



ANA GRACE ACADEMY OF THE ARTS MIDDLE SCHOOL

Capitol Region Education Council

129 Griffin Road North

Bloomfield, CT 06002

(860) 724-0685

agaa.crecschools.org

STUDENT HANDBOOK

Bo Ryan
Principal

Kimberly Monroe
Assistant Principal

Kristine McAllister
Dean of Students

Michael Nowicki
Director of Arts



TABLE OF CONTENTS

Contact Us	3	Electronic Technology - Acceptable Use	20
Daily Schedules	4	Excessive Embracing	21
Guiding Beliefs	6	Fighting, Hazing	21
Mission and Vision Statements	6	Participation in Activities	22
School Policies and Procedures	8	Passes and Hallways	22
Arrival and Dismissal	8	Performances and Field Trips	22
Early Dismissal Days	8	Sexual Harassment	23
Attendance	9	Smoking and Substance Abuse	23
Report an Absence	9	Student Support Center	23
Excused and Unexcused Absences	9	Trespassing	23
Tardiness and Truancy	10	Weapons and Dangerous Instruments	23
Academic Policies and Procedures	11	Student Disciplinary Procedures	25
Assessment, Standards-Based Grading	11	Challenging Behavior Reduction	25
Cheating, Plagiarism, Academic Dishonesty	12	Due Process	25
Homework	13	Health Services	26
MasteryConnect	13	Administration of Medication	26
Parent Conferences, Reporting to Parents	13	Assessments, Immunizations and Screenings	27
Promotion, Acceleration and Retention	13	Psychotropic Drug Use	27
School Visitation	14	Food Services	27
Sexual Abuse Education Program	14	Breakfast and Lunch Program	27
Withdrawal Procedure	14	Student Nutrition and Physical Activity Policy	29
Student Code of Conduct	14	Additional Policies Appendix	29
Behavior Expectations and Referrals	15	Policies include:	
Backpacks and Bags	16	Asbestos, Child Abuse, Elevators, Emergency Procedures, English Language Learners, Fundraising, Instructional Materials, FOIA Requests, Lost and Found, Media Access to Students, Military Families, Non-Discrimination, Pesticide Applications, Property-Lockers and Equipment, Students Experiencing Homelessness, Student Records, Visitors	
Bullying	17		
Bus Expectations	17		
Common Language	18		
Concert and Assembly Etiquette	18		
Cyberbullying	18		
Dress Code	19	Transportation	32

CONTACT US

Ana Grace Academy of the Arts Magnet Middle School Main Number - (860) 724 - 0685

To report an absence or speak to the office, call the main number and press "O".

To reach a specific staff member, call the main number and, when prompted, enter their extension.

Name	Role	Extension	Email
Administration			
Bo Ryan	Principal	5020	bryan@crec.org
Kimberly Monroe	Assistant Principal	5013	kmonroe@crec.org
Kristine McAllister	Dean of Students	5033	kmcallister@crec.org
Michael Nowicki	Director of Arts	5063	mnowicki@crec.org
Office Staff			
Sade Hansley	Administrative Assistant	5017	shansley@crec.org
Jean Marie Maldonado	Administrative Assistant	5066	jmaldonado@crec.org
Kharissa Taylor	Office Administrator	3033	ktaylor@crec.org
Student Services			
Quay Baskerville	Family and Community Engagement	5035	cbaskerville@crec.org
Matt Coon	School Counselor	5053	mcoon@crec.org
Erica Dickenman	Social Worker	3583	edickenman@crec.org
Michelle Joiner	Social Worker	5050	mjoiner@crec.org
Nikole Perryman	Social Worker	5067	nperryman@crec.org
Joe Lovell	Special Education	5065	jlovell@crec.org
Meghan O'Hanlon	Special Education	5045	mohanlon@crec.org
Yolymar Alvarez	Multiple Language Learners	5070	ycruzpadilla@crec.org
Office Staff			
Kharissa Taylor	Office Administrator	3033	ktaylor@crec.org
Sade Hansley	Administrative Assistant	5017	shansley@crec.org
Jean Marie Maldonado	Administrative Assistant	5066	jmaldonado@crec.org
Nurse			
Jayne Lindsey	Nurse	3074	jlindsey@crec.org

Regular Day Schedule

	6th Grade	7th Grade	8th Grade
8:40-9:00	Arrival - Breakfast - Announcements		
9:00-10:20	Block 1	ARTS	Block 1
10:23-12:03	10:23-10:53 B2 start	Block 2	10:23-10:53 LUNCH
	10:56-11:26 LUNCH		10:56- 12:03 ARTS
	11:29-12:03 B2 finish		
12:06 - 1:13	12:06-1:13 ARTS	12:06-1:13 Block 3	12:06-1:13 Block 3
1:16-2:05	College Prep - 23:3:23 Sped Services/Combined Rehearsals/Enrichment/Assemblies		
2:08-3:20	Block 4	Block 4	Block 4
3:23-3:30	3:23 Announcements - Dismissal		
	3:20 parent pick up	3:26 8th grade	3:28 7th grade 3:30 6th grade

½ Day Schedule

	6th Grade	7th Grade	8th Grade
8:40-9:00	Arrival - Breakfast - Announcements		
9:00-9:33	Block 1	ARTS	Block 1
9:36-10:09	Block 2	Block 2	ARTS
10:12-10:45	ARTS	Block 3	Block 3
10:48-11:20/25/30	Block 4	Block 4	Block 4
11:20-11:55	11:30 dismiss to caf return to class to eat	11:25 dismiss to caf return to class to eat	11:20 dismiss to caf return to class to eat
11:55-12:05	11:53 Announcements - Dismissal		
	11:54 Parent Pick Up	11:56 8 th grade	11:58 7 th grade 12:00 6 th grade

2hr Delay Schedule

	6th Grade	7th Grade	8th Grade
10:40-11:00	Arrival - NO BREAKFAST - Announcements		
11:00-12:30	11:00-11:30 Block 1 start	11:00-11:57 Block 1 (57)	11:00-11:30 LUNCH (30)
	11:33-12:03 Lunch (30)		11:33 - 12:30 ARTS (57)
	12:06-12:30 Block 1 finish	12:00-12:30 Lunch (30)	
12:33-1:27	Block 2 (54)	ARTS (54)	Block 2 (54)
1:30-2:24	ARTS (54)	Block 3 (54)	Block 3 (54)
2:27-3:20	Block 4 (54)	Block 4 (54)	Block 4 (54)

3:20-3:25	3:23 Announcements - Dismissal			
	3:20 parent pick up	3:26 8th grade	3:28 7th grade	3:30 6th grade

Assembly Schedule

	6th Grade	7th Grade	8th Grade
8:40-9:00	Arrival - Announcements - Breakfast		
9:00-9:10	Homeroom - Expectation Reminder		
9:15-10:20	Assembly		
10:23-12:03 (67)	10:23-10:53 Block 1 start	Block 1	10:23-10:53 LUNCH
	10:56-11:26 LUNCH		10:56-12:03 ARTS
	11:29-12:03 Block 1 end		
12:06- 1:10(64)	Block 2	ARTS	Block 2
1:13-2:17 (64)	ARTS	Block 3	Block 3
2:20-3:23 (63)	Block 4	Block 4	Block 4
3:23-3:30	3:23 Announcements - Dismissal		
	3:20 parent pick up	3:26 8th grade	3:28 7th grade 3:30 6th grade

DoJo Day Schedule

8:40-9:00	Arrival - Breakfast		
9:00-10:20	Block 1	ARTS	Block 1
10:23-11:59	10:23-10:53 B2 start	10:23-11:26 Block 2	10:23-10:53 LUNCH
	10:56-11:26 LUNCH		10:56-11:59 ARTS
	11:29-11:59 B2 finish		
12:02- 1:05	ARTS	Block 3	Block 3
1:08-2:11	Block 4	Block 4	Block 4
2:15-3:23	DOJO		
3:23-3:35	3:23 Announcements - Dismissal		
	3:20 parent pick up	3:26 8th grade	3:28 7th grade 3:30 6th grade

WELCOME TO ANA GRACE ACADEMY OF THE ARTS MAGNET MIDDLE SCHOOL

STUDENT HANDBOOK

Description

Welcome to the CREC Ana Grace Academy of the Arts Magnet Middle School. As a member of the Ana Grace Middle family, you will be part of a dynamic educational process. We expect you to work and operate within the guidelines outlined in this handbook. You have rights, but you also have responsibilities. Your rights will be protected and respected and, in turn, you must respect the rights of others and meet the responsibilities that are expected of you. We are proud of our school and students. Your years at Ana Grace Middle will be challenging, exciting, and rewarding. If you participate fully in all classes and take advantage of the opportunities afforded to you, your growth, both artistically and intellectually, will be limited only by the level of your effort.

