



# Parent-Student Handbook

## 2020-2021

*Home of the Dragons*

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[www.isaacschool.org](http://www.isaacschool.org)

*All Students Can Succeed with Hard Work and Grit*



August 2020

Dear ISAAC Family,

The Interdistrict School for Arts and Communication is a safe, respectful and nurturing environment. Our professional learning community, comprised of passionate educators, are committed to the delivery of a rigorous curriculum that promotes effort through a growth mindset. We believe that all students can succeed with hard work and grit. Learning at ISAAC prepares our students to become empathetic and courageous leaders through authentic tasks and experiences that promote creativity, critical thinking and excellence.

Even if you are already familiar with the Interdistrict School for Arts and Communication, you should take the time to read this handbook to become knowledgeable about the policies and/or procedures that have been included, some of which are new. It should be kept available as a ready reference so it can be consulted whenever new questions and/or concerns arise.

In order to continue the school's commitment to excellence, it is necessary to develop a mutual understanding and working partnership among parents/guardians, staff, and students. The cornerstone of such a partnership is effective communication. This ISAAC student/parent handbook is part of our plan to develop mutual understanding.

After reading the Parent-Student Handbook, **please click on the following link - [Stakeholder Signature Page \(Página De Firma De Las Partes Interesadas-ESPAÑOL\)](#) - to sign the Stakeholder Signature Page by **September 8, 2020**.**

Most of our students already have their laptop. If your child doesn't have one issued by ISAAC, please call the man office.

The cornerstone of our success has been our core belief that *All Students Can Succeed with Hard Work and Grit*.

Best of luck on an exciting year!

Sincerely,

A handwritten signature in black ink that reads "Denise M. Dunning". The signature is written in a cursive style.

Denise M. Dunning  
Principal

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## 2020-2021 ISAAC Faculty and Staff

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### ADMINISTRATION

**Dr. Nicholas J. Spera**

*Executive Director*

**Denise M. Dunning**

*Principal*

**Tanya Collins**

*Dean of Students*

### ISAAC FACULTY

#### **LANGUAGE ARTS**

Nancy Rodgers, 6<sup>th</sup> Grade

Amy Taylor, 7<sup>th</sup> Grade

Pauline Piccione, 8<sup>th</sup> Grade

#### **MATHEMATICS**

Jennifer Mitchell, 6<sup>th</sup> Grade

Kim Lariviere, 7<sup>th</sup> Grade

Christopher Sheldon, 8<sup>th</sup> Grade

#### **SOCIAL STUDIES**

Mike Kuczenski, 6<sup>th</sup> Grade

Jennifer Rovetti, 7<sup>th</sup> Grade

Michael Barron, 8<sup>th</sup> Grade

#### **SCIENCE**

William Linski, 6<sup>th</sup> Grade

Tyler Keith, 7<sup>th</sup> Grade

Nicholas Houle, 8<sup>th</sup> Grade

#### **EXECUTIVE ASSISTANT**

Mildred Rivera

#### **SPECIAL EDUCATION**

Barbara Zegarzewski, *Student Support Services*

Sue LaFrance, 7<sup>th</sup> Grade

Gwendy Watrous, 8<sup>th</sup> Grade

#### **UNIFIED ARTS & ELECTIVES**

Christine Blackshaw, *Art*

Amanda Grundy, *Dance/Theater*

William Keane, *PE/Health*

Patrick Marum, *Music*

Diana McMasters, *Multimedia Art*

Christina Schiano, *Spanish*

Keith Vitali, *Music*

#### **STUDENT SUPPORT SERVICES**

Lisa Lazarou, *SRBI Coordinator*

Dean Avery, *Social Worker*

Tucker Regan, *Social Worker*

Melanie Paterson, *Bilingual Program*

#### **HEALTH SERVICES**

Erica McCaffrey, *VNA School Nurse*

Donna Colquhoun, *SBHA Nurse*

Quiana Kirkwood, *SBHC Medical Assistant*



## **CORE VALUES AND BELIEFS ABOUT LEARNING**

*ISAAC is a safe, nurturing, and diverse middle school in which arts and communication act as the heartbeat. Our professional learning community, comprised of passionate educators, are committed to the delivery of a rigorous curriculum that promotes effort through a growth mindset. We believe that all students can succeed with hard work and grit. Our stakeholders support the development of each student's journey in becoming lifelong learners by developing the academic, civic, and social skills needed to be difference makers as active citizens in our communities. Learning at ISAAC prepares our students to become empathetic and courageous leaders through authentic tasks and experiences that promote creativity, critical thinking, and excellence.*

