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the need for health and safety protocols, may cause the policies and guidelines in this handbook to be revised and/or superseded.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

CREC Academy of Computer Science and Engineering

CREC Academy of Computer Science and Engineering

Student and Families Handbook 2022-2023

Duty - Honor - Courage - Excellence

CREC Academy of Computer
Science and Engineering
1617 King Street
Enfield, Connecticut 06082
(860) 253-0274
Fax (860) 253-0406
www.crecschools.org
Mr. Greg Carter, Principal

Capitol Region Education Council
111 Charter Oak Avenue
Hartford, Connecticut 06106
(860) 247-2732
www.crec.org
Dr. Greg Florio, Executive Director
Mr. Timothy Sullivan, Superintendent of CREC Magnet
Schools

Academy of Computer Science and Engineering

August 31, 2022

Dear Academy of Computer Science and Engineering Family Member,

We are so happy that you are part of our family! At CompSci, we strive to create a community that supports each student. We want the best for you and your Academy of Computer Science and Engineering handbook plays an important role in your success at CompSci High. It will help you to organize your academic plan, as well as become informed about important school expectations, policies, rules, and opportunities.

We feel strongly at CompSci High that you are able to take responsibility for your educational future. Our entire CompSci High staff, working together with your family, will help you succeed in becoming an organized and responsible school citizen and valued member of the CompSci community.

It is essential that you read and understand the contents of your student handbook*. If you have questions, it is your responsibility to seek out a CompSci staff member to help guide your understanding of the information contained within this handbook.*

As always - Make it a great year, a great month, a great week, and a great day!

Sincerely,
Mr. Carter, Principal
Dr. Sanborn, Assistant Principal
Mr. Lotreck, Dean of Students

3/22/2019

Dear CREC Magnet Schools Community,

Over the course of the past 6 weeks the CREC senates and the magnet schools leadership team have been discussing a proposal that was written by staff members. The proposal calls for the adoption of a diversity and inclusion statement by the CREC magnet schools. After each of the five voting bodies at CREC demonstrated overwhelming support of the proposal, we have decided to adopt the statement. We are directing each school to place the statement in their school handbook and to display it prominently in the school so that everyone who enters our buildings is fully aware of our stance on social justice issues that confront our staff and students daily. The statement can be found below.

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

This statement goes beyond the legal requirement of providing protection for identified classes of people in our organization. It outlines for us a call to action to take proactive steps to assure that every person at CREC is accepted and welcomed as who they are. With the adoption of this statement we are saying that we have a responsibility to both "understand and confront the causes of systemic oppression." This approach will require us to engage in important and explicit conversations about our belief systems. Those conversations may be uncomfortable at times, but we believe they will make us stronger.

The adoption of this statement serves as a milestone for our work. It reminds us that we are more than just a collection of schools. We are a social justice organization that allows all children to be comfortable and accepted for who they are. We are a place where diversity is not only allowed, but a place where we actively work to assure that all of us believe on a deep spiritual level that we are stronger because of our diversity. We really are better because we are not all the same.

CREC is strong in the area of equity. But while we take pride in who we already are, we know that we have a long way to go. We hope that you will join us on this journey. It will not be easy, but it is necessary if we are to fulfill our destiny.

Feel free to speak with your senators, or any of us if you have any questions.

Elaina Brachman
Malene Lovanio
Tim Sullivan
Sarah Vocca

CompSci CONTACT INFORMATION

For additional question or contact numbers, please refer to the CompSci website:
http://CompSci.crecschools.org/

Main Office – (860) 253-0274
- *Main Office Secretary, Ms Tanesha Harris, tharris@crec.org - extension 7811*
- *Attendance Officer, Chris Kennedy, ckennedy@crec.org extension 7833*

- *Principal*
  - *Greg Carter, gcarter@crec.org , extension 7801*
  - *Jessica Sullivan, Administrative Assistant - jlsullivan@crec.org, extension 7805*
- *Assistant Principal*
  - *Jessica Sanborn, Ed.D., jsanborn@crec.org, extension, 7814*
  - *Desmond Caldwell, dcaldwell@crec.org, extension 7827*
- *Dean of Students*
  - *Gary Lotreck, glotreck@crec.org, extension 7824*
- *Theme Team*
  - *John Tusch, Theme Coach - jtusch@crec.org*
  - *Nancy Rosenbaum - Magnet Resource Teacher - nrosenbaum@crec.org*
- *Guidance Department*
  - *Aalia Omed - Guidance Secretary - aomed@crec.org, extension 7806*
  - *Lauren Sondrini, lsondrini@crec.org , extension 7810*
  - *Heather Venitosh, hvenitosh@crec.org, extension 7808*
  - *Kathryn Zadrowski, kzadrowski@crec.org extension 7829*
- *Family Engagement Specialist*
  - *Lishamarie Cruz, FACES - lcruz1@crec.org*
- *Support Personnel*
  - *Linda Dadario, School Social Worker - ldadario@crec.org, extension 7807*
  - *Joel Weisel, School Social Worker - jweisel@crec.org, extension 7809*
  - *Marlowe Barnes, Restorative Team - mbarnes@crec.org*
  - *Shabaz Gordon, Restorative Team - sgordon@crec.org*
  - *Janelle Martin, Restorative Team - jmartin@crec.org*
  - *Kendrick Moore, Restorative Team - kemoore@crec.org*

- *School Nurse*
  - *Donna Hartman, dhartman@crec.org, extension 7803*

CompSci VISION

Our students are instilled with a commitment to achievement and leadership. As a college and career preparatory academy, high academic expectations, strong parental participation, and community diversity all help to shape the culture of our school. Through theme-based, hands-on learning, our students are exposed to opportunities that inspire new knowledge and experiences that help them to shape the path of their future in post-secondary learning and careers. Our students have the opportunity for real-life experiences in a range of public service and career fields. Through the rigorous academic program at CompSci, our students develop the self-discipline that will help them thrive in college and then in chosen careers making them indispensable leaders for the future.

CompSci MISSION

The Academy of Computer Science and Engineering High School is a values-driven school community with high academic expectations, where cultural diversity is celebrated, parent/guardian participation is a key to student success, development of leadership skills are emphasized; and every student develops an understanding of and a commitment to serving the community.

Our mission is to provide a rigorous and innovative learning environment that inspires our students to achieve academic excellence, embody selfless service, and become tomorrow's leaders.

CompSci CORE VALUES

Duty	*The fulfillment of obligations to self, family, fellow community members, and the CREC Academy of Computer Science and Engineering High School. We will commit to the good of the whole rather than focusing on individual needs.*
Honor	*The embodiment of our core values through respect, integrity, humility and selflessness.*
Courage	*The fortitude and resilience within you to do the right thing for the right reason at all times*
Excellence	*The pursuit of excellence is the foundation which unites all disciplines of public safety. We strive to do our best in everything we do. We will have a relentless drive to achieve greatness.*

CompSci DAILY STUDENT PLEDGE

*As members of the Academy of Computer Science and Engineering High School learning community, we pledge to **PERSIST:***
We will Persevere, Examine, Read Critically, Solve, Investigate, Serve / Share / and Succeed, Together.

I am a leader; I am an engaged member of my community; and I am preparing for my life after high school! I pledge to uphold our Core Values of Excellence, Duty, Courage, and Honor. I am committed to academic excellence and service. Today, I will exemplify leadership and achievement.

CompSci Motto

Inspiring tomorrow's leaders through academic excellence, service, and duty.