This handbook has been prepared to acquaint you with the rules and guidelines that are necessary for Arts Middle to operate safely and effectively. It is your responsibility to become familiar with and live up to the expectations.

Mission

The mission of the Ana Grace Academy of the Arts Magnet Middle School is that ALL students will achieve at high levels both artistically and academically. ALL means ALL!

Vision

We believe that the most promising strategy for achieving our mission is to commit to instructional excellence, sustaining high-performing teams, and creating a culture of care for all community members

Collective Commitments

We will:

- Use professional learning to drive the work of our staff.
- Collaborate as high-performing teams in order to support student and staff learning.
- Commit to the learning block process to accelerate learning for students and staff .
- Identify any gaps in student learning and create and implement plans to address these gaps.
- Believe that our collective efforts can impact student learning.

CAPITAL REGION EDUCATION COUNCIL (CREC) GUIDING BELIEFS

Every student can and shall learn at higher levels and, therefore, must have access to all educational resources in the region through the system of public schools served by CREC. To that end, our mission is to work with Boards of Education in the Capitol Region to improve the quality of public education for all learners.

To achieve its mission, CREC will:

- Promote cooperation and collaboration with local school districts and other organizations committed to improving the quality of public education
- Provide cost-effective services to member districts and other clients

- Listen and respond to client needs for the improved quality of its services and ability to identify and share quality services of its member districts and other organizations committed to public education. CREC schools strive to meet district needs and the needs of students.

CREC believes that:

- All students can learn.
- Administrators and their staff can make a difference in the lives and learning of our students.
- A comprehensive administrator evaluation plan, including a professional growth component, is essential to achieving our goal.
- Learning is a lifelong opportunity.

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district 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 must comply with legal requirements regarding accessibility and usability for people with disabilities.

The CREC Director of Human Resources is the designated district compliance officer, 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.

Diversity & Inclusion Statement

CREC strives to understand and confront the symptoms and causes of racism and prejudice—ranging from biases to aggressions to discriminatory policies, practices, and traditions—that harm people from systemically marginalized groups or that benefit privileged groups. CREC staff and students acknowledge and respect people of all identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, religion, and veteran status.

Communication with Families

Communication is an important part of maintaining a successful and productive school community. Throughout the year we will be sending home electronic announcements by email focused on keeping the Arts Middle community aware of current events, important school announcements as well as details on student, faculty and staff achievements. We will be using your email address in Powerschool to send messages. Please make sure that your email is up to date by completing Infosnap or calling the main office.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

POLICIES AND PROCEDURES

School Hours

Start and end times at the Ana Grace Academy of the Arts Magnet Middle School are 8:40 AM – 3:35 PM daily. Students must be picked up at dismissal.

Arrival

The doors to the school will be open at 8:40 AM, at which time there will be adult supervision. Students being dropped off should not arrive before then. For your child's safety, **NO STUDENT IS ALLOWED IN THE BUILDING BEFORE 8:40 AM.**

Dismissal

Students are released from classes at 3:25 to begin the dismissal process. If changes to a child's normal dismissal routine are required, notification from the parent/guardian to the receptionist is needed. The receptionist can be reached by call 860-724-0685. Please understand that after 3:25, it may be difficult to fulfill a request and quickly locate a student, as the dismissal process has begun. Each student's registration form must name the person who signs them in and out, and that person must be at least eighteen years old. No student will be released to anyone who is not designated in writing. If you need to add someone to the list, please do so in writing or via email to the school administrative assistant. No telephone requests can be honored for the safety of the students.

All students must exit the building promptly at dismissal time unless the student is participating in an afterschool activity. If a student is participating in an afterschool event, they must be picked-up promptly at the conclusion of the after school activity.

Pick-up and Drop-off Procedures

Pick-up and drop-off procedures have been put in place to maintain the safety of our students and reduce the traffic congestion in the parking lots. Families are expected to follow the procedures as outlined, respecting the designated times and pick-up and drop-off areas. Any changes in procedures will be communicated in writing to families.

To ensure the safety of students:

- Follow the valet system by driving to the front of the building and waiting in line in their cars to be called
- Families may choose to park in the lot above the bus loop and walk their students down to the main doors, where they may wait for students to be called for drop off or pickup
- Please drive slowly and safely through the parking lot
- Obey all traffic signs and designated traffic patterns - please do not double-park
- Never drive past or park in front of a bus
- Refrain from using handheld cell phones while driving in our lots - be vigilant, as students are often present
- Follow the instructions of any on-duty staff
- Do not leave children in cars unattended by an adult
- Parking along the curbs or on the street is not permitted; do not drop children off in these areas
- Families arriving late or picking up early are asked to enter the office area and wait after signing the child in or out with the security guard at the front door; the office staff will ensure your child gets to class upon late arrival or is delivered to you in the office for early dismissal

Early Dismissal Days

According to the school calendar, there will be scheduled early dismissal days as indicated on the CREC school calendar, located on the school's website. On those days, all students are dismissed at noon.

ATTENDANCE

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

"A student is considered to be 'in attendance' if present at his/her 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 absent." (CT State Board of Education)

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the sending school district offices.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on the sending district provided form to leave school at age 17.

Procedure for Reporting an Absence

In the event of an absence, parents/guardians are expected to call Ana Grace Middle's main number at (860) 724-0685 no later than 9:00 AM on the day of the student's absence. Students may not call in lieu of parents/guardians. A note is required the day the student returns to Arts Middle. Letters will not be accepted later than the day the student returns.

Excused Absence

A student's absence from school shall be considered "excused" if 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. If a student's parent or guardian grants permission and provides the required documentation (a note or email) to the school administration, their absence from class on days one through nine can be "excused."
- B. Students absent from school for any of the following reasons are excused from the tenth absence and all subsequent ones:
 1. A certified healthcare professional certifies the student's illness, regardless of the length of the absence.
 2. Students' observance of a religious holiday.
 3. An emergency or a death in the student's family.
 4. Appearances in court are mandatory. It is necessary to present evidence.
 5. The absence of transportation from the student's designated school is provided by the district.
 6. Extraordinary educational opportunities that have been pre-approved by the district administration and adhere to the guidelines set forth by the Connecticut State Department of Education

Other:

1. "Absences that result from a student not receiving transportation from one school district to attend school in another district must be deemed an excused absence," according to guidelines released by the Connecticut State Department of Education in May 2013. (i.e.: in the case of an inclement weather situation.) No parental note is needed in this circumstance.

