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Dear Students, Parents and Guardians:

Welcome to Three Rivers Middle College 2019-20 school year!

It has been an exciting summer as we continue to build and improve our magnet school. We have worked hard to create a unique educational experience for all students. With our program being only 67 students from over 20 towns, we have a tremendous opportunity to personalize each student's learning plan. We look forward to helping your student become College & Career ready!

As a program, we will strive to provide high learning expectations while giving the necessary supports that students will need to be successful in a college environment. We are excited to be hosting the SAT test on October 16, 2019 at TRMC for all of our seniors and the PSAT for all of our juniors. This will be at no cost to the student. As a Middle College themed magnet school we feel it is extremely important to have Middle College days such as college visits, college fair trips, college application support days, parent meetings and the spring SAT day. Our school counselor will be reaching out to senior parents early in the Fall semester to help with the college application process.

On the back of this letter, you will find brief highlights about orientation and other important information that is available in our Handbook. Included in this letter you will find the laptop and handbook forms that need to be signed by both student & parents. We will review the Handbook during the first week of school. Please like us on Facebook and follow us on twitter (@TRMCwolves, @BradColumbus) for daily updates, announcements and important college application resources.

Wolf Pack Pride!
Sincerely,

Brad Columbus,
Principal Three Rivers Middle College
2019-2020 Faculty and Staff

ADMINISTRATION

Brad Columbus
Principal
bcolumbus@learn.k12.ct.us

Sarah Slocum
Secretary
860-215-9490
sslocum@learn.k12.ct.us

FACULTY & STAFF

English Teacher
Pamela Santerre
860-215-9488
psanterre@learn.k12.ct.us

Science Teacher
Jeffrey Savoie
860-215-9492
jsavoie@learn.k12.ct.us

Mathematics Teacher
Dr. Chun Kong Wong
860-215-9487
cwong@learn.k12.ct.us

Special Education Teacher
Heather Singletary
860-215-9493
hsingletary@learn.k12.ct.us

Instructional Assistant
Kathleen O’Reilly-Wild
860-215-9489
koreillywild@learn.k12.ct.us

Guidance Counselor
Christopher DeLucia
860-215-9496
cdelucia@learn.k12.ct.us

Social Worker
Beverly Carr
860-215-9484
bcarr@learn.k12.ct.us
LEARN LEADERSHIP CENTRAL OFFICE
860-434-4800

Katherine Ericson
Executive Director
kericson@learn.k12.ct.us

Ryan Donlon
Associate Executive Director
rdonlon@learn.k12.ct.us

Nat Brown
Director of Executive Services
nbrown@learn.k12.ct.us

Michael Belden
Chief Financial Officer
mbelden@learn.k12.ct.us

Bridgette Gordon-Hickey
Deputy Executive Director
bghickey@learn.k12.ct.us

Jack Cross
Director Development & Innovation
jcross@learn.k12.ct.us

LEARN is a Regional Educational Service Center (RESC), serving 25 towns, 24 school districts, and 21 superintendents in southeastern/shoreline Connecticut. Established in 1967 by local districts, LEARN is one of the six RESCs in the state. The purpose of each RESC is to enhance the quality of education and provide solutions to identified needs through a wide range of programs and services.

LEARN currently serves twenty-five towns and communities with a student population of nearly 53,000. Through its leadership and resources and by working with schools, students, families, and other community agencies, LEARN promotes regional and statewide cooperation and provides a framework for districts to achieve their goals.

LEARN is a public, educational agency governed by a Board of Directors comprised of one elected board of education member from each district. The source of funding is local districts, state contracts and grants, federal grants, and private foundations.

If you have a question regarding LEARN or would simply like further information, please send an e-mail to info@learn.k12.ct.us. We look forward to hearing from you!
Dear Parent/Guardian:

This Parent-Student Handbook contains pertinent Three Rivers Middle College High School and LEARN policies, regulations, and other requisite annual notices, guidelines and rules. All students and parents will receive a hard copy of this handbook at the beginning of the school year. This handbook and the information found within is also located on the school website: www.threeriversmiddlecollege.org

However, if you do not have access to the Internet and/or otherwise need an additional printed copy of the Parent-Student Handbook; please contact the school office and a copy will then be provided to you free of charge.

Please sign the following statement and return this page to the school office by September 7, 2018.

I have received notification that the Three River Middle College High School Annual Notification of District Policies Handbook is on the School’s web site and is also available directly from the school office. I have read and understand the guidelines and rules set forth in the Handbook and any policies contained therein. I agree to abide by the policies and regulations of the Three River Middle College High School and LEARN Regional Educational Service Center. We, the parent and student, also agree to support the Three Rivers Middle College School Vision, Mission, and Code of Conduct as stated in the parent-student handbook.

Student Name__________________________________________________
Student Signature_______________________________________________
Student’s Advisory Teacher_________________________________________
Parent/Guardian Name____________________________________________
Parent/Guardian Signature________________________________________
Date________________________________________________________________

A complete LEARN Policy Manual is available for review in the director’s office at the school
### 2019 Fall Semester Block Schedule

*refer to our website for changes in schedule for Spring semester

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:40</td>
<td>Chemistry D-208</td>
<td>Chemistry D-208</td>
<td>Chemistry D-208</td>
<td>Chemistry D-208</td>
<td>Chemistry D-208</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Pam Success E-204</td>
<td>Pam Success E-204</td>
<td>Pam Success E-204</td>
<td>Pam Success E-204</td>
<td>Pam Prep</td>
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<tr>
<td>8:45-</td>
<td>Career Choices E-204</td>
<td>Support Block</td>
<td>Career Choices E-204</td>
<td>Wolf Pack Hour</td>
<td>Career Choices E-204</td>
</tr>
<tr>
<td>10:00</td>
<td>CK Support Jeff Prep</td>
<td></td>
<td>Jeff Support CK Prep</td>
<td>25 minutes Advisory</td>
<td>Chris Support Jeff/CK Prep</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:05-</td>
<td>Math E-206</td>
<td>English E-204</td>
<td>Math E-206</td>
<td>English E-204</td>
<td>Math E-206</td>
</tr>
<tr>
<td>11:05</td>
<td>Engineering D-208</td>
<td>Engineering D-208</td>
<td>Engineering D-208</td>
<td>Engineering D-208</td>
<td>Engineering D-208</td>
</tr>
<tr>
<td>60 Minutes</td>
<td>Jeff Success D-208</td>
<td>CK Success E-206</td>
<td>Chris Success D-208</td>
<td>CK Success E-206</td>
<td>Jeff Success D-208</td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:35-</td>
<td>English E-204</td>
<td>Chemistry D-208</td>
<td>English E-204</td>
<td>Chemistry D-208</td>
<td>English E-204</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Chris Success E-206</td>
<td>Chris Success 101</td>
<td>Chris Success 101</td>
<td>Chris Success 101</td>
<td>Chris Success E-206</td>
</tr>
<tr>
<td>1:40</td>
<td>Math E-206</td>
<td>Jeff Success D-208</td>
<td>Math E-206</td>
<td>Jeff Success D-208</td>
<td>Math E-206</td>
</tr>
<tr>
<td>60 Minutes</td>
<td>Pam Success E-204</td>
<td>Pam Success D-208</td>
<td>Pam Prep</td>
<td>Pam Prep</td>
<td>Pam Prep</td>
</tr>
</tbody>
</table>

*refer to our website for changes in schedule for Spring semester
| TRCC College Classes Start August 27th | • Students that have classes on Monday and Tuesday will not have bus transportation.  
• Please stop in prior to class or on an earlier date to pick up your books in the Main office. |
| August 28st First day of class for all students | • Orientation activities will happen during the first 3 days of school and all students are expected to attend.  
• Topics include school culture, policies, class schedules, summer reading activities, team building activities, student expectations, senior college planning meetings and class expectations.  
• School starts at 7:40 students are expected to be in the building prepared for class.  
• Friday September 7th we plan to take a school wide trip to Bluff Point in Groton for a community-building day and picnic. |
| School Breakfast & Lunch | Free and reduced forms should be fill out and returned to the main office. Students have the option to eat lunch in the college café or order lunch through our school lunch program. **Lunch will be provided on Wednesday** |
| Advisory | Each student will be assigned an advisor that will meet with the student on a regular basis. There will be whole group advising sessions as well as one on one. Your student’s advisor will be a primary point of contact throughout the school year updating you on your student’s growth in Social/Emotional, Academic and College & Career Readiness Competencies. |
| Parking Privileges | Students will only have driving privileges when approved by the Director and College Dean. Students must fill out the appropriate paper work, have valid driver’s license and once approved they can only park in lot 10. |
| NWEA Map Testing | The testing is computer based and takes about 45 minutes per session. 11th grade students will complete Math and Reading assessment. The results will be used by our teachers to inform their instruction and measure student growth over time. For more information please go to https://www.nwea.org/ |
| Student Dress and Grooming | The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school’s responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe and functional. This is especially important in a college school setting where the learning environment is professional. |
| Personal & Electronic Devices | In the Three River Middle College High School technological environment, cellular devices may be integrated into the lesson. Student possession and use of cell phones, iPods, iPads, and similar devices are permitted at Three River Middle College High School when utilized under the direction of a staff member. |
| Attendance Policy | Students with 8 or more unexcused absences in a semester can result in an incomplete or grade of Minimum Competency. Also, missing more than 25 minutes of a class period unexcused can result in an absence. |
Three Rivers Middle College High School
2019-2020
School Hours

School Hours (regular full day)
Doors Open: 7:00 am
Classes begin: 7:40 am
Dismissal: 1:45 pm

School Hours (half day/early dismissals)
Doors Open: 7:00 am
Classes begin: 7:40 am
Dismissal: 11:45 am

Office Hours
7:15 am – 3:00 pm

School Delays and Cancellation
In the event of a school cancellation, delay, or early dismissal due to inclement weather, a phone call, email and/or a text message will be sent through SchoolMessenger to notify parents. SchoolMessenger is a parent notification system that allows administrators to deliver messages to home phones, work phones, cell phones, email addresses and text message devices in a matter of minutes. Notifications are also posted on our school’s Facebook, twitter, and our website.

2 Hour Delay Start Time: 9:35

Early Closings
If the weather causes Three River Middle College High School to close early, dismissal will be at 11:45 AM and an announcement will be made on the local radio/tv stations as well as through SchoolMessenger. Notifications are also posted on our school’s Facebook, twitter, and our website.

You may also listen to local radio announcements or local TV news for your local school district’s announcements. Your local district’s decision may differ from Three River Middle College High School closings or delay. For example, if your local district decides to cancel school and Three River Middle College High School is still open, you may choose to drive your child to the school, as there will be no transportation provided by your district. The same is true when the delayed opening times are different.
Three River Middle College Mission Statement

Three Rivers Middle College Magnet High School (TRMC) empowers students to be college and career ready. A collaborative partnership with Three Rivers Community College combined with TRMC’s individualized and rigorous curriculum provides students with a dynamic, innovative learning environment. TRMC encourages students to become creative problem solvers and independent lifelong learners.

Staff Core Values & Guiding beliefs

- We are committed to providing a rigorous, relevant, and comprehensive curriculum that develops students’ multiple literacies, critical thinking, and problem solving skills.
- We strive to prepare our students to be ready for the academic and social requirements of the college and career environments.
- We will nurture students’ potential to become confident, contributing members of society.
- We use data from multiple sources to know the students that we teach and personalize learning experiences to meet student needs.
- We learn from challenges, mistakes, and setbacks and use that learning to inform our practice—we look for progress not perfection.
- We value the collaborative learning community that exists between Three Rivers Community College/TRMC students and staff.
- We are committed to pioneering cutting edge and innovative educational opportunities.
Three River Middle College Magnet High School

Code of Honor

- **Student Expectations:**
  It is the responsibility of each student to be an active participant in their education. (Ex: Be prepared for class, be punctual, plan for the future)

- **Teachers Expectations:**
  Teachers will facilitate collaboration with students while providing meaningful assignments, encouraging educational ownership, and respecting individual differences.