Guaranteed Experiences

Each year that students are enrolled at CompSci, there are guaranteed field trip experiences, which we believe broaden our students' horizons and develop important skills for our students.   These experiences all intersect with our theme.

- *Freshmen*
- *Sophomores*
- *Juniors*
- *Seniors*

Project-Based Learning and Service Learning
At various intervals throughout the year, students will engage in project-based learning units in each of their classes. These units may be interdisciplinary, and they should incorporate some aspects of public safety or Computer Science and Engineering. Some projects will also include a Service Learning component, during which students will be required to complete some service learning as part of the coursework. We believe that these types of hands-on learning modules will inspire our students to achieve at their highest individual potentials.

Theme-Based Courses
CompSci offers multiple theme-based courses. Please see our Course Catalog for the choices.

Public Service Days
Each year, the entire school population will conduct a theme-based community service activity. Students and staff members alike are invited to participate in these days of civic engagement. Parents and family members are also invited to assist or help us to find new places to "give back" to our community. If you are interested in getting involved, please reach out to Cory Lachance or Nancy Rosenbaum, our Magnet Resource Teachers.

GUIDELINES FOR REPORTING ATTENDANCE:
- *On the day of any single absence, a phone call from a parent/guardian providing notification of a student's absence will be needed (unless previous notification has been made). Lengthier absences will require a note. Documentation from a medical practitioner will be needed in the event of excessive absences. Please call the CompSci main office at **860-253-0274** before 9:00 a.m. to report absences. If you need to leave a message, please tell us your name, your child's name, and the reason for the absence. For the caller's convenience, messages can be left in English or Spanish.*
- *Your call to the CompSci Main Office is a safety precaution and indicates that you are aware of your child's absence and eliminates the need for the school to interrupt the parent/guardian at work or home.*
- ***Upon return to school, any documentation should be given to the main office secretary. This includes medical notes, court documents, etc. (see below for complete list of excused absence documents)***

CompSci Attendance Procedures
- *School begins at 7:30 a.m.*
  - o *Any student arriving after 7:30 a.m. will be marked "tardy."*
    - ▪ *Students arriving late because of a late-arriving bus will not be marked tardy.*
- *School dismisses at 2:20p.m.*
  - o *Any student dismissed prior to 2:05 p.m. will be marked "dismissed early."*

Attendance Monitoring & Notification to Parents:
- ● *Parents/Guardians will receive a call from CompSci if your child is absent from school when you have not reported the absence to us (see below for definitions of "Unexcused Absences")*
- ● *Once students near truancy status, families will receive a notification letter(s) and a meeting will be scheduled to address our truancy concerns.*

Attendance Definitions:

A. *Truant = Any student between the ages of 5 and 18* who has four unexcused absences from school in any one month, or ten unexcused absences in a school year (CGS Sec. 10-198a). *A student aged 17 shall not be considered truant if the parent having control over the student appears in person and consents to such student's withdrawal from school.*

1. *Absence = any non-attendance of an enrolled student. A student is considered to be in attendance if present at his/her assigned school, or an activity sponsored by the school, for at least half of the regular school day.*
2. *Unexcused Absences= A student's absence from school shall be considered unexcused unless they meet one of the following criteria:*
   a. *The absence meets the definition for an excused absence, including required documentation;*
   b. *The absence meets the definition of a disciplinary absence.*
2. *Disciplinary Absences = Absences that are the result of school or district disciplinary action are excluded from these definitions.*
3. *Documentation of Absence = a written explanation of the nature of and the reason for the absence as well as the length of the absence. This includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Separate documentation must be submitted for each incidence of absenteeism. Non-English speaking parents/guardians may submit documentation in their native language.*
4. *Students exceeding 12 unexcused absences from a class will result in the student/family completing the appeals process in order to be awarded credit for the class. In addition, 3 tardies to a specific class will count as 1 absence. This does not include late buses, parent-excused tardies, or students with appropriate passes from school personnel. Students in danger of this will be notified directly toward the end of the semester.*

Excused Absence = A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school. The written documentation will most often be a signed note from the student's parent or guardian. It may also be a signed note from a school official who spoke with the parent or guardian regarding the absence, or a note from

the school nurse or a licensed medical professional, as appropriate. The written documentation must meet the following criteria:

1. For absences one through nine (1-9), a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and For absences one through nine, a student's absences from school are considered excused when the student's parent or guardian approves the absence and submits appropriate documentation. Thus, the parent has discretion in excusing the student's first nine absences during a school year.

2. For the tenth absence and all absences thereafter (10+), a student's absence from school is considered excused for the following reasons:
   a. Student illness (note: verified by appropriately licensed medical professional);
   b. Student's observance of religious holiday;
   c. Death in student's family or other emergency;
   d. Mandated court appearances (additional documentation required);
   e. Lack of transportation that is normally provided by a district other than the one the student attends;
   f. Extraordinary educational opportunities pre-approved by district-level administration in accordance with SDE guidance.

II. Notification of Truancy:

● When a student is truant, appropriate school personnel shall hold a meeting with the parent/guardian to evaluate the reasons for truancy. This meeting will be held no later than 10 days after the student becomes truant. CGS Sec. 10-198a(b)III. At this meeting, an attendance improvement plan will be created, and families will be referred to the appropriate community agencies. Further school attendance interventions will be implemented to support both students and families to encourage and foster improvements in attendance of school and classes. For more attendance information, visit http://www.cga.ct.gov.

Early Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Executive Director or school principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission takes custody of a student, or if a police officer arrests a student, the parent/guardian shall be notified by the administration.

Permission for leaving school early must be granted by the principal or designee, according to each individual case.

We discourage parents from making appointments or planning other activities which require that their child leave school early. In the event that this cannot be avoided, please adhere to the following procedure:

1. Dismissals from school for important reasons should be requested in writing in advance. If a student is to be dismissed during the school day, a written request, including a phone number for verification from the parent or guardian, should be brought to the main office on the morning of the day in

question. If this is not possible, the parent/guardian **must** call at least **two hours prior** to the early dismissal.
2. Parents/guardians **must** come into the building and sign out their child with the main office.

Students who are dismissed and return to school the same day must report to the main office in order to be readmitted to class.

Other Attendance Information
1. Per guidance provided by the Connecticut State Department of Education in May 2013, "absences that result from a student not receiving transportation from one school district to attend school in another district must be deemed as an excused absence." (e.g. in the case of an inclement weather situation). No parental note is needed in this circumstance.
2. Per guidance provided by the Connecticut State Department of Education in May 2013, Extraordinary Educational Opportunities may now be considered excused absences if the established criteria are met. Approvals for Extraordinary Educational Opportunities will be submitted by parent/guardian to the CREC Superintendent's office 10 days prior to the trip.

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 for an excused absence (see above) or
  B. The absence meets the definition of a disciplinary absence.

Absences Due to Vacations/Social Functions
The administration strongly disapproves of absences from school because of family vacations and/or social activities. Parents are urged to schedule vacations during school recesses. When scheduling a family vacation during school time is unavoidable, parents should submit a written request to the principal. School absences for reasons others than those listed above (i.e. vacations, social functions, etc.) must have the prior approval of the principal. Students must submit a note from home to the receptionist _two weeks prior_ to the day(s) of the absence. The principal will then determine approval or disapproval. These days will still be coded as an unexcused absence.

