

**GREATER HARTFORD ACADEMY OF THE ARTS**

**15 Vernon Street  
Hartford, CT 06106**

**STUDENT/PARENT  
HANDBOOK**

**2010 - 2011**

**Eric Bernstein  
Director**

**Kim Stroud  
Assistant Director**

**Randall D. Conway  
Assistant Principal**

**Antonio Napoleone  
Assistant Principal**

**Andrea DeCarli  
Assistant to the Director**

**Lynn Hoffman  
Academic Advisor**

**Telephone: (860) 757-6300**

**Fax: (860) 757-6382**

**[www.crec.org/academy](http://www.crec.org/academy)**

## **Snow Phone**

During inclement weather, GHAA will follow the Hartford Public Schools' schedule. We will also report to all major radio and television media when we will be closed due to the weather. You may call the Snow Phone to confirm, **860-757-6325**.

### **CONTACT INFORMATION**

#### ***Attendance/Grades/Newsletter:***

Carol Jacques <a href="mailto:cjacques@crec.org">cjacques@crec.org</a>	Office Assistant	757-6386
---	------------------	----------

#### ***Guidance:***

Lynn Hoffman <a href="mailto:lhoffman@crec.org">lhoffman@crec.org</a>	Academic Advisor All ½-day students & college counseling	757-6353
Jessica Marshall <a href="mailto:jmarshall@crec.org">jmarshall@crec.org</a>	Full Day School Counselor Student's last names, A-G	757-6353
Terry Gregoire <a href="mailto:tgregoire@crec.org">tgregoire@crec.org</a>	Full Day School Counselor Student's last names, T-Z	757-6353
Patrick Brintle <a href="mailto:pbrintle@crec.org">pbrintle@crec.org</a>	Full Day School Counselor Student's last names, H-J & 504's	757-6353
Bob Sorenson <a href="mailto:rsorenson@crec.org">rsorenson@crec.org</a>	Full Day School Counselor Student's last names, K-S	757-6353

#### ***Tuition/Money Issues:***

Andrea DeCarli <a href="mailto:adecarli@crec.org">adecarli@crec.org</a>	Ass't. to Director	757-6385
--	--------------------	----------

#### ***Student Data/Activities:***

Golfo Lambros <a href="mailto:glambros@crec.org">glambros@crec.org</a>	Academy Secretary	757-6317
---	-------------------	----------

#### ***Student Data/Activities Full Day:***

	Full Day Secretary	757-6343
--	--------------------	----------

#### ***Student Relations:***

TBD	Student Services Coordinator	757-6322
-----	------------------------------	----------

#### ***Social Worker:***

Raynette Holmes <a href="mailto:rholmes@crec.org">rholmes@crec.org</a>	Social Worker	757-6453
Erica Callahan <a href="mailto:ecallahan@crec.org">ecallahan@crec.org</a>	Social Worker	

#### ***Nurse:***

Judy Niedzielski <a href="mailto:jniedzielski@crec.org">jniedzielski@crec.org</a>	Nurse	757-6422
Tennille Rivera <a href="mailto:trivera@crec.org">trivera@crec.org</a>	Medical Assistant	757-6422

**Transcripts:**

Phyllis Palmer Receptionist 757-6300  
[ppalmer@crec.org](mailto:ppalmer@crec.org)

**Student Issues:**

Kim Stroud Assistant Director 757-6319  
[kstroud@crec.org](mailto:kstroud@crec.org)

**Student Issues:**

Randall Conway Vice Principal 757-6352  
[rconway@crec.org](mailto:rconway@crec.org)

Tony Napoleone Vice Principal 757-6318  
[anapoleone@crec.org](mailto:anapoleone@crec.org)

**When All Else Fails:**

Eric Bernstein Director 757-6347  
[ebernstein@crec.org](mailto:ebernstein@crec.org)

**Rehearsal Hot line:**

option 9 757-6300

**Department Chair**

Pamela Nomura Creative Writing 757-6339  
[pnomura@crec.org](mailto:pnomura@crec.org)

Linda Burns Dance 757-6338  
[lburns@crec.org](mailto:lburns@crec.org)

