

**CAPITOL REGION EDUCATION COUNCIL'S
GREATER HARTFORD ACADEMY OF THE ARTS HALF-DAY PROGRAM
STUDENT HANDBOOK 2026-2027**

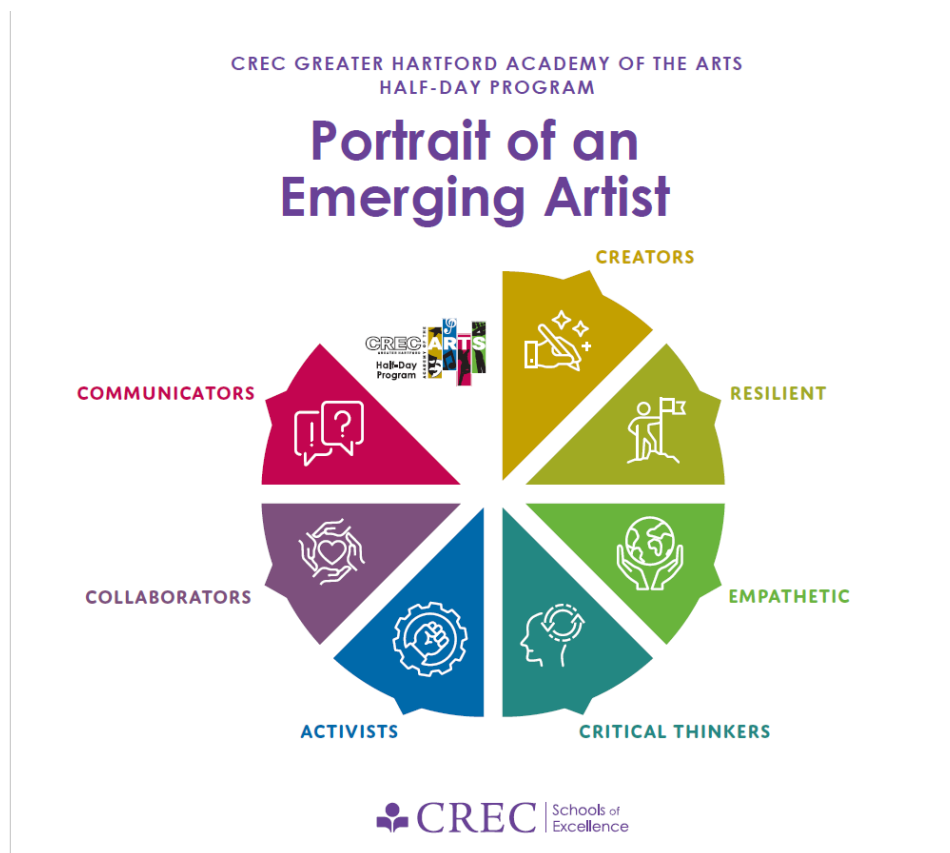
Mission Statement

At the Greater Hartford Academy of the Arts Half-Day Program, a free public magnet school, professional artist-instructors provide rigorous and relevant training in a diverse and inclusive artistic community. Through the daily curriculum, masterclasses with industry professionals, and authentic opportunities for students to showcase their work, we prepare emerging artists for college and careers.

Vision

All emerging artists will leave the Academy with the skills and attributes articulated in our Portrait of an Emerging Artist.

Portrait of an Emerging Artist



Three Tenets

- Take risks
- Embrace failure
- Celebrate differences

Welcome to the GHAA-HD Community

You're joining a vibrant and creative learning environment where every moment offers a chance to grow—in your art, intellect, and self. In this Student Handbook, you'll find the guidelines that help us learn, create, and interact respectfully as a community. Please refer to it throughout the year, and feel free to contact your department head, counselor, teacher, or administrator if you need additional information or clarification. In case of conflict between a CREC policy or regulation and the provisions of a handbook, the CREC policy most recently adopted or regulation most recently issued will prevail.

We trust you to honor your rights and responsibilities—and those of your peers—as you engage fully in all classes, projects, and opportunities. Your experience here will be as rewarding as you make it: the more you give, the more you gain.

Thank you for bringing your energy and dedication. Let's make this year extraordinary.