2. Extraordinary educational opportunities may now be considered excused absences if the specified criteria are met, according to guidance issued by the CT State Department of Education in May 2013. Parents or guardians are required to apply to the CREC superintendent's office ten days before the trip to be considered for an extraordinary educational opportunity.

Unexcused Absence

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition of an excused absence (see above) or
- B. The absence meets the definition of a disciplinary absence.
- C. If the student misses more than 40% of the school day due to arriving late or leaving early and does not have a parent's note to excuse this absence.

Early Dismissal

Students are not permitted to leave classes until the end of the day. Ana Grace Middle classes end at 3:25 PM. Students who leave school before the end of the day without approval of the administration are in violation of school rules and will be subject to disciplinary action.

Upon permission from parents/guardians, the administration will approve an early release from school. Parents should **not** arrange doctor and other appointments that conflict with Arts Middle time. Excessive early dismissals can negatively impact a student's learning and grades. If a student must leave before the end of the day, the Academy office must receive a note or phone call from the parent before noon of the same day.

Inclement Weather

During inclement weather, school closings will be announced on major television and radio stations starting at 5:30 a.m. Look for Ana Grace Academy of the Arts Middle School. Ana Grace Middle follows Bloomfield's cancellations at the minimum. At times, CREC may decide to enact greater delays or cancellations for the safety of students traveling from outside of Hartford. Ana Grace Middle cancellations, due to weather, may differ from cancellations in home school districts.

Bus transportation will not enter a town that is operating on a delay until the delay is over. Bus transportation will not enter a town that has closed due to inclement weather. If Ana Grace Middle is in session and students do not have bus transportation, parents are expected to transport their child or report their absence.

Bloomfield's weather may differ from the weather in other towns. Therefore, parents should use judgment in allowing their children to travel to Ana Grace Middle when road conditions are questionable.

School Messenger will be used to inform families of delays and school closings. Please keep your address, phone number, and email current with the office

Tardiness

Students who arrive late to school or who leave school early miss instruction and learning opportunities. Students who are not in their classrooms by 9:00 a.m. are considered tardy. Students who arrive late should bring a parent/guardian note and must report to the Main Office. A sign-in book is provided for the tardy student to sign his/her name, the date, the time of arrival, and a reason for being tardy, after which a student will receive a pass.

Students must be present 60% of the school day to be marked present for the school day. Late students who miss more than 40% of the school day require a parent's excuse to enter the building or the day will be considered an unexcused absence.

Truancy

A student, age five to eighteen inclusive, with four unexcused absences in one month or ten unexcused absences in a school year will be considered a truant. A Family with Service Needs petition may be filed by the magnet school in compliance with state regulations.

ACADEMIC POLICIES AND PROCEDURES

Overall Expectations

While Ana Grace Middle expects students to have a passion for and an interest in pursuing the arts, students should be aware that academic and performance standards are the same for all students, whether or not they intend to follow a path in the arts.

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

CREC Magnet School *parents and staff* work together to:

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

CREC Magnet School *students* will:

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

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

Assessment and Evaluation: Standards-Based Grading

At Ana Grace Middle, we use Standards-Based Grading in all of our classes. Standards-based assessments focus on a student learning the essential standards for a class or course. At the beginning of every month, teacher teams will break down the Common Core Standards into smaller chunks of information called Learning Targets. The Learning Targets are statements that clearly describe what mastery of the standard looks like and are written in I Can statements.

- Learning Targets drive what is taught, and all activities and tasks align to the target. Teachers discuss with their teams what students need to know and be able to do in order to demonstrate mastery of the standard.

Teachers also create targets for the approaching mastery of the standard criteria and the exceeding mastery of the standard criteria.

- Approaching mastery targets consist of the knowledge, basic processes, vocabulary that builds on the cognitive level of the standard.
- Exceeding mastery targets focus on helping students extend and deepen the knowledge and skills of the standard.

Teachers at Ana Grace Middle will post the progression of learning targets or success criteria daily in their classrooms. In addition, formal grading will be available at the end of each marking period:

1st Marking Period: August 26 – October 30

2nd Marking Period: November 2 – Jan 22, 2027

3rd Marking Period: January 25 – March 31

4th Marking Period: April 1 – June 9

Cheating, Plagiarism and Academic Dishonesty

Students are expected to pursue their school work with honesty. Cheating and plagiarism demonstrates a lack of integrity and character, which is inconsistent with District goals and values. All forms of cheating and plagiarism are unacceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall remain academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

Regarding the use of Artificial Intelligence (AI) tools, students are expected to use these tools in a responsible and ethical manner. We seek to preserve education by making sure students think and develop skills on their own. A student should not use AI to avoid doing their own original work. Any text or pictures generated by an AI tool should be properly attributed and cited in the assignment. If a staff member has a reasonable belief that a student has utilized AI in an unethical manner, they have the right to use an AI detection tool of their choosing.

Definitions of Academically Dishonest Behavior

- Cheating: using or attempting to use unauthorized materials, assistance and aids, including AI, in an effort to gain an unfair advantage.
- Plagiarism: representing the words, ideas, works or arguments of another person (in whole or part) as one's own. Plagiarism is quantified as using more than 15% of a document that is cited from another source, as well as failure to cite the original source.
- Collusion: allowing someone to copy your work and supporting the commitment of this academic dishonesty.
- Duplication: presenting, submitting and copying the same work for more than one course and for different assignments.

The following is a list of such academic dishonest behavior, but by no means exhaustive:

- Presenting materials taken from sources, such as books, periodicals, newspapers or the internet, including AI, without appropriate documentation.
- Copying or allowing another student to copy homework, test, quiz, project, book report, lab report, assignment, or take home test.
- Submitting work that is completed by someone other than the student.
- Unauthorized use of programmable technology, including AI, in a manner not specified by the teacher.
- Using notes, looking at another student's answers and/or talking to another student during a test or quiz.
- Unauthorized accessing, deleting, modifying, transferring digital files/software/programs.
- Fabricating or falsifying research data, stealing laboratory reports and examination papers.
- Attempting to receive credit by submitting the same work in two different classes.
- Copying music, lyrics, images and materials that are copyrighted.

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

MasteryConnect

Ana Grace Middle is committed to keeping parents and students informed of students' academic performance. MasteryConnect is an internet based program that allows you to check in on your child's academic achievement progress. We encourage you to make use of our MasteryConnect to keep in touch with your child's achievement grades throughout the school year. Parents/Guardians are emailed a username and password at the beginning of the school year. If you have difficulty with your login or password please contact the school for assistance. Please contact the subject area teacher with any questions regarding specific grades.

You may view your child's achievement grades on-line by navigating to <https://www.masteryconnect.com>.

Parent Conferences and Reporting to Parents (Full policy [5124P](#))

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Ana Grace Middle will engage in regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters and informal notes, telephone calls to parents, and school visitation will be used regularly, among other means, to inform parents of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teachers in their work with particular children. Written reports on student progress will be issued quarterly.

Promotion, Acceleration and Retention (Full Policy: [5123](#))

CREC encourages and insists on the highest quality of academic performance from all students. It expects excellence from its faculty and supports vigorously the teachers' demands for serious, substantial scholarship from students commensurate with their individual abilities. Instruction and instructional programs must provide maximum opportunity for students to progress through school according to their needs. The intent of this policy is to ensure that all promoted students can benefit from the next level of instruction. Students normally will progress annually from grade to grade. Decisions regarding the promotion/retention and placement of students will be made on the basis of documented academic achievement in relation to the intellectual ability and overall physical, emotional, and social well-being of the student. All teachers must evaluate students' educational progress during the school year. This progress, or lack of progress, is communicated to the parent, through written progress reports and parent-teacher conferences. Parents must be notified by March 15 if retention or acceleration is being considered. ***The final decision regarding placement or retention will be made by the principal.***

Sexual Abuse Prevention and Education Program

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

School Visitation (Full policy: [1250.PR](#))

Parents and families are welcome at school. Family members are requested to contact their child's teacher or the main office to make arrangements for their visit. On the day of the visit, visitors will be asked to sign in and prominently wear a visitor's badge while in the building.

