Annual Notification Manual



Interdistrict School for Arts & Communication

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2026-2027

CORE VALUES AND BELIEFS ABOUT LEARNING

At ISAAC Middle School, we pride ourselves on fostering a safe, fun, and nurturing environment that promotes hard work, happiness, and effort for all who work, learn, and grow within our school community. We believe that All Students Can Succeed with high expectations, maximum effort, and a growth mindset. Our success as an ISAAC Family is deeply rooted in the positive relationships shared among our diverse student body, devoted staff, and engaged families. Our professional learning community of talented and passionate educators is committed to the delivery of a rigorous and innovative curriculum, which promotes the shared belief that Effort Creates Ability. We support the growth of each student by developing the academic, civic, and social skills essential to succeed in high school and beyond.

THE ISAAC VISION OF THE GRADUATE

The ISAAC Vision of the Graduate is that all graduates are proficient in the following competencies:

- Write effectively for various purposes
- Speak to diverse audiences in an accountable manner
- Develop the behaviors needed to interact and contribute with others on a team
- Analyze and solve problems independently and collaboratively
- Be responsible, creative, and empathetic members of the community

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Asbestos Notification

ASBESTOS NOTIFICATION Following federal guidelines, the Board of Education has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Interdistrict School for Arts and Communication. Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

Attendance and Truancy

(BOE Policy 5122)

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Interdistrict School for Arts and Communication (ISAAC), through its Executive Director, will adopt and maintain procedures to implement this policy.
In addition, ISAAC takes seriously the issue of chronic absenteeism. To address this issue, ISAAC, through its Executive Director, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Truancy Expectations:
"Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at ISAAC office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at ISAAC office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that ISAAC provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

Bullying Policy

(BOE Policy 5011)

The Interdistrict School for Arts and Communication (the "School") is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus

free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the School's Safe School Climate Plan, the School 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 the School or through the use of an electronic device or an electronic mobile device owned, leased or used by the School.

The School also prohibits any form of bullying behavior 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. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Food Allergies, Glycogen Storage Disease, and/or Diabetes

(BOE Policy 5141)

The Interdistrict School for Arts and Communication (ISAAC) (the "School) recognizes that food allergies, glycogen storage disease ("GSD"), and diabetes may be life threatening. For this reason, the School is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The School is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The School further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older), and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy, glycogen storage disease or diabetes, as developmentally appropriate. To this end, the School adopts the following guidelines related to the management of life threatening food allergies, glycogen storage disease, and diabetes for students enrolled in the School.

Food Services/Free and Reduced Price Meals Eligibility

(BOE Policy 3542)

The Interdistrict School for Arts and Communication (ISAAC) shall operate the school lunch program as authorized by, and under provisions of, applicable State and Federal statutes and regulations.

Food services shall include hot lunches and milk through participation in the National School Lunch Program. Where financial hardship exists, as determined by applicable State and Federal statutes and regulations, students may be eligible to be served free or reduced price meals.

The school lunch program shall be an integral part of ISAAC's total educational program. Administration of the food services program will be coordinated by the Executive Director or his/her designee. Business functions to be centralized will include the bulk purchasing of food and supplies, the planning of nutritionally balanced menus, and the regular audit of all accounts.

Monthly reports and operating statements for the school lunch program and cafeterias for ISAAC shall be prepared by the Director of Food Services and transmitted to the Executive Director or his/her designee.

The educational aspects of the school lunch program will be the responsibility of the building administrator, subject to advice, counsel and direction from the Executive Director and Director of Food Services.

The Executive Director of ISAAC shall, at his/her discretion alter or suspend the school lunch program as needed due to public health concerns or facilities difficulties.
The Interdistrict School for Arts and Communication announces its participation in the federally funded Seamless Summer Option (SSO) of the National School Lunch Program and/or School Breakfast Program. Under the SSO, nutritious meals are provided free of charge to all students 18 years and younger at the school. Any questions can be directed at our Food Services Coordinator, Julie Saunders, at (860)447-1003.

Non-Discrimination Statement

(BOE Policy 5004)

The Board of Directors (the "Board") complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

Pesticide Application

(BOE Policy 3524)

The intent of this policy is to ensure that students, employees and parents/guardians of the Interdistrict School for Arts and Communications (ISAAC) receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings or on school grounds. ISAAC will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits. Integrated Pest Management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden, and ornamental use.

The application of lawn care pesticides on the grounds of schools with students grades eight and lower is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Executive Director of Schools.