Please Note:
The responsibility for completing make-up work rests with the student, not the teacher. Students are responsible for contacting the teachers for missed assignments. If a student is absent due to illness or suspension, the student is expected to make up the homework that was required for that day(s). All make-up assignments should be completed within five (5) days when the student returns to school.

Before School, After School
Safety is our first priority for all of our students. Parents please drop students off to school _after_ 7:00 a.m. Also know that students cannot be on school grounds before 7:00 a.m. or left unattended after 2:20 p.m.

To ensure student safety, no student or group of students may use school facilities without the expressed consent and direct supervision of a faculty member. Students caught after school without a place to go will be subject to disciplinary action up to and including suspension. Students should leave the school building immediately at 2:20 p.m. unless they are enrolled in an after-school program, activity, or athletics. Any student

loitering on school grounds after 2:20 p.m. may be subject to disciplinary action. We are making every effort to ensure our school is safe and secure.

AFTERSCHOOL PROCEDURES
Homework Club & Sign Up
Watching Home Games
Athletic Bus Use

BUS & TRANSPORTATION
Transportation to Computer Science and Engineering High School is either provided by the sending district or facilitated by CREC Transportation. Safety and respect are our primary concerns. Expectations for student behavior on any school bus are consistent with the CompSci Core Values and the home school district.

BUS DECORUM & SAFETY
Safety on the bus is paramount for everyone's sake. If a student does not follow the expectations on the bus, administration will contact the parent to discuss the issue and possible consequences. Every effort will be made to assist the student in solving a bus issue. If a student receives three (3) bus referrals, the student will <u>not</u> be able to ride the bus for one (1) week, the family providing transportation.

***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 CompSci main office <u>twenty-four hours</u> 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 <u>will not be allowed to do so</u>.

The following general safety and behavioral guidelines are provided as a reminder:

Leaving for school
- *Avoid wearing loose clothing or scarves, clothing with long drawstrings, or backpacks with long straps or dangling attachments that might get caught in the bus handrail or door.*
- *Stay safe and wait on the sidewalk or curbside, away from the road.*
- *Respect the property where you stand and wait for the bus by monitoring your voice level and refraining from littering.*
- *Be at the bus stop <u>at least</u> 10 minutes ahead of time.*

Boarding the school bus
- *Board the bus at your assigned stop only, unless you have <u>written permission</u> from the school office to board at a different stop.*
- *If you miss the bus, do not flag down or chase after the bus.*
- *If you have to cross the road to board the bus, remember:*

CompSci STUDENT & FAMILY HANDBOOK page 10

- o *Cross the road only when the bus driver signals you to do so!*
- o *Walk 10 or more steps ahead of the bus along the edge of the road until you can see the driver's face.*
- o *After the bus driver signals you to cross the road, check both ways to make sure all cars and trucks have stopped.*
- ● *Always remember—if you can touch the side of the bus you are too close!*

While on the school bus:
- ● *Obey and be respectful to the bus driver, yourself, and others.*
- ● *Stay seated until the bus comes to a <u>complete stop</u> at the school or bus stop. If you are not at **your** bus stop, you must ask permission before moving/changing seats.*
- ● *Leave windows closed unless you have permission from the bus driver.*
- ● *Keep hands, all body parts and objects inside the bus.*
- ● *Keep the aisle cleared.*
- ● *Respect the bus environment. Keep the bus clean by placing all trash in the garbage.*
- ● *Keep all belongings with you.*
- ● *Keep hands and feet off the other passengers and their belongings.*
- ● *Use appropriate tone, volume and language at all times.*
- ● *When at railroad crossing, there must be silence on the bus.*
- ● *Keep hands off emergency doors, fire extinguishers unless instructed by an adult.*
- ● *Bring only objects related to school on the bus. Keep toys, games, sports equipment etc at home.*
- ● *Keep electronics turned off and in backpacks.*

Arriving at your destination
- ● *Get off the bus at your stop only, unless you have a bus pass from the CompSci main office to get off at a different stop. In order to receive a pass to get off at a different stop, or to ride a different bus, you must bring a written note signed by a parent or guardian to the receptionist for a bus pass at least twenty-four hours ahead of the requested time. As mentioned earlier, the ultimate decision to allow a guest rider will rest with the district bus company.*
- ● *Remain seated until the bus has come to a <u>complete stop</u>.*
- ● *If you have to cross the road, remember:*
  - o *Cross the road only when the bus driver signals you to do so!*
  - o *Walk 10 or more steps ahead of the bus along the edge of the road until you can turn to see the driver's face. If you can see the driver's eyes—the driver can see you!*
  - o *When all traffic has stopped, the bus driver will signal you to cross the road.*
- ● *After the bus signals you to cross the road, check both ways to make sure that all traffic has stopped. Always remember—if you can touch the side of the bus, you are too close!*

BUS DECORUM & SAFETY
Safety on the bus is paramount for everyone's sake. If a student does not follow the expectations on the bus, administration will contact the parent to discuss the issue and possible consequences. Every effort will be made to assist the student in solving a bus issue. If a student receives three (3) bus referrals, the student will <u>not</u> be able to ride the bus for one (1) week, the family providing transportation.

Transportation Complaints/Issues
All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place. Any complaints regarding transportation can be submitted online at www.crec.org/transportation or by calling 860-524-4077. If you prefer, you may also call the CompSci Main Office. All calls will be directed to the appropriate school administrator.

DRIVING TO SCHOOL
If you are going to be driving your own car to school, you will need to fill out this form so that we can be sure that your car is allowed on campus. The Main Office will give you a sticker to put in your car when you have completed this form.

CAFETERIA

CompSci Food Service
CompSci will provide a food program that includes nutritious and affordable breakfast and lunch. If they prefer, students may, of course, bring a bag lunch and snack from home.

Breakfast (including hot and cold items such as waffles, muffins, cereal, etc.) can be purchased. Breakfast will be served from 7:15 a.m. – 7:25 a.m.

Hot Lunch (includes one entrée, three sides, and milk) can be purchased. Individual lunch items (sandwiches, fruit, salads, etc.) will also be available.

Milk can be purchased.

Payment Options:
- *Cash-pay as you go*
- *Pre-payment in any amount, cash or check (checks made out to CREC Computer Science and Engineering High School. Payment will be associated with the student's account. At the cash register, student will enter his/her student ID#.*
- *CompSci provides parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through the CREC website:*
     http://www.crecschools.org/for-parents/crec-food-service-program-information/
- *Free or Reduced Meals: Following eligibility determination and verification, students enter their student ID# on a keypad at the register. The school maintains a list of student ID#s (in case the student forgets).*
- *Applications for the Federal Free and Reduced Lunch Program are available in the school office. All students need an application even if this was not required in a previous district; please call 860-253-0274.*

Ordering Food / Bring Outside Food Into the School:
Students MAY NOT order outside lunch to be delivered to school. Parents/Guardians MAY NOT bring lunch for any student other than his/her own child. This policy is in force due to issues of safety, nutrition, allergies, and disruption to the learning environment.

