

# 2023-2024 Parent-Student Handbook



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## Contents

Welcome Letter .....	4
TRMC Staff List.....	5
LEARN Contact's List .....	6
Handbook Agreement Form .....	7
Block Schedule .....	8
Start of Year Grid .....	9
School Hours .....	10
Mission Statement .....	11
Code of Honor .....	12
Lunch Program .....	13
Policies and Procedures .....	14
Non Discrimination.....	14
Behavior Support.....	14
Sexual Harassment.....	14
Student Harassment.....	15
Bullying.....	15-17
Attendance .....	18
Attendance and Procedures .....	18
Magnet Days.....	19
Course Credit.....	19
Tardy Policy.....	19
Early Dismissals.....	19
Graduation and Promotion.....	20
Minimum Credits.....	21
Career Choices.....	21
Career and College Readiness.....	22
Pathways.....	22
Laptop Agreement Form .....	23
Grading Scale/Grade Reporting System.....	24
Progress Reports.....	25
Make Up Work.....	25
Honor Roll, Court of Excellence, National Honor Society.....	25
Grade Reporting.....	26
The Profile of the Graduate .....	27
Student Assistance.....	28
Advisory Program.....	28
Guidance and Counseling.....	28
Peer Mediation.....	28
Transfer/Withdrawal.....	29
Exclusion for Disciplinary Purposes.....	29
Exclusion Definitions.....	30
Student Education Records.....	31
Homework.....	31
Home to School Communication.....	31
Confidentiality.....	32
Procedures to Inspect Records.....	32
Health Office Policies and Safety.....	33

Substance Abuse and Tobacco.....	33
Dangerous Weapons.....	34
Health Nursing and Immunizations.....	35
Child Abuse.....	36
Youth Suicide Prevention.....	36
Field Trips.....	36
DNR.....	36
Cooperation with Police.....	37
Incident on Grounds.....	38
Questioning Suspects.....	38
Incident in the Community.....	38
Arrest on School.....	38
On Campus Recruitment .....	39
Student Surveys .....	40
Surveys and Annual Parental Notification .....	41
Computer Internet Policy.....	42
Computer Resources, User, Ownership, No Privacy .....	43
Quality and Format of Communication .....	44
Prohibited Activities.....	44
Copyright and Security.....	45
Viruses and Encryption Software.....	46
Special Health.....	47
Students with Special Health Needs.....	47
AED's .....	48
Assessments and Immunizations .....	48
Psychotropic Drug Use.....	49
Screenings.....	49
Communicable Diseases.....	50
Student Health Services.....	50
Staff with HIV/ARC/AIDS .....	50
Student Safety, Health Records, and Emergency Care .....	51
Public Act 99-288.....	52
Student Conduct and Discipline .....	53
Safe and School Climate.....	53
Disciplinary Action.....	54
Dress Code.....	54
Parking.....	55
Plagiarism.....	55
Grievance Procedures.....	56
Emergency Planning.....	57
Evacuation and Lockdown Drills .....	57
Emergency Plan.....	57
Staff Responsibilities.....	57
Unauthorized Areas.....	57
Organizations, Clubs, and Activities .....	58
Athletics.....	58
Community Governance.....	58
Student Activities .....	58
NCAA College Athletic Eligibility .....	58
Parent Involvement/Communications .....	58
GENERAL INFORMATION.....	59

Lost or Damaged School Materials/Equipment.....	59
Service-Learning/Community Service .....	59
Lockers and Storage .....	59
Lost and Found .....	59
Publicity/Media Relations .....	59
Internet/Cell Technology/Acceptable Use Policies .....	59
LanSchool.....	60
Release of Student .....	60
Leaving School Premises.....	61
Transportation.....	61
Volunteer Program .....	61
Working Papers .....	61
Public Act 99-256: An Act Concerning Laser Pointers .....	61
Soliciting Funds From and By Students (1324) .....	62

**Please note: Changing circumstances, such as the need for health and safety protocols, may cause the policies and guidelines in this handbook to be revised and/or superseded. Any such changes will be communicated in as soon as the change is made.**

## **PREFACE**

This handbook was developed to provide parents/guardians/caregivers and students with a summary of important LEARN policies and procedures. This handbook is not intended to be all inclusive and does not contain all of the LEARN policies. The LEARN policies are available online at [www.learn.k12.ct.us](http://www.learn.k12.ct.us). All LEARN policies are in compliance with the United States Constitution, Connecticut, federal and local policies. Material contained in this Handbook may be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this Handbook is subject to unilateral revision or elimination from time-to-time without notice. The 2023-2024Guardian – Student Handbook is designed to be in harmony with Board policy. Changes in policy that affect portions of this Handbook will be made available to students and parents/guardians through newsletters, web pages, and other communications. Please contact your school principal or the LEARN administrative office should you have any questions or would like additional information. Consult the district’s website ([www.learn.k12.ct.us](http://www.learn.k12.ct.us)) or the individual school’s website for any significant changes.