Section 504/Americans with Disabilities Act (ADA): Notification of Rights

(BOE Policy 5504)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, ISAAC (the "School") recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs, which may require reasonable modifications to such policies and practices. In this regard, the School prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system. The School has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The School's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If a student's parents/guardians disagrees with the decisions made by the professional staff of the School with respect to the identification, evaluation or educational placement of their child, such parent/guardian have a right to request an impartial due process hearing. In addition, a student or parent/guardian of a student may also file an internal grievance/complaint on these issues or any other type of discrimination on the basis of disability by or within the School by utilizing the grievance/complaint procedures outlined in the Administrative Regulations Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act associated with this policy, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Parent-Teacher Communication/Complaint Procedure

(BOE Policy 6024)

The Interdistrict School for Arts and Communication (ISAAC) believes that parents should be knowledgeable about the education that the school provides to enrolled students. ISAAC believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of ISAAC to encourage parent-teacher communication. The Executive Director or his/her designee shall be responsible for developing procedures in furtherance of this policy.

ISAAC is further required to include information about parental involvement and actions taken to improve parental involvement, in the strategic school profile it submits annually to the Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities. These policies and procedures may include periodic newsletters, required regular contact with all parents through the Advisory Model, monthly PTO meetings, home visits and the use of technology such as PowerSchool which allows parents to check on their children's assignments. Such policies and procedures shall require ISAAC to conduct two flexible parent-teacher conferences for each school year.

The Interdistrict School of the Arts and Communication encourages students and parents to take every opportunity to foster positive dialogue with faculty and staff. In the event a question or concern arises, students and parents should make their first contact with the classroom teacher. If the situation remains unsolved, the student and/or parent should then seek conversation with the school counselor, social workers, or case manager (for special education students). Should the situation continue to be an issue, students and parents should contact ISAAC Administration beginning with the Associate Principal, Maria DePino-Wallig, or Amy Geary, the Director of Student Supports, followed by the ISAAC Principal, Mercedes Alger.

Student Discipline Policy

(BOE Policy 5114)

Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the School includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy).

1. Striking or assaulting a student, member of the school staff or other person(s)
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, alienage, gender identity or expression, marital status, age, pregnancy, veteran status, or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, and is inhaled by the user of such

product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of school policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending the school, or a physical act or gesture by one or more students repeatedly directed at another student attending the school, which:
a. causes physical or emotional harm to such student or damage to such student's property;
b. places such student 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 student;
d. infringes on the rights of such student at school; or
e. substantially disrupts the education process or the orderly operation of the school.
Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, 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 communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, distance learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as 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
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

Student Records and Confidentiality

(BOE Policy 5125)

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process

The ISAAC Board of Directors recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations, The No Child Left Behind Act of 2001, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

Title IX: Grievance Procedure and Coordinator

(BOE Policy 1000)

NON-DISCRIMINATION

It is the policy of the Interdistrict School for Arts and Communication (the “School”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, School employees or third parties subject to the control of the School. The School’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the School website. It is also the policy of the School to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital

status, national origin, ancestry, alienage, disability, pregnancy, gender identity or expression, or veteran status.

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “veteran” means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination may obtain a copy of the School’s complaint procedures and complaint form that are included in the School’s Administrative Regulations Regarding Non-Discrimination. These regulations accompany School Policy #1000 [#1000 for Community/Non-Discrimination Policy] and are available online at www.isaacschool.org or upon request from the main office.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, disability or pregnancy, such complaints will be handled in accordance with other appropriate policies (e.g., Policy #4218, Sex Discrimination/Harassment in the Workplace ; Policy #5420, Sex Discrimination and Sexual Harassment (Students); Policy #4504, Section 504/ADA (Personnel), and Policy #5504, Section 504/ADA (Students)).

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 392
(617) 289-0111
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the School's complaint procedures or complaint forms related to claims of discrimination, may contact:

Mercedes Alger,Principal
190 Governor Winthrop Blvd
New London, CT 06320
malger@isaacschool.org

Green Cleaning Products Notification

(BOE Policy 1240)

It is the policy of the ISAAC Board of Directors to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The ISAAC Board of Directors shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the ISAAC Board of Directors.

The ISAAC Board of Directors shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (i.e. required report on condition of facilities, action taken to implement the

Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the board shall make such notice otherwise publicly available.

Wellness Policy

(BOE Policy)

It is the policy of the Interdistrict School for Arts and Communication's Board of Education (the "Board") to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness ("Advisory Council") to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the Board, and members of the public and may also involve Supplemental Nutrition Assistance Program ("SNAP") coordinators or educators. The Advisory Council will be involved in the development and implementation of the policy, the triennial assessment and periodic updating of the policy.

Purchasing

(BOE Policy 3310)

ISAAC's purchasing policy and procedures are intended to comply with state and federal laws and regulations, applicable case law, and the Uniform Commercial Code (UCC). In addition, purchases involving federal funds shall comply with C.F.R. Sections 200.318-200.326.

The following objectives form the basis for the purchasing function:

- Buy the proper product for the purpose required;
- Have the product available when needed;
- Buy the proper amount of the product; and
- Pay the proper price.