Cafeteria Expectations

- *When it is time to go to lunch, students should walk quietly to the cafeteria and sit at a table.*
- *If a student does not wish to purchase any food, he/she should remain seated at the table.*
- *Students are to go to only their assigned lunch wave, and to arrive on time.*
- *Students should clean up after themselves, placing all trash in the garbage bins.*
- *Food or drinks may not be taken from the cafeteria.*
- *If a student wishes to visit a staff member or get extra academic help during lunch, he/she should bring a pass signed by the staff member and show it to the staff members on lunch duty*
- *Lunch lines should be orderly and students should not "cut" other students.*
- *Students are to leave the cafeteria in an orderly manner, and ready to return to academic work.*
- *Be nice.*

Payment Options:

- *Cash-pay as you go*
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Students MAY NOT order outside lunch to be delivered to school. Parents/Guardians MAY NOT bring lunch for any student other than his/her own child.   This policy is in force due to issues of safety, nutrition, allergies, and disruption to the learning environment. Students are not allowed to call for delivery of food to school by local restaurants. Food deliveries to school for students will be rejected by the office staff. Parents/guardians are not allowed to bring cakes or birthday items for celebration to school. Student lunch periods are not long enough in duration to celebrate such events; additionally, food allergies further complicate sharing of food.

CHILD ABUSE
- *All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.*
- *Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.*
- *Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.*

Closings / Cancellations / Delays / Early Dismissals

On days when inclement weather is causing hazardous road conditions which might clear up before or shortly after buses begin their pickups, there will be a delayed school opening. This means that bus pickups may be delayed and school will begin later than the regular opening. If you transport your child to school, please do not send him/her to school until 15 minutes before the revised start of school. Dismissal will be at the regular time unless you have been otherwise notified. An early dismissal decision may be prompted by the sudden arrival of a snow or ice storm. In the event of an early closing, a CompSci phone blast will go out providing the early dismissal information, and news agents will be alerted.

Closings / Cancellations:

- ***Because CompSci is located in Enfield, CompSci usually follows the Enfield Public Schools' cancellation cue.***
- ***If CompSci is open for the day, and your home district is closed, you will not have transportation. Parents are asked to use their discretion in bringing their children to school. If transportation is not available, please call the school and the absence will be excused.***

Delays / Late Openings:

FOR STUDENTS WHO RIDE CREC BUSSES:

- *Watch and listen for the CREC Computer Science and Engineering High School delay notice on the television and radio.*
- *A phone blast will also be sent with delayed opening information.*

Unscheduled Early Dismissals:

Students will leave CompSci if early dismissal has been announced by the district in which they ride their bus. Parents always have the option of picking up their child.

This year, we will be experimenting with carrying on learning virtually when and if inclement weather or other conditions impact our ability to go to school.

DAILY ROUTINES
Entrance/Arrival Procedures
- *All students must enter through their grade-level entrance and proceed to the cafeteria, if they are having breakfast, or directly to their locker.*
- *Upon entering the building, students will be greeted at the door with a hand shake, and a "Good Morning!" Students will also be checked to ensure that everyone is in proper dress code. If a student cannot comply with CompSci dress code he/she will be directed to the Main Office for a loaner uniform.*
- *Students must be in their first period class by 7:55 a.m. All teachers will be in the hallway in front of their classroom to facilitate transition out of the hallway.*
- *At 7:30 a.m. all students should be out of the hallways, teachers will enter their rooms, take attendance and begin class*
- *All tardy students are required to present a pass upon entering class.*
- *Students tardy to school must sign in at the Main Office.*

Exit/Dismissal Procedures
In order to ensure a safe and timely dismissal, all students will be dismissed by bell or on occasion announcement. In the case of dismissal by announcement, students will be instructed when and where to exit the building. No students should be released until instructed to do so by a member of the administrative team.

Lockers
All students will be assigned a locker at the beginning of the year so that they may secure their belongings during the school day. It is our expectation that students will follow all guidelines for locker use. Locker number and combination information is available in PowerSchool.

EXPECTATIONS at CompSci – Expectations, Rules, Behavior, and Discipline

Student Expectations

We at CompSci are committed to the success of our students and our school. We ensure that every student has an equal opportunity to engage and learn in a positive, supportive environment. Each student is expected to obey school rules and respect the rights of all members of our school community, as well as those of others on the way to and from school. These expectations hold for students while on school property, on the bus, at the bus stop, or at any school-related or school-sanctioned activity, on or off school property.

*In order to provide an environment which is safe, healthy, respectful, and conducive to learning, students will uphold the CompSci Core Values of **Duty, Honor, Courage, Excellence**.*

Demonstrating DUTY includes:
- *Fulfilling your obligations as a student and member of the CompSci school community by:*
  - *Complying with classroom procedures, routines, and requirements.*

- ○ *Adhering to all school expectations and rules at all times.*
- ○ *Looking out for and supporting your fellow students and school community members*

Having HONOR includes:
- ● *Respecting the rights of your fellow students to learn and teachers to teach as the basic measure of good student conduct and self-discipline*
- ● *Respecting all members of the community at all times, regardless of the situation*
- ● *Respecting and assuming responsibility for school property and others' personal property.*
- ● *Maintaining honesty and integrity in academic work and in cooperation with others*

Showing COURAGE includes:
- ● *Showing courtesy and consideration to all, even in difficult situations.*
- ● *Defending and upholding the safety and the rights of others*
- ● *Keeping an open mind to new ideas and others' opinions.*
- ● *Persisting in your schoolwork*
- ● *Asking for help when you need it*

Exhibiting EXCELLENCE includes:
- ● *Behaving in a manner that is positive to the educational process and the school community*
- ● *Trying your best in all you do*
- ● *Reaching out for support whenever needed*
- ● *Being your Best Self!*

CompSci CORE VALUES

Duty	*The fulfillment of obligations to self, family, fellow community members, and the CREC Computer Science and Engineering High School. We will commit to the good of the whole rather than focusing on individual needs.*
Honor	*The embodiment of our core values through respect, integrity, humility and selflessness.*
Courage	*The fortitude and resilience within you to do the right thing for the right reason at all times*
Excellence	*The pursuit of excellence is the foundation which unites all disciplines of public safety. We strive to do our best in everything we do. We will have a relentless drive to achieve greatness.*

All Students are expected to show this level of behavior at all times while in the building. The following behaviors will not be exhibited by CompSci Eagles:
- ● ***Fighting**, whether initiating or retaliating. The act of self-defense is recognized only in incidents where a student cannot seek help from a person in authority or perhaps from another student. There is a clear difference between self-defense and retaliation.*

- *Engaging in **threatening**, mean-spirited, or **intimidating** behavior toward any member of the community both in person, electronically, or through a third party*
- *Possession or use of weapons (real or fake), fireworks, stink bombs, or disruptive and dangerous devices of any kind on school property.*
- *Distributing, dispensing, possession, or use of tobacco or marijuana, including vapor and e-cigarettes.*
- *Manufacturing, distribution, dispensing, possession or use of alcohol or controlled substances.*
- *Stealing or attempting to steal private or school property*
- *Leaving school property without the permission of the office or administration*
- *Using electronic devices inappropriately*
- *Selling items or food to anyone*
- *Playing cards, dice, or any gambling games*
- *Bringing Frisbees, skateboards, and other equipment/articles to school*

Conduct on School Grounds or at a School-Sponsored Activity Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process and/or violates a publicized CREC policy.

Any student engaged in any violation listed above or any behavior deemed in violation of the above statement is subject to disciplinary action ranging from detention to expulsion.