## **EQUAL OPPORTUNITY and NON-DISCRIMINATION**

Each student is encouraged to develop and achieve individual educational goals. LEARN will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Ms. Bridgette Gordon-Hickey, Deputy Executive Director ([bghickey@learn.k12.ct.us](mailto:bghickey@learn.k12.ct.us)) and Dr. Ryan Donlon, Associate Executive Director ([rdonlon@learn.k12.ct.us](mailto:rdonlon@learn.k12.ct.us)) are the designated district compliance officers, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

# 2022-2023 Faculty and Staff

## ADMINISTRATION

**Brad Columbus**

*Principal*

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## FACULTY & STAFF

**English Teacher**

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**Social Worker**

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860-215-9484

## LEARN LEADERSHIP CENTRAL OFFICE

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**Katherine Ericson**

Executive Director

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Director of Executive Services

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Chief Financial Officer

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**Bridgette Gordon-Hickey**

Deputy Executive Director

[bgickey@learn.k12.ct.us](mailto:bgickey@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](mailto:info@learn.k12.ct.us). We look forward to hearing from you!

**Three Rivers Middle College High School**  
**2023-2024**

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](http://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.

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 \_\_\_\_\_

<b>TRCC College Classes Start August 29<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Please stop in prior to class or on an earlier date to pick up your books in the Main office.</li> </ul>
<b>August 30<sup>th</sup> First day of class for all students</b>	<ul style="list-style-type: none"> <li>Orientation activities will happen during the first 3 days of school and all students are expected to attend.</li> <li>Topics include school culture, policies, class schedules, summer reading activities, team building activities, student expectations, senior college planning meetings and class expectations.</li> <li>School starts at 7:40 students are expected to be in the building prepared for class.</li> <li>Friday September 1 we plan to take a school wide trip to Bluff Point in Groton for a community-building day and picnic.</li> </ul>
<b>School Breakfast &amp; Lunch</b>	<p>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.</p> <p><b>Lunch will be provided on Wednesday</b></p>
<b>Advisory</b>	<p>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 &amp; Career Readiness Competencies.</p>
<b>Parking Privileges</b>	<p>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.</p>
<b>Student Dress and Grooming</b>	<p>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.</p>
<b>Personal &amp; Electronic Devices</b>	<p>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.</p>
<b>Attendance Policy</b>	<p>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.</p>



# **Three Rivers Middle College High School**

## **2023-2024**

### **School Hours**

#### **School Hours (regular full day)**

Doors Open: 7:00 am  
Classes begin: 7:40 am  
Dismissal: 1:40 pm

#### **School Hours (half day/early dismissals)**

Doors Open: 7:00 am  
Classes begin: 7:40 am  
Dismissal: 11:40 am

#### **Office Hours**

7:00 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: 9:40

#### **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 2023-2024 school year as follows:

<b>Paid Breakfast</b>	\$1.50 w/ Milk	<b>Paid Lunch</b>	\$3.00 w/ Milk
<b>Reduced Breakfast</b>	\$.30 w/ Milk	<b>Reduced Lunch</b>	\$.40 w/ Milk

Parents can deposit money in their child's school meal account any time during the school year. Prepayments are accepted in the LEARN website <https://www.learn.k12.ct.us/cms/One.aspx?portalId=107023&pageId=232177>

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.

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](mailto: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](mailto: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.

