investigation
3	Disrespectful or profane language	Detention	Detention; parent contacted	2 detentions; parent contacted	
3	Destruction of property	Up to 5 days OSS; parent contacted; parent charged for replacement	Up to 10 days OSS; parent meeting; parent charged for replacement	Up to 10 days OSS; parent meeting; parent charged for replacement	Possible police intervention
3	Insubordination, defiance, or disrespectful action (e.g., failure to stop when asked; failure to leave/go to location when requested; arguing with staff when redirected)	Detention; parent contacted; restorative meeting with educator(s)	Detention; parent meeting; restorative meeting with educator(s)	ISS or OSS; parent meeting; restorative meeting with educator(s)	
3	Making a general threat (verbal, online, or social media)	Detention; parent contacted	Up to 5 days ISS; parent meeting; restorative meeting with peer(s)	Up to 5 days OSS	Possible police intervention
3	Aggression without physical contact	Detention; parent contacted	OSS; parent contacted	Up to 3 days OSS; parent meeting	
3	Major disruption to learning environment, including aggressive yelling, screaming, or verbal confrontation	Removed from learning environment; detention; parent contacted	Removed from learning environment; up to 3 days ISS; parent contacted	Removed from learning environment; up to 3 days OSS; parent meeting	
3	Recording and/or distributing a fight	Detention; parent contacted	Up to 2 days ISS; parent meeting	Up to 2 days OSS; parent meeting	
3	Filming, recording, or photographing a scholar or educator without their consent	Detention; parent contacted	Up to 2 days ISS; parent contacted	Up to 2 days OSS; parent contacted	
3	Minor theft of school or personal property	Detention; parent contacted; restorative meeting with property owner; return or repayment of property	Detention; parent meeting; return or repayment of property	Up to 2 days OSS; parent meeting; return or repayment of property	
4	Refusal to serve ISS	2 days ISS; parent contacted	1 day OSS; parent contacted	Up to 5 days OSS; parent meeting	
4	Major disruption to the learning environment (student needs to be removed, or evacuation of classroom required)	Up to 10 days OSS; scholar sent home; parent meeting	Up to 10 days OSS; scholar sent home; parent meeting	10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Profane or abusive language toward an educator	ISS; parent contacted; restorative meeting with educator	Up to 3 days OSS; parent meeting	Up to 5 days OSS; parent meeting	