- **Community Relations:**
  Recognizing diversity within our school, we will respect ourselves, others, and the environment.

- **All LEARN/TRCC Policies:**
  All students and faculty will abide by LEARN/TRCC policies and procedures.

- As young adults we will always strive for success
- As a growing and developing learning community this Code of Honor may change based on our needs.
School Lunch Program

School lunch is provided by SLA Management

Program Overview
The TRMC has established school lunch prices for the 2018-2019 school year as follows:

<table>
<thead>
<tr>
<th>Paid Breakfast</th>
<th>$1.50 w/ Milk</th>
<th>Paid Lunch</th>
<th>$3.00 w/ Milk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced Breakfast</td>
<td>$.30 w/ Milk</td>
<td>Reduced Lunch</td>
<td>$.40 w/ Milk</td>
</tr>
</tbody>
</table>

Parents can deposit money in their child's school meal account any time during the school year. Prepayments are accepted in the SLA website [www.slalunch.com](http://www.slalunch.com). Credit, Debit and/or checks in all denominations are accepted. As students purchase meals off of their prepaid account, the amount will be deducted from their starting balance. Students may check their balance on the SLA website.

End of Year Procedures for lunch accounts
As the last day of school is quickly approaching, it is time to consider what will happen with your child's lunch account balance at year-end. Now is the time to monitor your child’s account balance carefully. Current balances can be found on-line at [https://www.slalunch.com/](https://www.slalunch.com/)

Students in Grades PK - 11:
Account balances will be carried forward and will be available to your child at the start of school in the fall. If your child will be remaining in the district but moving on to another school building, the balance will be transferred to the appropriate LEARN magnet school. If you are moving out of the district or require a refund for any reason, please email foodservice@learn.k12.ct.us or call 860-434-4800 ext. 170 to make arrangements for a refund.

Seniors:
Seniors may request a refund at the end of the school year. If you would prefer that a remaining balance be transferred to a sibling and not be given as refund, please fill out the Refund/Transfer Form and email to foodservice@learn.k12.ct.us by the scheduled last day of school and a refund check will be mailed to the parent or guardian over the summer. Unrequested balances of less than $5.00 that cannot be transferred to a sibling will be forfeited and donated to the school’s activity account.

Students not returning next year: If you have automatic, recurring payments set up on the SLA Management Payment Portal ([https://www.slalunch.com/](https://www.slalunch.com/)), please turn that feature off before we refund your account balance. Questions concerning lunch balance can be answered by SLA's Customer Service at 1-407-740-7677 or send an email to online@slamgmt.com.
Policies and Procedures

Non-Discrimination (5004)
Three River Middle College High School /LEARN is committed to a policy of equal opportunity/affirmative action for all qualified persons. Three River Middle College/LEARN does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal laws and provides equal access to designated youth groups.

Positive Behavior Support
Three River Middle College High School encourages appropriate behavior in school using a system called Positive Behavior Support (PBS). PBS supports positive behavior from all of our students by creating clear expectations of behavior. These expectations are posted throughout the school and are continuously modeled and reinforced by staff members. PBS is intended to improve the school environment, enhance student academics, and increase the potential for positive interactions between students and staff. If a student always follows the four beliefs of safety, effort, responsibility, and respect, he/she should never have to face disciplinary consequences.

1. I will pledge to always think about my safety and the safety of others.
2. I will pledge to put forth my maximum effort to create my highest ability.
3. I will pledge to accept responsibility for my actions before I act.
4. I will pledge to respect others and myself.

Sexual Harassment (5005)
It is the policy of the LEARN Board of Directors that any form of sexual harassment is forbidden in the workplace and in all school facilities, whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the Board.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student’s submission to or rejection of unwelcome conduct will in any way influence an academic decision regarding that student, or conduct of a sexual nature which substantially interferes with a student's academic performance, or creates an intimidating, hostile or offensive academic environment, such as the display of sexually suggestive objects or pictures.

It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Executive Director or a responsible designee who will forward the report to the Executive Director. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The Executive Director will develop and distribute sexual harassment complaint procedures.

Student Harassment Policy (5006)
It is the policy of LEARN to maintain a learning and working environment which is free of any form of harassment. This policy has application at all levels of student to student contact. All harassing behaviors are strongly prohibited including those based on, but not limited to race, color, national origin, ethnicity, sex/gender, disability, sexual orientation and religion. LEARN will provide students and families with printed copies of this policy, procedures, and the compliance process on an annual basis.
It shall be violation of this policy for any student to harass a student or others through any inappropriate, violent or nonviolent, conduct or communication. It shall be a violation of this policy for any student to inflict, threaten to inflict, or attempt to inflict harm upon any student or others related to race, color, national origin, ethnicity, sex, gender, disability, sexual orientation and/or religion.

LEARN will act to investigate and resolve all complaints, either formal or informal, verbal or written, of such harassment or perceived harassment and will discipline or take appropriate action against any student who is found to be in violation of this policy.

Harassment consists of physical or verbal conduct which is sufficiently severe, pervasive or persistent so as to interfere with, or limit the ability of an individual to participate in, or benefit from LEARN’s programs and activities, and which is related to an individual’s race, color, national origin, ethnicity, religion, disability, sex/gender or sexual orientation. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical or other verbal or physical conduct or communication of a sexual nature.

It is the expressed policy of the LEARN Board of Directors to encourage victims of harassment to report such claims. Any student or parent/guardian of a student who believes that the student has been the victim of harassment, or has questions about this issue, should seek the help of the LEARN administrator(s) or an adult whom they trust, such as a teacher, counselor, nurse or psychologist. The LEARN administrator or designee shall be advised of the concern immediately and will report to the Executive Director.

**Bullying (5007)**

LEARN is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe in school.

Bullying is prohibited 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the local or regional board of education.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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.

Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the LEARN's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For the purposes of this policy “Bullying” is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that: causes physical or emotional harm to such student or damage to such student’s property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a
Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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.

For the 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. In addition, for the 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 have recently been in a dating relationship.

As part of this policy, LEARN shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. The district’s Safe School Climate Plan consists of this policy as well as the administrative regulations developed by the Executive Director to implement this policy. Such plan shall:

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 annually of the process by which students may make such reports;

Enable the parents or guardians of students to file written reports of suspected bullying or teen dating violence;

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 employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

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;

Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;

Provide for the inclusion of language in student codes of conduct concerning bullying;

Require each school to notify the parents or guardians of students who commit any verified acts of bullying 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;

Require each school to: (a) invite the parents or guardians of a student who commits any verified act of bullying to a meeting to discuss disciplinary and other measures to prevent further acts of bullying and (b) invite the parents or guardians of the student against whom such act 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
student; Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

Direct the development of case-by-case interventions for addressing repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents or incidents of teen dating violence by the same individual that may include both counseling and discipline;

Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;

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;

Require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying or teen dating violence constitutes criminal conduct;

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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) 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;

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

Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) 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. 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 the district's Confidentiality and Access to Student Information policy and regulations.

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including uniform surveys that collect information about students’ perspectives and opinions about school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.
ATTENDANCE

Attendance

Regular attendance is essential to success in school. Students are directly accountable to their teachers for meeting the academic expectations of each course and for being present and on time to all classes. There is a positive correlation between regular attendance and academic achievement as students contribute to, as well as take from, the teaching-learning situations presented in school. Learning to participate actively in class is an important part of the educational process. Class participation may be a factor in the determination of a student's grade as determined by the individual teacher. Therefore, students are expected to attend all sessions of the classes in which they are enrolled. Class participation will be a factor in the determination of a student's final grade. Due to the nature of our program missing one class can equal to missing two days. Our school runs on semester long classes and having a large number of absences can result on losing credit for a course and jeopardizes graduation on schedule. We are not obligated to provide an opportunity for college courses if a student has not met the attendance requirements for our program.

Attendance Procedures

It is the responsibility of the student and parent(s)/guardian(s) to monitor on a regular basis the number of absences that have been accumulated in each course. Students and parents have 24-hour access to attendance information through the PowerSchool Parent Portal, a web-based system that provides a home-school communication tool allowing students and parents to access student information through an online interface. Students and parents can monitor daily attendance information through the online interface by entering the username and password that are provided at the beginning of the school year. Questions or concerns regarding login or passwords should be directed to the school secretary.

It is the responsibility of the parent(s)/guardian(s) to notify the school main office of the reason for all absences by 10 a.m. on the day the student is absent to ensure accurate record keeping. Calls from students will not be accepted. The phone line is also available to record messages during and beyond normal school hours. Written explanations to report absences, late arrivals, or early dismissals are required and must include the student's name, the date(s), the specific reason, the signature of the parent/guardian, and a daytime phone number where a parent can be reached.

Teachers report class attendance to the main office on a daily basis. The school secretary or SchoolMessenger, the automated telephone system used by the school, will regularly call parents if a student has not been present in school that day. This system allows parents the opportunity to notify the school if an absence has occurred that can be excused.

The LEARN Board of Directors believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Directors to monitor school attendance for the following two purposes:

a) Identify students who are truant or habitually truant, and

b) Enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed.
Without an excused absence as defined below, students should not be excused from a session, allowed to be late or dismissed before the close of school. Students involved in serious violations of attendance rules shall be referred to the Director or his designee for further action.

- a) Reasons of health, illness, and doctor visits (must have documentation)
- b) Religious holiday
- c) Court appearance
- d) Funeral or death in the family
- e) Approved school activities
- f) Suspension or expulsion
- g) Other extenuating circumstance approved by the School Director

**Magnet Theme Days Attendance**

Three Rivers Middle College believes that cultivating a school community that focuses on students becoming college ready is vital to the mission of your program. We have “Middle College” days throughout the school year that are mandatory for all students to attend. Some of those activities include: Community Service days, College Visits, College Fairs, SAT Day, Grit Days and Parent Workshop Nights.

**Attendance and Course Credit**

Successful completion of coursework at TRMC Magnet depends upon faithful attendance and participation in all classes and upon demonstrating the requisite knowledge and competence in the skills central to each course. Students who are about to embark on college level activity and responsibilities must self-regulate accordingly. Moreover, in a semester block schedule where one-credit courses must be completed in a single semester, missing school or classes can very quickly make academic recovery nearly impossible and jeopardizes graduation on schedule.

- Students that have 8 or more unexcused absences in a semester class could receive an Incomplete or Minimum Competency (MC) grade.
- Students that miss more than 25 minutes “unexcused” of a class period will result in an absence.
- Students will have an opportunity to appeal the unexcused absences through a meeting with the Principal and Guidance Staff.

**Tardy Policy**

All students arriving after 7:35am must report to the school office and check in. Four tardies to one class period can result in 1 unexcused absence that will affect your total number of 8 unexcused absences in a class. Students with excessive tardies can be given detention at the discretion of the Principal.

**Early Dismissals**

Parents are expected to appreciate that TRMC is in a college level environment and support strong attendance at school. Parents should only request early dismissal for the most urgent reasons (medical, family emergency, etc). The school only honors early dismissals with advance notice from a parent/guardian for a student on school grounds at the time.
PROMOTION AND GRADUATION REQUIREMENTS

Promotion/ Acceleration/ Retention

Promotion, acceleration, and retention of a student to a particular grade shall always be made in the best interest of the student.

Teachers shall recommend promotion or non-promotion of pupils. When necessary, Administrators shall review a recommendation and after consultation with the parent, make a decision on placement for the child. In the case of a special education student, decisions would be based on PPT recommendations.

Promotion, acceleration, and retention from grade in the elementary school shall be based on the following:

1. The achievement of the student in the present grade.
2. The ability of the child to do work in the succeeding grade.
3. Recommendations and information provided by the professional staff.
4. The expressed desires of the parent/guardian.
5. Other data relevant to the decision.