## **VISION OF THE GRADUATE**

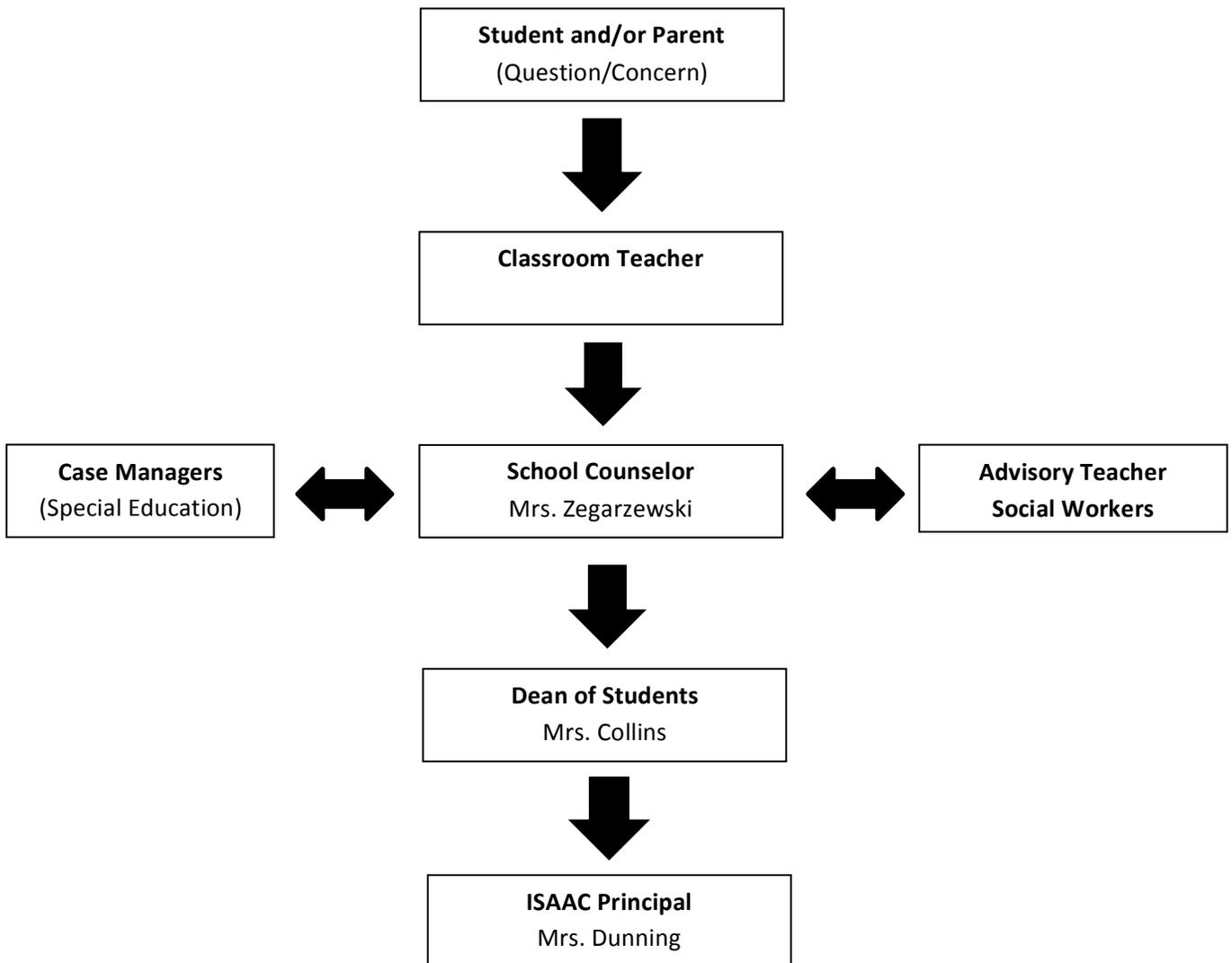
*The ISAAC Vision of the Graduate is that all graduates are proficient in the following competencies:*

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

## ISAAC Communication Flow Chart

### *Parent-School Communication Plan:*

The Interdistrict School of the Arts and Communication encourages students and parents to take every opportunity to foster positive dialogue with faculty and staff (see flow chart below). In the event a question or concern arises, students and parents should make their first contact with the classroom teacher. If the situation remains unsolved, the student and/or parent should then seek conversation with the school counselor, social workers, or case manager (for special education students). Should the situation continue to be an issue, students and parents should contact ISAAC Administration beginning with the Dean of Students, Mrs. Collins, or Barbara Zegarzewski the special education department head, followed by the ISAAC Principal, Denise Dunning.





2020 – 2021

***Stakeholder Signature Page***

August 2020

Dear Parent/Guardian:

This Parent-Student Handbook contains pertinent ISAAC policies, regulations, and other requisite annual notices, guidelines and rules. All students and parents will receive a hard copy of this handbook at the beginning of the school year. This handbook and the information found within is also located on the school website: [isaacschool.org](http://isaacschool.org).

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

**Please click on this link, [Stakeholder Signature Page \(español: Página De Firma De Las Partes Interesadas\)](#) to sign the following statement electronically by September 8, 2020.**

I have received notification that the ISAAC Annual Notification of District Policies Handbook is on the school's website and is also available directly from the school office. I have read and understand the guidelines and rules set forth in the handbook and any policies contained therein. I agree to abide by the policies and regulations of the Interdistrict School for Arts and Communication. We, the parent/guardian and student, also agree to support the positive ISAAC Culture and Climate along with its policies and procedures as scripted in this handbook.

A complete ISAAC Policy Manual is available for review in the principal's office at the school as well as on the website.



**ISAAC Student Laptop Acceptance Form**  
School Year 2020-2021

Dear Parent/Guardian:

Your child has been issued a laptop from ISAAC. Please click on this link: [Student Laptop Acceptance Form \(Formulario De Aceptación De Computadora Portátil Estudiantil - ESPAÑOL\)](#), to fill, sign and submit the form **by September 8, 2020**.

Please read the following memorandum of agreement.

~ ~ ~ ~ ~

I understand that all laptop computers, equipment, and/or accessories the Interdistrict School for Arts & Communication has provided to me are the property of ISAAC. I **will not** install additional software or change configuration of the equipment without the expressed written consent of the ISAAC Administration. I agree to use the internet exclusively for educational purposes and to abide by the code of conduct as set forth in the Parent-Student Handbook and ISAAC Board Policy entitled: STUDENT USE OF THE SCHOOL'S COMPUTER SYSTEMS AND INTERNET SAFETY.

**I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. I understand that I will need to pay for any lost power cords, or any other accessories that need replacement, and for any damage to the laptop that requires repair.**

I will return the equipment to ISAAC in the same condition in which it was provided to me. Laptops and power cords must be returned one week before the close of school in June or immediately upon transferring to another school. I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of the ISAAC laptop computers, equipment, and/or accessories and may result in further discipline. Failure to return equipment may result in a referral to the New London Police Department.



## 2020-2021 SCHEDULES

### School Hours

Classes begin: 8:30 a.m.

Dismissal: 3:00 p.m.

### Office Hours

8:00 a.m. – 3:30 p.m.

### FULL STUDENT COVID-19 ISAAC BELL SCHEDULE

TIMES		DRAGON DAYS M/W/TH	TIMES		ADVISORY DAYS T/F
<u>START</u>	<u>END</u>	<u>BLOCK</u>	<u>START</u>	<u>END</u>	<u>BLOCK</u>
8:30	9:45	Block 1/5 (75 min)	8:30	9:45	Block 1/5 (75 min)
9:50	11:05	Block 2/6 (75 min)	9:50	11:05	Block 2/6 (75 min)
11:10	12:47	Block 3/7 (75 min)	11:10	12:47	Block 3/7 (75 min)
11:05 – 11:27		<b>Grade 8 Lunch (3/2)</b>	11:05 – 11:27		<b>Grade 8 Lunch (3/2)</b>
11:37 – 11:59		<b>Grade 6 Lunch (3/2)</b>	11:37 – 11:59		<b>Grade 6 Lunch (3/2)</b>
12:10 – 12:32		<b>Grade 7 Lunch (3/2)</b>	12:10 – 12:32		<b>Grade 7 Lunch (3/2)</b>
12:52	2:07	Block 4/8 (75 min)	12:52	2:07	Block 4/8 (75 min)
2:12	3:00	<b>DRAGON TIME (48 min)</b>	2:12	3:00	<b>ADVISORY (48 min)</b>