ADMINISTRATION			
Director/Principal	Tracy Kane	860-757-6319	tkane@crec.org
Administrative Assistant	Brenda Laureano-Geer	860-757-6344	blaureanogeer@crec.org
Receptionist	Cassandra Gaskins	860-757-6385	cgaskins@crec.org
STUDENT SERVICES			
Academic Advisor	Raegan Bishop	860-757-6302	rbishop@crec.org
Academic Advisor	Lynn Hoffman	860-757-6323	lhoffman@crec.org
Nurse	Lauren Scott	860-757-6422	lscott@crec.org
Social Worker	Maris Dillman		mdillman@crec.org
DEPARTMENT HEADS			
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Design and Theater Production	Aaron Laudermith	860-757-6345	alaudermith@crec.org
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Musical Theater	Stacie Beard	860-757-6355	sbeard@crec.org
Theater	Kristen Palmer	860-757-6391	kpalmer@crec.org
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THEATER AND AUDIENCE SERVICES			
Managing Director	Brooke Burling	860-757-6336	bburling@crec.org
Audience Services Coordinator		860-757-6388	boxoffice@crec.org

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(860) 757-6385
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Website: www.ghaahd.crecschools.org

CREC's Statement On Diversity and Inclusion

Capitol Region Education Council (CREC) Magnet Schools is an intentionally diverse social justice organization whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion. In accordance with CREC's mission of equity, excellence, and success for all through high-quality educational services, our staff and students commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional learning, and local and national partnerships. Moreover, CREC Magnet Schools staff and students strive to understand and confront the symptoms and causes of systematic oppression—ranging from implicit biases to microaggressions to discriminatory policies, practices and traditions—that benefit privileged groups.

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

Land Acknowledgement

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

Arts Half-day Academy Daily Schedule:

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

Arts Half-day Academy Credits:

Students spend 13 hours per week in their arts classes, 36 weeks per year, 468 hours per academic year.

State and local requirements that may be fulfilled by courses at the Academy include: Arts; Social Studies (Art History, Dance History, Music History, Musical Theater History, and Theater History courses); Physical Education (Dance, Movement courses); English (creative writing courses, textual analysis). The Academy does not award credit for half-day program classes. Instead, the Academy has assigned a value of three credits per year (1.5 per semester) for the successful completion of Academy course work and recommends that school districts accept these credits. Students must check with their town high school to confirm the actual number of credits that they will earn through our program and if these credits are designated honors or college prep. Most school districts grant two to three credits per year for a student's successful participation at the Academy.

Attendance Expectations

Connecticut State Law requires regular school attendance for students aged 5–18. Absences directly impact educational progress and course grades.

Daily attendance is essential to success in our rigorous arts program. Our classes build directly upon one another. Ensemble work, studio time, and collaborative workshops cannot be effectively recreated through individual make-up assignments. Consequently, absences disrupt both individual learning and the ensemble.

Students are expected to arrive prepared and on time every afternoon.

Attendance Policy**1. Absence Thresholds**

Connecticut defines chronic absenteeism as missing 10% or more of a course. Exceeding specified absence thresholds may result in your home school district withholding full credit for your participation in the Arts Academy - Half Day. Based on State Law and 142 student days, the following number of absences will be considered chronically absent at the end of an Academy course:

- **Full-Year Courses:** 19 absences
- **Semester-Long Course:** 9 absences

In our program, chronic absenteeism may result in needing to repeat a course or level and will result in a loss of privileges including participation in mainstage performances and exhibitions, prom, and other extracurricular activities.

Monitored Pacing: To prevent chronic absenteeism, the Academy tracks absences monthly. Based on our monthly pacing thresholds, beginning at 2 or more absences in September, families will receive official notifications if a student is "on pace" to lose privileges.

2. Attendance Codes & Impact on Thresholds

Not all absences trigger pacing notifications or count toward loss of privileges. Absences are categorized into three distinct groups:

Group A: Excused Exempt (Does NOT Count Toward Loss of Privileges)

- **Absent Excused Exempt (AEE) & Dismissed Excused (DE):** Documented medical illness (short or long-term), IEP/504 accommodations, death in the family, religious holidays, mandated court appearances, college acceptance orientations, lack of district-provided transportation, or approved extraordinary educational opportunities. *Official documentation must be submitted to the Main Office to apply these codes.*
- **Mental Health Wellness (MHW):** Students are allowed exactly **two** parent-excused mental health days per school year. These days *cannot* be taken on consecutive school days (e.g., Thursday and Monday, or Wednesday and Thursday). MHW days do not count toward loss of privileges.
- **Suspensions (ISS/OSS):** Disciplinary absences do not count toward loss of privileges.