In addition to the above, successful completion of the published number of credits for promotion shall be considered for the promotion, acceleration, and retention of high school students

Graduation and Promotion

To graduate from Three River Middle College High School students must meet the requirements of the State of Connecticut (PA 10-111) and requirements unique to Three River Middle College High School. Connecticut requires all graduates to have successfully completed a minimum of 25 course credits or their equivalents.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>6 credits</td>
</tr>
<tr>
<td>Grade 11</td>
<td>12 credits</td>
</tr>
<tr>
<td>Grade 12</td>
<td>18 credits</td>
</tr>
<tr>
<td>Graduation</td>
<td>25 credits</td>
</tr>
</tbody>
</table>

If a student does not meet the requirements to be promoted to grade 12, he/she may opt to:

- Repeat the course if space permits
- Complete an approved on-line credit recovery course
- Complete an approved summer school course, or
- Return to their local district

If a student marginally meets the minimum credit requirement for promotion, the student may be promoted to grade 12 with deficiencies. However the student will need to make-up the deficiency prior to graduation. No student may graduate without meeting the state-mandated total and distributional graduation requirements and the requirements stipulated by TRMC.

Legal References:

PA 10-111
PA 11-235
PA 17-42
CGS 10-221(c)
## Graduation Requirements

<table>
<thead>
<tr>
<th>CT Graduation Requirements</th>
<th>Subjects</th>
<th>Credits</th>
<th>Mandatory Courses or Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (9 credits)</td>
<td>English</td>
<td>4</td>
<td>2 credit transferred from sending district or private high school as indicated on transcript and 2 credits at TRMC/TRCC.</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
<td>3</td>
<td>Credits transferred from sending district or private high school as indicated on transcript Civics or US Government, US History and Social Science courses at TRMC/TRCC.</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>1</td>
<td>1 credit transferred from sending district or private high school as indicated on transcript or 1 credit at TRCC.</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>1</td>
<td>One humanities elective in the subject areas of Social Studies, English or at previous school or TRMC/TRCC.</td>
</tr>
<tr>
<td>STEM (9 credits)</td>
<td>Mathematics</td>
<td>4</td>
<td>2 credit transferred from sending district or private high school as indicated on transcript and 2 credits at TRMC/TRCC. All students must take 3 consecutive semesters of math at minimum.</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>3</td>
<td>2 credit transferred from sending district or private high school as indicated on transcript or Science course at TRMC/TRCC.</td>
</tr>
<tr>
<td></td>
<td>STEM Elective</td>
<td>2</td>
<td>Credits transferred from sending district or private high school as indicated on transcript or Engineering, Programming at TRMC or Science/Math course at TRMC/TRCC.</td>
</tr>
<tr>
<td>World Language (1 credit)</td>
<td>Spanish</td>
<td>1</td>
<td>1 credit transferred from sending district or private high school as indicated on transcript or Spanish 1 at TRCC.</td>
</tr>
<tr>
<td>Self-Wellness (2 credits)</td>
<td>Physical Education &amp; Health</td>
<td>1</td>
<td>1 credit transferred from sending district or private high school as indicated on transcript or 1 credit at TRMC/TRCC. (Students required to earn CPR First Aid Certification)</td>
</tr>
<tr>
<td></td>
<td>Personal Wellness, Safety Education &amp; College Readiness.</td>
<td>2</td>
<td>2 Years of Advisory (.5 credits each year) which includes SAT Prep, College Readiness Block and 1 Credit Career Choices.</td>
</tr>
<tr>
<td>Personalized Plan of Study</td>
<td>Elective Course Options</td>
<td>2</td>
<td>Credits transferred from sending district or private high school as indicated on transcript or courses at TRMC/TRCC.</td>
</tr>
<tr>
<td>Mastery Based Diploma (1 credit)</td>
<td>Graduation Portfolio</td>
<td>1</td>
<td>Portfolio and Capstone Exhibition</td>
</tr>
</tbody>
</table>

| 25 credits | 25 |

All TRMC students must be enrolled in 7 credits each school year. Seniors who take 3 or more TRCC and/or ECE courses can take a reduced credits course load. Students lacking credits for promotion will be expected to repeat coursework or attend summer school to stay on track with their classmates for graduation.

*Students must take a minimum of three consecutive semesters of math beginning in their junior year at TRMC.
* Student must take a minimum of 7 credits per school year.
The Profile of the Three Rivers Middle College Graduate

To ensure that all students graduate from our school with the knowledge, skills, and work habits they will need in adult life, Three Rivers Middle College Magnet High School has adopted a set of core standards. All students during their time in our program will work to demonstrate achievement of all cross-curricular and content-area standards. These school wide expectations will ensure that each student provides evidence that they have achieved expected learning standards, and acquired the knowledge, skills, and work habits that will prepare them for postsecondary education and modern careers.

This will also require our educators to provide the interventions, support systems, and personalized-learning pathways that each student needs to meet the expected standards and graduate college and career ready.

Students will be measures in four categories:

A) Communication

Student’s will use a variety of methods, including writing, speaking and discussing, visual aids or video/audio representations, appropriate to the purpose and audience, to communicate effectively.

B) Critical Thinking & Problem Solving

Student’s will make developmentally appropriate decisions and will use problem solving strategies to investigate information and gain understanding in a variety of settings

C) Research & Technology

Students will use information-gathering techniques in collecting, analyzing, organizing, and presenting information.

D) College & Career Readiness

All students will understand and demonstrate the habits of success skills necessary to be college ready and have a 10 Year Plan with a focus on a Career.

The Career Project is a culminating activity that provides a way for students to demonstrate the knowledge and skills they acquired throughout their years at Three River Middle College High School. It engages students in a project/experience that focuses on an interest, career path or academic pursuit that synthesizes classroom study and real world perspective. Three River Middle College High School students are asked to demonstrate their ability to apply key knowledge and skills by planning, completing and presenting a culminating project linked to one or more area of personal interest and the individual's Student Success Plan.

The Career Choices experience may include an in-depth project, reflective portfolio, community service and/or internship. As part of the experience, the student will demonstrate research, communication and technology skills including additional relevant 21st century skills. During the second semester of senior year, students will present their 10 year Career Plan and their graduation portfolio containing the products and performances that demonstrate their degree of proficiency on the ten school-wide graduation expectations.

Students must show evidence of meeting the four graduation standards through their digital portfolio as shown in the profile of the graduate. (Profile of the Three Rivers Middle College graduate is included in page 24)
Career & College Readiness Expectations

1. All students will complete a 10 Year Plan, through which students will demonstrate their knowledge, skills, and work habits by conducting in-depth research, using technological applications, and producing a high-quality exhibition of learning.

2. All students will complete and submit at least two applications to a postsecondary educational institution, training program, or other certified learning experience, such as the military, that will provide them with continued opportunities for academic, career, and personal growth.

3. All students are expected to develop a Personal Learning Plan with assistance from counselors, teachers, and/or administrators that allows them to meet expected standards at the pace and with the support they need.

4. All students will create a digital portfolio displaying evidence of having met the school wide standards. This will be monitored by academic teachers as well as through advisory.

5. All students will participate in Magnet Theme Days including but not limited to Grit Day's, College visits, Career Fairs and other school wide events.

6. All students will be active members of the community through club participation, community service and Town Meetings.

7. All students will demonstrate an understanding of the Habits of Success skills necessary for success in a college. Skills include but not limited to time management, delayed gratification, grit, and fostering a positive growth mindset. (See Rubric)

Multiple Pathways
Three Rivers Middle College offers all students multiple learning options that allow students to demonstrate proficiency on expected learning standards, earn academic credit, and satisfy graduation requirements. TRMC also encourages its students to explore a broad range of learning experiences, including outside-of-school options. Learning options may include, but are not limited to, the following:
1. Academic courses offered by the school
2. Dual enrollment or TRCC Community College Courses
3. Career and technical education programming
4. Online or blended learning options
5. Apprenticeships, internships, or field work
6. Independent studies or long-term projects
Student Laptop Acceptance Form

Last Name: ________________________________     First Name: _____________________________
Grade Level: ____________  Address: __________________________________________

Please read the following memorandum of agreement. Students will receive a laptop once this form has been completed and returned to Three River Middle College High School.

I understand that all laptop computers, equipment, and/or accessories the Three River Middle College High School has provided to me are the property of LEARN and Three Rivers Middle College High School. I agree to all of the terms in the Parent-Student Handbook and the Acceptable Computer Use Policy.

I will return the equipment to the district in the same condition in which it was provided to me. I will not install additional software or change configuration of the equipment without the expressed written consent of the Three River Middle College High School /LEARN Technology Director or Three River Middle College High School Director.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories.

I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of the LEARN/ Three River Middle College High School laptop computers, equipment, and/or accessories and may result in further discipline.

Student Signature__________________________________  Date:  _____________________
Parent Signature________________________________________  Date:  ___________________
Home Phone (_____)_________________________  Cell Phone (_____)_________________________

----------Below Information to Be Filled Out By Three River Middle College High School Personnel----------

Computer Model_______________________________  Serial or Service Tag# _________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Loaned</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Supply &amp; Cord</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: (overall conditions, scratched, dented, bent, missing keys and/or parts)

Signed out by: ________________________________________  Date:____________________
**GRADE REPORTING AND POWERSCHOOL UPDATES**

**Grading Scale/Grade Reporting System**
Grading of student performance in courses is based on a fifty-point scale.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Equivalent</th>
<th>GPA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>93-99</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-88</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>MC</td>
<td>70-72</td>
<td>N/A</td>
</tr>
<tr>
<td>N</td>
<td>*</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>50-69</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>--------</td>
<td>-----</td>
</tr>
</tbody>
</table>

I = Incomplete; Student failed to meet requirements for the course (temporary excused delay, grade and credit still possible)
N = No Credit; Credit still possible, but improvement needed. Seek more help, re-work and re-submit. (Used to mark individual work but not permitted as a course grade)

**Student Assessment**

Student performance at Three River Middle College High School is evaluated in terms of letter grades in courses taken each semester and year, and also in terms of proficiency ratings on rubrics assessing achievement of the school-wide 21st century graduation expectations over the course of two years.

A rating of Minimum Competency (MC) or 2.5 on a four-point assessment rubric designates the minimum level of successful skill performance for the ten school-wide graduation expectations.

A grade of C (73-76) is required to pass a course, meaning the student has met the minimum level of acceptable achievement on the content in that course.

Students are expected to re-attempt and improve their performance on designated assignments for which they have received an “I” until a satisfactory performance is achieved. The maximum grade that can be obtained on a re-attempt is an 80/B- or as determined by the teacher. Ultimately, unsatisfactory performances can result in an N at the end of a marking period or a course, and therefore a need to repeat the course if it is required for graduation or as a prerequisite for another course.

SAT/NWEA-MAP is a requirement for all 11th grade students.

NWEA-MAP: All students are expected to take this assessment and have the possibility to take up to three times per year.
**Progress Reports**

Parents/guardians can set up progress reports to be emailed once a week, once every two weeks, once a month, or daily via PowerSchool. To set these parameters, log onto PowerSchool, input your username and password to access your student’s information. Click on the “Email Notification” button to select your preference. Teachers are expected to update PowerSchool on a regular basis to promote communication with families and provide adequate opportunity for improvement where needed. Grades on PowerSchool are accessible for parents, administration, advisors, counselors, and case managers (if applicable). To monitor and track the progress of students taking college classes students are required to provide progress report grades of their college classes twice each semester. Announcements will be made when students are expected to submit their grades. Submission of progress report grades run the same time as when the high school runs their progress reports.

**Make-Up Work**

Students who have been absent are required to consult their classroom teachers about work missed as a result of absence. Students will need make-up up missed assignment in a timely manner or in the time specified by the classroom teachers. When absent, the student is responsible for work previously assigned and due on the day he/she returns (unless excused by the teacher). Students who have been absent from classes because of cutting and truancy will be allowed to make up work but may not receive credit. This policy does not apply to students returning from suspension.