Pamela Nomura Interarts 757-6339  
[pnomura@crec.org](mailto:pnomura@crec.org)

Gene Bozzi Music (Instrumental and Vocal) 757-6337  
[gbozzi@crec.org](mailto:gbozzi@crec.org)

Jill Giles Musical Theater 305-9179  
[jjgiles@crec.org](mailto:jjgiles@crec.org)

Jonathan Gillman Theater 757-6340  
[jgillman@crec.org](mailto:jgillman@crec.org)  
TD&P

Kitty Winslow Visual Arts 757-6341  
[kwinslow@crec.org](mailto:kwinslow@crec.org)

**Theater of the Performing Arts**

Jim Keller Managing Director 757-6336  
[jkeller@crec.org](mailto:jkeller@crec.org)

Audience Service Coordinator 757-6172  
Box Office 757-6388

## **ACADEMIC CALENDAR**

Your participation at the Academy is based on this calendar. **NOTE TO HALF-DAY STUDENTS:** Academy holidays and vacations may not coincide with your home school calendar. You and your family may need to make special arrangements to ensure your attendance at the Academy during times when your home school is not in session. Should a conflict arise, you must notify the Academy in advance.



## TABLE OF CONTENTS

<b><u>CONTACT INFORMATION</u></b>	2
<b><u>ACADEMIC CALENDAR</u></b>	4
Mission Statement	9
Belief Statements	9
<b><u>ACADEMIC PRACTICES/INFORMATION</u></b>	10
Expectations	10
<u>Attendance</u>	10
Full-Day Homeroom Attendance	10
Afternoon Arts Attendance	11
Absence Procedure	11
Excused Absences	11
Unexcused Absences	12
Skipping/Cutting Classes	11
Truancy	12
Tardiness	13
Denial of Credit	14
Appeals Process	14
Restoration of Credit	14
Early Dismissal	15
Home School & In-School	
Suspension/Expulsion	15
Weather Cancellation	16
<u>Grades &amp; Grading</u>	16
Grades/ Evaluations	16
Grading Quarters	17
Incomplete Grades	17
Independent Study	17
Cheating Policy	17
Probation	17
Academy Probation	18
Academic Probation	18
Tutorial Class	18
Warning Reports	19
Year-End Juries	19
<u>Post-Graduate Planning &amp; Counseling</u>	19
Honors & Recognition	20
Minimum Graduation Requirements	20
Promotion & Retention	21
Half-Day Program Credits	21
Change of Department or Major	22
Change of Electives Classes	22
Academy Schedule	22
Lunch & Eating	22
<b><u>STUDENT CONDUCT &amp; RESPONSIBILITIES</u></b>	22
<u>Bullying</u>	23
Cyber Bullying	24
Acceptable Use Regulations for the Internet & Computers	25

Cellular Phones, Electronic Devices & Telephone Usage	27
<u>Civil Rights &amp; Harassment</u>	27
Sexual Discrimination	28
Sexual Harassment	28
<u>Discipline</u>	30
Detention & Suspension	30
Participation in Activities	30
Due Process	31
<u>Dress Code</u>	31
Department Dress Codes	32
Drugs & Alcohol	34
Education Rights of Homeless Children & Youth	34
Freedom of Information Act	34
<u>Performing &amp; Performances &amp;     Field Trips</u>	35
Participation in Academy Productions & Art Exhibits	36
Tech/Community Service Hours	36
Participation in Academy Awards	37
Senior Recitals	37
Academy Rehearsal Information Line	38
Student Ticket Policy	38
Concert & Assembly Etiquette	38
Art Opening Etiquette	39
Share Days	39
Smoking	40
Skate Boards	40
Visitors	40
<b><u>SAFETY</u></b>	40
Accidents	40
Dangerous Instruments & Weapons	40
Emergency Action Plan Guidelines	41
Fire Drill	41
Evacuation Drill	42
Lock-down Drill	42
<b><u>EQUIPMENT, FACILITIES / OTHER</u></b>	43
Automobiles & Parking	43
Elevator Usage	44
Half-Day Tuition Payment Policy	44
ID Badges	45
Instructional Materials	45
Lockers	45
Lost & Found	45
Medications	45
Messages	45
Outstanding Obligations	46
Student Activities Fee	46