Group B: Unexcused/Excused (Counts Toward Your 9-Day or 19-Day Thresholds)

- **Absent (A):** Any absence unaccompanied by a parent/guardian report or documentation.
- **Absent Excused (AE):** A student's first 9 parent-reported absences of the year that do not fit Group A criteria.
- **Absent Unexcused (AU):** Any documented or reported absence after the first 9 of the school year that does not meet Group A criteria.

Group C: Marked as PRESENT

Students are considered legally present when participating in the following school-sanctioned events:

- **School Activity (SA):** In-school performances, testing sessions, or scheduled appointments with our school staff (counselors, social workers, administration).
- **Field Trip (FT):** Any school-sponsored field trip.

3. Early Dismissals, Late Arrivals, and the 50% Rule

Students are expected to remain at the Academy for the full duration from 1:00 - 4:15 PM. For any partial attendance – whether arriving late or leaving early - attendance credit for a specified class period is determined by the total time spent in class:

- **Attended 50% or more of the period:** The student is marked **PRESENT** for that class.
- **Attended less than 50% of the period:** The student is marked with a partial day code (absent or early dismissal) for that period.
- **Exempt** If the reason for a late arrival or early dismissal is one of those categorized under Group A above, the absence will not count towards loss of privileges.
- **Unexcused Early Dismissals and Tardies** These count towards loss of privileges thresholds.

Early Dismissal Procedures:

- **Advance Notice:** A parent/guardian must notify the Academy office **before 12:00 PM** via written note, email, or phone call.
- **Check-Out Process:** For safety purposes, parents/guardians or individuals in PowerSchool approved for school pick up must physically sign out students in the Main Office before students can leave campus. Leaving campus without being signed out will be considered skipping class.
- **Appointments:** Whenever possible, please schedule medical and personal appointments outside Academy hours.
- **Athletics & Employment:** Arts Academy students **will not** be dismissed before 4:15 pm to participate in home-school athletic teams, recreational clubs, or employment.
- **Students 18+:** Students who are 18 years or older must abide by all school rules, signing-out procedures, and protocols.

Attendance Procedures

- **Attendance Tracking:** Attendance is taken at the start of each class period. A student is considered "present" for the day if they attend at least two class periods.
 - **Morning Rule:** If a student is absent from their home high school in the morning, they may attend the Arts Academy in the afternoon **only if the absence is due to reasons considered Exempt** (documented medical illnesses, IEP/504 accommodations, religious holidays, and two designated Mental Health Wellness days).
 - **Communication Partnership:** Home high schools **do not** notify the Academy when a student is absent. We must hear directly from caregivers. Please report all absences by emailing attendanceghaahd@crec.org or calling **860-757-6385**. Thank you for your vital partnership!
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Grading:

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

Incomplete Grades:

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

Year-end Juries:

All students participate in a year-end jury, our version of a final exam. During this evaluation of artistic growth, students meet with their teachers to share independent work, a reflective essay, and discuss their growth. Requirements vary by department and may allow for teacher support or working with peers. Juries play a significant role in a student's final evaluation—they help determine grades, future placement, and senior performances. Typically, they take place between late May and early June; each department will share the schedule to give students ample time to prepare.

Student Records:

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A

parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Homework:

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

Independent Study:

Only qualified 11th and 12th grade students (as determined by Arts Academy faculty and administration) may apply for Independent Study. Students must submit an Independent Study Proposal Form (available in the office), obtain department head approval, and identify a faculty advisor approved by the department head. A panel of faculty and administrators will review all proposals. Only completed proposals will be considered. Students may be approved for only one Independent Study per semester.

Performance and Exhibition Expectations

Students have opportunities to showcase their work through Academy-sponsored performances and events—many by audition—where participation is optional. However, evening performances or exhibitions that stem directly from class work (such as Intermezzos or gallery shows) are required, since they are part of the curriculum. Please check the Performance Calendar for dates and times.

Required Tech Hours for Mainstage Productions

Students may audition for any production only after making the commitment to serve on crew for at least one show. For those in the Design & Theater Production major, crew work isn't optional—it's a required part of the curriculum.

When school begins, students will find a list of crew roles—covering lighting, sets, props, sound, costumes, hair & makeup, and stage management—available on a first-come, first-served basis. No prior experience is needed. Each position comes with its own schedule, and students are expected to complete all assigned shifts and tasks to the satisfaction of their supervising faculty or staff member.