**Honor Roll**

Honor Roll is announced by the Principal at the end of each semester:

- **Dean’s List**: A’s in all courses
- **High Honors**: 90 average or above
- **Honors**: 85 average or above

Student reports cards with Incompletes, Minimum Competency, are not eligible for Honor Roll.

**Court of Excellence**

Recognized during graduation; to be considered in the Court of Excellence student(s) must hold a 3.5 cumulative GPA for their two years enrolled in Three Rivers Middle College Magnet High School, have earned a minimum of 30 TRCC college credits, and consistently uphold the TRMC Code of Honor.

**TRCC Dean’s List**

A student will be put on the Dean’s list if they have a 3.4 or higher GPA based on a minimum of 12 credit hours. It will take a part-time student more than one semester to complete 12 credits. Part-time students will be recognized subsequently at the completion of an additional 12 credits. Students are ineligible for academic honors in a given semester if they have a grade of “I” (incomplete) and/or a grade of “W” (withdrawal) or are in a probationary status.

**National Honor Society**

Admission to the Three River Middle College Magnet High School chapter of the National Honor Society is based on qualifications established by the National Honor Society (NHS), an affiliate of the National Association of Secondary School Principals located in Alexandria, VA. The qualifications and procedures of the NHS are contained in the NHS Handbook. The NHS regulations empower a faculty committee to select students in the junior and senior years for admission based on evidence of outstanding Leadership, Character, Scholarship and Service. TRMC employs a “rolling admissions” process that employs three NHS induction opportunities for students: Second semester junior year, first semester senior year, and second semester senior year.
**Grade Reporting Dates**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/3</td>
<td>03/6</td>
</tr>
<tr>
<td>11/1</td>
<td>04/03</td>
</tr>
<tr>
<td>01/21</td>
<td>06/08</td>
</tr>
</tbody>
</table>

*All teachers are expected to update PowerSchool at the minimum every week. Updates should be completed in a timely fashion to promote communication with families and provide adequate opportunity for improvement where needed. It is recommended that teachers provide information on Back-To School Night explaining their grading policy and approximate PowerSchool updates.*

**Three Rivers Community College Schedule**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27</td>
<td>1/25 Classes begin</td>
</tr>
<tr>
<td>12/10-12/15</td>
<td>5/13-5/17 Semester Exams</td>
</tr>
<tr>
<td>12/15</td>
<td>5/17 Semester Ends</td>
</tr>
<tr>
<td>12/15</td>
<td>5/17 Semester Ends</td>
</tr>
</tbody>
</table>

**STUDENT ASSISTANCE**

**Student Assistance**

In addition to the school counselor and the Student Advisory Program, Three River Middle College High School maintains several additional resources and referral vehicles for students in need, including an on-call social worker and school psychologist, the Student Assistance Team, the SRBI Team, and the School Emergency Crisis Team.

**Advisory Program**

The Student Advisory Program is central to the personalization of education at Three River Middle College High School. Groups of 12-14 students are assigned to a faculty advisor who will remain with them throughout their career at Three River Middle College High School. The student advisor will assist each student in meeting the academic, civic, and social expectations at Three River Middle College High School. Along with the school counselor, the student advisor will serve as a guide and mentor for the student’s Career Pathways exploration, Capstone project and Student Success Plan. Advisory groups will meet Monday-Friday. In addition to building collaboration skills and a sense of community, the advisory program is designed to help students bond with a teacher who knows them well and can give them close support.

**Guidance and Counseling**

The guidance and counseling program is under the direction of the Three Rivers Middle College school counselor. The school counselor oversees the Student Advisory Program with the School Director and works closely with the advisory teachers in helping students manage their Individual Student Success Plans and Graduation Portfolios. The entire two-year process is
aimed at creating self-directed students who take increasing control of their personal growth, educational decisions, and academic/career planning. To accomplish this, students are assigned to small advisory groups with a teacher who has a student/advisor ratio of approximately 12:1. Over a two-year period the advisor gets to know each student well, help the student make meaning out of the school experience and achieve the school-wide graduation expectations. The advisor, supported by the school counselor, will be the first and most important point of contact and intervention concerning each advisee’s attendance, achievement, behavior, and educational and career planning. The school counselor’s office will be the focal point for the various traditional guidance functions including student records, career and college planning information, crisis counseling, general counseling needs, student assistance team, parent-counselor meetings, planning and placement team meetings, standardized testing and student data.

**Peer Mediation Program**

The Peer Mediation Program is designed to reach out to students who are struggling to resolve conflicts with their peers through the use of a peer-helping-peer model. Students are selected to become peer mediators based upon recommendations from teachers, guidance counselors, and administrators. These candidates engage in a rigorous one-day training focused on providing an understanding of the peer mediation model, goals, and guidelines.

The peer mediation process begins with an initial referral that may be made by teachers, guidance counselors, administrators, students, and parents. If a conflict among students indicates an imminent risk of danger or a threat to the safety and well-being of our students, the issue will be immediately reported for administrative intervention and will not be processed by the peer mediation team. Once a referral is initiated, consent to engage in the peer mediation process will be requested from both students engaged in conflict and is necessary for the process to continue. The parties involved in a conflict will meet with a team of two peer mediators and dedicate themselves to developing a plan to resolve the presented conflict. All parties involved in a mediation session must commit to maintaining the confidentiality of any information disclosed in the session unless that information poses imminent danger or risk.

The ability to meet with age-related peers and receive guidance toward conflict resolution will undoubtedly provide an increased comfort level in an otherwise stressful time, thereby assisting us in meeting our goals of student safety and achievement.

**Transfer/Withdrawal from School**

When a student transfers to another school or when a student withdraws from school, the student must contact the guidance office to obtain a transfer/withdrawal form that must be signed by all of the student’s teachers, the school nurse and the student’s counselor. An exit interview form will be completed by the student and the student’s counselor indicating the reasons for withdrawal. The exit interview form must be signed by the student, the student’s counselor and the student’s parent/guardian.
Exclusion from School for Disciplinary Purposes (5115)

LEARN affirms its commitment to the right of each child to obtain an education in an environment conducive to learning. Therefore, each pupil has the responsibility to abide by the policies and school rules which have been established to insure a safe school environment and an orderly educational process.

Exclusion from school (removal, suspension or expulsion) may be a necessary disciplinary action for any pupil whose conduct endangers persons or property, seriously disrupts the educational process, or violates publicized school policy or school rules. The policy on exclusion shall apply to all schools, school transportation, programs, and activities under LEARN’s jurisdiction.

In accordance with the mandates of Connecticut General Statutes concerning exclusion for disciplinary purposes, LEARN:

- Authorizes teachers in its employ to remove a pupil from class when such pupil causes a serious disruption of the educational process within the classroom;
- Authorizes the administration of the schools under its direction to suspend at an informal hearing any pupil whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized policy or school rules;
- Retains for itself the authority to exclude from school until a PPT is convened, any pupil whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized policy or school rules. Whenever, a student is expelled from school, LEARN shall with the student’s home district offer such pupil an alternative educational program or plan.

**DEFINITIONS:**

- “Exclusion” means any denial of public school privileges to a pupil for disciplinary purposes.
- “Removal” means temporary removal of a pupil from class for a period not to exceed ninety (90) minutes.
- “Suspension” means exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, but not beyond the end of the school year.
- “In-School Suspension” means exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not beyond the end of the school year.
- “Out-of-School Suspension” means exclusion from regular classroom activity and from school district premises for no more than ten (10) consecutive school days, but not beyond the end of the school year.
- “Expulsion” means exclusion from school privileges and from school district premises for a period of more than ten (10) consecutive school days, but not beyond one calendar year. A pupil’s sending district is notified immediately regarding any pending expulsion hearing and may be returned to the sending district.
• “Emergency” means a situation where the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing must be held as soon as possible after the exclusion of the pupil.

It is the policy of LEARN to abide by mandates of the Connecticut General Statutes (CGS) and the Individuals with Disabilities Education Act (IDEA) concerning exclusion of students from school for disciplinary purposes. In exclusion cases for identified students with disabilities, LEARN adheres to the manifestation determination decisions of Planning and Placement Teams (PPT).

**STUDENT EDUCATION RECORDS**

**Homework (5117)**

The LEARN Board of Directors, acknowledging the research evidence indicating a positive correlation between homework and student achievement, supports regular homework assignments for students. Homework assignments should:

- be related to classroom instruction
- be age and developmentally appropriate
- be appropriate to the needs and ability of the child
- provide reinforcement and enrichment of classroom instruction and should not be used for disciplinary purposes;
- emphasize critical thinking, problem-solving and written expression;
- emphasize quality over quantity
- be reviewed/assessed once submitted.

Each administrator, in consultation with faculty, shall develop a statement of homework procedures consistent with this policy. Each statement of homework procedures shall be published for parents and students. Parents shall be advised of this statement of homework procedures upon first entering the school and at least annually, thereafter.

**Home to School Communication (5118)**

LEARN develops and fosters school - family - community partnerships as a critical aspect in programming for students. LEARN recognizes that education is a shared responsibility throughout a student's entire educational career. LEARN recognizes that it must do its part in developing and sustaining effective partnerships. Each member of the school - family - community partnership plays a unique and important role in contributing to success for all students. Programs shall conduct at least two parent-teacher conferences each year.
**Student Records**
A student’s school records are confidential and are protected by law from unauthorized inspection or use according to the Family Educational Rights and Privacy Act (FERPA). A cumulative record is maintained for each student that include a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, parent’s name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school.

Parents of students and eligible students may, upon request inspect and review the student’s records by submitting to the school director or designee a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school official will notify parents or eligible students of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible students to inspect and review the student’s education records will be accommodated within ten (10) school days after the receipt of such requests.

**Students Records: Confidentiality (5125)**
LEARN provides special education and regular education services to local education agencies (LEA’s) in accordance with Sections 10-66a through 10-66n of the Connecticut General Statutes as may be amended from time to time. LEARN will maintain records and provide for the filing, protection, confidentiality, classification, review, and, when appropriate, destruction of all records received and generated in connection with a student's attendance in a LEARN program. The maintenance of these records will be in accordance Connecticut Regulations Concerning Children Requiring Special Education, (Section 10-76d-18), The Family Education Rights and Privacy act (20 U.S.C. 123g) and regulations thereunder and 20 U.S.C. 1417 and regulations thereunder. 

In addition, all LEARN personnel who collect or use personally identifiable information regarding students will be annually informed of the confidential nature of such information, and of LEARN procedures with respect to the rights of students and parents as they relate to the confidentiality of records and information.

**Procedure to Inspect and Review Education Records (5125(a))**
Parent or eligible student may, upon request, inspect and review the student’s education records. Eligible persons must submit to the LEA or the appropriate LEARN designate a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. As required by Section 1076d-189(b)(1) of the Regulations of Connecticut State Agencies, request by parents of students requiring special education and related services will be accommodated within 10 days of the receipt of such requests, within 3 school days of the receipt of such request if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding.
When a record contains information about other students, the eligible student or parent will not be allowed to inspect or review the portion of the record that pertains to other students.

Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

One free copy per year of the student’s education records will be provided by LEARN within 10 school days of a written request by parents of students.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

### Types, Locations and Custodians of Education Records

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<thead>
<tr>
<th>Types of Records</th>
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<td>School Nurse</td>
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**HEALTH OFFICE POLICIES AND SAFETY PROCEDURES**

**Substance Abuse (5131)**

Through the use of curriculum development, classroom activities, community support and resources, a consistent administrative and faculty effort, education processes mandated through IDEA, and rehabilitative and disciplinary procedures, the administration and staff of LEARN/Three River Middle College High School, in cooperation with the student’s parents/guardians, will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law.