LEARN Magnet Office

Attn: Food Service

44 Hatchetts Hill Road

Old Lyme, CT 06371

Fax: 860.434.4826 **Questions?** Email [foodservice@learn.k12.ct.us](mailto:foodservice@learn.k12.ct.us) or call the Magnet Office Food Service Department at 860-434-4800 option 8

## **Policies and Procedures**

### **Non-Discrimination (5004)**

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE) and are accommodated and employed without discrimination related to their disabilities. It is the intent of the LEARN to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III. Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam. All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504-accommodation plan is designed for each student according to individual needs. Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person: 1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities; 2. has a record of such an impairment; or 3. is regarded as having such an impairment. While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack. Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments. Should you have any questions regarding Section 504, please call either your child’s school principal or the Civil Rights Coordinator, Bridgette Gordon-Hickey, Deputy Executive Director for LEARN School District at 860-434-4800. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that they have been discriminated against on the basis of disability may submit a written complaint to the district’s designated Section 504 Coordinator (Bridgette Gordon-Hickey) [bghickey@learn.k12.ct.us](mailto:bghickey@learn.k12.ct.us) within 30 days of the alleged occurrence. 504 Plans are collaboratively created and implemented in partnership with the student’s home district.

### **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.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. LEARN has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

### **Sexual Harassment (5005)**

LEARN wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, their teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations. The district will notify the parents/guardians of all students involved in sexual harassment by student(s) and will notify parents/guardians of any incident of sexual harassment or sexual abuse by an employee. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent/guardian in a conference with the principal or designee or with the Title IX Coordinator, Ms. Bridgette Gordon-Hickey, Deputy Executive Director or Dr. Ryan Donlon, Associate Executive Director. Additional information regarding procedures for reporting, investigating, and responding to sexual harassment complaints can be found on the LEARN website ([www.learn.k12.ct.us](http://www.learn.k12.ct.us)).

### **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.

**BOARD OF EDUCATION POLICY** Board of Education policies are available on the district's website at [www.learn.k12.ct.us](http://www.learn.k12.ct.us). The policies are subject to modification by the LEARN Board at any time.

### **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 of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent, or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or their property,
- C. infringes on the rights and opportunities of an individual at school.
- D. create a hostile environment at school for such students; or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but need 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. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.) Other definitions include but are not limited to:

- A. "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.
- B. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. "Prevention and intervention strategy" may include, but is not limited to,
  - (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education,
  - (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts,
  - (3) adequate adult supervision of outdoor areas, hallways, lunchroom and other specific areas where bullying is likely to occur,
  - (4) inclusion of grade appropriate bullying education and prevention curricula in kindergarten through high school,
  - (5) individual interventions with the bully, parents/guardians and school employees, and interventions with the bullied child, parents/guardians and school employees,
  - (6) school-wide training related to safe school climate,

- (7) student peer training, education and support, and
- (8) promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Examples of bullying include, but are not limited to:

- 1. Physical violence and attacks
- 2. Verbal taunts, name-calling and put-downs including ethically based or gender-based verbal put-downs
- 3. Threats and intimidation
- 4. Extortion or stealing of money and/or possessions
- 5. Exclusion from peer groups within the school
- 6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
- 7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Student who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying: o creates a hostile environment at school for the victims, o infringes on the rights of the victim at school, or o substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Each LEARN school has a school climate plan that addresses bullying. These comprehensive plans:

- 1. Permit anonymous reports of bullying by students to teachers and administrators and written reports of suspected bullying by parents or guardians; Requires teachers and other school staff to notify school administrators in writing of bullying acts they witness, and students’ reports they receive;
- 2. Require school administrators to investigate parents’/guardians’ written reports and review students’ anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- 3. Require each school to maintain a publicly available a list of the number of verified bullying acts that occurred there, and within available appropriations, report such number to the Department of Education annually and in such manner as prescribed by the Commissioner of Education;
- 4. Requires each school to have prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
- 5. Require each school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice shall be simultaneously mailed to the parent/guardian if requested. The notice must describe the school’s response and any consequences that may result from further acts of bullying;
- 6. Require the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetuated bullying incidents by the same individual that may include both counseling and discipline;
- 7. Require students to be notified annually of the process by which they may make reports of bullying;
- 8. Require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint;
- 9. Are included in the LEARN staff development program for all school staff;
- 10. Require each school to notify parents or guardians of students who commit 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;
- 11. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such acts were 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 against whom such act was directed and to prevent further acts of bullying;

12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

13. 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 constitute criminal conduct.

LEARN expects prompt and reasonable investigation of alleged acts of bullying. The principal of each school or their designee is responsible for handling all complaints of alleged bullying. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law. Parents/guardians of the alleged perpetrator of the bullying act and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parents/guardians of students involved in a verified act of bullying will be invited to attend at least one meeting at school. Safe School Climate Specialists are required to receive mental health first aid training.