Once a student has signed up for a crew position, and a parent/guardian has confirmed dates and transportation—they will be eligible to audition for upcoming productions.

If a student performs in a show without fulfilling their crew requirement, they will not be allowed to audition again until the requirement is met. First-year seniors are exempt from this requirement.

Freshmen are not allowed to audition in the first semester of their first year. If they want to audition for mainstage productions in the second semester, they must fulfill the tech requirement during the first semester.

Changing Department Major:

As a pre-professional arts program, our six majors are designed to build deep artistic skill and focus. However, we understand that students' interests can change. If they feel strongly about switching majors, students can apply each spring for a change that will take effect the following year. To begin the process, pick up a Change of Department Form from the office. Complete it with the required signatures, and be sure to prepare for and attend an audition before the early-May deadline. Afterward, students will receive written confirmation about whether their request is approved.

Withdrawal Procedures:

1. The Registrar, Director, and Department Head must be notified in writing as soon as a student or parent indicates that a withdrawal is possible. The Registrar will email a withdrawal form, which must be completed and returned to make the withdrawal official. When possible, an exit interview will be scheduled with the parent/guardian and child.
2. The results of this interview will be kept on record, and the reason for the withdrawal will be entered into the database for the purpose of charting patterns of student enrollment and withdrawal from a Magnet School.
3. Historical data will be maintained on the withdrawn student, including all grade reports.
4. At the time of withdrawal, all materials must be returned. Records cannot be forwarded until all materials have been returned.
5. When a student moves to a new school district, the Academy will send the student's records to the new district within ten business days of receiving written release of records.

Outstanding Obligations:

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

Behavior and Safety:

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

Behavioral Expectations, Conduct & Discipline:

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

CREC Magnet School caregivers and staff work together to:

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

CREC Magnet School students are expected to:

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

CREC schools serve a common purpose: to create learning environments that are uniquely designed to encourage innovation, exploration and excitement of knowledge. We believe that engaging arts courses are positively linked with appropriate learning behaviors while students are in school. We expect school rules to be followed and will work in partnership with students and families should an issue arise.

Academy Half-Day Arts Student Responsibilities:

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

Students are expected to stay in their classrooms unless allowed and supervised by a faculty member. For safety reasons, students must always be supervised.

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

School-wide expectations include but are not limited to:

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

- No modes of transportation are allowed in halls or classrooms (skateboards, rollerblades, bicycles, etc.)

Disciplinary Actions:

Discipline is given on a progressive basis: Meet with administration, Reflect and Restore (R & R), or Out of School Suspension (OSS). The following are examples of behaviors that will lead to each consequence:

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

R & R: multiple class skippings, excessive/chronic/repeated minor violations, major class/school disruptions, major insubordination, excessive tardies, going off campus without permission, major class/school disruption, major insubordination

OSS: physical aggression, major school disruptions

Expulsions:

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

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

Dress Codes:

Students in dance, musical theater, and theater have a required departmental dress code. All other students should be guided by the following:

Student dress is regulated. Students are encouraged to dress in clothing that is both comfortable and appropriate to the day's learning activities. Student dress choices should respect the Academy's goals to cultivate and sustain a learning environment that is equitable and celebrates a diverse range of identities.

All students are expected to dress appropriately and maintain a personal appearance that reflects the high standards of the Academy to maintain an environment conducive to the learning process. It is also expected that everyone in the Academy community understands they are responsible for managing their own personal distractions, and will not participate in behavior that reinforces or increases oppression of any group based on sex, race, ethnicity, gender identity, gender expression, religion, social class or body type and/or size. All students have the right to dress in accordance with their gender identity.

Restrictions on freedom of expression are applied only if the mode of dress is unsafe, inappropriate, contributes to a hostile environment, or contrary to law. Any school dress which impairs safety, increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, inappropriate language, disrespect), disrupts the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

The Academy Essential Rule: Attire with opaque fabric must cover genitals, buttocks, and chest at all times.