Expulsion *- means an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. All expulsions will be referred to the home school district. A. The CREC Superintendent of Schools or his/her designee shall recommend expulsion proceedings to sending districts in all cases involving any of the following students: 1) a preschool student who was in possession of a firearm, as defined in 18 USC 921, on or off school grounds or at a preschool program-sponsored event; or 2) a student in grades Kindergarten to twelve on school grounds or at a schoolsponsored activity who, (a) was in possession of a firearm, as defined in 18 USC 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S 53a-3; or (b) off school grounds, possessed a firearm or possessed and used such a firearm, instrument or weapon in the commission of a crime; or (c) on or off school grounds, offered for sale or distribution a controlled substance, as defined in C.G.S 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. B. The CREC Superintendent of Schools or his/her designee may recommend expulsion proceedings to sending districts in all cases involving any of the following students: Page 3 of 3 5144 1) a student in grades three to twelve, on school grounds or at a school-sponsored activity whose conduct is violative of a publicized school policy and either endangers persons or property; or is seriously*

disruptive of the educational process; or off school grounds has engaged in conduct that is seriously disruptive of the educational process and is violative of a publicized school policy The CREC Superintendent of Schools shall forward the recommendation to the sending LEA, if determined to be necessary and appropriate. If the sending LEA declines to conduct an expulsion hearing per the CREC Superintendent of Schools recommendation, CREC shall do so, in accordance with C.G.S. 10-233d. CREC's Executive Director or his/her designee sh

VANDALISM

Computer Science and Engineering High School is a unique, innovative and student-centered facility which our school community values. Vandalism is considered to be the destruction or damage of private or school property while in school, on school grounds, or during a school event.   Any damage done to the building, equipment, buses, or books will be the financial responsibility of the vandal(s). Students will be referred to administration for further disciplinary actions.

BULLYING & HARASSMENT

*Public Act No. 11-232 defines bullying as: (A) the use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes **physical or emotional harm** to such student or damage to such student's property, (ii) places such student in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (iii) creates a **hostile environment** at school for such student, (iv) **infringes on the rights** of such student at school, or (v) **substantially disrupts the education process** or the orderly operation of a school.*

Public Act No. 11 – 232 clearly indicates that bullying may occur: on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, as well as outside of the school setting.

Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying.

Student and/or their parent(s) 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 CompSci

administration team for review and action. Students may make formal, informal and/or anonymous complaints to any CompSci staff member who will then forward the complaint to CompSci administration on behalf of the student. Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the CompSci administration team but no disciplinary action shall be taken solely on the basis of an anonymous report.

Tardy Policy

Definition of "Tardy": Arriving to class after the time the tardy bell rings to signal the start of the period.

TARDY SPECIFICATIONS

Tardy:
Any student arriving to class after the Tardy bell will be expected to sign into class and the attendance in class will be coded as TU. Any student with a Pass will be coded with TE.

Tardy with Issue:
Any student arriving to class after 10 minutes without a written pass from a staff member will be coded as TT in the Powerschool system and subject to discipline.

FULL DAY TRUANCIES (UNEXCUSED ABSENCE FROM CLASS)

Students will be assigned an Administrative Restorative Activity, parent/ student/ counselor conference to be held. Student placed on contract.

RESTORATIVE ACTIVITIES

Administrative Restorative Activities are assigned to students who fail to comply with the Computer Science and Engineering High School tardy and truancy policies. Teacher-led restorative activities will be held in a location designated by the teacher either during lunch, before, or after school. It is the responsibility of the student and teacher to secure transpiration if a detention is given outside of school hours. i.e. parents may drop off early, pickup later, or arrangements may be made with a school administrator to take the late bus.

ELECTRONIC DEVICES

School policy for any outside electronic is "Off and Away" upon entering the building.

*The use of cell phones or any other electronic device not provided by the school, including but not limited to MP3 players, iPods, iPads, hand-held games, Tablets, any other device that utilizes Wifi of any kind should be set to mute or silent mode upon entering the building. **It is the responsibility of the students to safely store and keep these items during the school day.** Use of electronics devices will be permitted at designated times only and at the sole discretion of CompSci administration and staff. Because of the value of these items, students should consider the importance of bringing them to school. If an electronic device is lost or stolen, the school is not responsible. Students who are in violation of said policy may have the electronic device confiscated and held by the administration. Any device in a locker making noise deemed excessive will be confiscated as well. Students are responsible for notifying their parent/guardian and setting up a time to retrieve the device(s). Reacquisition of these devices requires a parent to come and physically take possession of the device. No devices will be released to students. A student's failure to comply with an adult request to hand their device over will result in school consequences for that student. Recurring incidents will result in the escalation of consequences including but not limited to detention and suspension.*

ENGLISH LANGUAGE LEARNERS

For those students for whom English is a second language, all CREC Magnet Schools 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, e.g. language arts, literature, mathematics, science and social studies. We have a full-time TESOL (Teacher of English as a Second Language) teacher on staff. If you believe your child needs assistance with English as a second language, or have any questions about your child and his/her/their language needs, please contact the Main Office at CREC CompSci.

FIELD TRIPS

*Field trips are carefully planned educational experiences and are part of the curriculum. Transportation to and from the activity must be by a school provided bus. A student must have returned a signed permission slip before attending any field trip. A student will not be allowed on a field trip if they are on In-School or Out-Of-School Suspension. A parent may be asked to accompany a student on a field trip if safety could be an issue. Students are reminded that all school rules are in effect during field trips. Students may lose field trip privileges at the discretion of an administrator. **On field trips, unless otherwise informed, students are required to wear their CompSci uniforms.***

<u>Acceptable Code of Dress for CompSci Students</u>

for the 2022-2023 School Year

- <u>NO slides, slippers, or flip flops</u>.
- Shirts and dresses **must have fabric in the front and on the sides** (under the arms).
- Clothing **must cover undergarments** (visible waistbands and straps <u>are</u> permitted).
- Fabric **covering <u>midsection</u>, <u>breasts</u>/<u>chest</u>, <u>genitals</u> and <u>buttocks</u>** MUST be opaque (unable to be seen through).
  - ⇒ **NO bare midriffs - male or female**
- The dress code further clarifies **prohibitions** on attire or grooming "**depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech**;" defines parent, student, and staff responsibilities; and addresses appropriate enforcement.

<u>The Essential Rule regarding Dress Code</u>**:**

All students must cover certain body parts at all times.

All students' attire must fully cover genitals, buttocks, midsection, chest/breasts, & nipples with opaque fabric at all times.

FIRE / EMERGENCY / SECURITY DRILLS

Fire drills are serious events. Not only are they required by state law, but a well-organized fire drill may someday save students from serious injury – or worse. When the signal sounds, students should immediately report to the Bus Lanes, and to their Advisor's assigned spot. Once outside, students should move to their designated location then stand silently and await directions from an adult. If students are in the cafeteria, they should exit out the rear doors and proceed to their designated location.

- *Once outside, students should remain in line so that Advisors may take attendance. In a real emergency, this will be necessary to insure that everyone has safely left the building. A special signal or "all clear" will be sounded for reentering the building.*
- *Students are to remain quiet until they have reentered their classrooms.*
- *Students found to be disruptive during fire/security drills may face disciplinary consequences.*
- *Fire drills are conducted on a regular basis.*
- *Tampering with fire alarms, fire extinguishers and other school fixtures is a serious offense and will result in significant disciplinary consequences.*

Additional Security Drills, including Perimeter and Medical Lockdowns, are conducted several times a year. Emergency Lockdown procedures will be reviewed with students regularly so that they know how to respond appropriately in order to ensure safety. At all times, students should follow all staff directions and remain calm and quiet during the drill.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners, and it 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. Each teacher has the responsibility for setting reasonable limits on the requirements for preparation beyond class time. This should be done in cooperation with other teachers. All homework is designed to extend learning experiences and to stimulate pupils to study independently. It is recognized that pupils work at different rates and with varying degrees of efficiency. These factors are considered when assignments are made. Class time is provided for supervised study to ensure thorough understanding of assignments and efficient work habits. Time at home should be set aside for the completion of assigned work.