All visitors must sign in with a valid ID and wear a visitor sticker while inside the school.

Withdrawal Procedure

The following steps must be followed for withdrawal of a student

- The administration must be notified as soon as a student or parent indicates that a withdrawal is possible (no less than one week in advance), and an appointment set up for an exit interview with the parent and child.
- The results of this interview will be kept on record, and the reason for the withdrawal duly entered into the database for the purpose of charting patterns of student enrollment and withdrawal from a Magnet School.
- Historical data will be maintained on the withdrawn student, including all grade reports.
- On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.
- When a student moves to a new school system, the Academy will send the student's records to the new district within ten business days of receiving a written release of record.

STUDENT CODE OF CONDUCT

Overall Expectation

A safe and healthy environment in which students can learn and grow is the number one priority of our school. All members of our learning community (students, faculty, staff, and parents) are expected to demonstrate appropriate behavior at all times. Our code of conduct uses common courtesy and respect as its foundation, with the expectation that students will make informed and responsible choices about their behaviors. The Ana Grace Academy of the Arts Magnet Middle School is responsible for students during the regular school day. Please note that this jurisdiction also includes travel to and from school, any school-related activity, regardless of time or location, and any off-campus school-related activity.

When students engage in behavior that is seriously disruptive to the learning process and violates school policy, they may face disciplinary action, which includes suspension, and may even be recommended for expulsion. This applies even if the behavior occurs off school property and during non-school hours. Factors that may influence this behavior include whether the incident happened close to a school, whether other students were involved, whether gang activity was present, whether there were any injuries sustained, and whether alcohol was consumed.

By board policy (5131.8 OUT OF SCHOOL MISCONDUCT), such action is permitted under PA 95-304, An Act Concerning School Safety, and PA 96-214, An Act Concerning Revision to the Education Statutes. Further revision by PA 98-139, An Act Concerning Student Suspensions and Expulsions (C.G.S. 10-233c).

Student Behavioral Expectations

Seeking higher achievement and knowledge at all times is an indication of the self-discipline and self-motivation necessary for success at Ana Grace Middle. Students will enjoy or lose privileges based on their behaviors.

Students are expected to behave appropriately at all times. Behavior that disrupts the learning process will not be tolerated. Students who exhibit behavioral problems will be subject to appropriate and progressive disciplinary action.

At Ana Grace Middle, all students are expected to follow our positive behavior expectations at all times:

1. Classroom

- **Self-Respect:** Be a good listener; Focus on learning; Use appropriate tone/language; Treat property with care.
- **Leadership:** Demonstrate self-control; Be considerate of others' opinions; Be truthful; Do your own work; Take responsibility.
- **Self-Discipline:** Listen to directives; Inside voice; Arrive on time.
- **Effort:** Bring all supplies (textbook/pens); Complete assignments on time; Ask for help; Follow instructions the first time; Active learner.

2. Hallway

- **Self-Respect:** Keep hands/objects to self; Keep area clean; Use lockers safely; Appropriate language.
- **Leadership:** Be a leader; Take responsibility.
- **Self-Discipline:** Walk on the right; Inside voice; Walk at all times; Always have a pass; Use lockers only at appropriate times.
- **Effort:** Do the right thing; Report inappropriate behavior.

3. Cafeteria

- **Self-Respect:** Treat everyone positively; Use best manners; Keep the area clean; Say "Please and Thank You."
- **Leadership:** Leave the area better than you found it; Maintain personal space; Take responsibility.
- **Self-Discipline:** Wait for dismissal; Quiet voices; Stay in seat.
- **Effort:** Do the right thing; Report inappropriate behavior.

4. Bathrooms

- **Self-Respect:** Respect privacy; Dispose of trash properly; Use limited supplies (1 towel/1 pump soap).
- **Leadership:** Be considerate; Return to class promptly; Only go when necessary.
- **Self-Discipline:** Exit when finished; Inside voice; Always get a pass; Wash/Dry/Flush.
- **Effort:** Do the right thing; Report inappropriate behavior.

5. On The Bus

- **Self-Respect:** Make room for others; Keep hands to self; Keep area clean; Respect the driver/monitor.
- **Leadership:** Board quietly; Go directly to seat; Take responsibility.
- **Self-Discipline:** Keep aisle clear; Inside voice; Remain seated facing forward.
- **Effort:** Do the right thing; Report inappropriate behavior.

Behavior Referrals

Students who are having trouble meeting the school's behavioral expectations and are not responding to staff redirections will be referred to the administration. After meeting with administration, the student may return to class or need to complete a reflective essay in the Student Support Center (SSC).

Below are the referral definitions:

Minor Behavior	Definition
Disruption	Student constantly disrupts the learning process (3 or more times). <i>Examples: continuous screaming, continuously getting others off task, continuing the disruption even after being spoken to.</i>
Disrespectful/Non-Compliance	Student engages in brief, non-threatening disrespectful behavior toward staff or fails to respond to adults request (not a safety issue)
Property Misuse	Student engages in non-threatening misuse of property
Physical Contact	Student engages in non-serious, non-injuring physical contact (but inappropriate)
Throwing Objects	Student throws object that is aimed to harm someone.
Inappropriate Language	Student uses inappropriate language multiple times after the teacher has worked to de-escalate and had a discussion with student about appropriate behavior or the cause for their disruption.
Leaving class	Student walks out of class without permission

Major Behavior	Definition
Physical Assault	Serious physical contact where injury may occur
Vandalism	Student engages in activity that results in substantial destruction or disfigurement of property
Leaving School Grounds	Student leaves the building without permission
Verbal Assault/Defiance	Student threatens teacher/student, or refuses to comply with any adult directions (possible safety issue)
Serious Disruption of the educational process	Student is constantly disrupting the entire class, more than one class, or numerous staff members have to leave their assignment to assist with student
Stealing	Student takes something without permission
Weapon	Student possesses a weapon (or other illegal substance) or injures someone with weapon

Backpacks and Bookbags

Backpacks and bookbags are to be used to and from school only. During the school day all backpacks and bags are to be kept in lockers. Students must place clothes in a small plastic or cloth bag for gym.

Bullying: Safe School Climate Plan (Full Policy: [5131.911](#))

Policy Summary:

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

CREC also prohibits any form of bullying outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Bullying by students will result in school discipline, which may include a recommendation for expulsion, under CREC's policies on student discipline, suspension, and expulsion as well as state and federal laws. CREC does not expel any students. CREC may recommend to the local board of education that the student be expelled for following the law and placed in a CREC program.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. A copy of this school's safe school climate plan may be found at the main office. The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

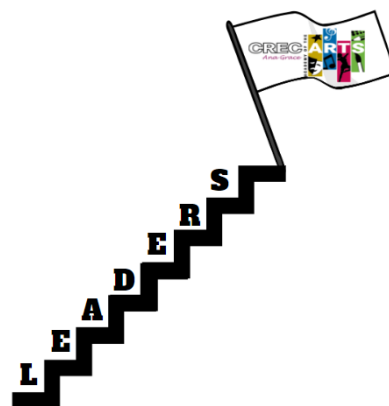
Bus Expectations

Sending school districts provide transportation to Ana Grace Middle. Safety and respect are our primary concerns. Expectations for student behavior on any school bus are consistent with the Ana Grace Middle philosophy and the home school district. Parents will be contacted whenever a behavioral issue is reported to the school administration. This includes minor but chronic problems. Every effort will be made to assist the student in problem solving a bus issue. Disciplinary measures may range from a warning/conference with the student to a bus suspension.