### **Annual Bullying Notice**

Students and/or parents/guardians may file verbal or written complaints concerning suspected bullying behavior or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying behavior or teen dating violence will be promptly reviewed. If acts of bullying and/or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with their rights of due process. Board policy and regulation #5007 set forth this prohibition and the related procedures in detail and are available to students and their parents/guardians on the LEARN website and by school personnel per request.

### **Informal/Verbal complaints of Bullying by Students**

Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of suspected bullying, and the names of any potential student or staff witnesses.

A teacher, or other professional employee, or administrator who receives a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action. Formal/Written Complaints of Bullying Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal for review and action. The complaint procedure is also posted on the LEARN website and the school website. Anonymous Complaints of Bullying Students who make complaints of bullying to a teacher and/or administrator may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receives the complaint. Should anonymity be requested, the principal or their designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be

taken solely on the basis of an anonymous report.

### **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT ALL LEARN**

school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law. Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents/guardians and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse. LEARN will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

## **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**

Connecticut state law requires parents/guardians to make sure that their children between the ages of 5 to 18 attend school regularly during the hours and terms the school is in session. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

Students are required to attend school on a regular basis both in-person and virtually (when determined appropriate or necessary). Additional specific information regarding attendance procedures can be found on the LEARN website: [www.learn.k12.ct.us](http://www.learn.k12.ct.us) Absences are any days during which a student is not considered "in attendance." Absences can be "excused" or "unexcused" A student is considered to be "in attendance" if present at their assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day.

A student serving an out-of-school suspension, or an expulsion will always be considered a “disciplinary absence.” A child whose total number of absences at anytime during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a “chronically absent child.” The child will be subject to review by the district and/or the school attendance team. All children attending district schools must obtain the required immunizations unless they have medical contraindications or religious objections. This obligation may be waived for students experiencing homelessness. A student must remain in school until age 18, unless they graduate or get written consent from a parent/guardian on a district provided form to leave school at age 17.

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent/guardian determines that an absence is necessary, they are requested to contact the school between 7:00 A.M. and 3:00 P.M. on the day of the absence by telephoning the school. Parents/Guardians are requested to send a written excuse with the student upon return to school. The student should submit the excuse directly to the office. Parents/guardians should discuss with administration any needed plans for learning during an extended absence.

### **Excused Absence**

A student’s absence from school shall be considered “excused” only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria: A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits a signed note to the office. B. Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Students’ observance of a religious holiday.
3. Death in the student’s family or other emergency beyond the control of the student’s family.
4. Court appearance which are mandated. (Documentation required)
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. An additional 10 days for children of military service members.

The responsibility for makeup of work lies with the student, not the teacher. All makeup privileges must be completed within a reasonable amount of time after the student returns to school.

### **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students missing school may miss important learning opportunities which cannot be replicated, such as critical learning opportunities; as such, unexcused absences may negatively affect a student’s grade. Absences which are the result of school or district disciplinary action are excluded from the definitions. Although the school will maintain records and keep parents/guardians informed within the limit of its capability, parents/guardians and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents/guardians are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Chronic Absenteeism**

A student whose total number of absences at any time during a school year is equal to or greater than then percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education. LEARN will also collect and analyze data on student attendance, truancy, and chronic absenteeism for students with disabilities.

### **Truancy**

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student aged five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Truant students are subject to progressive discipline. Academic work missed in class that day may be recorded as a failing grade.

Parents/guardians have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern. Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

### **Academic Standing**

Students that are not in good academic standing may be prevented from attending school functions such as Dances and trips. Reasons to not be in good academic standing include excessive absences. Tardies or dismissals, poor academic grades resulting in numerous incompletes and inappropriate behavior resulting in disciplinary actions.

### **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 that are repeatedly tardy may be considered truant. Students may be subject to disciplinary action if administration determines that tardiness is excessive.