As an extension of this policy, the rules, regulations, and guidelines shall be used by all LEARN personnel when responding to drug, mood altering substance, and alcohol related situations.
**Tobacco Free Environment**

The Board recognizes that tobacco in the school and work environments are not conducive to good health. As an educational organization, LEARN should provide both effective education programs and a positive example to students concerning the use of tobacco.

The Board declares all facilities operated by LEARN, and all spaces within them, to be officially designated tobacco-free environments. Staff, students, and members of the public are prohibited from using or possessing tobacco in any form in these facilities.

The following disciplinary measures will be enforced for students who violate the LEARN Smoke-Free Environment Policy.

1. **First Offense:**
   In school suspension, parental contact, referral to the School Counselor and, if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

2. **Second Offense:**
   2 day in school suspension, parent conference, referral to the School Counselor, and if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

3. **Third Offense:**
   1 to 3 days out of school/in school suspension, parent conference, referral to the School Counselor and, if smoking within a school building:
   - Infraction ticket issued by the Norwich Police Department under Connecticut General Statute 19a-342.

Further offenses may result in out of school suspension. The school director may also restrict parking privileges and extracurricular activity participation.

**Dangerous Weapons in the Schools (5133)**

School rules have long forbidden students to bring weapons or dangerous instruments onto school property or school-sponsored activities. Weapon and dangerous instruments shall include, but not be limited to:

1. Any firearms of any description.
2. Any knife or similar items that could be dangerous to others as defined by State law.
3. Chemical weapons or explosive devices (e.g. mace, ammunition).
4. Any device having a sharp point (e.g. ice picks)
5. Any other dangerous instrument that is capable of inflicting injury.

It shall be a violation of this policy for any student to have in his/her possession, on school property or at school-sponsored activities, weapons or dangerous instruments as stated above.
A student having in his/her possession, or in a desk or locker, any weapon, dangerous instrument or a facsimile thereof will be subject to both school discipline and/or law enforcement intervention. In addition, use of such a weapons or dangerous instrument will result in criminal prosecution.

In the enforcement of this policy, LEARN administrators may authorize:
Unannounced inspections of student lockers.
Inspection of student automobiles driven to school and parked on school property.
Inspection of the contents of a student's pockets, purse, and/or bags if there is reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

In all cases of possible violation of criminal statutes related to the possession and/or use of weapons, the LEARN administration and police department will work cooperatively to determine the best course of action.

Each LEARN administrator shall provide written copies of this policy to all members of the faculty and student body.

**Health/Nursing Services**
The school nurse maintains a cumulative health file for each student which includes illness notations, results of physical examinations, and other pertinent health information. Each parent must complete an emergency medical information form, including an immunization record to be kept on file. Under Connecticut law no student may enter grade 11 without submitting the required recent physical examination form signed by a doctor.

Any student who becomes ill or injured while at school should inform the nearest faculty member and report immediately to the school nurse. If the student is unable to do so, the school nurse will be called immediately to the scene. Parents must notify the school nurse in cases of student illness. Any request to limit a student’s participation in a school activity for an extended time must be accompanied by a signed statement from a physician. Given the highly experiential nature of the Three Rivers Middle College curriculum, extended non-participation may result in extensive make-up work or the repeating of a semester or an entire year.

Parents of students requiring medication during school must contact the school nurse. Students shall be permitted to receive medication while at school in accordance with the established LEARN regulations and once the "Authorization for the Administration of Medicines by School Personnel" form is complete and on file at the school. This authorization covers all prescriptions and over the counter drugs.

All medication must be delivered to the school by an adult and be in the original container with proper labeling.

Students with medical conditions that may be contagious or infectious may be excluded from school pending diagnosis and treatment to protect others from exposure until medical authorities clear the student for safe return to school.
**Immunizations**

The Three River Middle College High School, as mandated by Connecticut law, requires that all students, including adults in a day program, be successfully immunized against Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella (German Measles), Varicella (chicken pox) and Hepatitis B.

Entering students must submit written proof of the required immunizations prior to attending school. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided.

**Child Abuse (5141.11)**

Consistent with the requirements of state law, Section 17a-101i (e), it shall be the policy of LEARN that suspected cases of child abuse including neglect, shall be appropriately reported by those employees who are required by state law to report such suspected cases of abuse. The purpose of this policy is to protect children by providing appropriate education, intervention and evaluation.

**Youth Suicide Prevention and Intervention Policy (5142)**

The LEARN Board of Directors is concerned about the increasing prevalence of youth suicide. In response to that concern, and in accordance with state law, it shall be the policy of LEARN to establish programs and procedures regarding youth suicide prevention and intervention. The purpose of the program will be to heighten the awareness of staff and students about the risk factors associated with youth suicide, and of the community resources that are available for referral of students who may be contemplating suicide. LEARN recognizes, however, that suicide is a complex problem and that the programs established by LEARN are neither expected nor intended to develop expertise that will enable staff to make clinical assessments or provide in-depth counseling for students.

**Field Trips and Excursions (5143)**

The Board of Directors encourages the teaching staff of LEARN to use the surrounding communities as teaching resources.

The following are guidelines for planning field trips which are part of and directly related to classroom learning activities:

- All field trips planned to occur during the school day must be approved by the Program Director.
- Any field trips which involve overnight accommodations for students must be approved by the Executive Director. Any such approvals shall be reported to the Board of Directors prior to trips.
- Students may be asked to pay all or part of the expenses of field trips.
- Bus transportation may be used when arrangements can be made. Use of private vehicles is discouraged.
- Each student on a field trip shall have written parental permission.
- Parents or other adults may serve as chaperons.
- Each trip should be evaluated by students, teachers, and the administration.
- No child shall be excluded from a field trip because of inability to pay.
Do Not Resuscitate Orders (5146)

The LEARN Board of Directors acknowledges LEARN's responsibility to honor Do Not Resuscitate (DNR) Orders and instructs the Executive Director to prepare procedures for use in LEARN Programs.

Cooperation with Police Authorities (5147)

The Board of Education recognizes the appropriateness of cooperation with law enforcement officials in the investigation of criminal activity. The Board also recognizes its responsibility for the welfare of students while they are in attendance at school. In furtherance of these objectives, school officials shall observe the following:

1. Students are not immune from criminal prosecution by virtue of their status as students nor is the school building to be considered a sanctuary from criminal prosecution or a refuge from the proper activities of law enforcement personnel. Consequently, whenever a police officer is in "hot pursuit" of a person suspected of criminal activity based upon probable cause or when an officer has a search warrant or an arrest warrant, the officer shall be admitted to school property in the exercise of his/her official duties.

2. Under other circumstances, however, educational interests may best be served by entrusting primary responsibility for the maintenance of order to school personnel. Thus, an administrator shall have the authority, except as noted above, to limit police involvement on school property when such involvement is considered unwarranted or inappropriate in light of the educational interests and welfare of students.

3. Consistent with requirements of state law, LEARN's cooperation with law enforcement officials shall include the obligation of employees to turn over physical evidence indicating the commission of a crime to appropriate law enforcement officials or to an administrator within two (2) school days after receipt of such physical evidence.
   a. When such evidence is received by the administrator, it shall be then turned over to appropriate law enforcement officials within three (3) school days of the receipt by the administrator.

4. The Executive Director is directed to establish lines of communication with local law enforcement officials in order to effect the cooperation needed for the security of school facilities and the safety of students and staff.
   a. A criminal act is, by its very nature, a police matter. School personnel who have knowledge of incidents of a criminal nature should report this information to administrator. The administrator shall report such information to the applicable law enforcement agencies.
   b. In effecting such cooperation, however, the right of professional employees of LEARN to
maintain the confidentiality of certain communications with students as set forth in Connecticut General Statutes, 10-154a shall be given recognition.

5. When a pupil is released from a LEARN program pursuant to Connecticut General Statutes, 10-233d for possession of a firearm or deadly weapon the Executive Director shall report the violation to appropriate law enforcement officials and the student's district.

**Questioning of Students by Police (5148)**

The questioning of students by the police will be conducted with strict regard for the constitutional rights of the student to remain silent. These rights are given to students by the police as standing procedure. During the questioning the principal or his/her designee shall be present and shall keep a record of the proceedings.

**Incident on School Grounds: Questioning Minor Complainant and Witnesses who are Minors**

If a principal requests an investigation by the police of an incident which occurred on school grounds, he/she shall promptly notify the parent or guardian of the student complainant and/or witnesses that the police have been asked to take statements from their children and shall invite the parent or guardian to be present. If the parent or guardian is unable to be present, the principal or his/her designee will be present. The parent or guardian has the right to refuse permission for police questioning of a child who is a minor.

**Questioning Suspect**

When the police have identified a student(s) as a suspect and the police wish to question the student(s), the principal shall notify the parent or guardian and request that they be present during the questioning.

If the investigation deals with matters of public safety which require speedy investigation, and the parent or guardian cannot be reached, or cannot be present, then the principal or his/her designee shall be present during the questioning.

If the investigation deals with incidents other than those involving public safety, the questioning of the student(s) will be delayed until the parent or guardian is present.

**Incident in the Community**

Police questioning of students concerning incidents which occur in the community will normally not be done on school grounds except that in matters dealing with public safety and the community interest, the procedures in Section 1.b(1), above will be followed.
**Arrest on School Grounds**

If the police arrest a student on school grounds, the parents shall be notified by the principal. A student who has been arrested may be removed from the school grounds by the police department. The parent or guardian must be notified by the principal or the police action.

**On-Campus Recruitment (5149)**

Subject to the provisions of subdivision (11) of subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools/programs of LEARN shall provide the same directory information and on-campus recruiting opportunities to the representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education and other post secondary programs.

The board shall provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs, provided that such recruitment is not for the purpose of interscholastic competition.

Directory information or class lists of student names and/or address shall not be distributed without the knowledge, or over the objection, of the parent or legal guardian of the student or by the student who has attained majority status. Such parent, legal guardian or student shall receive annual notice of the release of directory information. The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operations of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the LEARN Board of Directors by filing a written request within ten (10) days with the Executive Director.

**Searches (5152)**

Desks and school lockers are the property of the school. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the privacy rights of students.

The exercise of the right to inspect also requires protection of each student’s personal privacy and protection from coercion. An authorized school administrator may search a student’s locker or desk under two (2) conditions.

That the student’s desk or locker contains illegal items, which would, if present pose a serious threat to the maintenance of discipline, order, safety and health in the school. Such items would include, but not be limited to, chemicals, ammunition, weapons, drugs, and alcoholic beverages.
The student(s) have been informed in advance that Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only with the express authorization of the Executive Director.

District officials may seize any item which the possession of or use of is evidence of a violation of law, Board policy, administrative regulation or school rule, or is prohibited by such law, policy, regulation or rule.

A student and his/her belongings may be searched with a Director or Director’s designee’s permission if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Proper standards for conducting student searches shall consist of, but not be limited to, the following procedures:

All student searches must be conducted in the presence of two (2) faculty members. It is recommended that one faculty member be an administrator or an administrative designee. One faculty member will properly search the student/suspect while the second faculty member will serve as a witness to the procedure.
Female students should be searched by female faculty members.
Male students should be searched by male faculty members.

The LEARN Board of Directors authorizes the search of student lockers, desks, and other school property used by students for the presence of weapons, contraband, or the fruits of a crime if the:

Search is justified at its inception, and
Search as actually conducted is reasonable related in scope to the circumstances which justified it in the first place.

A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonably related in scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Whenever it is necessary for law enforcement officials to execute a search or arrest warrant on school grounds, the administration shall attempt to notify the student’s parent or guardian and refer him/her to the police. In addition, that the administration should make reasonable efforts, in cooperation with the participating law enforcement officials to ensure that student searches or arrests conducted pursuant to a warrant are conducted with as much respect for the student’s privacy as possible.
As used in this policy, the term “parent” means either the parent or guardian of a student. The term “student” or “pupil” refers to a student enrolled in a LEARN program. Students who have reached the age of legal majority may have the right to consent to a certain involvement with law enforcement officials which would normally require parental consent. However, even when dealing with a student who has reached the age of legal majority, the procedures set forth above should be followed.