4	Threatening or intimidating educators (e.g., aggressive yelling, threatening, blackmailing)	Up to 10 days OSS; scholar sent home; parent meeting; restorative meeting with educator	Up to 10 days OSS; scholar sent home; parent meeting	Up to 10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Physical aggression without contact toward an educator	Up to 10 days OSS; scholar sent home; parent meeting; restorative meeting with educator	Up to 10 days OSS; scholar sent home; parent meeting	Up to 10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Physical aggression with contact toward an educator	10 days OSS; scholar sent home; parent meeting; restorative meeting with educator	10 days OSS; scholar sent home; parent meeting	10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Bullying, Harassment toward classmates	Up to 10 days OSS; parent meeting; restorative meeting with peer(s)	Up to 10 days OSS; parent meeting	10 days OSS; parent meeting	Possible police intervention
4	Physical fight with classmate	Up to 10 days OSS; scholar sent home; parent meeting; restorative meeting with peer(s) upon return	Up to 10 days OSS; scholar sent home; parent meeting	10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Physical aggression (e.g., aggressively bumping, pushing, slapping) toward classmate	Up to 5 days OSS; scholar sent home; parent meeting; restorative meeting with peer(s) upon return	Up to 10 days OSS; scholar sent home; parent meeting	Up to 10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Leaving school property without permission	Up to 10 days OSS; scholar sent home; parent meeting	10 days OSS; scholar sent home; parent meeting	10 days OSS; scholar sent home; parent meeting	Possible police intervention
4	Possession of tobacco products and/or vapors	1 day OSS; items confiscated; scholar sent home; parent meeting	3 days OSS; items confiscated; scholar sent home; parent meeting	5 days OSS; items confiscated; scholar sent home; parent meeting	Possible police intervention
4	Use of tobacco products and/or vapors	2 days OSS; items confiscated; scholar sent home; parent meeting	Up to 5 days OSS; items confiscated; scholar sent home; parent meeting	Up to 10 days OSS; items confiscated; scholar sent home; parent meeting	Possible police intervention
4	Distribution of tobacco products and/or vapors	5 days OSS; items confiscated; scholar sent home; parent meeting	Up to 10 days OSS; items confiscated; scholar sent home; parent meeting	Up to 10 days OSS; items confiscated; scholar sent home; parent meeting	Possible police intervention
4	Possession of marijuana, alcohol, drugs, or prescription drugs without a doctor's note	10 days OSS; items confiscated; scholar sent home; parent meeting	10 days OSS; items confiscated; scholar sent home; parent meeting	10 days OSS; items confiscated; scholar sent home; parent meeting	Police intervention
4	Possession of paraphernalia used with drugs	2 days OSS; items confiscated; scholar sent home; parent meeting	3 days OSS; items confiscated; scholar sent home; parent meeting	5 days OSS; items confiscated; scholar sent home; parent meeting	Possible police intervention
4	Use of marijuana, alcohol, drugs, or prescription drugs without a doctor's note on school property or at school events	10 days OSS; items confiscated; scholar sent home; parent meeting	10 days OSS; items confiscated; scholar sent home; parent meeting	10 days OSS; items confiscated; scholar sent home; parent meeting	Police intervention
4	Distribution of / intent to sell marijuana, alcohol, or drugs (including prescription drugs)	10 days OSS; police notified; scholar sent home; parent meeting; recommend for expulsion	10 days OSS; police notified; scholar sent home; parent meeting; recommend for expulsion	10 days OSS; police notified; scholar sent home; parent meeting; recommend for expulsion	Police intervention
4	Under the influence of marijuana, alcohol, or drugs	1 day OSS; scholar sent home; parent meeting	3 days OSS; scholar sent home; parent meeting	5 days OSS; scholar sent home; parent meeting; drug counseling	
4	Major theft	Up to 10 days OSS; parent meeting; return or repayment of property	Up to 10 days OSS; parent meeting; return or repayment of property	10 days OSS; parent meeting; return or repayment of property	Police intervention
4	Threat to safety of students, staff, or the school	Up to 10 days OSS; police notified; scholar sent home; parent meeting	Up to 10 days OSS; police notified; scholar sent home; parent meeting	Up to 10 days OSS; police notified; scholar sent home; parent meeting	Police intervention
4	Bomb threat	10 days OSS; police notified; scholar sent home; parent meeting	10 days OSS; police notified; scholar sent home; parent meeting	10 days OSS; police notified; scholar sent home; parent meeting	Police intervention
4	Possession of a weapon	10 days OSS; police notified; scholar sent home; parent meeting	10 days OSS; police notified; scholar sent home; parent meeting	10 days OSS; police notified; scholar sent home; parent meeting	Police intervention

## Computer/Internet Resources (Technology Acceptable Use Policy)

All Chromebook 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 Chromebook while attending CTRA and are **required** to pay the enrollment fee. A **nonrefundable** \$50 enrollment fee is paid by each scholar to lower the costs of computer maintenance, upgrades, and insurance. 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 the administrator to make alternate arrangements.

### Distribution & Collection of Chromebooks

- The Chromebook/Technology Acceptable Use Policy will be handed out in the first week of school. The forms are also available for review on our website (<http://ctriveracademy.org/>)
- Returning scholars must turn their signed forms into their advisory teacher by the first Friday of the school year, in order to collect their Chromebooks.
- Grade 6 students and new students need to turn signed forms and payment on or before the second Friday of the school year.
- All Chromebooks are returned to CTRA annually in June for summer maintenance. Failure to do so will result in limited access to computers the following year.