**Note: Lunch will be rotated in classroom and cafeteria**

### HYBRID A/B COVID-19 ISAAC BELL SCHEDULE

TIMES		HYBRID DAYS M/T/TH/F
<u>START</u>	<u>END</u>	<u>BLOCK</u>
8:30	9:45	Block 1/5 (75 min)
9:50	11:05	Block 2/6 (75 min)
11:10	12:47	Block 3/7 (75 min)
11:05 - 11:27		<b>Grade 8 Lunch</b>
11:37 - 11:59		<b>Grade 6 Lunch</b>
12:10 - 12:32		<b>Grade 7 Lunch</b>
12:52	2:07	Block 4/8 (75 min)
2:12	3:00	<b>ADVISORY (48 min)</b>

**Note: Lunch will be in the cafeteria via a delivery service**

**EARLY DISMISSAL SCHEDULE - Dismissal at 12:15 p.m.**

TIMES		REGULAR DAY
START	END	BLOCK
8:30	9:03	Block 1/5 (33 min)
9:08	9:39	Block 2/6 (31 min)
9:44	10:15	Block 3/7 (31 min)
10:20	10:51	Block 4/8 (31 min)
10:56	12:15	ADVISORY (57 min/79 Total)
<b>11:51</b>	<b>11:13</b>	<b>1<sup>st</sup> Lunch</b>
<b>11:22</b>	<b>11:44</b>	<b>2<sup>nd</sup> Lunch</b>
<b>11:53</b>	<b>12:15</b>	<b>3<sup>rd</sup> Lunch</b>

**DELAYED OPENING SCHEDULE - 2 Hour Delay**

2 Hour Delay TIMES		REGULAR DAY <i>There is no Advisory on days with delayed opening</i>
START	END	BLOCK
10:30	11:28	Block 1/5 (58 min)
11:33	12:54	Block 2/6 (59 min/81 min)
<b>11:28</b>	<b>11:50</b>	<b>Grade 8 Lunch</b>
<b>12:00</b>	<b>12:22</b>	<b>Grade 6 Lunch</b>
<b>12:32</b>	<b>12:54</b>	<b>Grade 7 Lunch</b>
12:59	1:57	Block 3/7 (58 min)
2:02	3:00	Block 4/8 (58 min)

## DATES FOR QUARTER ENDINGS & POWERSCHOOL UPDATES

	<u>Quarter One</u> <i>8/31/2020 – 10/30/2020</i>	<u>Parent/Teacher Conferences</u>
10/26/20	Late Work Acceptance Deadline	9/23/20-Virtual Open House
11/02/20	End of Quarter One	12/16/20-Virtual Parent Conference
11/09/20	Grades Due	
11/13/20	Report Cards Finalized	
	 <u>Quarter Two</u> <i>11/02/2020 – 1/19/2021</i>	
01/12/21	Late Work Acceptance Deadline	
01/19/21	End of Quarter Two	
01/26/21	Grades Due	
01/29/21	Report Cards Finalized	
	 <u>Quarter Three</u> <i>1/20/2021 – 3/25/2021</i>	
03/18/21	Late Work Acceptance Deadline	
03/25/21	End of Quarter Three	05/19/21
04/01/21	Grades Due	
04/09/21	Report Cards Finalized	
	 <u>Quarter Four</u> <i>3/26/2021 – 6/7/2021</i>	
05/28/21	Late Work Acceptance Deadline	
06/04/21	End of Quarter Four	
06/07/21	Grades Due	
06/11/21	Report Cards Distributed	

\*All teachers update PowerSchool in a timely fashion to promote communication with families and provide adequate opportunity for improvement where needed. Teachers will provide information on **Virtual Open House (9/23/2020)** explaining their grading policy and approximate PowerSchool updates.

## ACADEMICS

### GRADING/REPORT CARDS

Student report cards will be finalized 4 times per year, after each marking period. ISAAC has chosen to go paperless for report cards; as a result, an email will go out to families marking the end of each quarter. A final report card in paper form will be mailed home at the end of the fourth quarter in June.

Final grading of student performance in courses is based on a fifty-point scale. Overall evaluation in a course is measured in a number of ways: class participation, homework, written work, performance assessments, formative and summative testing at intervals during the course.

Grading is scaled in a uniform manner which allows for a simplistic approach for students and parents to follow. Below is the breakdown of the grading scales for assignments and assessments:

<b>Homework:</b> 10 pt. increments	<b>Test:</b> 200 pts
<b>Classwork:</b> 10 pt. increments	<b>Papers/Projects:</b> 100 to 200 pts.
<b>Quiz:</b> 100 pts.	<b>Unit Tasks:</b> 100 to 200 pts.

Teachers may adjust the amount of points per assignments based upon the rigor, complexity, or time needed to complete the task.

Letter	Numerical Equivalent	Letter	Numerical Equivalent
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	F	50-59
B-	80-82		

### COURSES OFFERED

CORE CLASSES	ELECTIVE CLASSES	SUPPORT SERVICES
Language Arts	Spanish	Special Education
Mathematics	Art	504
Social Studies	Music	English Learners
Science	Health/PE & Dance	Advisory

#### Advisory

All ISAAC student will take part in our Advisory Program where our Social, Emotional Curriculum will be implemented (ie. Growth Mindset, Mindfulness, Grit, healthy social and emotional living...). We want to ensure that all of our students' social/emotional well-being is top priority at ISAAC.

#### Honor Roll

Honor Roll is announced by the principal at the end of each quarter. To attain 'High Honors' a student must have all A's. 'Honors' consists of a combination of A's and B's (no C's).

#### Late Work

All teachers will accept late work one week prior to the end of the appropriate quarter as listed on the ISAAC calendar; 50% is the maximum penalty for a late submission. In order to be accepted, the work must be complete and meet all assignment requirements.

### **Make-Up Work**

Students who have been absent are required to consult with their classroom teachers about work missed as a result of absence. Students will need to make up missed assignments in a timely manner or in the time specified by the classroom teachers. When absent, the student is responsible for work previously assigned and due on the day he/she returns (unless excused by the teacher).