Students requesting to ride a bus to or from another town may apply for permission by providing a written request from their parent/guardian to the school receptionist twenty-four prior to the event. The ultimate decision will rest with the district bus company. Students who do not obtain permission to ride a different bus will not be allowed to do so.

Common Language

We use a common language throughout the school so that our expectations are clear and consistent.



Concert and Assembly Etiquette

As an Ana Grace Middle student, you are expected to behave at all times in a manner that will reflect pride upon yourself, your family, and school and to show respect for your community.

The following rules of concert etiquette apply equally to assemblies, performances, art exhibits, or other events that attract an audience either at Arts Middle or off-site.

Behaviors to avoid as an audience member

Calling out performer's names, whistling, Shout out, talk, sing along, hum, sigh, snore, tap your fingers or toes, wear jewelry that jangles, rattle paper (programs), open candy or gum wrappers, snap a purse open or closed, have a cell phone on, text, put your feet on the seats, open the lobby doors after the lights have gone down, look for a seat or leave your seat once a performance has started (Instead, wait until the number or act is over to find or leave your seat). Please remember that food and drink is not allowed in any theater or performance space.

Cyberbullying: (Full Policy: [5131.913P Cyber Bullying.pdf](#))

Policy Summary:

CREC's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purposes of harassment. All forms of harassment by students over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of state law and CREC's acceptable computer use policy and regulations. Malicious use of CREC's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber

bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator or CREC's Director of Technology Services. The administration shall fully investigate all reports of cyber bullying. In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be violative of a publicized school policy. Such conduct includes, but is not limited to, threats to kill or hurt a staff member or student.

Dress Code (Full Regulation: 5132.1R)

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others, causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or inherently contains unreasonable potential to upset and hurt others is prohibited.

All students are expected to dress appropriately and to maintain personal appearance reflecting the high standards of Ana Grace Middle. In order to maintain an environment conducive to the learning process the items listed below are prohibited from being worn during the school day. Violations of the school's dress code lead to disruptions of the learning process and are therefore subject to progressive disciplinary action. Students in violation of the dress code must correct the violation or remain out of the student population until a parent is able to bring in suitable clothing.

- Headphones and ear buds are not allowed in classrooms, the hallway, or bathrooms
- Cell phones are not allowed in classrooms, the hallway, or bathrooms
- Hats, hoods, wave caps, headbands, kerchiefs, bandanas, curlers (unless headwear is part of a student's religious practice) should be placed in the student's locker upon arriving to school
- Shirts need to be long enough to cover the abdomen; No bare midriffs
- Any clothing that reveals any part of an individual's undergarments or is transparent
- Any clothing marked with obscene, suggestive language, or indecent pictures, writing, inappropriate slogans, sexually suggestive and/or drug/alcohol advertisements
- Any item that may be used as a weapon or which may present a safety hazard to the student, other students or staff
- Flip-flops and sandals are a safety concern – It is recommended that students wear footwear with a closed toe

Electronic Devices: (Full Policy: 5131.81P)

We recognize the advancement of technology and its importance as a component of education, both within the classroom and beyond; and the widespread and routine use of electronic devices. However, when used inappropriately,

electronic devices can disrupt the educational process. Accordingly, CREC limits student use of electronic devices during the school day to ensure that the educational environment is free from distractions and conducive to learning.

From arrival to dismissal, students will keep all personal electronic devices silenced and stored in lockers. This expectation applies to the entire school day: classes, hallways, lunch, advisory, and arts enrichment. Devices covered include cell phones, smartwatches, wireless earbuds and headphones, smart glasses, and any other internet-connected or AI-capable personal device.

If a device is seen, heard, or used during the school day, a staff member will collect it. The device will be stored securely in the Main Office and returned to the student at dismissal. For repeated or serious violations, a parent or guardian will be asked to pick up the device. Students will know exactly what the expectation is, and it will be applied the same way in every classroom.

If you need to get a message to your child during school hours, call the Main Office at (860) 724-0685 or email aamsoffice@crec.org, and we will deliver it promptly — urgent messages right away. Because devices will be stored away, texts and calls to your child's phone will not reach them until dismissal, so the Main Office is the reliable way to connect during the day.

Exceptions: Students with documented medical needs (for example, glucose monitoring) and students whose IEP or Section 504 Plan requires access to a device will have those needs fully honored.

Except where provided for in a student's Individualized Education Plan (IEP) or Section 504 Plan, any use of an electronic device during testing will be considered cheating and will be addressed accordingly.

Parents/Guardians can contact their child via the Main Office during school hours. In cases of emergency, Ana Grace Middle School office staff will notify the student. Staff will only interrupt a student's learning process in cases of emergency.

Acceptable Use of Technology

Students will use the Internet or network for school purposes and only in the presence of and/or knowledge of a teacher or other adult.

1. Users will use the Internet in a responsible manner, and will use appropriate language. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
2. Students will not give out any information about themselves or anyone else.
3. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
4. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
5. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
6. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
8. No student will send or receive email except under the direction of or authorization of a teacher or other staff member.

9. All users will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet. This also includes unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers.
10. Only those individuals who have been specifically designated as Webmaster or his/her designee by the school district will be allowed to post, alter or delete information from a school website.
11. It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use. Therefore, any violation of this policy, even though not specifically mentioned in the guidelines, but determined by the Academy to be an inappropriate use or to improperly restrict or inhibit other members from using and enjoying the network, may result in access privileges being revoked and in disciplinary actions.
12. The Academy reserves the right to monitor and supervise use of its property. All students will be expected to adhere to the same Acceptable Use standards for appropriate content for personal web pages that can be accessed from the school's computers.
13. The Academy has taken reasonable precautions to eliminate objectionable materials from the network. However, it is impossible for the Academy to restrict all such materials and cannot be held responsible for such materials acquired on the network.
14. Students, who are assigned a school laptop for a period of time that extends beyond the school day, will be subject to Acceptable Use Regulations regarding Internet/Computers, as well as any additional rules, regulations, policies, and agreements presented at the time of 1-to-1 laptop assignment.
15. Because the Internet is used as part of a school activity, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

Excessive Embracing

Hand holding, kissing, and excessive embracing is not appropriate for school. Students are expected to show respect for themselves and for others by following this expectation.

Fighting (Regulation: [5144.2PR](#))

A fight is defined as serious physical contact where injury may occur. Students involved in such incidents will be subject to serious disciplinary actions including a suspension, a parent meeting, and restorative justice.

Hazing (Full Policy and Regulation: [5131.91PR](#))

Policy Summary

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy:

- No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by the person being hazed does not lessen the prohibitions contained in this policy.
- Hazing activities are seriously disruptive to the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.

- A person who engages in an act that violates school policy or law to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. "Hazing" is defined as committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to, any type of physical brutality, sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to risk of harm or that adversely affects the mental or physical health or safety of the student.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief or conduct which may constitute hazing shall report the alleged acts immediately to a school administrator.

Participation in Activities (*school dances, performances, auditions, field trips, after school activities*)

Participation in activities is considered a privilege and students must exhibit expected in-school behavior to be eligible. If a student has been suspended, they may lose all privileges for an amount of time deemed reasonable by the administration. This may also include disqualification for auditioning for shows (administrator and teacher discretion).

Passes and Hallways

Arts Middle uses SecurlyPass, a digital hall pass system, which allows us to keep an excellent account of all students and their travels in our hallways. At any given time with SecurlyPass, we know what students belong in the hall, how long they have been there and where they are supposed to be heading. It keeps everyone safe and minimizes the amount of time that students are out of class and off task. Students receive 3 passes daily and can be issued other passes if needed.