The following guidelines apply to purchases of materials and services, subject to exclusions below:

- Micro-purchases (under $10,000) may be made without soliciting competitive quotes if ISAAC considers the price to be reasonable, based on review or industry knowledge. To the extent practicable, micro-purchases should be distributed among qualified suppliers.
- Small purchases ($10,000 and higher, but less than $25,000) require documented quotes from an "adequate" number of sources (generally, three).
- Large purchases ($25,000 and higher) require competitive bidding through sealed bid (lowest price); competitive proposal (RFP/RFQ – best fit for need); or, under limited and approved circumstances, a sole source provider.

- Any contract for services above $50,000 must adhere to the state of Connecticut Nondiscrimination agreements and warranties under the Connecticut General Statute section 4a-60 and 4a-60a.
- Any purchases of $250,000 and higher must be separately reviewed for compliance with Federal funding regulations, including C.F.R. Sections 200.322-323.

Purchasing thresholds pertain to the full amount of a purchasing agreement, not an individual purchase. Where an agreement relates to more than one fiscal year, the full amount of the contract shall apply. Small and large purchases under $250,000 may be sourced under a competitively bid contract through a third party such as CT State Dept. of Administrative Services, an agency such as NASPO, or purchasing cooperatives or consortia such as PEPPM, Omnia and RESC-based cooperatives.

The Executive Director is authorized to set appropriate specifications for a contract or agreement to purchase. Solicitations will clearly describe the materials or services being requested; outline minimum standards and expectations; and identify requirements and criteria for evaluating bids. Bid solicitations will be made in a public manner, without regard to supplier's location or prequalification. ISAAC is committed to providing equal opportunities to certified small minority & women-owned businesses for procurement of goods and services.

Bid or quote awards shall be made in the best interests of ISAAC and may not necessarily be the lowest bid or quote. Other factors to be carefully considered are quality, suitability, and delivery terms. The Executive Director may award bids and may reject any or all such bids. All bid awards shall be reported to the Executive Committee of the Board.

ISAAC is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, bid evaluation, protests, disputes, and claims.

Bidding and quote requirements may be waived by the Board of Directors if it is in the best interest of ISAAC to do so. Any decision to waive bid or quote requirements will be reported in the Board of Director minutes.

The authority to enter into and sign contracts is delegated to the Executive Director by the Board. General purchasing procedures for ISAAC will be centralized under the Director of Finance, as designee for the Executive Director.

Bids and quotes are not required for the following:

- Purchases where only one supplier exists, if approved by the Executive Director.
- Architectural services.
- Legal services
- Services requiring specific expertise (consultants, specialists).
- Textbook purchases.

Health Assessments and Screenings

(BOE Policy 5215)

The Interdistrict School for Arts and Communication (the "School") requires each student enrolled in the School to undergo health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by one of the following qualified providers for health assessments: (1) a legally qualified practitioner of medicine; (2) an advanced practice registered nurse or registered nurse, who is licensed under state statute; (3) a physician assistant, who is licensed under state statute; (4) the school medical advisor, or (5) a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. The School will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the School.

Computer System and Internet Safety

(BOE Policy 5008)

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Directors has installed computers, and a computer network, including Internet access and an e-mail system, on Board premises and may provide other electronic devices that can access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers), The Board's computers, computer network, electronic devices, Internet access, and e-mail are referred to collectively as "the computer systems", and are provided in order to enhance both the educational opportunities for our students and the business operations of the school.

These computer systems are business and educational tools. As such, they are made available to students in the school for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the school's computers and computer systems.

Parent and Family Engagement Policy

(BOE Policy 6172)

In accordance with Section 1010 of the Every Student Succeeds Act ("ESSA"), Public Act Law 1114-95, it is the policy of Interdistrict School for Arts and Communication (the "School") to provide parents and family members of students participating in the school's Title I program meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the School encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the School's Title I programs, to participate in the improvement of such programs and to help improve their child's progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs. The School shall distribute this written Parent and Family Engagement Policy to parents and family members of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of the parent and family engagement portion of Section 1010 of ESSA.

The School shall conduct, with the meaningful involvement of Title I parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools receiving Title I funds. The School shall use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the policy. Such annual evaluation shall include identifying:

1. barriers to greater participation by parents in activities authorized by 20 U.S.C. § 6318 (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

2. the needs of parent and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

3. strategies to support successful school and family interactions.

Parent Bill of Rights for English Learners/Multilingual Learners

(CSDE EL/ML Parent Bill of Rights)

Pursuant to P.A.23-150 Section 17 the State Board of Education drafted rights for parents or guardians of students who are multilingual learners to guarantee that the rights of such parents and students are adequately safeguarded and protected in the provision of bilingual education under chapter 164 of the general statutes, and the sharing of this bill of rights in the dominant language of the parents or guardians. This means that, according to P.A.23-150 Section 17, the State Board of Education will create a clear list of rights for parents or guardians of students who are learning multiple languages. This list

will make sure that the rights of these parents and students are kept safe and protected when they get bilingual education as described in Chapter 164 of the general laws. The list of rights will be given to parents or guardians in the language they understand the best and can be accessed by clicking on the "CSDE EL/ML Parent Bill of Rights".