### **Retake/Extra Credit**

ISAAC follows a Growth Mindset by allowing students to continually try to improve on assignments and/or tests before the completion of a unit. Once the unit is complete, they will no longer be given the opportunity for a retake. In order to complete a retake, students must schedule a time with the teacher outside of class to discuss their assignment. At this conference, the teacher will provide productive feedback to the student and schedule a time for the retake. The teacher will use the higher of the two grades

### **Marking Periods**

There are 4 marking periods each school year: the first one ends in October, the second in January, the third in March and the fourth in June. Please refer to the school calendar for the exact dates that each marking period ends. Parents and students can view academic progress at any time during the marking period via PowerSchool.

### **Progress Reports**

Parents/guardians can set up progress reports to be emailed once a week, once every two weeks, or once a month via PowerSchool. To set these parameters, log onto PowerSchool, input your username and password to access your child's information. Click on the "Email Notification" button to select your preference. Teachers are expected to update PowerSchool on a regular basis to promote communication with families and provide adequate opportunity for improvement where needed. Grades on PowerSchool are accessible for parents, administration, advisors, counselors, and case managers (if applicable).

### **Report Cards**

Report cards are issued four times a year, at the end of each quarter. Students and parents/guardians can always access student grades and attendance through the PowerSchool parent portal.

### **Student Records**

A student's school records are confidential and are protected by law from unauthorized inspection or use according to the Family Educational Rights and Privacy Act (FERPA). A cumulative record is maintained for each student that includes a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, parent's name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school.

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

### **Transfer/Withdrawal from School**

When a student transfers to another school or when a student withdraws from school, the parent/guardian must contact the main office to obtain a transfer/withdrawal form. The form must be completed and signed by the parent/guardian, indicating the reasons for withdrawal.

## **SRBI Team – (SCIENTIFIC RESEARCH-BASED INTERVENTION)**

The SRBI Team consists of the executive director, principal, school social workers, dean of students, regular education and special education teachers who meet on a regular basis. The SRBI Team looks at referrals concerning non-special education students who are experiencing academic or behavioral difficulties. The team will develop intervention strategies and program accommodations specific to the needs of the student and implement and monitor those strategies for 4-8 weeks. If the accommodations don't impact student learning and growth then a referral to special education may be made.

Through our Scientific Research Based Intervention System (SRBI), students will be monitored to ensure academic growth and progress through the tiered system. All students will have Tier 1 & 2 interventions within the classroom provided by the classroom teacher. If a student continues to struggle, they will be referred to the SRBI team to Tier III for further assessments and data review. These interventions are designed to provide academic and behavioral interventions, accommodations and supports in order to develop the necessary skills toward college and career readiness.

## **SPECIAL EDUCATION**

State and federal laws guarantee that a student shall receive a free and appropriate public education. In some cases, it is necessary to accommodate and/or modify the general education curriculum to meet the needs of all students who have an Individualized Education Plan (IEP).

If a student is identified as needing specialized instruction, the student will be referred to the Planning and Placement Team (PPT) consisting of the parent, student (if appropriate), general education teacher, special education teacher, school psychologist and/or social worker, administration and any other necessary related support members (ie. Speech and language therapist, Occupational therapist, Physical therapist) where the team will determine what or if evaluations are needed to determine if there is a disability. Once a student is identified as needing specialized instruction, their individual needs will be assessed and programmed for appropriately. ISAAC offers co-taught ELA and Math and Academic Resource.

## **ENGLISH LEARNERS**

### **Language Assessment Scales - (LAS Links)**

The No Child Left Behind Act of 2001 requires that all school districts assess the English proficiency of all English language learner students (ELL). The Language Assessment Scales (LAS Links) Reading, Writing, Listening, and Speaking assessments will be administered annually to all identified ELL students in Grades 6 through 8. The state standard for achievement on the LAS Links Assessment is an "Overall" score of Level 4 or higher.

## TECHNOLOGY

### **Internet/Cell Technology/Acceptable Use Policies**

ISAAC curriculum makes extensive use of resources on the Internet that makes it vital for students to avoid dangerous, destructive and unlawful behavior when using the Internet. All students and their parents must sign an acceptable use policy that indicates that the student agrees to use the Internet exclusively for educational purposes and to abide by the ISAAC Computer Technology Use Rules. Students found violating the acceptable use policy, including but not limited to viewing inappropriate sites, are subject to disciplinary consequences and revocation of computer privileges for a specified period of time. In the ISAAC technological environment, the use of a computer negates the need for cellular devices. All cell phones should be stored away in the student's backpack, jacket, or left with administration throughout the entire day. Student use of cell phones and/or similar devices are not permitted at ISAAC. Students possessing or using an electronic device that inhibits teaching and learning or that does not support the school mission will have their portable electronic device confiscated and held for parents to claim. Students may only use laptops distributed by ISAAC.

### **Technology Resources**

In order for ISAAC students to achieve ISAAC academic, civic, and social competencies, it is vital that students responsibly use computers and other advanced technology for school purposes only. Students will have access to school computer networks, laptops, and Internet on a regular basis. At all times students must abide by the ISAAC computer technology use rules.

Students and parents should be aware that email communications, using ISAAC's computers, are not private and may be monitored by staff. Students may not access social media sites using school equipment, while on school property, or at a school sponsored activity unless the posting is approved by a teacher. ISAAC will not be liable for information posted by students on social media websites such as Facebook, Snapchat, Instagram, YouTube, etc., when the student is not engaged in school activities and not using school equipment.

ISAAC reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of ISAAC and no user shall have any expectation of privacy regarding such material.

Federal law requires ISAAC to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Executive Director or his/her designee.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as FERPA, are honored.

### **FIELD TRIPS**

Field trips at ISAAC are considered a supplemental part of the curriculum. They will be scheduled throughout the school year. A permission slip to cover all walking field trips is sent out with enrollment information prior to the beginning of the school year. Additional permission slips will be sent home to cover each trip that utilizes vehicular transportation. **Parents must return the permission slip by the date stated on the slip.** A student will not be able to participate in a field trip without advanced, written consent. Verbal permission will not be accepted prior to or on the day of the field trip. "All student field trips shall require prior written approval by the building principal. Students may be excluded from participating in field trips for the following reasons:

- Chronic Attendance Issues
- Social Probation
- Academic Probation

## **HONOR CODE**

Students are responsible for all work that is assigned to them. Students are not to give their work to or take the work of others. This includes plagiarism, the copying of information from the Internet or other written sources presenting it as their own work. **This Honor Code applies to all classes!**

### **Students copying the work of others or cheating on quizzes, tests, reports or other assignments:**

- Materials will be confiscated and submitted to the teacher
- Grade for that assignment for all students involved will be a zero
- Parents will be notified.