*Note: To begin the 2020-2021 school year, these procedures will be amended. Scholars may receive their Chromebooks before submitting signed forms and enrollment fees.*

### Logging In/Software Use

- Scholars will receive G suite accounts and passwords upon receipt of their Chromebooks. 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/>

### Chromebook Repair Payments

Scholars with damage or missing Chromebook concerns must report the issue immediately to the main office. Bills for any technology related fees will be given to the scholar at the time of maintenance and recorded in Power School. Scholars with unpaid technology related fees could face consequences. Any water damage will result in requiring the full replacement cost.

- A. 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 CHROMEBOOK** (Examples: water damage, lost, stolen)
  - a. Full repair cost (\$250+) or Full replacement cost (\$850-\$1000)

Please Note: in the case of Extreme Damage/Full Chromebook Replacement, if less than the full payment is received from a scholar, CTRA may replace the Chromebook with a school-approved chromebook. This chromebook will be able to access the CTRA network and all resources necessary for the scholar to be successful at CTRA.

### Technology 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](mailto:support@ctriveracademy.org).

Computer updates will be pushed out to scholars automatically through our network. To ensure Chromebooks are up-to-date, scholars are encouraged to do a full shutdown and restart of the Chromebook from time to time.

### 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:

1<sup>st</sup> offense: Increased restrictions.

2<sup>nd</sup> Offense: Scholar will not be allowed to take computer home. Schoolwork must be completed on paper.

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

### **Dress Code**

CT River Academy's dress code is focused on career and college readiness. Acceptance of admission to CTRA implies agreement to abide by our school's dress code.

#### **Shorts, Pants, Capris, Skirts**

- Must be free from rips or holes
- Worn at the waist, belted if necessary. Pants should not sag below the waist.

- Shorts and skirts should fall within 6 inches of top of the scholar's knee.
- **Never allowed:** leggings, jeggings, pajamas, and sweatpants.

### **Tops: Polos, T-shirts, Sweaters, Fleece**

- Must be free from promotion of or reference to drugs, alcohol, tobacco and offensive signs, symbols, or words.
- Solid colors without prints are encouraged.
- May have hoods, but hoods may not be worn while on school property.
- **Never allowed:** tank tops, tube tops, and crop tops.

### **Footwear:**

- Must have soles.
- Athletic sneakers may be required for physical education class.
- While closed toed shoes are not a necessary part of the daily dress code, due to the nature of our academic programming scholars may be required to wear shoes that are closed toed and closed heel for some classes as determined by the teacher.
- **Never allowed:** slippers and rubber flip-flops.

### **Headwear:**

- Hats, hoods, do-rags, skullcaps, or any other headgear must be removed and stored upon entering any CTRA building.
- Professional head wraps are allowed. Professional headbands are allowed if they are no wider than 3 inches.
- **Never allowed in building:** hats, hoods, do-rags, skullcaps, bandanas, bonnets or any other type of head covering that is not professional.

### **Accessories and Outerwear:**

- **Sunglasses:** Scholar may not wear sunglasses in the building.
- **Jewelry:** All jewelry must be school appropriate. Nameplates/necklaces, bracelets, rings, and earrings may not contain obscene or profane language.
- **Socks:** Socks must be school appropriate. They may not have images of, or make references to, illegal substances.
- **Hairbrushes:** Hair brushes should not be out or used in classrooms.
- **Coats/Jackets:** All outerwear must be taken off when scholars enter the classroom.

### **Response to Dress Code Violations**

All scholars are required to arrive to school in dress code every day. Changing into dress code after arriving to school is not acceptable. Scholars out of dress code will be asked to change.

**Refusal to change into dress code at any point may result in a parent/guardian being required to come to the school to bring a change of clothes and/or meet with an administrator. Other consequences deemed appropriate by school administrators may be assigned as necessary.**

## **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.

## **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 not receive or send a text/chat during school hours.

1. 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.
6. Scholars are not allowed to make calls in the hallways.

### **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 administrator. 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 administrator. 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 administrator. 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.

### **Headphones**

Electronic devices may be used with headphones/earbuds ONLY in the cafeteria, or during 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, they MAY NOT be worn on or in ears during passing, or in hallways. **Headphones MAY ONLY BE WORN in classrooms (with teacher permission) and the cafeteria.** At all other times, headphones must be **carried in a pocket, a backpack, or bag.**

Educators will ask for the headphones.