**Student Surveys (5153)**

LEARN may occasionally utilize surveys to obtain student opinions or information about students. A “survey” is defined as any written request for information from a student by LEARN or its authorized agents whenever personal information or data is sought for statistical, demographic or similar reasons. The purpose of the policy is to establish the parameters of information that may be sought in student surveys.

Student surveys shall only be administrated at the discretion of the Executive Director of LEARN. No attempt will be made to identify the student survey participant or those returning the survey, unless those surveyed voluntarily choose to identify themselves.

The Executive Director may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant or is unlawfully discriminatory in nature based on age, race, color, gender, disability, religion, or national origin. Generally, LEARN will not subject students to any survey designed to obtain personal information for the purpose of marketing or selling that information. Any exception to this policy must be approved in advance by the LEARN Board of Directors.

LEARN will offer all parents/guardians the opportunity to have their child/children opt out of any surveys containing questions pertaining to the student’s or the student’s parent/guardians personal beliefs or practices. To the extent that personally identifiable information of a student is contained in his/her responses to a survey, the school district will take appropriate steps to ensure that the data is protected in accordance with the Federal Family Educational Rights and Privacy Act.

**Student Surveys Conducted as Part of the U.S. Department of Education Program**

Surveys conducted as part of any program funded through the U.S. Department of Education must comply with privacy and notification provisions of the “No Child Left Behind Act” (20 U.S.C. 1232h). No minor student, as part of any program funded in whole or in part by the U.S. Department of Education, shall be required to submit to a survey that reveals any of the following information without the consent of the student’s parent/guardian or of the adult student:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student’s family;
- sexual behavior or attitudes;
- illegal, antisocial, self-incriminating, and demeaning behaviors;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student’s parents/guardians; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
Surveys Funded by Sources Other than The U.S. Department of Education

All surveys administered by LEARN shall be subject to the following conditions: parents shall have the right to inspect, upon request, any survey created by a third party before it is administered or distributed by a school to its minor students; and arrangements must be made in advance to protect student privacy in the event that the survey contains any one or more of the eight items listed as numbers 1 through 8 under “Surveys Administered by the U.S. Department of Education” of this policy.

Annual Parental Notification

In compliance with federal and state statutes, LEARN must annually notify parents of the following:

a summary of this policy pertaining to student and parental rights pertaining to the collection of survey information;
any scheduled or expected dates for activities involving collection, disclosure, or use of personal information for the purposes of marketing or selling that information;
any scheduled or expected dates for any survey containing questions pertaining to topics listed as numbers 1 through 8 under “surveys’ Administered by the U.S. Department of Education” of this policy and
any non-emergency, invasive physical examination or screening scheduled in advance by the school which is not necessary to protect the immediate health and safety of the student or students (this provision is not applicable to examinations or screenings permitted or required by state law).

This parental notification must offer an opportunity to parents/guardians to opt out of any of these activities on behalf of their student(s).

Computer Use, E-mail, and Internet Policy (5154)

Introduction

LEARN believes in the educational value of electronic communications and recognizes their potential to support LEARN’s educational program. Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of LEARN’s community conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval system.

This policy applies to all users of LEARN’s computer network. This is true, regardless of where the users may be located. Violations will be taken seriously and may result in disciplinary action and civil or criminal liability.
It is every user’s duty to use the computer resources responsibly, professionally, ethically and lawfully.
What are “Computer Resources”?  

When used in this policy, the term computer resources refers to LEARN’s entire computer network. The term includes, but is not limited to, the computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, standalone computers, laptops, software, data files, cell phones, smart phone’s, PDA’s, GPS devices, IPods and all internal and external computer and communications networks (for example, Internet, commercial on-line services, value-added network, e-mail systems) that may be accessed directly or indirectly from LEARN’s computer network.

Who is a User?  

When used in this policy, the word “user” refers to all employees, students, independent contractors, consultants, temporary workers, and other persons or entities who use or come into contact with LEARN’s computer resources.

Ownership of the Computer Resources  

The computer resources are the property of LEARN. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of LEARN. All use of the computer resources must be supportive of LEARN’s educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

No Expectation of Privacy  

Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that were never intended.

LEARN has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing LEARN to access and review all materials users create, store, send or receive on the computer system or through the Internet or any other computer network.

Users understand that LEARN may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. LEARN has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user’s password.
Quality and Format of Communications

Users should endeavor to make each electronic communication truthful and accurate. Individuals should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Please keep in mind that anything created or stored in the computer systems may, and likely will, be reviewed by others.

E-mail sent from or to in-house counsel or an attorney representing LEARN should include this warning header on each page:

“Attorney client privilege: do not forward without permission.” Offensive Material

LEARN has complied with the Children’s Internet Protection Act requirements by implementing a “Technology Protection Measure,” for all users, that is, specific technology that blocks or filters Internet access. This includes the installation of a designated server and specific software that may block or filter pre-selected sites; by word; entire categories such as chat and newsgroups or by pre-selected lists of approved sites. The measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

The filtering system shall be in addition to all other efforts and is not considered to be a foolproof approach to preventing access to materials considered inappropriate or harmful to minors. The user is advised that misuse of the Internet as it relates to visual depictions that are obscene, child pornography, or harmful to minors, is consistent with the other components in LEARN’s Computer use, E-mail and Internet Policy.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. LEARN is not responsible for material viewed or downloaded by users from the Internet.

LEARN will monitor the online activities of minors and educate minor students about "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in LEARN’s computers. Users encountering or receiving such material should immediately report the incident to the administration.
Users must not alter the from line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly, and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communicating on-line.

Without prior written authorization from the administration, users may not do any of the following:
Copy software for use on their home computers;
Provide copies of software to any independent contractors or clients of LEARN or to a third person;
Open/tamper with or install hardware on workstations without authorization;
Remove software from LEARN premises;
Download streaming content for extended periods of time (i.e. real audio, etc.)
Install software on any of LEARN’s work stations or servers;
Download any software from the Internet or other on-line service to any of LEARN’s work stations or servers;
Modify, revise, transform, recast, or adapt any software; or
Reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration.

Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited. Unauthorized dissemination of this information may result in civil liability.

All student use of the computer resources will be consistent with this policy. Encouraging, allowing or ignoring student use of the computer resources in a manner contrary to this policy is strictly prohibited.

**Copyright**

In their use of computer resources, users must comply with all software licenses; copyrights, and all other state, federal and international laws governing intellectual property and on-line activities.

The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

**Security**

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.
Users may not use the computer system to “snoop or pry” into the affairs of other users by unnecessarily reviewing their files and e-mail. A user’s ability to connect to another computer system through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the LEARN computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing LEARN’s network without authorization and to prevent the introduction and spread of viruses.

**Viruses**

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into LEARN’s network. To that end, all material received on magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to LEARN’s system must be scanned for viruses and other destructive programs. Such scanning must be performed prior to placing the material onto LEARN’s computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from these computers to LEARN’s network must be scanned for viruses.

To ensure security and avoid the spread of viruses, users who access the Internet through a computer attached to LEARN’s network must do so through an approved Internet firewall accessing the Internet directly, by modem is strictly prohibited unless the computer you are using is not connected to LEARN’s system.

**Encryption Software**

Users may not install or use encryption software on any of LEARN’s computers without first obtaining written permission from the administration. Users may not use passwords or encryption keys that are unknown to the administration.

The federal government has imposed restrictions on the export of programs or files containing encryption technology. Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside of the United States without prior written authorization from the administration.

**Students with Special Health Care Needs (5155)**

**Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease (Diabetes)**

LEARN recognizes that food allergies and glycogen storage disease may be life threatening. The purpose of this policy is to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. LEARN is also committed to appropriately managing and supporting students with glycogen storage disease. In accordance with applicable law, it is the policy of
LEARN to provide all students, through necessary accommodations where required, the maximum opportunity to participate in all school programs and activities.

LEARN further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and strongly encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, LEARN will adopt guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in LEARN schools.

All schools are also responsible for developing and implementing IHCPs for students with life threatening food allergies and/or glycogen storage disease in accordance with applicable law and LEARN regulations concerning same. LEARN shall develop general guidelines for food allergy management and/or glycogen storage disease which shall include, but not be limited to, the implementation and training of a student’s Individual Health Care Plan (“IHCP”).

**Use of Automatic External Defibrillators (AEDs) (5156)**

First Aid/Emergency Medical Care

LEARN strives to provide a safe environment for students, staff, parents and community as they learn and recreate in school facilities. In achieving a safe environment, automatic external defibrillators (AEDs) may be placed in school facilities. The automatic external defibrillators shall be used in emergency situations when sudden cardiac arrest occurs by individuals specifically trained in the application of the device. Such training shall be in accordance with the standards set forth by the American Red Cross or the American Heart Association. Only individuals who have completed the required initial training and recurrent training as specified by state law and regulations and as advised by the District’s Medical Advisor will administer the device.

The AED will be stored in an accessible location in the assigned schools. The defibrillators shall be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by the school nurse, (or medical advisor, athletic director, safety coordinator, etc.) Students who inappropriately access and/or use an AED will be deemed to have violated the school’s conduct code and subject to disciplinary action.

Calling 9-1-1 must not be delayed because of use or anticipated use of an AED.

Each AED within the District shall be registered with the Town’s Emergency Medical Service provider and with the Connecticut Office of Emergency Medical Services. A report shall be forwarded to the local EMS provider for medical review and to the District’s Medical Advisor each time an AED is activated.

The Principal or designee may specify that an authorized user may bring an AED to other areas of a school or its grounds for the purpose of standing by at specific events or activities. A communication mechanism will be established for the purpose of notifying trained authorized users within each building of the relocation of an AED from its usual place of storage.
The Executive Director or his/her designee shall establish administrative guidelines that will outline the specific responsibilities, training, management and procedures for the use of the District’s automatic external defibrillators.

A regulation will delineate the procedures to be followed when using an AED. The procedure constitutes a physician’s order and is to be written by the District’s Medical Advisor. Teachers and other school personnel, who have fulfilled the training requirements of this policy, providing emergency first aid involving the use of an AED shall be immune from liability if they meet the statutory requirements for immunity, which include a course in first aid that includes CPR and training in the use of AEDs provided in accordance with the standards of the American Red Cross or the American Heart Association.

**Assessments and Immunizations (5157)**

LEARN adheres to State laws and regulations that pertain to school immunization and health assessments. Pupils who are in violation of requirements for health assessment and/or immunizations shall be excluded from school after appropriate parental notice. The exceptions to this exclusion rule are students who meet the Federal definition of homeless.

The health assessments shall be required prior to enrollment to kindergarten and during grades 7 and 10. The prior enrollment requirement also applies to children registered in LEARN Schools Pre-Kindergarten (Pre-K) Program. A qualified physician/designee, which include an advanced practice nurse (APRN) or registered nurse or physician’s assistant when licensed to do so, is to administer an appropriate health assessment within 12 months of the date of initial enrollment to be considered valid. Students transferring into a LEARN school from both out of state and in state schools systems must also meet minimum requirements for health assessment and immunization.

No record of any student’s medical assessment may be open to the public. Exemptions from this requirement on the basis of medical or religious reasons can be obtained if parent or guardian provides written notice on appropriate District forms. Medical exemptions must include physician’s written statement of contraindication according to State law.