Students without a pass will be given a warning and sent back to class. Students who do not comply with this policy will be subject to progressive disciplinary measures which includes limits on future passes, detentions and possible suspension.

Performances and Field Trips

Throughout the year, Ana Grace Middle students have the opportunity to perform in a variety of sponsored events. Refer to the school calendar for performances that are planned. Additional opportunities present themselves in the course of the year and notice will be given as they arise. In addition to Academy sponsored performances, students may be asked to perform in the community.

Student participation in performances is an integral part of the Arts Middle experience, training, and education; however, **Ana Grace Middle has no obligation to put students on stage or to exhibit student work.** If class work or attendance is not satisfactory, students may lose performance/exhibition and field trip privileges.

Attending performances is also an important component of the arts training at Ana Grace Middle. We encourage all students to see as many live performances as they possibly can, both at Arts Middle and in the community. Occasionally, area arts organizations offer free tickets to performances.

Sexual Harassment: (Full Policy and Regulation: [5145.5PR](#))

Policy Summary

The CREC Council does not discriminate based on sex in its education programs or activities, including employment. Any student, employee under contract, supervisory or non-supervisory staff, volunteer under the Council's direction, or any other person is not allowed to engage in sexual harassment, which is a form of sex discrimination. The Council is

committed to safeguarding the right of all students in the school district to a learning environment that is free from all forms of sexual harassment.

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

Sexual harassment behavior may include, but is not limited to: suggestive or obscene letters, notes, invitations; derogatory comments, slurs, jokes, epithets; assault, touching, impeding or blocking movement; leering, gestures; display of sexually suggestive objects, pictures or cartoons; continuing to express sexual interest after being informed that the interest is unwelcome; coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid); inappropriate attention of a sexual nature from peer(s), i.e. student to student.

Any student who believes he or she has been subject to sexual harassment should report the incident immediately to his or her school principal, associate principal, or guidance counselor. CREC will respect the confidentiality rights of the complainant and the individual(s) against whom the complaint has been filed as much as possible given the necessity to investigate allegations and take disciplinary action when sexual harassment has occurred. If a student is found to have engaged in sexual harassment they will be subject to immediate disciplinary action up to and including expulsion from school, and/or referral to legal authorities for prosecution as judged appropriate on a case-by-case basis.

Smoking and Substance Abuse

State and federal laws prohibit smoking and the use of tobacco products by adults and students on school property and during any school-sponsored activity that takes place on or off school property. 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 disciplinary action.

Student Support Center

Students who are referred out of class will meet with administration and may be sent to the Student Support Center (SSC). We use a restorative justice philosophy with students. The student will reflect upon their behavior and complete an action plan. The student will also complete an assignment that focuses on developing an understanding of how their behavior impacted themselves and others.

Trespassing

The middle school is located in a shared building with the elementary school. Some space is shared with the elementary school; however, if a student is found in the elementary school at an unscheduled time, it is considered trespassing. The student will be subject to disciplinary actions.

Weapons and Dangerous Instruments: (Full Policy: [5131.7](#))

Policy Summary:

Students shall not possess firearms or weapons or facsimiles thereof, or dangerous instruments of any kind on school grounds or buildings, on school buses, or at any school related or school-sponsored activity away from school facilities. The only exception to this is when the school has approved an activity where the use of a facsimile is used as part of the education process. Students who violate this policy shall be subject to appropriate disciplinary action including expulsion as well as possible legal action. A student’s conduct off school grounds that is seriously disruptive of the

educational process in violation of the CREC Council's publicized policies or for which expulsion is otherwise authorized by law may also be grounds for expulsion.

No guns, knives, or any other objects, including martial arts weapons, capable of threatening or causing injury or death, may be brought onto school grounds. "Look-alike" weapons that may evoke a response causing bodily harm are prohibited. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school activity will be expelled from school.

Reference: PA 94-331 amended C.G.S. 10-233d and requires the expulsion of a student who brings a deadly weapon to school. PA 95-304 amended C.S.G. 10-233a through 10233f and requires the expulsion of a student for a calendar year if the student is found to have a deadly weapon on school grounds. PA 96-244 adds martial arts weapons possession as cause for expulsion (C.G.S. 10-233d)

The Ana Grace Academy of the Arts Middle Schools Principal, or his designee, retains the right to inspect or search the Academy, including lockers or any other place or person where there is a reasonable suspicion that a weapon or other dangerous instrument is present.

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

STUDENT DISCIPLINE

Student Discipline Philosophy (Full Policy and Regulation: [5144PR](#))

Policy Summary:

The CREC Council believes that good student behavior in a school is extremely important in creating the kind of educational environment in which students will be able to realize their greatest growth opportunities. Good discipline habits assume consideration for the rights and privileges of others, cooperation with all personnel in the school community, and basic self-respect as well as respect for real and personal property, pride in one's work, and achievement within one's ability.

The development of good discipline practices is an on-going interactive process that begins early in a child's life and continues throughout his/her life. The school becomes a critical part of this process because it has the responsibility to teach and guide students to achieve good self-discipline. Students will be taught behavioral expectations as part of the school curriculum in all grades and all CREC schools and programs will have a scientifically research-based model of positive behavioral supports. The purpose of this Discipline Policy is to encourage accountability for students' behavior and to assist them to recognize and learn proper decisions so they can become independent and productive members of our democratic society. In applying reasonable disciplinary measures, administrators and staff are encouraged to use their expertise and knowledge of individual students in light of the facts and circumstances accompanying acts or

incidents in question. Such measures may involve, but are not limited to, removal, suspension, or recommendation for expulsion. Whatever measure is employed, the discipline must always be fair and dignified.

The purpose of this policy is to encourage accountability for students' behavior and to assist them in recognizing and learning proper decisions so they can become independent and productive members of our democratic society.

Challenging Behavior Preventions and Restorative Practices Response (Full Policy and Regulation: [5144.12](#))

Policy Summary:

The CREC Council's fundamental mission is to provide all students with the opportunity to develop their skills, knowledge, and competencies in a nurturing and accountable school setting; to achieve at the highest levels intellectually, academically, socially, emotionally, ethically, and civically; and to become contributing and engaged citizens in our diverse society.

The CREC Council supports school discipline that: promotes and sustains a positive school climate; maintains safe and engaging learning communities; assures consistency and coherence across all schools/programs; defines and communicates expectations for student behavior and staff responsibility for school discipline; balances the needs of the student, the needs of those directly affected by challenging behaviors, and the needs of the overall school community; and assures equity across racial, ethnic, and cultural groups, as well as all other protected classes, including but not limited to gender, color, national origin, ancestry, religion, age, disability, sexual orientation, and gender identity and expression. The use of in-school and out-of-school suspensions, recommendations for expulsion, and referrals to law enforcement shall be minimized to the extent practicable, while maintaining compliance with state statutes, local ordinances, and mandatory reporting laws. The juvenile and criminal justice systems shall not be utilized unless the student behavior or conflict becomes violent or criminal.

As students at times find it difficult to effectively manage their emotions and focus on their studies, developmentally appropriate social and emotional skills building contributes to a positive school climate by developing emotional intelligence through self-awareness, self-management, goal setting, social awareness, relationship building, collaborative skills, and responsible decision making. Restorative practices recognize the unique strengths, needs and interests of students, and present an opportunity for schools to support students in learning the skills necessary to maintain a positive school climate and to avoid challenging behavior.