### **Students forging a signature:**

- Notification of parent/guardian
- A referral to the Administration

**Please note:** Students involved in any plagiarism, forgery, or copying/ cheating incidents, may be eliminated from consideration for any school activity or awards.

## **LIBRARY**

Students may go to the New London Public Library periodically. They may check out books so long as they have a card from their community library. Parents should see to it that their children have library cards. Students are responsible for the books they check out from the library.

## **PROMOTION**

ISAAC is dedicated to the best total and continuous development of each student as part of the Vision of the Graduate. Therefore, ISAAC will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty have established a system of grading and reporting academic achievement to students and their guardians.

In order to foster student achievement and reduce social promotions, ISAAC is committed to the following initiatives:

- Adoption of rigorous standards and development of a curriculum to support them
- Interventions to prevent early school failure and assistance to students through our SRBI Team
- Maintenance of a safe and orderly learning environment
- Working in partnership with parents/guardians to enhance students' academic abilities

## **STUDENT LIFE**

**Activities and Clubs:** Students may join a variety of club activities offered at ISAAC. Parents/guardians will receive written notification of after-school club offerings throughout the year. Privileges to participate in clubs/enrichment activities may be revoked due to grades, disciplinary referrals, suspensions or misbehavior. *(Please note: during the Covid-19 Pandemic, there will be no after school or evening programs)*

**After school and evening activities:** Only ISAAC students are allowed to attend school dances. A student may not attend an evening activity or program if he/she has been absent or is dismissed early on the day of the event.

### **Athletics:**

- All students are eligible to participate in intramural and interscholastic athletics.
- All students must have a current physical examination on record with the school nurse before they can participate. Yearly exams must be recorded on the school health physical form. It must be dated within one year of the last day of the sport season. Exams scheduled during the summer will cover all sports for the following school year.

- All academic work is to be up to date and grades are C- or better.
- Permission slip signed by parent/guardian consenting to the child's participation.
- Privileges to participate in athletics may be revoked due to grades, disciplinary referrals, suspensions or behavioral issues of concern.
- The Administration or coach may remove a student from participation at any time for just cause.

### **Publicity/Media Relations**

To promote the school's core values and beliefs about learning and properly inform the public about ISAAC, all students and their parents are asked upon registration at ISAAC to provide the school with a signed permission form authorizing photographic, video and television coverage of events involving students, including the annual ISAAC Lip Dub.

### **ATTENDANCE**

**School hours** are from 8:30 AM to 3:00 PM. Students who arrive between 8:00 and 8:25 a.m. are expected to get their breakfast from the gymnasium and then report to their respective cohort.

**Absences:** *(Please note: For families choosing to have their child(ren) participate in the Virtual Learning Academy, the ISAAC attendance policy will continue to be in effect: students will be required to sign in to the attendance portal daily. If a student does not sign in, a follow up phone call will be made the next day. The same policies and procedures will be followed as outlined below.)*

According to the State Board of Education, pursuant to section 10-198b of the general statutes, State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.

If a student becomes truant, ISAAC administration is required to meet with the parent/ guardian within 10 school days. In this meeting, administration will work with the student and parent/guardian to put interventions and supports in place to address the needs of both student and families. Schools should also work with community agencies in providing child and family services to address the student's barriers to coming to school.

**Reporting Absences/Tardiness:** If a student is absent, the parent/ guardian must contact the school by 9:00 a.m. on the day of the absence (860-447-1003). Neither email nor text message shall serve to satisfy the requirement of written documentation. Otherwise, the absence will be recorded as unexcused and parents/ guardians will receive an automated message from the school in regards to the student being absent. If the student has an appointment that causes him/her to be late or absent, a note must be sent in with the student when he/she returns to school in order for the tardy/absence to be recorded as excused.

After the ninth excused absence, students may only be excused with proper documentation for the following reasons:

- Student illness (to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the length of the absence)
- Student's observance of a religious holiday
- Death in the student's family or other emergency beyond the control of the student's family
- Mandated court appearances (additional documentation required)
- The lack of transportation that is normally provided by a district other than the one the student attends
- Extraordinary educational opportunities pre-approved by administration
- All other absences will be considered unexcused

Absences for the purposes of vacation are unexcused. Such absences count toward total absences for the student. If a parent/guardian elects to take his/her child on vacation during the regular school time, he/she does so, knowing that the student's absences will be recorded as unexcused. School-work for an unexcused absence may or may not be given to a student prior to his/her absence and must be made up upon return to school. The timeframe for completing the work will be determined by the teachers. A parent/guardian may request schoolwork on the second day of a student's absence from school.

Students arriving late to school any time after 8:25 are to report to the main office for a late pass. Tardiness due to bus-related situations will be excused. Students who are tardy for a period of time greater than or equal to one-half of the school day are considered absent.

A student may not attend an after school or evening activity or program if he/she has been absent or is dismissed early on the day of the activity or program.

The Administration will determine if an absence is excused. When the student has four (4) unexcused absences, a referral will be made to the Administration. The Administration will arrange a meeting with the parent/guardian and evaluate the reason for the student being a truant. This meeting shall be held no later than ten (10) days after the child is identified as a truant. If the parent/guardian declines to attend the meeting, that fact shall be documented, and the meeting will be held without the parent/guardian being present. The Administration will develop a plan to help improve the student's attendance.

If a student identified as "truant" has ten (10) unexcused absences and the parent/guardian fails to attend the required meeting or to cooperate with the school in trying to solve the truancy problem, the Administration shall file a written complaint with the Department of Children and Families (DCF).

At the beginning of each school year, any student who had ten (10) or more unexcused absences in the previous year will be identified as an "at risk student" and will be monitored by the Administration. A letter will be sent to parents and the team to set up a meeting with the student to discuss the importance of regular attendance.

**Chronic Absenteeism:** A student whose total number of absences at any time during the school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the SRBI Team.

**Extraordinary Educational Opportunities:** To qualify as an extraordinary educational opportunity: it must be educational in nature and must have a learning objective related to the students' course work or plan of study; be an opportunity not ordinarily available to the student; be grade and developmentally appropriate, and include content that is highly relevant to the student. The executive director has the ultimate decision making in granting this request.