Certain courses may assign homework with greater frequency than others due to the nature of the course.

Homework generally falls into three categories: practice, preparation, and elaboration. The purpose of the homework assignment should be clearly stated by the teacher as meeting one of the aforementioned categories.

- *Practice assignments are those with which the students are familiar and are intended to reinforce a skill or concept. The students may expect a greater number of examples in order to accomplish this. It is important for the student to inform the teacher if he/she is unable to perform these tasks. Both teacher and student should monitor accuracy as it is an indicator for critical misunderstandings of familiar content/processes.*

- *Preparation tasks are those that equip students for new learning.*

- *Elaboration assignments are those that require students to expand upon learning following the class and are revisited the following day.*

For most assignments, students can access, check, and submit their work on Schoology. The Schoology website is learning.crec.org

Feedback to students will be provided in a timely manner, and as an instructional practice, larger tasks will be broken into smaller components with a timeline for the completion of each task. Teachers will additionally post their homework assignments on an online platform, and will communicate with parents as needed when students are missing assignments.

Parents are expected to establish a regular routine at home for homework, including a consistent time and place at which tasks are completed. Parents should check both Schoology and PowerSchool to be sure that assignments are recorded properly. Parents should communicate with teachers regarding any questions concerning homework or assignments.

Extra Help
Students may always seek extra help from his/her teachers if the work is difficult or if the student has been absent. Students should arrange with their teachers when to stay. Teams also develop after school clubs to provide homework support for students who are not successfully completing homework at home. Individual arrangements (including parent transportation) should be made with teachers for before or after school help.

COMPUTERS & INTERNET ACCESS

Students will receive an orientation to the Google ChromeBooks in their classrooms at the start of the year. Parents and students are required to sign and return the Laptop and Network Usage Agreement as well as an Acceptable Use Policy (AUP) Agreement. Students are responsible for all equipment that they use and are expected to take care of this property. Students who purposefully engage in damage of school laptop equipment, the network, and/or the software and intellectual property therein will be subject to disciplinary consequences up to and including suspension and/or referral to the police. In addition, students may be required to pay for any damages.

CREC Parental Consent Form

I give CREC permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Electronic Information Resources Access Agreement and the Administration's Electronic Information Resources Policy and will explain and discuss its importance with my child. Students will be instructed by school staff in the appropriate use of these resources and will also be instructed to follow the Administration's Electronic Information Resources Policy.

I understand and I will explain to my child, that s/he may lose her/his privileges to use these resources at school and may face disciplinary action if s/he does not follow this Agreement and the Administration's Policy. I understand that I may be held liable personally for costs incurred by my child's deliberate misuse of electronic information resources or of the CREC electronic equipment or software programs.

I understand that the CREC has no control over the content of the information available on the Internet, which is a worldwide group of interconnected computer networks. I understand that the district will employ filtering programs, access controls, and monitoring by teachers to protect students from any misuses and abuses as a result of their use of the CREC electronic services. I also understand that these controls, filters and monitors are not foolproof and that my child might still be able to access materials which I might consider controversial and offensive. I will not hold the CREC liable for materials my child obtains from these electronic information resources. I will be responsible for my child's use of electronic information resources which s/he uses in other than a school setting.

CREC Electronic Information Resources Policy

The Capitol Region Education Council has approved an Electronic Information Resources Policy in which the Council permits the use of electronic information resources to educate and to inform. The use of these resources will permit students to reach out to many people to share information, learn concepts and research subjects.

CREC will take steps, such as using filtering programs, access controls and monitoring by teachers to restrict access to controversial materials. On a global information network such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility, therefore of students, parents and staff to understand and abide by CREC's Electronic Resources Policy to ensure that access to the resources provided by CREC are educationally appropriate.

Following is an Electronic Information Resources (i.e., World Wide Web) Access Agreement. Please review this Agreement and CREC's policy with your child so that he/she will understand his/her responsibilities when accessing and using CREC's electronic information resources. Compliance with this Agreement by all users of these resources will help protect all students from misuse of those resources, and it will help protect the computer equipment from abuse.

Failure to abide with the Agreement and CREC's policy will result in consequences ranging from loss of the privilege to use this educational tool, the assessment of costs, and/or disciplinary action.
Also, please find Guidelines for Telecommunications Use at Home. These guidelines may be helpful if your child has access to a communications service in your home.

In order to permit your child to use these resources at school, you must sign the form Technology User Agreement Form. If you have any questions concerning CREC's policy or Access Agreement, do not hesitate to contact your child's school principal.

Guidelines for Telecommunications Use at Home

Exploring the many resources available through telecommunications and the Internet can be a wonderful educational experience for you and your child. However, there are risks for children and teenagers who use on-line services, especially if they are unsupervised or unaware of potential problems that can arise while on-line. There are few restrictions on the kinds of information that are accessible to Internet users, and some of the information may be inappropriate - even harmful or offensive.

The best way to assure that your child is having positive on-line experiences is to stay in close touch with what your child is doing. Open communication with your children and getting on-line yourself will help you to understand the benefits of these systems and alert you to potential problem areas. Consider the following guidelines for your household:

• *The computer used for on-line services should be in a place in your home that can be monitored by you.*

• *Develop a set of family rules that you want your child/ren to follow while on-line. Discuss these rules with your child/ren to be sure they understand the reasons behind them.*

• *Show your child/ren some of the exciting educational potential on the Internet. Help them research and discover resources there. Be part of their on-line experience.*

• *Do not allow your child/ren to give out their full name, address, telephone number, credit card/checking account numbers or other personal information on-line.*

• *Be sure that your child/ren do not agree to meet anyone s/he has contacted on-line without your permis- sion. Parents/guardians should be part of any meeting that is arranged.*

• *Discuss privacy with everyone in your house who uses e-mail. You may want to make a rule that no one opens anyone else's e-mail.*

• *Discuss screen names. May your child/ren use her/his real name or something else?*

• *Be sure you realize that some people on-line may misrepresent themselves, so caution is always best when communicating on-line.*

• *Set reasonable time limits for the use of on-line services in your house. Most services change by the time used. Setting a monthly budget for use is a good way to help your child/ren learn judicious use of time on-line.*

• *Become familiar with the parental control features and software filters for the Internet that are now avail- able. These will allow you to block access to certain features of the World Wide Web that you want to restrict in your household.*

• *Determine if your child/ren may purchase services or products on-line. Be sure you explain the risk in us- ing credit card information on-line.*

• *If your child/ren receives a message that makes her/him feel uncomfortable, forward a copy of message to your service provider and ask for assistance.*

The best way to make sure your child/ren are safe on-line is to discuss your expectations openly and keep in close communication with your child/ren as s/he uses the Internet. Stress the positive aspects of telecommunications, and help your child/ren get involved in a responsible and mature way.

Student Use of the CREC Computer Systems

We are pleased to offer students access to the CREC computers and computer networks, including access to the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the CREC computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

CREC believes in the educational value of such computer systems and recognizes their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of CREC these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures as set forth in detail below. Violations may lead to withdrawal of the access privilege.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer system are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner at all times in accordance with district standards and state and federal laws.