## **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:

Grade 10	6 credits
Grade 11	12 credits
Grade 12	18 credits
Graduation	25 credits

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

CT Graduation Requirements	Subjects	Credits	Mandatory Courses or Equivalent
<b>Humanities</b> (9 credits)	English	4	2 credit transferred from sending district or private high school as indicated on transcript and 2 credits at TRMC/TRCC.
	Social Studies	3	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.
	Fine Arts	1	1 credit transferred from sending district or private high school as indicated on transcript or 1 credit at TRCC.
	Elective	1	One humanities elective in the subject areas of Social Studies, English or at previous school or TRMC/TRCC.
<b>STEM</b> (9 credits)	Mathematics	4	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.
	Science	3	2 credit transferred from sending district or private high school as indicated on transcript or Science course at TRMC/TRCC.
	STEM Elective	2	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.
<b>World Language</b> (1 credit)	Spanish	1	1 credit transferred from sending district or private high school as indicated on transcript or Spanish 1 at TRCC.
<b>Self-Wellness</b> (2 credits)	Physical Education & Health	1	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)
	Personal Wellness, Safety Education & College Readiness.	2	2 Years of Advisory (.5 credits each year) which includes SAT Prep, College Readiness Block and 1 Credit Career Choices.
<b>Personalized Plan of Study</b>	Elective Course Options	2	Credits transferred from sending district or private high school as indicated on transcript or courses at TRMC/TRCC.
<b>Mastery Based Diploma</b> (1 credit)	Graduation Portfolio	1	Portfolio and Capstone Exhibition

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 with the approval of Administration. 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 wear school issued Cap & Gown during graduation. Students can appropriately decorate caps but cannot wear outside apparel on gowns such as cords or tassels not issued by school.

\*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 21<sup>st</sup> 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 project

## 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# \_\_\_\_\_

### **Items Loaned/Condition – If used or damaged please make additional comments**

<u>Item</u>	<u>Loaned</u>		<u>Condition</u>		
Computer	Yes _____	No _____	New _____	Used _____	Damaged _____
Power Supply & Cord	Yes _____	No _____	New _____	Used _____	Damaged _____
Laptop Bag	Yes _____	No _____	New _____	Used _____	Damaged _____
Misc:	Yes _____	No _____	New _____	Used _____	Damaged _____
Misc:	Yes _____	No _____	New _____	Used _____	Damaged _____

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.

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

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.

## **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. A withdrawal from a college course will be factored in as a 55 average for the course as part of GPA calculation.

## **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.

## **TRCC Courses**

Students will be enrolled in TRCC courses via our school counselor and administration. Students need to meet TRCC academic requirements and TRMC academic/habits of success requirements. Students earn 1 high school credit per college course taken. Student receive a college transcript along with TRMC transcript. Students can Add/Drop classes during the add/drop period at the beginning of the semester. Once Add/drop period ends students can withdraw at the time of the withdrawal (November Fall Semester & April Spring Semester) period with parent and school administration permission. Students can earn privileges after 1 semester of taking college classes. Privileges include taking after school hours classes, flexible scheduled attendance, waived success supports with parent permission. Students must maintain good academic standing.

## **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. Student must maintain good academic standing, attend majority of meeting and actively participate in NHS to remain in NHS.

### **Grade Reporting Dates**

**Semester 1**  
10/19 Progress Reports  
01/19 End of Semester

**Semester 2**  
03/20 Progress Reports  
06/9 End of Semester

\*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**

**Fall Semester**  
8/29 Classes begin  
12/12-12/21 Semester Exams  
12/15 Semester Ends

**Spring Semester**  
1/20 Classes begin  
5/8-5/14 Semester Exams  
5/14 Semester Ends

## **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 Wednesdays 12:20. 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)**

Students may be suspended or expelled for conduct that endangers persons or property, or whose conduct, on or off school grounds, is seriously disruptive of the educational process or violates a publicized policy of the LEARN Board.

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school. The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. However, no student shall be suspended without an informal hearing before the building principal or their designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such an instance an informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or their parents/guardians.

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

- 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.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents/guardians. Without this partnership in support of learning, students will not achieve their full potential.

### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS/MULTILANGUAGE LEARNERS**

Parents/guardians of Limited English Proficient (LEP) Students/English Learners participating in a language instructional program will be notified within 30 days of their child’s placement in the program. The notification will include an explanation of why, a description of the program, and the parent’s/guardian’s rights to remove their child from the English Learners program. In



addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education. months in a bilingual program will not be offered additional bilingual education.