**Arrival Procedures:** Parents/guardians dropping off students must do so **in front** of the school along Governor Winthrop Boulevard. DO NOT park and block the bus lineup or the entrance to the parking garage. The students will proceed to our Main Entrance.

**Early Dismissals:** Parents/guardians must come to the Main Office to sign students out if picking up the student at any time other than regular dismissal time. Early dismissal is discouraged and should be requested only in emergency and/or unusual situations. Should someone other than the parent/caregiver come to pick up a child, that person must be certified in writing by the parent/caregiver as the one to whom the child may be released. Persons unknown to the school office will be required to present identification.

Parents/guardians are asked **NOT** to pick up their children between 2:45 and 3:00. At this time students are still in class learning. It is very disruptive to everyone in the classroom to have a student dismissed during this time. If a student must be picked up early, parents should send a note to school with the student and pick him/her up before 2:45 p.m.

**Dismissal Procedures:** At dismissal, parents picking up their children should do so **in front** of the school along Governor Winthrop Boulevard. **DO NOT** park and block the bus lineup or the entrance to the parking garage. Students who take the bus home will be dismissed from the main doors/blacktop. If a bus is delayed, students must wait within the fenced area until the bus arrives. If a student leaves the school grounds without permission, he/she will forfeit the right to ride the bus and a parent/caregiver will be notified. Walkers are to leave school grounds immediately after dismissal.

At the end of the school day, families of 8<sup>th</sup> grade students whose cohorts are at the Garde Arts Center classrooms can park on State Street for dismissal.

### **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

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

All school employees, including teachers, administration, 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 or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives training in their use, as required by state law. Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility taken very seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

### **Health/Nursing Services**

The school nurse maintains a cumulative health file for each student, which includes illness notations, results of physical examinations, and other pertinent health information. Each parent must complete an emergency medical information form, an immunization record, and a yearly health update to be kept on file.

Any student who becomes ill or injured while at school should inform the nearest faculty member and report immediately to the school nurse. If the student is unable to do so, the school nurse will be called to the scene. Parents must notify the school nurse in cases of student illness. Any request to limit a student's participation in a school activity for an extended time must be accompanied by a signed statement from a physician.

Parents of students requiring either prescription or over-the-counter medication during school must contact the school nurse. **A medication administration form signed by a physician is required to permit the administration of ANY medicine in school.** All medication whether over the counter or prescription must be delivered to the school by an adult and be in the original container with proper labeling. Parents may authorize the administration of acetaminophen or ibuprofen by the nurse in accordance with ISAAC's standing orders from the medical advisor. Parents must complete, sign, and return the appropriate medication form.

### **Immunizations**

In accordance with state law and accompanying regulations, The Interdistrict School for Arts and Communication (ISAAC) requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, Hemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction.

Among other requirements, before being permitted to enter seventh grade, ISAAC requires each child to be vaccinated against meningococcal disease. ISAAC further requires each child to receive a second immunization against measles and tetanus, diphtheria, and pertussis (Tdap) before being permitted to enter seventh grade.

### **School Based Health Services**

The Community Health Center, Inc. provides school-based health services during the school day. Licensed healthcare providers are available to provide expanded medical treatment (for illnesses or injuries, and physicals) and behavioral health (individual, group, and family therapy). School-based health services works in conjunction with the care provided by your child's pediatrician and are not intended to replace regular care by your child's primary health-care provider. Our school nurses work closely with the School Based Health Clinic and are the initial point of contact for students and families. The ISAAC school nurses will often refer students to the SBHC. All SBHC services are confidential and parents must complete a Parent Permission form for students to receive services.

- Medical Services are available Mondays, Tuesdays and Thursdays from 8:00-3:00.
- Behavioral Health Services are provided by a Licensed Clinical Social Worker three times per week from 8 a.m. - 3 p.m.

## GENERAL INFORMATION

### I. ADMISSIONS POLICY:

The Interdistrict School for Arts and Communication (ISAAC) is a free public charter school open to all sixth, seventh, and eighth grade students in Southeastern Connecticut. Our charter states that our student population is based on 50% New London residents and 50% from surrounding towns. Transportation is guaranteed to students in the New London school district. Other towns may elect to provide transportation.

All students who wish to attend ISAAC must submit an application. Student applications are available on our website, [www.isaacschool.org](http://www.isaacschool.org), and in the main office. Each year, ISAAC admits new students for each grade, depending upon the availability of open slots. Students are selected based on a fair, random lottery, which ensures all students have an equal opportunity to enroll. The lottery is held during late winter/early spring. Students that are not selected will be added to a waiting list. If an opening occurs, the first student on the waiting list at that grade level will fill the vacant space.

### II. ACCEPTABLE USE REGULATIONS FOR THE INTERNET:

This is an annual agreement, which will be binding to every ISAAC student for the full year. Because the Internet is used as part of school activity, the school's code of conduct applies to network activities. Students may only visit school appropriate websites while in attendance at ISAAC. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

### III. ALCOHOL, DRUGS, TOBACCO, E-CIGARETTES, AND VAPOR PRODUCTS:

The Interdistrict School for Arts and Communication (ISAAC) is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of ISAAC to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. (ISAAC Policy #5131). The ISAAC prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the ISAAC, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." (ISAAC Policy # 1009)

### IV. BULLYING

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student attending ISAAC, or a physical act or gesture by one or more students repeatedly directed at another student at ISAAC, that:

- (1) causes physical or emotional harm to such student or damage to such student's property;
- (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- (3) creates a hostile environment at school for such student;
- (4) infringes on the rights of such student at school; or
- (5) substantially disrupts the education process or the orderly operation of a school. (ISAAC Policy # 5011)

**V. CELL PHONES AND ELECTRONIC DEVICES:**

Cell phones are permitted in school, however, while in class all cell phones must be kept in the student's book bag and remain on "silent" unless requested to be turned off by the teacher or administrator. If a teacher determines a student's phone needs to be taken away due to the student not adhering to the classroom rules, the phone will be taken by administration and kept in a secure location in the office until it is returned to the parent. If the student refuses to give up his/her phone, the student may face disciplinary consequences for insubordination. *(See technology)*

**VI. CLASSROOM BEHAVIOR:**

Improving student behavioral outcomes requires ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions. In order to create an environment that ensures all students feel emotional, intellectually, and physically safe, ISAAC staff is committed to providing students with a positive classroom environment that is engaging for all students.