As required, beginning school year 2003-2004, the district will annually report to the Department of Public Health and to the local health director the asthma data obtained through the required asthma assessments, including student demographics. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

**Psychotropic Drug Use (5158)**

The Board believes that the use of psychotropic drugs for students is a personal decision to be made by a student’s parents or legal guardian. School personnel shall not make any recommendations concerning the use of prescribed psychotropic drugs for any child. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, and depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

This policy is not intended to prohibit school health or mental health personnel including school nurses or nurse practitioner, the District’s Medical Advisor, school psychologists, school social
workers and school counselors from recommending that a child be evaluated by an appropriate medical practitioner, nor does it prohibit school personnel from consulting with an appropriate medical practitioner with the consent of a student's parent or guardian.

LEARN shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

The Executive Director or his/her designee shall be responsible for the implementation of this policy and for ensuring its dissemination to school personnel.

The Board recognizes that under state law the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to such child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by DCF, unless such refusal causes such child to be neglected or abused, as defined in section 46b-120 of the General Statutes.

**Health Screenings (5159)**

The Board authorizes the Executive Director of Schools or his/her designee to work with the School Medical Advisor in an effort to develop and implement regulations regarding vision, hearing, scoliosis and pediculosis screenings. These regulations include assertive procedures, which will allow the early detection of health problems.

**Screenings**

Vision, hearing and scoliosis screening shall meet state law requirements and regulation as to the definition, standards, frequency, implementation, environment, equipment, referral and personnel qualifications. The school nurse/designee is responsible for conducting these screenings and recording results in the health record.

Students failing these screenings will be referred for professional examination and parent/guardian will be notified. Screenings will be performed at any time at parent or professional request.

Pediculosis screenings shall be conducted by the school nurse/designee to identify, prevent and minimize the spread of head lice. This process will be initiated only after the presence of head lice has been confirmed. Confidentiality is maintained regarding the name(s) of students who are known to have head lice.

The detailed protocol and procedure for all screenings shall be outlined in the Board Regulations. These regulations shall be submitted to the School Medical Adviser and to the Executive Director or designee each September for review.

(Ref 5141.3 – Health Assessments and Immunizations)

**Communicable/Infectious Diseases (5160)**

The Board recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board will establish reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo physical examination prior to admission.
Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural safeguards. Where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the child presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. LEARN Standard 504 procedures will be implemented.* The student will be educated in the least restrictive environment.

*Based upon individual circumstances, special programming from a 504 Team or a special education Planning and Placement Team may be warranted. The student will be educated in the least restrictive environment.

**Student Health Services (5161)**
LEARN recognizes the need to protect and improve the health of students in order to allow each student to achieve their greatest educational potential. In order to do this LEARN will negotiate and enter into an agreement for nursing services in district schools. The Board also employs the professional services of a School Medical Advisor and appropriate professional support services. The Director or appointee shall manage these health services. Health services shall be directed toward detection, prevention, ongoing monitoring of health problems and to provide emergency interventions.

**Students/Staff with HIV, ARC (AIDS Related Complex) or AIDS (5162)**
Scientific studies show that the Human Immunodeficiency Virus (HIV), the virus which causes the acquired immunodeficiency syndrome (AIDS) or ARC (AIDS Related Complex), is transmitted through sexual intercourse with an infected individual or through exposure to contaminated blood or needles. There is no evidence to support the notion that the HIV virus can be transmitted through ordinary school or household activities, e.g. coughing, sneezing, hugging, sharing of utensils or food, or shaking hands.

The anonymity of individuals with HIV infection or AIDS is protected by law. Moreover, individuals with HIV infection or AIDS are protected from discrimination by both federal and state laws. Neither attendance at school nor employment may be denied to an individual with HIV infection or AIDS. It is the policy of the District that no student or staff member with HIV infection or AIDS may be prohibited from attending school/employment unless there is an immediate risk of injury or harm to the individual or to others.

Because the diagnosis of HIV infection or AIDS is a confidential matter between the individual student or staff member and his or her physician, LEARN may be unaware of the diagnosis. Consequently, the LEARN has adopted a policy of "universal precautions" which protects all students and staff from contact with blood and body fluids of others. These precautions are enumerated in the Blood Borne Pathogen policy.
**Student Safety (5163)**
Student safety shall be a priority of all school district personnel through close supervision of students in all school buildings and grounds and through special attention to:

Maintaining a safe school environment.
Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.
Offering safety education to students as germane to particular subjects, such as laboratory courses in science, industrial arts, and health and physical education.
Providing, through the services of the school nurse, first aid care for students in case of accident or sudden illness.
Adequacy of emergency response procedures at each school in the district.

(cf. 5131.6 - Drugs/Alcohol and Tobacco) (cf. 5141.4 - Child Abuse and Neglect) (cf. 5141.5 - Suicide Prevention) (cf. 5141.3 - Student Health Assessments and Immunizations) (cf. 5141.21 - Administering Medications) (cf. 5141.22 - Communicable and Infectious Diseases) (cf. 6142.1 - Family Life and Sex Education) (cf. 6114 - Emergencies and Disaster Preparedness) (cf. 6114.7 - Safe Schools)

**Health Records (5164)**
There shall be a cumulative health record for each student enrolled in a LEARN school which will be maintained in the Nurse’s office. Health records shall be granted the highest level of confidentiality and access to these records will be granted by the school administrator or school nurse. A listing of all professionals who have access to the record will be maintained in each child’s health folder.

(cf. 6171 – Special Education Policy) (cf. 5142 – Student Safety)

**Emergency Care in School for Students (5165)**
The school is responsible for the immediate care given to a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. An emergency is defined as an occurrence which is similar to those outlined in Categories I through IV in administrative regulation #5141.2. Category V will be considered an emergency at the discretion of the adult in charge of the child at the time of the incident.

If the child’s injury requires immediate care, the parent or guardian will be called by telephone and advised of the student’s condition. This call is the building Principal’s (or their designee’s) responsibility. If parents or guardian cannot be reached and immediate medical or dental attention is indicated, the family physician/dentist or Medical Advisor cannot be reached, the student will be transported to the Lawrence and Memorial Hospital unless otherwise indicated on the student’s Emergency Information List.
Public Act 99-288: An Act Concerning Education Accountability

This Act provides that on or before July 1, 2000, each board of education shall review and revise its policy for promotion grade to grade and for graduation in order to ensure that such policies foster achievement and reduce the incidence of social promotion. Such policy shall include objective criteria for the promotion of graduation of students, reporting of students’ progress against such criteria, and alternatives to promotion such as transition programs, and shall provide for supplemental services. The policy may require students who have substantial academic deficiencies that jeopardize their eligibility for promotion or graduation to attend after-school program, summer school or other such programs offered by the school district to assist the students in remediating such deficiencies. This Act further provides that on or by October 1, 1999, the State Board of Education shall prepare a list of elementary and middle schools, by school district that are in need of improvement based on student performance and performance on the State Wide Mastery Examination.

The Department of Education shall notify each board of education of the schools in its district that are on the list. Thereafter, on or before January 1, 2000, and biannually thereafter, each board of education, through its superintendent of schools, shall meet with the Commissioner of Education or his/her designee to discuss the process for improving school performance. Such board of education shall require the school in question to develop an improvement plan and take steps necessary to become accredited by the New England Association of Schools and Colleges. The improvement plan will be submitted by the school in question to the board of education for approval and shall be implemented at the beginning of the following school year. The improvement plan may provide for site based management and shall be developed in consultation with the school’s principal, teachers and parents of students attending the school. The board of education shall monitor progress made by the school under the improvement plan. If two years after the date of approval of the improvement plan the board of education finds that the school has not sufficiently progressed, the board of education shall develop a plan for such school requiring one or more of the following actions:

1. Closing and reconstituting the school;
2. Restructuring the school in terms of the grades included or the programs offered, or both;
3. Providing for site-based management of the school; and/or
4. Allowing students in that school to attend other public schools in the school system. The board of education may include in such plan a provision for the transfer of employees. The board of education shall submit its plan to the Commissioner of Education for approval.
5. In addition, each board of education for a priority school district shall within available appropriations require the schools to provide additional instruction, unless the school’s principal determines that such instruction is not necessary based on the recommendations of the student’s teacher, for the 2000-2001 school year and each year after, of each student who fails to meet the state-wide standard for remedial assistance on the fourth grade Mastery Examination; and for the 2001-2002 school year and each school year thereafter, to each student who fails to meet the state wide standards for remedial assistance on the Sixth Grade Master Examination.

Such instruction may include tutoring, an after school or school vacation program or a weekend school program. In addition, such boards of education shall require students to attend summer
school. The Department of Education may award grants to boards of education of priority school districts for summer school programs and weekend school programs. This Act took effect July 1, 1999.

**STUDENT CONDUCT, DISCIPLINE**

Safe and Supportive School Climate

Teaching and learning can only thrive in an emotionally and physically safe and supportive environment. Consequently, Three River Middle College High School will act swiftly and forcefully in response to the following ‘zero tolerance’ behaviors with disciplinary action up to and including suspension, expulsion and or arrest:

- Possession of weapons, drugs, drug paraphernalia or alcohol
- Threats of bodily harm
- Bullying/hazing/harassment
- Assault
- Fighting, hate crimes
- Verbal altercations
- Vandalism
- False fire alarms or bomb threats
- Weapons
- Misuse of electronic devices
- Pornography
- And, any other behavior that is seriously disruptive to the educational environment or is in violation to school policy

**Misconduct Requiring Disciplinary Action**

The following breaches of conduct on school property, in a school classroom, on school transportation, or at any school activity, may result in removal, suspension or expulsion:

A. Disruptive activities at school functions.
B. Disruptive classroom behavior
C. Willfully or recklessly striking or assaulting, or attempting to strike or assault, another person.
D. Stealing or attempting to steal school property, private property, or other public property.
E. Causing, or attempting to cause, damage to school property, private property, or other public property.
F. Throwing of food or causing disruption in a lunchroom or cafeteria.
G. Possessing, using, transporting, or transmitting, consuming or having consumed dangerous drugs, narcotics, or alcoholic beverages without authorization. Dangerous drugs or narcotics shall mean any controlled drug, as defined in Connecticut General Statutes, Section 19- 443 as amended.
H. Possession or use of electronic paging or two-way communication devices such as beepers.
I. Using obscene or profane language, or making obscene or profane gestures to members of the school staff, students or other persons.
J. Deliberately refusing to comply with a reasonable directive from a member of the school staff.
K. Participating in a walk-out, sit-in, or boycott, picketing or other demonstration which disrupts the educational process.
L. Threatening, harassing, intimidating, or blackmailing school staff, students, or other persons.
M. Leaving school grounds without permission.
N. Failure to report to, or remain in an assigned area.
O. Violating school smoking regulations.
P. Violating published attendance regulations.
Q. Violating any other disciplinary regulations and directives of LEARN/TRMC.
R. Wearing any article of clothing (including jackets, shoes, hats and bandannas) jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation.
S. Off-campus misconduct which directly affects the school’s orderly operations by threatening the safety of school property or the welfare of the persons who work or study there.
T. Gambling.
U. Possessing, using, transporting, or transmitting any firearms, knives, explosives, or other dangerous object or substances of no reasonable use to the student at school.

The normal process of disciplinary action shall be:
I. Teacher Intervention
II. Administrative intervention
III. Parent notification
IV. Meeting to develop next steps
V. Meeting of LEARN, parents, home district (PPT where appropriate)
VI. Notification to outside authorities. Depending on the severity of the situation, removal and suspension can occur at any point in this process.

**Dress Code**
The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school’s responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe and functional. This is especially important in a school environment where student learning activity is highly experiential and adult-like and is carried on in collegiate and professional settings. Three River Middle College reserves the right to determine what constitutes dress that is disruptive to the educational climate or process.

**Parking/Motor Vehicle Regulations**
Priority for vehicular parking is determined by the Three Rivers Community College officials who give priority to their staff and commuting college students. Parking for TRMC students is limited, and students may obtain approval for parking from the TRMC School Director.