Accordingly, we adopt this Restorative Practices Response policy to address incidents of challenging behavior or student conflict that is nonviolent and does not constitute a crime. Restorative practices are evidence and research-based system-level approaches that focus on: building high-quality, constructive relationships among the school community; holding each student accountable for any challenging behavior; and ensuring each such student has a role in repairing relationships and reintegrating into the school community.

Due Process

Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against them, the student's right to present their version of the incident(s), and the opportunity at various levels to appeal the decision rendered at any level. The appeal process for suspensions ends with a review at the Executive Director's level.

Parent notification may occur at all levels in the "Range of Administrative Behavioral Consequences," but it will occur from "Parent Contact" through "Expulsion" levels. Any violations of the law will be promptly reported to the appropriate law enforcement authorities.

Health Services

Administration of Medication (Full Policy and Regulation: [5141.21](#))

Policy Summary:

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

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 his/her child.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

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 him/her from serious harm or death. Written parental permission and written order from a physical are required.

The District 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.

Health Assessments, Immunizations and Screenings (Full Policy and Regulation: [5141.3](#))

Policy Summary:

The CREC Council adheres to all state laws and regulations regarding immunizations, health assessments, and screenings of students. All students must receive the immunizations required by the schedule for active immunization adopted

pursuant to C.G.S. 19a-7f, as may be revised from time to time, before being permitted to attend school. Any exemptions from required immunizations shall be as provided for by state laws and regulations. All students must obtain the health assessments required under C.G.S. 10-206, as may be revised from time to time, before being permitted to attend school. Screenings of students - such as vision, audiometric, and postural - shall be performed in accordance with the requirements of state laws and regulations.

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All medication must be in the original container with proper labels.

In order to provide the best educational experience, school personnel must understand your child's health needs. School health forms request information from you (Part I) which will also be helpful to the health care provider when he or she completes the medical evaluation form (part II).

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or a registered nurse licensed pursuant to chapter 378, a physician assistant licensed pursuant to chapter 370, a school medical advisor or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut (C.G.S. Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade. This form may also be used for health assessments required every year for students participating in sports teams. Those participating in sports teams must have a physical every year and updated health form prior to participation.

Psychotropic Drug Use (Full Policy and Regulation: [5141.231P](#))

Policy Summary:

School personnel are prohibited from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term "recommended" shall mean to directly or indirectly suggest that a child should use psychotropic drugs. Notwithstanding the foregoing, school medical staff may recommend that a child be evaluated by an appropriate medical practitioner. Nothing in this policy shall be construed to prohibit a Planning and Placement Team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents and/or guardians of a child.

FOOD SERVICES

Breakfast and Lunch

Like all CREC schools, Ana Grace operates under Community Eligibility Provision (CEP) status, which allows us to serve all students a delicious, healthy breakfast and lunch at no charge each day regardless of economic status. All students enrolled will receive meals through the School Breakfast Program, the National School Lunch Program, and the Seamless Summer Option at no charge. The CEP is part of the federally funded National School Lunch Program and School Breakfast Program. Students may still purchase a second meal or a la carte items.

Healthy Food Certification (Governing policy: CT SDE [10-215-f](#))

Ana Grace Middle participates in the National School Lunch Program and follows the Connecticut Nutrition Standards for all foods sold to students separately from reimbursable school meals.

The Connecticut Nutrition Standards apply to all sources of food sales on school premises at all times, including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises. Only approved items may be sold in all CREC schools.

Meal Programs and Sponsorships

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. *Whitson* sponsors meal programs at the Ana Grace Academy of the Arts Magnet Middle School. The Food Service Program Coordinator is in charge of choosing meal programs from among the many sponsors and towns. Please contact the Food Service Program Coordinator if you have questions about sponsorship.

Purchasing A La Carte Meals

If a student at any location would like an a la carte item or a second meal, they can purchase it at full price. A la carte items may vary in price as they are determined by the SFA. Online prepayments are available to parents using the My School Bucks online program, where you must prepay and maintain a positive balance in your child's lunch account. Payments can be made online by creating an account at myschoolbucks.com. For information, contact Jean Marie Maldonado at jmaldonado@crec.org.

Both breakfast and homeroom begin at 8:40 AM. Breakfast is not an excuse for students being late to class. There is plenty of time to get breakfast and still report to homeroom before the bell rings. Lunch period times vary according to student academic schedules.

Under no circumstance may a student leave Ana Grace Middle to get lunch at a local restaurant. Additionally, eating is never allowed in the studios or performance spaces.

If a student has a disability, as determined by a doctor, which prevents the student from eating the regular school meal, the school will make substitutions as prescribed. If a substitution is needed, there will be no extra charge for the meal. Please call the Main Office at 860-724-0685 for further information.

State Beverage Requirements (Governing policy: CT SDE [10-211-q](#))

Only five categories of beverages can be sold to students in public schools at all times and from all sources, including cafeterias, vending machines, school stores, and fundraisers. This statute applies to all public schools, regardless of whether they participate in the USDA Child Nutrition Programs or healthy food certification. Prohibited beverages include soda (regular and diet), coffee (regular, decaffeinated, and iced), tea (regular, herbal, and iced), hot chocolate, sports drinks, energy drinks, and any other beverages that do not meet the statutory requirements.

State Competitive Foods Regulations (Governing policy: CT SDE [10-215b-1](#))

The regulations of Connecticut State Agencies apply to all public schools that participate in the USDA Child Nutrition Programs. The sale or dispensing of candy to students is prohibited anywhere on school premises from 30 minutes before the start of any state or federally subsidized meal or milk program (National School Lunch Program, School Breakfast Program, After-School Snack Program, and Special Milk Program) until 30 minutes after the end of the program. Any food and beverage sales held anywhere on school premises during this time frame must comply with this regulation, including beverages that meet the requirements of state statute and food that meets the Connecticut Nutrition Standards. Regulations also prohibit coffee, tea, and soft drinks during this time frame.

Student Nutrition and Physical Activity (Full Policy: [6142.10P](#))

Policy Summary:

The policy recognizes that student wellness and proper nutrition are related to physical well-being, growth, development, and readiness to learn. We are committed to providing a learning environment that promotes nutrition

education and regular physical activity as part of the total educational experience. In a healthy school environment, students will be exposed to and participate in positive nutritional and lifestyle practices that can improve student achievement.

Per federal and state law, it is CREC’s policy to provide students access to healthy foods and beverages, provide opportunities for developmentally appropriate physical activity, and require all meals served to meet or exceed the stricter of either the federal nutritional guidelines issued by the U.S. Department of Agriculture or the “Connecticut Nutrition Standards for Foods in Schools.” In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, CREC will, as required, review and consider evidence-based strategies and techniques.

Additional Policies Appendix

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. The District 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. Requests to review these plans may be made in the school office.

Child Abuse

The Connecticut General Assembly has mandated (C.G.S. 17a-101) that all school employees—teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff, such as guidance counselors, social workers, psychologists, and licensed nurses report suspected child abuse or neglect or if a child is placed in imminent danger of serious harm to the children and families services agency. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use. Reporting child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical harm inflicted upon a child that is not the result of an accident or does not match the stated cause. Improper treatment, such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect, is also considered child abuse.

Elevator Usage

The elevator in the building is for the use of persons with disabilities, faculty and those with heavy loads or musical instruments. It is not for the convenience of able-bodied, unencumbered students.

Emergency Evacuation

In the unlikely event of an emergency evacuation from the Ana Grace Academy of the Arts Magnet Middle School, students will be transported to 7 Waterside Dr., Bloomfield, CT 06002. This arrangement is not to be confused with the procedure for the closing of schools due to inclement weather.