Consideration for the rights and privileges of others, cooperation with all personnel in the school community, and respect for oneself and others are basic principles guiding ISAAC's expectations for student behavior. Students will be expected to conduct themselves in keeping with the behavioral expectations established by our school. Any conduct that is disruptive of the educational process and that infringes upon the rights of others is prohibited.

**VII. COVID-19**

The ISAAC Board of Directors has adopted COVID-19 policies for the 2020-2021 school year. These policies will remain in place for future pandemic outbreaks. Policies include the limiting of and requirements of all visitors, mandatory mask wearing and other efforts to ensure the safety and well being of all staff and students at ISAAC.

As per the Reopening Guide, all staff and students are required to wear a mask at all times that covers the mouth and nose of the individual. As written on page 18 of the ISAAC Reopening Guide under the DISRUPTIONS TO LEARNING header:

*Students who continually have difficulty ensuring the safety and well being of others (including mask-wearing) will be referred to school administration. A collaborative meeting to address the issue will ensue between home and school.*

Students who continually have difficulty to ensure the safety of all staff and students will be referred to the Remote Learning Academy.

**VIII. CUTTING CLASS:**

Cutting a class (intentionally not attending any portion of a class) counts as an unexcused, unauthorized absence and will result in a minimum of in-school suspension and parental conference, and may be subject to further disciplinary action with repeated offenses.

**IX. DISHONESTY:**

Honesty is expected of everyone; forgery and other dishonest activities are serious offenses. Refer to the policy on academic honesty.

## X. DRESS:

The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school's responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe, and functional. ISAAC reserves the right to determine what constitutes dress that is disruptive to the educational climate or process.

For these reasons, the following guidelines are set forth:

1. Students should maintain good grooming/hygiene at all times.
2. Students will not be permitted to wear or show any bandanas.
3. The following list of items are not permissible to wear in school: Bathing suits, sleepwear such as pajama tops and bottoms, lingerie-type and camisole-type clothing, slippers, see-through clothing, tank tops, cut-off shirts with excessive armholes, strapless tops, backless shirts, open midriffs shirts/ blouses and low-cut clothing.
4. No short shorts, skirts, dresses or see-through leggings worn as pants. Shorts, dresses, skirts of mid-thigh length, or leggings worn under acceptable shorts or skirts are appropriate.
5. No undergarments should be visible (e.g.: boxers, shorts worn underneath pants, underwear, bras, bra straps, etc.). Pants must be worn at the waistline and must allow the student to move freely for safety purposes.
6. The midriff area should be covered. No visible skin between midriff shirts and low-rise pants/shorts/skirts are permitted.
7. Students are not permitted to wear torn clothing that exposes areas of the body and/or undergarments that should be covered.
8. No opened toed shoes or sandals are allowed such as flip flops and slides.
9. Students cannot wear clothing/jewelry, or any other markings that may be identified as gang related. Due to the constantly changing nature of these symbols, determinations will be made by the administration.
10. Items of clothing/jewelry displaying alcohol, drugs, tobacco, violence, sexuality, or inappropriate language are prohibited.
11. Students cannot wear spiked or studded bracelets, oversized or multi-fingered rings, belts or any other article or attire with spikes, studs, or chains.
12. Upon entering the building, coats, jackets, windbreakers, headwear (i.e. hats, do-rags, hair picks, hoods, etc.), oversized purses should be put in lockers. (*\*Note: during Covid-19 items will be kept in bookbags under or on the back of the student chairs*).
13. Students are not allowed to wear "costumes" or Halloween masks to school. In addition, students are not allowed to wear sunglasses in school during the school day unless a doctor's note has been provided to the school nurse and the Dean of Students.
14. Masks are required at all times with the exception of lunch and scheduled mask breaks. Masks should be worn properly, covering the nose and mouth.  
*If there is a violation of the dress code, students will be asked to change or call a parent to bring in a change of clothes. Refusal will result in the student being sent to the administration. Students who continually fail to comply with the dress code will be considered insubordinate and will be subject to disciplinary action up to suspension.*

**XI. ELECTRONIC DEVICES AND HEADPHONES:**

Electronic media devices without headphones are not to be used in school. Students may not use devices in class. Loss/theft of any device or equipment is the risk the student assumes. Headphones must be removed and stored away when entering a classroom or when attending a meeting with a school counselor, advisor, or administrators. **Students are only permitted to use their school-issued laptop while at ISAAC. Students are not allowed to bring in and use their own personal laptops.**

**XII. FALSE REPORTINGS/FALSE FIRE ALARMS/FIRE EXTINGUISHERS:**

Causing an emergency evacuation, lock down, fire alarm and/or using extinguishers improperly are major safety concerns for the school and the town authorities. Violators will be suspended and may face expulsion and referral to local authorities.

**XIII. FIGHTING:**

Fighting, other conduct that endangers persons or property, or conduct seriously disruptive to the educational process which may lead to disciplinary action including, but not limited to, removal from class, suspension and/or expulsion in accordance with the board policy. (#5114)

**XIV. FIRE/EMERGENCY DRILLS:**

Fire and emergency drills will be held periodically during the school year. At the sound of the fire alarm, everyone is to leave the building immediately by the nearest exit. Students are to remain with and under supervision of their teacher. Attendance will be taken. If unassigned, students should report to the closest faculty member. Students should stand away from the building to allow a fire lane and should maintain order and quiet so that emergency procedures can be executed. No cell phones or electronic devices will be in use during a drill. No one is to re-enter the building until instructed to do so, by an administrator. Lockdown procedures are posted, reviewed and practiced periodically.

**XV. HAZING/HARASSMENT:**

Hazing/harassment of any student or group of students is not allowed. Disciplinary consequences may include co-curricular discipline, suspension, expulsion, and referral to police.

**XVI. INSUBORDINATION:**

Students are expected to respond promptly and politely to requests and directions from staff members. Failure to do so will result in teacher consequences and as appropriate, referral to administration. **Any obscene language directed towards a teacher or staff member will result in suspension.**

**XVII. LANGUAGE:**

Appropriate and non-abusive language is expected from everyone. Swearing, intimidating, or harassing language is not allowed.