The Academy prohibits wearing the following during the school day and at any school-sponsored events:

- Heavy or long winter outerwear.
- Hoods
- Any clothing that reveals an individual's undergarments or is transparent (visible waistbands and straps are permitted).
- Swimsuits (exceptions may apply, such as costumes for a performance).
- Sunglasses (unless required by a doctor's orders).
- Any clothing marked with obscene, suggestive language, or indecent pictures, writing, inappropriate slogans, hate speech, sexually suggestive and/or drug/alcohol advertisements.
- Any item that may be used as a weapon or which may present a safety hazard to the student, other students or staff.

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

Cell Phone Use Policy:

To minimize distractions and promote professionalism in our studios, students are required to place their cell phones in locked cell phone holders at the start of each class.

Here's how it works:

- **Phones go in the holder when class starts.** Students may retrieve their phones between classes—but not to go to the bathroom.
- **Exception for medical needs:** A doctor's note or an accommodation in a 504 or IEP explicitly requiring students to keep their cell phones with them.
- **Instructional use:** Teachers can allow phones for specific class activities.
- **Parents/guardians:** We need your help! If you need to contact your student during class time, please call the main office—not the student's phone.

If a phone becomes a distraction, teachers may remind students to return it to the holder. Repeated reminders could result in holding the student's phone in the main office until the end of the day, requiring a parent to pick up the phone, and/or a meeting with the parent. The goal is to keep our students' attention on classroom learning—thank you for your cooperation!

Technology Use:

- Students will use the Internet or network for school purposes and only in the presence of and/or knowledge of a teacher or other adult.
- Users will use the Internet in a responsible manner, and will use appropriate language. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Students will not give out any information about themselves or anyone else.
- Malicious use of the system to develop programs that harass other users or that gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Students should notify their teacher or other adult whenever they encounter information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. **Account owners are ultimately responsible for all activity under their account.**
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- No student will send or receive e-mail except under the direction of or authorization of a teacher or other staff member.
- All users will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet. This also includes unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers.
- Only those individuals who have been specifically designated as Webmaster or his/her designee by the school district will be allowed to post, alter or delete information from a school website.

- It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use. Therefore, any violation of this policy, even though not specifically mentioned in the guidelines, but determined by the Academy to be an inappropriate use or to improperly restrict or inhibit other members from using and enjoying the network, may result in revoking access privileges and disciplinary actions.
- The Academy reserves the right to monitor and supervise use of its property. All students will be expected to adhere to the same Acceptable Use standards for appropriate content for personal web pages that can be accessed from the school's computers.
- The Academy has taken reasonable precautions to eliminate objectionable materials from the network. However, it is impossible for the Academy to restrict all such materials, and it cannot be held responsible for such materials acquired on the network.
- Students, who are assigned a school laptop for a period of time that extends beyond the school day, will be subject to Acceptable Use Regulations regarding Internet/Computers, as well as any additional rules, regulations, policies, and agreements presented at the time of 1-to-1 laptop assignment.
- Because the Internet is used as part of a school activity, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

Academic Honesty/Plagiarism/Cheating:

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character and any form of cheating and plagiarism is unacceptable. Misrepresentations by students of homework, classwork, tests, reports, or other assignments shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the nature of the assignment, frequency, and the severity of the misrepresentation.

Responsible Use of AI

With a teacher's permission, students may use CREC-approved AI tools to explore creative problem-solving, brainstorm, and enhance their artistic skills, but AI must augment—never replace—a student's own original effort and mastery. Students are required to clearly disclose and document how they used AI in any assignment or project, as failure to do so constitutes a violation of academic integrity and may result in disciplinary action. AI tools must never be used for plagiarism, fabricating data, or circumventing learning objectives, and students are responsible for critically evaluating all AI outputs for bias and factual errors. Finally, to protect students' privacy, students are strictly prohibited from inputting personal, sensitive, or confidential information into unauthorized AI platforms.

Definitions of Academic Dishonesty:

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

Consequences for Academic Dishonesty:

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

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

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

Equipment & Facilities:

Responsible and proper care of equipment (including but not limited to Chromebooks, keyboards, headphones, tablets, etc.) and facilities is expected from each student. Equipment

that is checked out to a student is the sole responsibility of that student. The student is responsible for returning it at the end of the activity in the same condition in which it was received. Lost equipment or careless damage to the facilities will be paid for by the individual responsible.

Students sometimes use the hallways as an extension of their classes. Therefore, students should maintain reasonable quiet and order in the halls when passing between classes. Also, students should be respectful of artwork displayed in the Theater Lobby and/or posted on bulletin boards by refraining from touching.