- First violation, the headphones will be turned into the office and the scholar may pick it up at the end of the day.
- Second violation, the headphones will be turned into the office and the parent or guardian may pick it up at the end of the day.
- Third violation, the scholar loses the right to wear headphones in classes for the rest of the semester.

**If a scholar refuses to turn over headphones to an educator, the scholar automatically loses the right to wear headphones for the rest of the year.**

### **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 your earbuds/headphones in/on your ears in the hallways during the school day*
    - *You text, chat, tweet, or post online during the school day*
    - *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. Students attending off-campus field trips *must* have a signed parent permission slip. Verbal consent or an e-mail from a parent is not sufficient. Off-campus 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. Students who do not attend a field trip are required to report to school and will complete alternative assignments.

*Note: To begin the 2020-2021 school year, scholars will not participate in off-campus field trips.*

## **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 administrator 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**

Grades are a means of communicating progress toward academic goals. Student achievement is evaluated against learning standards and performance expectations. Assessments are based on state or national standards, and success is defined by the achievement of these standards. Students receive separate grades for academic performance and learning habits.

Both academic achievement and learning habits grades will be reported according to the following scale:

- E** *Exceeds Grade-Level Standard:* the scholar's performance consistently exceeded the standard; scholar is performing above grade level
- P** *Proficient:* the scholar's performance consistently met the standard; scholar is performing at grade level
- I** *In Progress toward Standard:* the scholar's performance partially met the standard, or the scholar has made progress but not yet reached the standard
- NY** *Not Yet Progressing toward Standard:* the scholar has not made significant progress toward the standard
- IE** *Insufficient Evidence:* the scholar has not submitted enough completed work to measure his or her progress
- NA** *Not Assessed:* the standard was not assessed during this quarter

Quarterly report cards are issued four times a year, generally in November, January, March, and June. Report cards and/or school records will not be released to those who have outstanding charges due to lunch accounts, lost books or other materials, or damaged or lost technology devices owned by the school.

See the **Late Work, Re-dos, and Retakes** section in this handbook 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.

## 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 or get a drink must obtain teacher approval, 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 counselor 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 administrator and may be placed on pass restriction for a designated period of time.
- We strongly encourage scholars to use the restrooms during passing time and lunch, which **do not** require the use of the sign out system.
- Scholars must use restrooms on the floor where they have class.

*Note: To begin the 2020-2021 school year, classroom or "shared" passes will not be used.*

## 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 leave campus because of an illness /injury without being dismissed by the school nurse. If a scholar becomes ill when the nurse is not in her office, the scholar is to report to the Main Office.

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 7th 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 the CTRA middle grades main office at 860-929-3020.

#### 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.

### **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.

### **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.

### **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**

We believe that every student deserves the opportunity to master academic standards. Sometimes, it takes longer to learn certain concepts and skills; therefore, students may take formally scored assessments more than once if they meet the criteria below. We encourage all students to take ownership for their learning and to utilize this policy where appropriate. The policy states:

1. Any formally scored assignment may be retaken, revised, or resubmitted if: a) it was originally completed on time and to the best of the student's ability, and b) it does not meet the standard. This includes scored quizzes, tests, essays, presentations, and projects.
2. A student who wishes to retake, revise, or resubmit work must complete the resubmission proposal form. This proposal includes the student's:
  - reflection on what he/she understands
  - identification of what he/she needs help with
  - articulation of a learning plan with steps he/she will take to improve
3. If the teacher accepts the proposal, the student and teacher will decide on a timeframe for work completion. A conference between the student and teacher may be required before this work may begin.
4. When a student meets the standard after retaking, revising, or resubmitting work, his/her original score will be replaced with "meets" in the gradebook.

Finally, if a student is unable to submit an assignment on time, he or she should communicate with the teacher to determine an appropriate timeline for submission.