**XVIII. LASER PENS/LIGHTS:**

Laser pens/lights are not permitted for students. Public Act 99-256 prohibits persons under the age of eighteen from possessing a laser pointer on school grounds or in any public place. The Act also provides that no person shall sell, offer to sell, lease, give or otherwise provide a laser pointer to a person under eighteen years of age. A person may temporarily transfer a laser pointer to a person under eighteen years of age for educational or other lawful purpose if the minor is under the direct supervision of a parent, legal guardian, teacher, employer or another responsible adult.

**XIX. LOITERING:**

Loitering or other activity interfering with academic progress shall not be allowed in the corridors or areas adjacent to the building including parking lot. Students must have written permission (pass) when they are not in class.

**XX. ORGANIZED DISRUPTION OF SCHOOL ENVIRONMENT:**

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Disruptive behavior or class pranks that involve damaging or destroying property, disrupting class or instruction, endangering students, or interfering with the mutual respect between students and staff are prohibited for reasons of liability, concerns about student safety, accountability, and wellbeing and the condition of our facilities. Students who engage in any inappropriate activities of this type will be subject to an investigation that may lead to disciplinary consequences and/or police involvement.

**XXI. PLAGIARISM:**

The use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty is plagiarism. This conduct may lead to disciplinary action. (ISAAC Policy #5114)

**XXII. SEXUAL HARASSMENT:**

Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Act, Title VII of the Civil Rights Act of the Title IX of the Educational Amendments of 1972. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work or performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, or kisses; request for sexual favors; derogatory or pornographic posters, cartoons, or drawing; sexting; or retaliation for complaining about sexual harassment (ISAAC Policy #4118).

**XXIII. SOCIAL MEDIA:**

Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy- #5114)

**XXIV. THEFT/DAMAGE:**

Property damage, theft, or endangering the well being of others is not permitted. If damage is caused to a school building, equipment, or property and the damage can be clearly connected to an identifiable group (a class, club, team, etc.), then that group will share in covering the costs, incurred by the school system in repairing the damage. Loss of social privileges for that individual or group may also occur. Conduct which may lead to disciplinary action including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy. (#5114)

**XXV. WEAPONS:**

Dangerous weapons or facsimiles thereof are not permitted on school property wherever or whenever students are under the jurisdiction of the school. Weapon means any BB gun, any blackj`ack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. 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, or that violates a publicized policy of ISAAC. (ISAAC Policy #5114)

## **SAFETY PROCEDURES**

### **Asbestos Management Annual Notification**

ISAAC has submitted an asbestos management plan and is in compliance with AHERA and EPA regulations. In accordance with 40C.F.R. Section 763, "Asbestos-Containing Materials in Schools", we are required to inform families that an asbestos management plan is available which confirms that ISAAC has asbestos containing materials in the building. We will continue to monitor these materials. The Management Plan is available and accessible to the public at the ISAAC main office. If you have any questions, please contact our Head Custodian at 860-447-1003.

### **Millstone Power Station Readiness Plan**

The nuclear response plan was developed by the Safety Committee, in direct consultation with the local and state emergency preparedness agencies. In the event of a nuclear emergency, the first and most likely scenario considered would involve a slow-moving type of event giving local and state officials time to gather information and take the following actions:

- FOLLOW OUR REGULAR DISMISSAL PROCEDURES PUTTING STUDENTS IN THE CARE OF THEIR PARENTS/GUARDIAN
- FOLLOW OUR REGULAR EARLY DISMISSAL PROCEDURES, PUTTING STUDENTS IN THE CARE OF THEIR PARENTS/GUARDIAN
- CANCEL SCHOOL FOR THE DAY OR MULTIPLE DAYS ALLOWING STUDENTS TO REMAIN AT HOME IN THE CARE OF THEIR PARENT/GUARDIAN

The main goal for ISAAC is when there is no immediate threat to health and safety is reunifying children with their families so that the family can continue to monitor the situation along with the rest of the population.

If an evacuation is considered necessary by emergency management officials and the Governor gives the directive to evacuate before local officials can reunite their students with their families, ISAAC in collaboration with other school districts, will transport students and staff to the state designated evacuation facility.

### **Fire, Evacuation and Lockdown Drills**

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

In the event of a fire drill, evacuation or lock down exercise, students must follow ALL instructions given by teachers and administrators. The New London Police Department, upon being notified, will quickly respond to the school to ensure student safety. Police officers will contain an incident and advise the administration and students of evacuation procedures. Students will be instructed to follow the directions of the police officers.

### **Security Camera Policy**

The ISAAC Board of Directors supports the limited use of video cameras on ISAAC property for the purpose of enhancing school safety and security. The goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community

members who visit or use school property, and diminish the potential for personal and district loss or destruction of property. Appropriate signage is posted at the school entrance to notify students, staff, and the general public of the use of security cameras.

Security cameras are installed in public areas only. These areas include common areas, stairwells, hallways, large gathering areas, and exterior entrances or exits to school building. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use. Security camera use is prohibited in any space where there is a reasonable expectation for privacy. No sound is monitored or recorded in connection with the video surveillance system. All video recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and ISAAC record retention policies, after which all recordings will be appropriately deleted.

## **ISAAC BOARD OF DIRECTOR POLICIES**

All ISAAC Board Policies including those listed below can be found on the ISAAC website along with other ISAAC Board policies: [www.isaacschool.org](http://www.isaacschool.org)

ISAAC GRIEVANCE PROCEDURE FOR TITLES VI AND IX, SECTION 504

NON-DISCRIMINATION

SEXUAL HARASSMENT

STUDENT HARASSMENT POLICY

BULLYING

SCHOOL ATTENDANCE

PROMOTION/ACCELERATION/RETENTION

EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES

HOME TO SCHOOL COMMUNICATION

STUDENT RECORDS: CONFIDENTIALITY

SUBSTANCE ABUSE

DANGEROUS WEAPONS IN THE SCHOOLS

ADMINISTERING MEDICINES TO STUDENTS

CHILD ABUSE

YOUTH SUICIDE PREVENTION AND INTERVENTION POLICY

FIELD TRIPS

PLEDGE OF ALLEGIANCE

SEARCHES

STUDENT SURVEYS

COMPUTER USE, E-MAIL, AND INTERNET POLICY

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

USE OF AUTOMATIC EXTERNAL DEFIBRILATORS (AEDs)

HEALTH SCREENINGS

COMMUNICABLE/INFECTIOUS DISEASES

STUDENT HEALTH SERVICES

STUDENTS/STAFF WITH HIV, ARC (AIDS RELATED COMPLEX) OR AIDS

STUDENT SAFETY

HEALTH RECORDS