Emergency Information

Being safe at all times is a priority for everyone at Arts Middle. If there is an unsafe situation or an accident occurs, or if a student is involved in an accident, no matter how trivial, take these action steps:

1. Do not try to solve the situation alone. Find the closest teacher, staff, security guard or responsible adult in the area and make them aware of the situation.
2. Report the accident or problem to the Nurse (if a medical emergency) or the Main Office/ Security immediately (contact info below).

If these or other serious safety situations should occur, notify someone immediately.

English Language Learner Students (Full policy: [6141.311P](#))

For those students for whom English is a second language, we have a program to assist in the development of speaking skills and literacy in English and in mastering the same academic content required of all other students. If you believe your child needs assistance with English as a second language, please contact Vanessa Sosa, the CREC Director of English Language Learners Services.

Freedom of Information Act

The Freedom of Information Act, Conn. Gen Stat. 1-200 *et seq.*, (FOIA) provides that the public will have access into the workings of public agencies. The law provides this access in two basic ways:

- First, the law states that the public shall have access to the meetings of public agencies, including boards of education, subject to narrow exceptions that are strictly construed.
- Second, the law provides that the public shall have access to records that are developed and/or maintained by public agencies.

Fundraising

With prior approval from school administration and CREC, student clubs or classes, and or/parent groups may be permitted to conduct fund-raising drives for approved school purposes. **Candy sales for/or promoting an outside fundraiser are prohibited in school.**

Instructional Materials

Arts Middle will provide handouts and classroom books to students. Students are required to return books in good condition at the end of the year. Failure to return books will result in a status of outstanding obligations.

Lost and Found

Any articles which are found in the school and or on school grounds should be returned to the main office. Please check the lost and found for items misplaced or lost. Unclaimed articles will be disposed of at the end of each month. Loss or suspected theft of personal and or school property should be reported to the main office immediately.

Media Access to Students (Full Policy: [1112.5P](#))

Policy Summary:

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities, including athletic events, provided their presence will not be unduly disruptive and shall comply with Council policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Keeping Ana Grace Middle School visible in the news and to the general public is a vital part of the success of our school and the success of our students. Public relations are a very big part of that. A Media Release form is required from all students to allow the authorization of photographs, video, and television for the purpose of public relations.

Military Families

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those

active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact your school's Parent Liaison if we may be of assistance to you.

Non-Discrimination: (Full Policy and Regulation: [5162PR](#))

Policy Summary

The CREC Council complies with all applicable federal and state laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, or on any other basis prohibited by federal or state law. The prohibition of discrimination in educational programs or activities extends to academic, nonacademic, and extracurricular activities, including athletics.

CREC strives to provide a safe, positive learning climate for its students. Harassment, in any form, whether by students, staff members, board members, parents, vendors, contracted individuals, volunteers, employees, or employers—on CREC grounds or property or property within CREC's jurisdiction; on buses operated by or for CREC; while attending or engaged in CREC activities—will not be tolerated.

Any incident or complaint of discrimination or harassment will be given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Every student shall have a ready means of resolving any complaint of discrimination or harassment. (See the full policy for the Incident Investigation Form.)

Pesticide Application and Management (Full Policy: [3524A](#))

Policy Summary:

The Capitol Region Education Council has adopted an Integrated Pest Management (IPM) policy for pest control within our buildings and grounds. IPM utilizes all available pest control methods, such as sanitation, structural maintenance and exclusion, maintaining proper soil PH, fertility, and moisture, trapping, and/or biological controls, along with the judicious use of pesticides to maintain pest populations at or below an acceptable level. Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticide would be used first.

This policy intends to ensure that students, employees, and parents/guardians receive adequate notice, in conformity with applicable statutes, before pesticide application in school buildings and on school grounds. Further, effective July 1, 2000, CREC will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

Property, Lockers and Equipment

Each student is assigned a locker with a built-in lock. These items are the property of the school, loaned to students for their convenience during the school year. Lockers should be kept in good order, not abused and may be opened and subject to inspection from time to time by school officials. Lockers are assigned to individual students and may not be shared. Students should not share their locker combination with anyone. Students may not bring in locks from home and attach them to assigned lockers. The right to inspect desks, lockers, laptops, and other equipment assigned to students may be exercised by school officials to safeguard students. School officials may search students, if there is reasonable belief that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students are warned to not bring large sums of money or valuables to school; liability for these items remains with the students.

Students are responsible for any loss of or damage to any property of the school when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline

up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Students Experiencing Homelessness (Full policy and regulation: [5118.1PR](#))

Policy Summary:

Children and youth who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students and will not be discriminated against, stigmatized or segregated on the basis of their experiencing homelessness. No child or youth experiencing homelessness will be denied enrollment based on lack of proof of residency. No CREC policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children experiencing homelessness. Students experiencing homelessness will be provided services comparable to other students in CREC Schools in compliance with federal and state law.

Children and youth who are experiencing homelessness are federally defined as “individuals who lack a fixed, regular, and adequate nighttime residence”. Further details are available in the policy linked above. If you believe your family meets this definition, please contact the school Liaison For Homeless Students.

Student Records and Confidentiality (FERPA) (Full Policy and Regulation: [5125PR](#))

Policy Summary:

Educational records for each student will reflect the physical, emotional, social, and academic aspects of a student’s development in the educational process. The CREC Council has a policy requiring staff to abide by all relevant laws and rules concerning student record confidentiality and access. There will be procedures to guarantee the utmost confidentiality of student records while allowing appropriate access to records for parents and students. Once a year, all parents and guardians of students in the district will have access to the policies and procedures.

Transportation

You will receive a letter in August from the transportation coordinator about your bus information for the upcoming school year. All questions and/or concerns regarding transportation will be handled directly by the transportation coordinator; so your questions should go directly to the number listed below. Please keep this information for all future needs. Transportation to and from the Ana Grace Middle is a privilege and not a right. **Acts of gross disobedience and misconduct during transportation to and from school may result from removal from CREC’s transportation system for duration of time to be determined by Ana Grace Middle’s administration.** The Transportation Coordinator for CREC Central can be reached at 860-524-4077 or online at www.crec.org/transportation.

The decision to provide transportation rests with the sending school districts. Parents should contact their school district to discuss transportation options and/or reimbursement. During the school year, limited transportation funding is available through the State Department of Education (SDE). School districts must access these funds directly through the SDE. As well, some school districts may accept financial responsibility for transporting their students, either by providing a bus or van, reimbursing for gas mileage, or providing free student passes for the city bus system.

Transportation Safety Procedure Suggestions and Complaints

All complaints concerning school transportation safety are to be made to the Transportation Coordinator or District Business Manager. A written record of all complaints will be maintained, and an investigation of the allegations will take place. CREC Transportation’s phone number is 860-524-4077 and can be reached between 5:00 a.m. and 8:00 p.m. daily.

Visitors

Students are not allowed to bring any visitors to Arts Middle without prior approval from administration.

All visitors must present identification and sign in at the main office upon arrival to school to receive a visitor's pass before entering any other area of the building. School staff members will assist parents in the main office or escort them to their desired location. Occasionally parents request to visit a classroom to observe a class. In order to keep everyone safe, we require that parents follow this procedure:

- contact a school administrator to establish a date and time for the visit
- the administrator will arrange with teachers and confirm the date and time with the parent
- arrive at school at the desired time and sign in to the main office
- a school staff member will bring the visitor to the desired location
- meet with school staff before leaving the building
- sign out and exit the building.

Conclusion

As a caring school community, it is our goal to help every student develop their full potential – academically, socially, physically and emotionally. We have designed a school program that is committed to excellence, equity and continuous improvement.

This handbook was created because we want students and parents to understand the structure and philosophy of our school. We encourage students to make positive and pro-social choices about behavior. We will always approach students with respect, dignity, consistency and fairness.