### **MAGNET SCHOOLS**

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the Students' District does not have a participation agreement, on a space available basis. The Students' District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an inter-district magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

### **MIGRANT STUDENTS**

LEARN has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### **ON-CAMPUS RECRUITMENT**

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education center, magnet schools, and charter schools will be provided. Military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's parent/guardians submit a written request that such information not be released without their prior written consent.

### **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)**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Deputy Executive Director, Bridgette Gordon-Hickey, is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Parents/guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parent/guardian consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records. The parent's/guardian's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents/guardians or student. A student over 18 and parents/guardians of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents/guardians and the student are not allowed to contest a student's grade in a course through this process.

Parents/guardians or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office. □ Copies of student records are available. Parents/guardians may be denied copies of a student's records

- (1) after the student reaches age 18 and is no longer a dependent for tax purposes;
- (2) when the student is attending an institution of post-secondary education;
- (3) if the parent/guardian fails to follow proper procedures and pay the copying charge; or
- (4) when the district is given a copy of a court order terminating the parental/guardian rights.

If the student qualifies for free or reduced-price meals and the parents/guardians are unable to view the records during regular school hours, upon written request of the parent/guardian, one copy of the record will be provided at no charge. Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent/guardian objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook.

Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released. LEARN will release to a school's Parent/Guardian Teacher Association / Organization the names, addresses, telephone number and grade levels of students (unless LEARN is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA/PTO for its own school activities or school

business. When a student moves to a new school system or charter/magnet school, LEARN will send the student's records to the new district within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district. Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by LEARN to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **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**

<u>Types of Records</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Office of the School's Director	Director

Special Education Records	Office of the School's Director	Director
Discipline Records	Office of School's Director	Director
Health Records	School Nurse Office	School Nurse

## **HEALTH OFFICE POLICIES AND SAFETY PROCEDURES**

### **Substance Abuse (5131)**

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to progressive disciplinary action. In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any cocurricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support. Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws. Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution.

Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion. Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians. In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educational team unless, in the judgment of the team, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken. As required by statute, instruction will be provided regarding the "knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs."

## **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. Smoking Student shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school sanctioned activity, on or off school property as provided by state and federal law.

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, ammunitions).
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.

### **MENSTRUAL PRODUCTS AVAILABLE IN STUDENT BATHROOMS**

LEARN will provide free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom. Such restrooms will be accessible to students in grades three through twelve, in each school under the jurisdiction of LEARN. The provision of these products will be done in a manner that does not stigmatize any student seeking menstrual products, pursuant to guidelines that need to be established by the Commissioner of Public Health and posted on the DPH's website. LEARN may accept donations of menstrual products and grants from any source for the purpose of purchasing such products and may partner with a nonprofit or community-based organization.

### **Administration of Medication**

Parents/guardians of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). If it is necessary that a medication be given during school hours, the following procedures must be followed:

- All prescription and over the counter medication administered at school requires a medication authorization form signed by a health provider and the parent/guardian.
- Medications must be in the original container picked up at the pharmacy each time the medication is refilled. The appropriate pharmacy or medication label must be intact. The school nurse will send home a notice and/or call a few days prior to needing a refill.
- All medications are to be kept in the nurse's office, unless there is an approved medication authorization that allows the student to self-carry and self-administer their own medication.
- When a parent/guardian and health care provider authorize a student to self-carry and self-administer a medication, they are responsible for confirming that the student understands the condition which the medication is used, and can safely store, correctly administer, and know when and how to use the medication, and when to ask for help.
- If a student does have the proper authorization to self-carry and self-administer a medication, the student needs to review the plan for taking that medication with the school nurse at the beginning of each school year or at the onset of that medication authorization.
- No student is allowed to share any type of medication with anyone else during school hours and events.
- All prescription-controlled substance medications (i.e., for ADHD) must be delivered to the nurse by an adult. Parents/guardians are responsible for ensuring that all means of delivering medication to the school nurse is safe and appropriate.
- Medications authorizations for the following chronic health conditions require emergency or action plans for the use of those medications:
  - Asthma – Asthma Action Plan
  - Epilepsy – Seizure Action Plan
  - Potential anaphylactic allergies – Emergency Allergy Plan
  - Diabetes – Diabetes Medication and Management Plan

A school nurse, or in the absence of the nurse, a “qualified school employee” may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and



therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to their child. A school nurse, or in the absence of the nurse, a “qualified/school employee” may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan.