Use of school copiers is prohibited by students in order to protect student privacy. Students needing to make copies, in cases of emergencies, must see an office staff member.

Any flyer needing to be posted around the school must be approved by administration before posting.

Property & Equipment:

Any items that are the property of the school or are loaned to students must be appropriately cared for, maintained, and returned. This includes lockers, which must be kept in good order. School officials reserve the right to inspect desks, lockers, laptops, and other assigned equipment at any time to safeguard students. Students may not bring in locks from home and attach them to assigned lockers; lockers may be opened and are subject to inspection by school officials. Furthermore, school officials may search students if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs.

Students are held responsible for any loss of or damage to school property when it occurs through student neglect. Any student who damages or defaces school property will be financially liable for the exact charges the school incurs to repair or replace the damage, regardless of the condition of the property at the time of the destructive act. This financial liability is in addition to any other discipline deemed appropriate. Law enforcement could be called to assist. Finally, anyone who witnesses such an act of destruction and fails to report it to the proper authorities will be considered as having contributed to that action.

Valuables:

Students should not bring large sums of money or expensive items to the Arts Academy. The Arts Academy cannot be responsible for their safety or replacement. If a student is concerned about their valuables, then they may be locked in the Main Office for the duration of the school day. The Arts Academy IS NOT responsible or liable for the care or loss of valuables.

Students are warned not to bring large sums of money or valuables to school; **liability for these items remains with the students.**

Automobiles & Parking:

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

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

- Monday – Friday: 6:45 a.m. until 10:00 p.m.
- Saturday & Sunday: Closed

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

Fundraising Events:

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

Communication with Families:

Communication is an important part of maintaining a successful and productive school community. Throughout the year we will send home electronic messages focused on keeping the Academy community abreast and aware of current events, important information, and announcements about student and staff achievements.

Parent/Guardian Involvement:

Education succeeds best when there is a strong partnership between home and school based on positive communications and interactions. Parents/Guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities at the Arts Half-day Academy.

Parent/Guardian Conferences

Parents/Guardians are encouraged to become partners in their child's educational successes. Conferences with teachers are held at designated times twice each year but may be scheduled

at any time during the school year. Parents, students, teachers, counselors or administrators may initiate a conference. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PowerSchool- Parent Access/Portal

The PowerSchool Parent Portal gives real-time access to attendance, grades (tests, quizzes, projects, homework), schedule, teacher email address, field trip permission slips, and more. It is an essential component of home/school communication for your student. CREC families have Parent Portal accounts created for them with their login information emailed directly to them at the start of the school year.

Web access for PowerSchool for Parents/Guardians:

<https://crec.powerschool.com/public/home.html>

Students and families can access CREC's PowerSchool Public Portal in two ways:

- On an internet browser at <https://crec.powerschool.com/public/>
- Using the PowerSchool Mobile App, district code: PTFL

***Important note about the Mobile App:** Each school district has its own instance of PowerSchool. The web address and the district code are unique to each district. This means that on a single device, **you can only use the app with one district.**

For additional support click this link:

[PowerSchool Public Portal Help for Arts HD Families](#)

School Cancellations:

During inclement weather, school closings will be announced on major television and radio stations after 5:30 a.m. The Academy follows Hartford schools' cancellations and may differ from weather cancellations in home school districts. The Director of the Academy will make a ROBO call home to families using our automated system as soon as the decision to cancel is made.

If the CREC district or Hartford is having an early dismissal due to weather, there will be no half-day arts classes, and evening events will be cancelled. Half-day students, whose home school has cancelled for the day, should check local radio/TV stations to find out if Academy classes will be held. *If the Academy has classes, transportation will be provided to only the towns that are open that day.* Parents may consider providing transportation if they deem weather conditions allow. Absences that occur due to lack of district transportation are exempt from chronic absenteeism thresholds.

RSCO transportation is provided on days CREC is open even when sending districts have half-days for reasons other than weather (PD, conferences, etc.). Students are expected to attend on such days that transportation is provided. The Academy will implement attendance protocols on such days.

Transportation:

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

Transportation to and from the Arts Half-day Academy is a privilege and not a right. Acts of gross disobedience and misconduct during transportation to and from school may result in student's removal from CREC's transportation system for a duration of time to be determined by the Arts Academy's administration in conjunction with CREC policy.

For more information, **the transportation Coordinator for CREC can be reached at 860-524-4077** or online at www.crec.org/transportation.