**Plagiarism**
Plagiarism is the unacknowledged use of another person’s work or ideas in your writing. It is often known as copying word for word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussions or study groups can be considered
plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. A student who has plagiarized can receive a zero on assignment and will be reported to the administration for further disciplinary actions may be taken.

**LEARN Grievance Procedures for Titles VI and IX, Section 504**

**Informal Procedure**

A. Any student, parent/guardian, staff member, or applicant to a program who feels that he/she has been discriminated against on the basis on race, color, national origin, sex, or handicap shall contact the designated Compliance Coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint. The Compliance Coordinator shall maintain a written record, which shall contain the following:
1. Full name and address of the complainant.
2. Full name and position of the person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.
4. Dates of the alleged discrimination.

B. At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explore grievance procedures with the complainant and answer any questions. The Compliance Coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit the Compliance Coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

C. If the complainant is not satisfied with these initial informal procedures and within twenty (20) working days from the date of the original discussion with the Compliance Coordinator, more formal procedures may be initiated by the complainant to future individual(s) against whom the complaint explore and resolve the problem internally.

D. If the complainant is not satisfied with these initial informal procedures and within twenty (20) working days from the date of the original discussion with the Compliance Coordinator, more formal procedures may be initiated by the complainant to future individual(s) against whom the complaint explore and resolve the problem internally.

**Formal Procedure**

A. **Level One – Program Coordinator/Director**
   a) Grievance with the program coordinator/director specifying the alleged discrimination.
   b) Within five (5) working days after the receipt of this formal grievance, the program coordinator/director will hold a meeting with the grievant.
   c) The program coordinator/director shall, within four (4) working days after the hearing, render a decision and reasons in writing to the grievant.

B. **Level Two - Executive Director**
d) If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant, within five (5) working days after the decision or seven (7) working days after the Level One meeting, file the grievance with the Executive Director.

e) The Executive Director shall, within five (5) working days after the receipt of the grievance, meet with the grievant.

f) The Executive Director shall, within five (5) working days after such meeting, render a decision and the reasons in writing to the grievant.

C. Level Three - LEARN

g) If the grievant is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) working days after the receipt of the decision or eight (8) working days after the meeting with the Executive Director, file the grievance with the LEARN Board of Directors.

The LEARN Board of Directors or a committee thereof shall, within ten (10) working days after the receipt of the grievance, meet with the grievant for the purpose of resolving the grievance.

h) The LEARN Board of Directors or a committee thereof shall, within five (5) working days after such a meeting, render its decision and the reasons in writing to the grievant.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.
EMERGENCY PLANNING

Evacuation and Lockdown Drills
School safety is an absolute priority at TRMC. Detailed instructions for emergencies are posted in all areas of the school, and periodic practice drills are conducted by school staff. All students and staff are expected to familiarize themselves with emergency procedures and cooperate promptly and fully with school authorities in all emergencies and emergency drills. Three Rivers Middle College will work with local emergency agencies to ensure proper procedures and precautions are in place for the safety of all students, faculty, and staff.

Emergency Evacuation Plan
This was developed in response to a request for providing an emergency evacuation plan in the case of a nuclear power plant emergency or other incident.

ALERT SIGNAL - is a steady siren toner for three (3) minutes or more from sirens or loud speakers on emergency vehicles.

WHEN YOU HEAR THE ALERT SIGNAL - turn on your radio or television to listen to the Emergency Broadcast System. You will be kept informed by local and state authorities as long as there is an emergency.

IF YOU ARE TOLD TO STAY HOME AND TAKE SHELTER - stay indoors and close all windows, doors, dampers, etc. STAY CALM and keep tuned to the Emergency Broadcast System for further instructions.

IF YOUR CHILDREN ARE IN SCHOOL - do not attempt to pick them up. Your children will either be sheltered at school, or transported and cared for at the reception center/shelter according to the location (town or city) in which the school is located. This information can be found in all Telephone Books on pages 1 and 2 of the yellow pages.

STAFF RESPONSIBILITIES
TEACHERS/INSTRUCTIONAL ASSISTANTS:
All students shall be safely boarded on proper vans/buses, etc. prior to leaving the school.

OFFICE PERSONNEL:
NOT directly responsible for student evacuations may leave as soon as directed.

Unauthorized Areas and Facilities
Certain equipment and areas of the building of no valid use to students are off limits to protect the safety of equipment, school property and personnel. Any student who violates those areas loses trust with the staff and is subject to strong disciplinary action. It is essential that TRMC students at all times respect TRCC staff, property, rules and procedures.
ORGANIZATIONS, CLUBS AND CO-CURRICULAR ACTIVITIES

Athletics
Since Three River Middle College High School does not offer interscholastic sports, the CIAC (Connecticut Interscholastic Athletic Conference) permits Three River Middle College High School students to participate on sports teams in their home school district, provided that students meet the eligibility requirements of the CIAC and their home district. For this purpose the Three River Middle College High School provides the home school district with academic, attendance and behavioral information at the home school district’s request.

Community Governance
At TRMC students take an active role through student advisory group, monthly Town Meetings, the Judicial Board, service learning, and community development projects.

Student Activities
While Three Rivers Middle College does not offer Connecticut Interscholastic Athletic Conference (CIAC) interscholastic sports teams, the school does develop clubs and activities in response to student interest. Moreover, TRMC students can participate along with TRCC students in the clubs and activities of the college.

NCAA College Athletic Eligibility
To be eligible to participate in Division I or Division II sports at the college level, a student must meet academic criteria related to their high school coursework established by the NCAA. Students can obtain eligibility information by going online at www.ncaaclearinghouse.net or at the guidance office of the high school where they play CIAC interscholastic sports. Interested students should register online with the NCAA by September of their senior year.

Parent Involvement/Communications
Students are most successful when there is a strong partnership between home and school. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the unique educational opportunities available to them at Three Rivers Middle College. Parents/guardians should become familiar with all of their child’s school activities and academic program and the TRMC college-related career pathways. TRMC provides an on-line parent portal to PowerSchool to facilitate the monitoring of student progress. Parents of students taking college classes are prohibited from communicating with their child’s college professor. Any questions or concerns should be brought to the attention of the guidance counselor who will communicate with the professor.
GENERAL INFORMATION

Lost or Damaged School Materials/Equipment
Students are responsible for the care of all school materials loaned to them. This includes textbooks, school locks, laptops and accessories, tools, etc. Failure to return them in good condition will result in a replacement or repair charge. In accordance with state law, the school reserves the right to withhold grades, report cards or transcripts until the obligation is cleared. However, the school will not withhold a transcript from a college or other secondary school to which the student has applied. Seniors with an outstanding obligation may not participate in graduation ceremonies.

Innovation Lab
The use of the Innovation lab is a privilege. Students must abide by the room’s Code of Conduct and remain in good standing in order to use the room. There are times after normal school hours that students may use the room with parent permission.

Service-Learning/Community Service
Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Through service learning, students use what they learn in the classroom to solve real-life problems. Students not only learn the practical applications of their studies, they become actively contributing citizens and community members through the service they perform.

Lockers and Storage
Lockers and storage areas of any kind are the property of Three River Middle College High School and may be entered and searched by school officials at any time. Valuables should not be brought to school or left in school storage places or lockers as the school is not responsible for lost or stolen items.

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

Publicity/Media Relations
To promote the school mission and properly inform the public about Three River Middle College High School, all students and their parents are asked upon enrollment at Three River Middle College High School to provide the school with a signed Public Relations Permission Form authorizing photographic, video and television coverage of events involving students.
**Internet/Cell Technology/Acceptable Use Policies**

Three River Middle College High School curriculum makes extensive use of resources on the internet that makes it vital for students to avoid dangerous, destructive and unlawful behavior when using the internet. All students and their parents must sign an acceptable use policy that indicates that the student agrees to use the internet exclusively for educational purposes and to abide by the Three River Middle College High School Computer Technology Use Rules. Students found violating the acceptable use policy, especially by viewing inappropriate sites, are subject to disciplinary consequences and revocation of computer privileges for a specified period of time.

In the Three River Middle College High School technological environment, cellular devices may be integrated into the lesson. Student possession and use of cell phones, iPods, iPads, and similar devices are permitted at Three River Middle College High School when utilized under the direction of a staff member in the delivery of curriculum and instruction. In the classroom, science labs, and in other learning settings, students must have their cellular devices off and in plain sight, and await instructions for their use as the teacher deems appropriate. Students possessing or using an electronic device that inhibits teaching and learning or that does not support the school mission will have their portable electronic device confiscated and held for parents to claim. Student use and possession of electronic devices are always at the discretion of the teacher and school.

**LanSchool**

Three River Middle College High School utilizes LanSchool, a classroom learning and teaching management software product that assists teachers with their student’s computer use during class time. LanSchool will be used in all computer labs, mobile laptop carts, and in the library. LanSchool facilitates teaching and learning, assesses learning, and monitors student computer usage. LanSchool also allows teachers to:

- Regulate computer access;
- View student screens;
- Transpose the teacher’s screen onto all student screens;
- Make immediate electronic comments to all students or selected students;
- Take a screen shot of a student screen;
- Eliminate information on student screens;
- Limit the applications and/or internet sites students can access;
- Disable applications, the internet, or printer functions.

**Release of Student**

No student shall be permitted to leave the school jurisdiction during the school day without permission of the Three River Middle College High School Director or his designee. When the Director has been notified of divorced or legally separated parents of a student, the school requires that a legal statement designating the custodial parent or guardian be entered in the student’s file as a decision-making guide for the Director or his designee. The student will only be released to a parent/guardian or other person listed on the emergency contact sheet which the custodial parent/guardian completes upon registration.
Leaving School Premises
Three River Middle College High School is a highly active, multi-faceted, dynamic learning environment, and it is imperative that the school is continually aware of student location and student safety conditions at all times. No student shall be permitted to leave the school premises (or school jurisdiction regardless of site) during the school day without school and staff authorization. Violators are subject to immediate suspension from school on the grounds of safety and for substantially causing a disruption to the educational process.

Transportation
Under current magnet school law, transportation to Three River Middle College High School is the responsibility of the parent(s)/guardian(s) or of the home school district if it chooses to provide transportation. Students or parents should contact their local superintendent’s office to obtain information on transportation procedures.

Students are reminded that flagrant disobedience, misconduct or jeopardizing transportation safety can result in disciplinary action up to, and including, temporary removal of students from school transportation traveling on school transportation to and from TRMC or participation in TRMC field trips.

Volunteer Program
The Three River Middle College High School supports the use of volunteer services to enrich students’ educational experiences and heighten their motivation. The use of volunteers frees educators from non-teaching tasks, assists in the provision of individualized instruction, and fosters continued community support and involvement. Volunteers strengthen and supplement school activities and do not take the place of school staff.

Working Papers
Students must have the following documents and meet the following criteria in order to obtain working papers from the Director’s Office.

- Student must be a current student at Three Rivers Middle College.
- Student must be 16 years old.
- Student must appear in person (There are no exceptions to this requirement).
- Student must have authentic documentation of evidence of age.
- Student must have written promise of employment signed by the prospective employer.
- Student must complete the LEARN/TRMC Working Papers Information Form.

Public Act 99-256: An Act Concerning Laser Pointers
This Act prohibits persons under the age of eighteen from possessing a laser pointer on school grounds or in any public place. The Act also provides that no person shall sell, offer to sell, lease, give or otherwise provide a laser pointer to a person under eighteen years of age. A person may temporarily transfer a laser pointer to a person under eighteen years of age for educational or other lawful purpose if the minor is under the direct supervision of a parent, legal guardian, teacher, employer or other responsible adult.
Soliciting Funds From and By Students (1324)

Fund-raising activities may be approved by the Executive Director consistent with the following guidelines:

1. The fund-raising is in connection with school-sponsored projects. All such requests shall be made in writing.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject LEARN to inappropriate risks or responsibilities in handling funds.

There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Directors.