It is important that students and parents understand that CREC, as the owner of the computer systems, intends to monitor and review the use of these computer systems in an effort to ensure that users engage only in appropriate uses. CREC will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the computer systems for educational purposes.

As part of monitoring and reviewing, CREC will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. CREC's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet access and of document downloading and printing.

Student Conduct

Except as provided below, students are permitted to use CREC's computer systems for legitimate educational purposes only.

Conduct including, but not limited to, the following is prohibited with respect to use of these computer systems.

• Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);

• Gaining or seeking to gain unauthorized access to computer systems;

- *Damaging computers, computer files, computer systems or computer networks;*

- *Using another person's password under any circumstances;*

- *Trespassing in or tampering with any other person's folders, work or files;*

- *Sending any message that breaches CREC's confidentiality requirements, or the confidentiality of students;*
- *Sending any copyrighted material over the system.*

In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by CREC Council policy or school rules or regulations, it must not occur in the use of these computer systems.

CREC Student Laptop Access Agreement

We are excited that you and your child are participating in our laptop computer program. A computer is a technical tool that will enhance your child's education at CREC, in the classroom, the computer lab and at your home.

After attending the scheduled computer training, your child will receive the laptop and other components. This equipment is worth approximately $500.00 and should be cared for in an appropriate manner. You are receiving a packet of information about our Acceptable Use Policy and Student Conduct for using the computer and the CREC computer systems. Your responsibilities as a family are explained below and need your signature to indicate that you have read and understand these responsibilities.

No laptop will be given out without the signatures of the student and the parent or guardian of the student.

     Student and Parent or Guardian Agreement:

     1.   *We will use the equipment properly, as instructed during the computer workshop, classroom demonstrations and any additional directives from CREC staff.*

2.   We will return the equipment to CREC upon request.

3.   We will contact the CREC technology department or our teacher if we have any problems with the laptop.

4.   If the laptop is lost or stolen, we will contact the police, obtain a police report and submit a copy of this report to PSA within 48 hours. There is a $100.00 cost to have a laptop replaced after filing a police report. There is a $250.00 charge if you do not file a police report.

5.   We understand that our share of the cost to maintain the laptop through CREC is $50.00 per school year. We understand that we are responsible for the $100 deductible in case of a non- warranty claim.

6.   We understand that we may be assessed additional costs due to negligent or deliberate damage by the student, Up to $250.00

7.   By signing my/our name on the Technology User Agreement form, I/we agree to the above terms and conditions outlined in this document.

CREC STUDENT ELECTRONIC INFORMATION RESOURCES ACCESS AGREEMENT

As a user of the CREC electronic information resources and computer networks, have read and accept and agree to abide by the Electronic Information Resources Policy of CREC and with the following preconditions of my use of CREC electronic information resources:

1.   I will use electronic information resources only for education research purposes and only as those purposes are consistent with the curriculum and educational objectives of CREC.

2.   I will use electronic information resources in a responsible, ethical and legal manner at all times.

3.   I will use electronic information resources only with the permission of the supervising teacher or staff member.

4.   I will be considerate of other electronic information users and their privacy and I will use polite and appropriate language at all times while accessing and using these resources.

5.   I will not give out any personal information about myself or anyone else while using these resources unless approved by the instructor monitoring the use of their resources.

6.   I will not give out any telephone numbers or passwords.

7.   I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services.

8.   I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources.

9.   I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the regular school environment.

10.   I am aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.

11.		*I will not use other persons' information as my own. I will always give credit to the original creators of the information I find online.*

12.		*I will abide by all copyright laws and will seek assistance if a question arises.*

I have read the rules and discussed them with my parent(s)/guardian(s). I understand them and I will follow them.

CREC STUDENT LAPTOP ASSIGNMENT

The Capitol Region Education Council will assign a laptop computer for use in the CREC School. In signing the agreement, I agree to do the following:

• exercise reasonable care to protect the laptop from damage. I may be held responsible for any damages caused by unreasonable usage, not to exceed the amount of $250.00

• not load any personal software. I fully understand and agree that repair of damage to the CREC system by unprotected software to my laptop will be my responsibility.

• immediately report all damage, loss or other problems to the technology representative assigned to my school/location.

• comply with all CREC Technology Policies.

2018 – 2019 Technology User Agreement

Student Name (Printed)

Grade:

I understand and will abide by the "CREC Parental Consent Form". I give CREC permission to allow my child to access and use electronic information resources for educational and research purposes. I also give CREC Public Safety Academy permission to issue my child a laptop. We understand that our share of the cost to maintain the laptop through CREC is $50.00 per year. I understand that we are responsible for the $100 deductible in case of a non-warranty claim and upto $250.00 for lost or non returned laptops or laptops intentionally damaged.

Student Initials

Parent/Guardian Initials

I understand and will abide by the "CREC Electronic Information Resources Policy." I further understand that any violation may result in the loss of access privileges and school disciplinary action.

Student Initials

Parent/Guardian Initials

I understand and will abide by the "Student Use of the CREC Computer Systems." I have read the rules and discussed them with my parent(s)/guardians. I agree with all the terms of this agreement.

Student Initials

Parent/Guardian Initials

I understand and will abide by the "CREC Student Laptop Access Agreement." I have read the rules and discussed them with my parent(s)/guardians. I understand them and I will follow them.

Student Initials

Parent/Guardian Initials

I understand and will abide by the "CREC Student Electronic Information Resources Access Agreement." I have read the rules and discussed them with my parent(s)/guardians. I agree with all the terms of this agreement.

Student Initials

Parent/Guardian Initials

I understand and will abide by the "CREC Student Laptop Assignment Form." I have read the rules and discussed them with my parent(s)/guardians, and will comply with all CREC Technology Policies

Student Initials

Parent/Guardian Initials

I have read and understand all of the forms, agreements, and documents mentioned on this page. I will comply with all of the "CREC Technology Policies and Agreements".

Student   *Parent/Guardian*

Signature:

Signature: _____

LOCKER USE EXPECTATIONS

Lockers are provided for the convenience of students. Students should be sure that clothes or other valuables are never left unattended and are locked away securely when not in use. The school CANNOT be responsible for items left in lockers. Lockers are issued to students as a service, but the security of the lockers cannot be guaranteed by the school. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Lockers are the property of the Computer Science and Engineering High School and are subject to inspection by the administration at their discretion. Inspection and cleaning of lockers for reasons of health and safety will be scheduled periodically and supervised by faculty members. Students should memorize their locker combinations. Students should not share their locker or combination with anyone. If a locker does not operate properly, students should report it to the Main Office.

LOST & FOUND

The lost and found department will be accessed in the Main Office. Anyone finding articles is to bring them to the office. Anyone missing items believed to be lost should check with the secretaries in the office. Unclaimed articles will be donated to charitable organizations at the end of the school year.

LOST OR DAMAGED RESOURCES

Students are accountable for laptops, books, locks, etc. If these are not returned or are damaged, the student will be charged to replace them. Please see the Laptop and Network Use Agreement for details of this agreement. Teachers and office staff, upon completion of both the semester and school year, will issue accountability slips. Any student with an outstanding accountability will not be permitted to attend field trips or graduation activities until payment arrangements are made. In addition, transcripts will be withheld until accountability has been satisfied.

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 or Administrator, if we may be of assistance to you.

PARENT CONFERENCES

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 request 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. Please contact any of your child's teachers to set up a conference.