The following towns provide their own transportation for their students:

Glastonbury Transportation 860-652-7295, #1

Hartford Transportation 860-695-8547

Meriden Transportation 475-255-0099

Windsor Transportation 860-356-0240

CREC provides transportation to/from all other towns.

Transportation Safety Complaints Procedures:

Complaints can be made through a link on the [CREC Transportation Solutions home page](#)

Student Health Needs:**Administration of Medication**

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse.

All CREC Magnet Schools follow the State Statutes, regulations and guidelines established by the CT State Department of Education and the Department of Health regarding the carrying, use and dispensing of medications. Students are allowed to carry Epinephrine Auto-Injectors,

inhalers and diabetic testing materials. Students are not allowed to carry medication at school unless otherwise specified.

Immunizations & Physicals:

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

Houseless Students:

Under the McKinney Vento Federal Act students experiencing houselessness are defined as those lacking a "fixed, regular and adequate nighttime residence". Students meeting this definition are protected and have the right to maintain their educational placement, are eligible for free school meals and for Title 1A services. If you believe your family meets this definition, please contact Social Worker, Maris Dillman, 860- 305-1051, for further assistance.

Military Families:

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact Social Worker, Maris Dillman, 860- 305-1051, for further assistance. .

Visitor Guidelines

We welcome guests to visit the Academy. To keep everyone safe, we ask all visitors to follow our check-in procedures:

- **Students may not bring guests** (including family) into classes or rehearsals without prior approval from Academy administration. If someone arrives unannounced, the student should either arrange for the visitor to leave or have their own day end early.

- **All approved visitors** must check in **at the Main Office upon arrival**, present a photo ID for registration, and receive a **Visitor Pass** before heading anywhere else on campus. Visitors will return the pass and sign out when it's time to go. This process helps us track who's on campus and keep students safe.
 - **Visitors are expected to follow school rules** during their time here.
 - **Parents wishing to observe classes** should:
 1. Contact an administrator at least 48 hours in advance to schedule a visit.
 2. Sign in at the office on the scheduled date.
 3. Be accompanied to and from the classroom by staff.
 4. Sign out before leaving.
 - **Alumni** are always welcome at **scheduled school events**—just sign in and grab a visitor pass, then enjoy the event!
-

Freedom of Information Act:

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

Mandated Reporting:

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment, such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

CREC POLICIES on Substance Abuse:

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

Tobacco and Vaping:

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

Drugs & Alcohol:

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

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

Psychotropic Drug Recommendation:

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

Dangerous Instruments & Weapons:

Students shall not possess firearms, knives, weapons or facsimiles thereof, or dangerous instruments of any kind on school grounds or buildings, on school buses, or at any school related or school-sponsored activity away from school facilities. *This includes pepper spray.* The only exception to this is when the school has approved an activity where the use of a facsimile is used as part of the education process. Students who violate this policy shall be subject to

appropriate disciplinary action, up to and including expulsion as well as possible legal action. A student's conduct off school grounds that is seriously disruptive of the educational process in violation of the CREC Council's publicized policies or for which expulsion is otherwise authorized by law may also be grounds for expulsion.

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

Search & Seizure:

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

Bullying – Safe School Climate:

The Capitol Region Education Council is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and CREC's Safe School Climate Plan, CREC expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by CREC; or through the use of an electronic device or an electronic mobile device owned, leased or used by CREC.

For purposes of this policy, "**Bullying**" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

CREC also prohibits any form of bullying outside of the school setting if such bullying:

- (i) creates a hostile environment at school for the student against whom such bullying was directed,
- (ii) infringes on the rights of the student against whom such bullying was directed at school, or
- (iii) substantially disrupts the education process or the orderly operation of a school.

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, mental, physical, developmental or sensory disability, or association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means 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 communications.