Written parent/guardian permission and written order from a physician is required. A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect them from serious harm or death. Written parent/guardian permission and written order from a physician are required. School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who is in need of emergency care due to a medically diagnosed allergic reaction.

LEARN does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

### **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.

(cf. 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 due process 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.

## **CONDUCT**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. LEARN has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense. Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (ecigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring. Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized LEARN policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to

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

### **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 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.

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### **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](http://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**

LEARN recognizes that a student's education is a responsibility shared by the school, the family, and the sending school district during the entire time the student spends in the school. Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available.

Parents/guardians should become familiar with all of the child's school activities and with the LEARN academic programs, including special programs. Attendance at parent/guardian-teacher conferences, participation in campus parent/guardian organizations, and being a school volunteer are strongly encouraged.



### **PESTICIDE APPLICATION**

LEARN has implemented an Integrated Pest Management (IPM) Plan to comply with the recommendations from the Connecticut Environmental Protection Agency. Only certified pesticide applicators are used in school for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

### **PHYSICAL EXERCISE**

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment. School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

### **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. LEARN reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs.

If a parent/guardian or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the school administration should be contacted. Participation in any opportunities for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

## **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 rooms 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.

### **Go Guardian**

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

### **VISITORS**

Parents/guardians and other visitors are welcome to visit LEARN schools.

Upon entering a LEARN building, visitors will be asked to present identification such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member may use an alternate form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering LEARN school campuses without LEARN's knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the identification is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit LEARN schools simply to drop off an item in the office or pick up paperwork.

Visits to individual classrooms during instructional time shall be permitted only with the approval of administration, and such visits shall not be permitted if it interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

### **Working Papers**

Students must have the following documents and meet the following criteria in order to obtain working papers from the main 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.

### **SUICIDE PREVENTION AND YOUTH SUICIDE ATTEMPTS**

LEARN is aware that suicide and other self-destructive behaviors have become critical problems for children and youth, families, school personnel and the community. LEARN is also aware that students experiencing stress or depression are less available for learning. Students engaging in self-destructive behaviors are jeopardizing their health and well-being as well as their academic achievement. LEARN recognizes its responsibility to develop policy and procedures for dealing with youth suicide prevention and youth suicide attempts. In response to this concern, it shall be

the policy of LEARN to establish programs and procedures regarding youth suicide prevention and intervention for teachers, administrators, staff and students. All school personnel will be required to act in accordance with LEARN policy and procedures and timelines whenever there is any suspicion that a student may be at risk of suicide.

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents/guardians have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents/guardians will also be advised, if requested, as to whether the child is provided with a service by paraprofessionals and their qualifications.

### **TITLE I COMPARABILITY OF SERVICES**

All LEARN schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

### **TITLE I PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

Parents/guardians of a child in a Title I funded program will receive a copy of the district's parent/guardian and family engagement involvement policy, including provisions of an annual meeting and involvement of parents/guardians in the planning, review and implementation of Title I programs and opportunities for parents/guardians and family members to participate in the education of their children.

### **TRANSPORTATION**

Relative to LEARN magnet schools, partnership districts often (in some cases exclusively) transport their district students to the magnet schools. The bus drivers who drive for the partner towns must report in writing any student who interferes with the safe operation of the bus to the principal. A student with special needs who attends a LEARN school must abide by the same rules as applied to all students attending LEARN schools. A behavioral plan will be developed to address such behavior concerns on the bus. Parents/guardians will be notified of infractions, which may result in a warning of indefinite suspension from the bus, dependent on the severity and frequency of occurrence. School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a partner district Board policy or administrative regulation. Complaints concerning school transportation safety are to be made to the Director of Transportation of the sending district and the school Principal. A written record of all complaints will be maintained, and an investigation of the allegations will take place.

### **PARENT/GUARDIAN TRANSPORTATION**

Parents/guardians should park in the designated area at each school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time. Parents/guardians who choose to drive their children to school and drop them off should drive into the designated drop off area with their vehicles, remain in the vehicle, and drop off their child. Disciplinary sanctions and changes in transportation for a student with a disability shall be

made in accordance with the provisions of the student's Individual Education Plan (IEP) and the student's sending district. All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules, has parent/guardian permission, and completes appropriate school requirements for registering student drivers. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privileges or any such discipline which is appropriate for the circumstances.

#### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager/Finance Director. A written record of all complaints will be maintained, and an investigation of the allegations will take place.