PARENT INVOLVEMENT / COMMUNICATION

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 their 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. Parents of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs.

All CREC Magnet Schools now have a home school contract which will be made available to you. We encourage you to read this document thoroughly.

Please contact your school's Family Engagement Specialist, Janice Perez, or the Main Office Staff if we may be of any assistance to you.

Parents are encouraged to volunteer at CompSci. CompSci team teachers will coordinate opportunities for parents to contribute to the learning environment on their child's team. Parents are encouraged to contact their child's team leader if they wish to volunteer at CompSci.

Parents are also encouraged to become members of CompSci Parent Senate. Please contact Janice Perez, the Family Engagement Specialist, for information.

PASSES
Students are not permitted to go anywhere in the building without a pass, signed by a teacher, including the time, the date, the student's name, and the destination. Students are not allowed to be in the hallway without a pass except during passing time.

PESTICIDE APPLICATION

Per statute, no pesticides will be used in a K-8 school. For the high school level, only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff at the high school who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the

Main Office. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met.

PROMOTION, RETENTION, AND PLACEMENT

*CREC encourages and insists on the highest quality of academic performance from all students. It expects excellence from its faculty and supports vigorously 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 May 15, or thereof, if retention or acceleration is being considered. **The final decision regarding placement or retention will be made by the Principal.***

PSYCHOTROPIC DRUG USE

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

PUBLIC DISPLAYS OF AFFECTION

This is your place of business, therefore, students and adults should be able to walk from class to class without being embarrassed by the behavior or others.

Being overly affectionate in school creates an environment that is not conducive to concentration and learning therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting with possible disciplinary action. Students who persist in this type of behavior after having been warned will be dealt with by school administration.

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

SCHOOL-RELATED CONCERNS

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. We urge that parents use the progressive steps outlined below. Most problems can be addressed satisfactorily by a teacher or other staff member who is most directly involved. To assist parents in this regard, the following general guidelines may be helpful:

- *Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved (i.e. questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved).*
- *If the matter remains unresolved, the parent may wish to speak with the team leader and guidance counselor. If this does not resolve the issue, please contact your grade level administrator. Appointments can be scheduled by contacting the main office.*

SEARCH AND SEIZURE

All students attending CompSci are expected to obey all rules and regulations established by the administration which guide the operation of the school. All desks and lockers are the property of the Computer Science and Engineering High School, not of the individual student. Thus, students are also expected to obey rules governing the use of desks and lockers. In order to maintain discipline, order, and security in the classroom in the school, and on school grounds, and to preserve a proper educational environment in which learning can take place, building administrators are authorized to search students and lockers when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or any of the rules of the school. The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion.

SEXUAL HARASSMENT

Sexual Harassment (CREC schools policy 5145.51)

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or nonsupervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

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

Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as follows:

- *Touching*
- *Sexual name calling*
- *Pulling at clothes*
- *Leers*
- *Inappropriate statements of a sexual nature*

- *Verbal comments*
- *Sexual rumors*
- *Gestures*
- *Jokes/cartoons/pictures*
- *Inappropriate public display of affection*

Sexual harassment is forbidden and will not be tolerated. It is our policy to maintain a learning environment free from sexual harassment, insults, and intimidation. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

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. Computer Science and Engineering High School 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.

HAZING
"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.

STUDENT RECORDS
A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights and without updated court records allowing access, no more information will be released.

SUPPORT SERVICES

We value every student and strive in helping students to develop fully – academically, socially, emotionally, and physically. The staff and administration aim to help students understand by supporting efficient means of study both at school and at home; checking on students physical well-being; helping with academic, social, and personal concerns; and helping to interpret rules, regulations, and requirements. In addition to parents, teachers, and the school administrators, there are several other people in the building that can help students with individual needs and concerns.

Guidance Counselor

The purpose of the Guidance Counselor is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. The counselor may assist a student in planning his/her school program, improving study habits, developing good decision-making skills, and coping with problems of any type. Students must get a pass to guidance from the guidance secretary or a staff member prior to reporting to the Guidance Office. An open door policy always exists for any urgent request. Parental assistance is encouraged as well.

Social Worker

The school Social Worker helps students to help themselves with problems which may be interfering with their learning process. Short-term individual and/or group counseling is available to students for the purpose of enhancing or restoring their capacity for school functioning. The school social worker also participates in Planning and Placement Team meetings and serves as a liaison to private practitioners and community agencies, as appropriate.

School Psychologist

Like the school Social Worker the School Psychologist also helps students to help themselves with problems which may be interfering with their learning process.
In addition the School Psychologists:

- *prepare students to meet the demands of the world in which they live;*
- *have specialized training in both psychology and education, which extends their expertise far beyond the most familiar role of conducting evaluations to determine special educational needs;*
- *can support the social, emotional and academic learning goals of all students, and provide services that impact learning at the individual, small group, classroom, building or school district level; and*
- *collaborate with teachers, administrators, parents, other school specialists and other health professionals to ensure that every child learns in a safe, healthy and supportive environment.*

School Nurse

"School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with

others to build student and family capacity for adaptation, self-management, self-advocacy and learning."
Adopted by the National Association of School Nurses, June 1999

*If a student wishes to see the nurse, he/she **must have a pass signed by his/her teacher**. Students may not stop in during passing time or lunch without a pass. We ask students to stay home if they are truly ill to avoid spreading colds, sore throats or other contagious ailments to fellow students.*

Administration of Medication
Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All CREC Magnet Schools follow the State Statutes, regulations and guidelines established by the CT State Department of Education and the Department of Health regarding the carrying, use and dispensing of medications. Also, remember that by law, the nurse cannot give students medicines – including acetaminophen – without written authorization from a physician or other authorized prescriber <u>and</u> from a parent or guardian.   If students know beforehand that they will need medication for an illness, students or their parents may get authorization forms from the nurse.

***An adult must bring medicine and authorization forms to school**. Students **are not** allowed to carry medicine to or from school. Students are also not allowed to carry any medicines with them at any time without a written order from a Doctor.*

Immunization & Physicals
(Students in K – 12)
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 (CGS Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade and in the 9th and 10th 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.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS
Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents may also request information about the qualifications of their child's paraprofessionals.
TELEPHONE USE

Students may use a school phone only with permission from a staff member, and __only in an emergency__. All student telephone use must be under direct adult supervision. Any other use of a school phone must be done with permission. Students are not allowed to leave class or study hall to use the telephone.

TEXTBOOKS / MATERIALS
Students who owe money for a lost book, computer, bus pass, library fine, athletic uniform, or other monetary obligation, should pay it promptly to the Main Office. Any student with outstanding obligations will not receive his/ her final report card or attend school-related activities - including promotion, graduation and dances. School records, including transcripts, will be held until obligations have been satisfied. Please note that if you did not pay for something you owe during this school year, that obligation will follow you to next year. Please refer to the Main Office regarding questions and payment plans.

EQUAL OPPORTUNITY STATEMENT
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 basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Regina Terrell 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.

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. Request to review these plans may be made in the school office.

CONCLUSIONS
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 and we will always approach students with respect, dignity, consistency and fairness.

We ask parents for their support in upholding the rules of our school. When students receive a unified message about high expectations for academic achievement and behavior from both school and home, we can capitalize on the potential of our learning community and every individual.

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 improvements.

DISCLAIMER
Information contained within this handbook is subject to revision at any time. Revisions to the handbook may be made at the sole discretion of CompSci Administration.