For purposes of this policy, "**Teen dating violence**" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the CREC Council authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan to address the existence of bullying and teen dating violence in schools. As provided by state law, such Safe School Climate Plan shall include, but not be limited to, provisions which:

1. enable students to anonymously report acts of bullying or teen dating violence to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying or teen dating violence;
3. require school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employees witness or receive a report of bullying or teen dating violence, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this policy and that the parents or guardians of the student alleged

to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;

5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying or teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation; such notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying or teen dating violence;
9. require each school to invite the parents or guardians of a student against whom an act of bullying or teen dating violence was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying or teen dating violence was directed and the policies and procedures in place to prevent further acts of bullying and teen dating violence;
10. require each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting to discuss specific interventions undertaken by the school; and the parents or guardians of the student against whom such act was directed to a separate and distinct meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying or teen dating violence;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying or teen dating violence in such school; and to maintain a list of the number of verified acts of bullying or teen dating violence in such school, make such list available for public inspection, and annually report such number to the Department of Education, in such manner as prescribed by the Commissioner of Education;
12. direct the development of case-by-case interventions, that may include both counseling and discipline, for addressing repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying or teen dating violence incidents by the same individual;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
14. direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that address safety

measures the school will take to protect such students against further acts of bullying or teen dating violence;

15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal or designee believes that any acts of bullying or teen dating violence constitute criminal conduct;
16. prohibit bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by CREC, or through the use of an electronic device or an electronic mobile device owned, leased or used by CREC, and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and CREC's Confidentiality and Access to Student Information policy and regulations.

The CREC Council shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education for its review and approval. Not later than thirty (30) calendar days after approval by the Department of Education, CREC shall make such plan available on CREC's website as well as on the website of each CREC school or program and ensure that the Safe School Climate Plan is included in CREC's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Civil Rights:

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

Sexual Discrimination:

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

Sexual Harassment:

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

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) An employee or third party subject to the district's control conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) Sexual assault, dating violence, domestic violence, or stalking.

Any student who believes that they have been subjected to sexual harassment should report the matter immediately so that investigation may begin at once and appropriate corrective action may be taken. Upon learning of, or having reason to suspect, the occurrence of sexual harassment, school staff members shall ensure that an investigation is promptly commenced and appropriate corrective action is taken, whether or not the victim reports the matter.

The Executive Director is directed to develop and implement specific procedures on reporting, investigating and remedying instances of sexual harassment. A copy of this policy and its accompanying regulation shall be distributed to staff and students and posted in appropriate places.

Definitions

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee or third party subject to CREC control conditioning the provision of an aid, benefit, or service of CREC on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CREC's education program or activity; or
- (3) Sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment behavior may include, but is not limited to: suggestive or obscene letters, notes, invitations; derogatory comments, slurs, jokes, epithets; assault, touching, impeding or blocking movement; leering, gestures; display of sexually suggestive objects, pictures or

cartoons; continuing to express sexual interest after being informed that the interest is unwelcome; coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid); inappropriate attention of a sexual nature from peer(s), i.e. student to student.

The exercise of rights protected under the First Amendment does not constitute sexual harassment under Title IX.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant; by a person with whom the complainant shares a child; by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the complainant under Connecticut domestic or family violence laws; or by any other person against an adult or youth complainant who is protected from that person's acts under Connecticut domestic or family violence laws.

“Dating violence” means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the complainant; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for that person's safety or the safety of others; or (B) suffer substantial emotional distress.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered, as appropriate, as reasonably available, and without fee or charge, to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to CREC's education program or activity without unreasonably burdening the other party, and include measures designed to protect the safety of all parties or CREC's educational environment, or to deter sexual harassment.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any CREC official who has authority to institute corrective measures, or any CREC employee.

“Complainant” means an individual who is alleged to have been subjected to conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that CREC investigate the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The Academy Title IX Coordinators are Raegan Bishop rbishop@crec.org (Student Last Names M-Z) and Lynn Hoffman lhoffman@crec.org (Student Last Names A-L). The CREC Title IX Coordinator is Ivette Rizza, Managing Director, Employee Relations and can be contacted at: (860) 524-4031; email: irizza@crec.org.

Reporting Procedure

Any person may report sexual harassment, whether or not the person reporting is a person who is alleged to have been subjected to conduct that could constitute sexual harassment. Such report may be made to the Title IX coordinator or to the school principal/program director or designee, in person, by mail, by telephone or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours), and it may be made anonymously.

Students who believe that they have been sexually harassed at a CREC education program or facility, or those who have knowledge of sexual harassment occurring at a CREC education program or activity, should report the matter to the Title IX coordinator or to the school principal/program director or designee. School or program employees who receive reports of sexual harassment should immediately forward them to the Title IX coordinator with a copy to the school principal/program director or designee.

Policy/Regulation Appendix

Full texts for CREC’s policies can be found at: <https://www.crec.org/about/policies.php>