### **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.

## **National Junior Honor Society**

The National Junior Honor Society (NJHS) recognizes middle school students for scholarship, leadership, character, service, and citizenship. Students who are eligible to apply on the basis of academics are invited to do so each school year. Decisions of the selection committee are final. Students who are inducted remain members through eighth grade; however, membership may be lost if a student fails to uphold the organization's tenets. All active members are expected to participate in service activities during the school year.

## **Parent / Family 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 uniform 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 / Family 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.

## **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 administrator or his/her designee.

In case of divorced or legally separated parents of a scholar, of which case the administrator has been notified, the administrator 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 administrator 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 school community can address those affected by their behavior and take responsibility, with the goal of repairing harm done. It requires the individual acknowledges 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 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 schedule to maximize use of the environment and Goodwin College resources. The school day for scholars is from 7:30 am – 2:45pm.

### **A/B Day**

7:30-7:45	Anchor/Check In
7:45-8:57	Period 1
9:00-10:12	Period 2
10:15-11:27	Period 3
11:30-12:00	Lunch
12:03-1:15	Period 4
1:18-2:30	Period 5
2:30-2:45	Check Out

### **Early Release A/B Day**

7:30-8:00	Advisory
8:03-8:38	Period 1
8:41-9:16	Period 2
9:19-9:54	Period 3
9:57-10:32	Period 4
10:35-11:10	Period 5
11:10-11:15	Check Out

### **2 Hour Delayed Opening**

9:30- 9:50	Anchor/ Check In
9:50-10:37	Period 1
10:40-11:27	Period 2
11:30-12:00	Lunch
12:03-12:50	Period 3
12:53-1:40	Period 4
1:43-2:30	Period 5
2:30-2:45	Check-Out

*Note: To begin the 2020-2021 school year, these schedules may be updated or revised as needed.*

## **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 Cancellations:** State law requires that scholars attend 180 academic days. Therefore, all days that are missed due to school cancellation will be made up by adding these days to the end of the academic school calendar.

## **School Governance**

Connecticut River Academy administrators report 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 College, the two magnet feeder schools, a CTRA parent, and a representative from the Connecticut Center for Advanced Technology.

## **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 Chromebooks 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' Chromebooks 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, Chromebook, 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, Chromebooks, 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**

1. Proposals for all dances, scholar activities and other school events, including fund-raising, must be:
2. Sponsored by a school-approved club, a class government, or the Scholar Council;
3. 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.
4. Proposals for administrative approval must be submitted to the school administrator at least **three (3) weeks** before the anticipated date of the event.
5. The participation in some clubs will require that a fee be paid by the scholar.

### **Promotion of School Activities/Events**

Any poster or flyer must be approved and signed off by school administrators before it can be posted in the school. Promotional material may only be posted in approved areas. 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 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.

### **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 the administrator. When an unusual circumstance makes it necessary for scholars to arrive late, they should purchase a ticket in advance and get permission from the administrator. 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**

Struggling learners receive close monitoring and targeted intervention. Connecticut River Academy employs an aggressive remediation program for scholars who arrive with academic deficiencies. Goodwin College scholars will support the CTRA staff as remedial tutors.

CTRA utilizes a three-tiered SRBI (Scientific Research-Based Intervention) plan to screen all incoming scholars, identify learning weaknesses, determine interventions, and monitor and adjust instruction within the mainstream classroom 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 school administrator, 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.

## **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.

*Note: To begin the 2020-2021 school year, no visitors—including parents or other family members—are permitted in the building for any reason without an appointment. Most family meetings will be conducted via phone or videoconferencing technology. Please call the school in advance if you would like to request an appointment.*

## **Withdrawing From School**

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

The scholar must turn in their Chromebook 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, Chromebook, 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

LEARN Board Policies, including those listed below, can be found on the LEARN website. Please access these and other district policies at: [http://www.learn.k12.ct.us/about\\_us/board\\_of\\_directors/policies\\_procedures](http://www.learn.k12.ct.us/about_us/board_of_directors/policies_procedures)

### 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 Defibrilators (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	Emergency Care in School for Students		
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## **Series 6000: Instruction**

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