<b><u>STUDENT RESOURCE</u></b>	46
Academic Advisor	46
Guidance Counselors	46
Nurse	47
Social Worker	47
Student Services Coordinator	47
Advisory Groups	47
Transportation	47
Valuables	47
Withdrawals & Refund Policy	47
<b><u>GOVERNANCE</u></b>	48
Advisory Council	48
Parents, Friends, & Alumni Association	48
<b><u>APPENDIX</u></b>	49
Sample Student Handbook Signature Page	49
Sample Student Handbook Cell Phone Usage Page	51

## **THE GREATER HARTFORD ACADEMY OF THE ARTS STUDENT HANDBOOK**

As a member of the Greater Hartford Academy of the Arts family, you will be part of a dynamic educational process. We expect you to work and live within the guidelines outlined in this handbook. As you have rights, you also have responsibilities. Your rights will be protected and respected. You, in turn, must respect the rights of others and meet the responsibilities that are given to you.

We are proud of our school and students. Your years at the Academy will be challenging, exciting, and rewarding. If you participate fully in all classes and take advantage of the opportunities afforded to you, your growth, both artistically and intellectually, will be limited only by your innate abilities. Work hard and engage in this extraordinary educational opportunity!

This handbook has been prepared to acquaint you with the rules and guidelines, which are necessary for the Academy and the Learning Corridor Campus to operate and function safely and effectively. It is your responsibility to become familiar with the contents and to adhere to the guidelines and policies of the Academy and the Learning Corridor.

As the Academies are transitioning, the Student Handbook and Programs of Study are evolving. Changes and updates throughout the school year will be announced and distributed to students, and these documents will be maintained on the Academies website. Should changes/revisions be made, the updated website document will be used.

### **Mission Statement**

The mission of the Greater Hartford Academy of the Arts, a magnet public high school, is to bring together people of diverse cultural heritage and to develop in all students the knowledge, skills, and attitudes to reach their fullest artistic potential, to live productive lives and to contribute to society as creative, engaged citizens.

### **Belief Statements:**

We believe each individual and his/her work has worth and deserves respect.

We believe community can be achieved through diversity.

We believe a diverse multi-cultural environment enhances one's perspective of self in relationship to society.

We believe the arts are vital to human development and that each individual has the innate ability to express him/herself artistically.

We believe each individual has a right to an education in the arts regardless of economics, race, location of residence, or other physical, social or emotional factors.

We believe each individual learns best in a safe, nurturing environment at school, at home and in the community.

We believe each individual is accountable for his/her own actions and that achievement is affected by motivation and commitment.

We believe training in the arts educates the whole human being, integrating the creative with the analytical.

We believe, through cooperation and ensemble work, students can create artistic results that exceed individual efforts.

We believe disciplined training benefits artistic growth.

We believe education in the arts promotes independence of thought necessary for leadership and creativity.

## **ACADEMIC PRACTICES/INFORMATION**

### **Expectations**

The Academy expects students to have a passion for and an interest in pursuing the arts as a career or as an avocation. Students should be aware that academic and performance standards are the same for all students, whether or not they follow a career path in the arts.

### **ATTENDANCE**

**Students are expected to be in school every day, for the entire day – prepared and on-time.** High school is a time of increased academic demand as students challenge themselves with rigorous coursework in preparation for post-graduate plans. Daily attendance is critical to students' success in all non-arts academics and arts academic classes. The loss of instructional time for any absence creates stress for the student and may adversely impact their grades.

The Academy arts curriculum is a series of inter-related, process-oriented classes, and *daily course work is cumulative*. Ensemble, workshop, and studio work cannot be made-up, and even where alternate assignments may be provided, the active learning experience that is missed cannot be recreated through these assignments. Lateness and/or absence from any class has a negative impact on the student who is late and all the members of his/her class. Punctuality and preparation for learning are expected of all Academy students and are an essential component of all arts training. Being prepared also means having the necessary attitude to successfully meet the demands of the program.

### **Full-Day Homeroom Attendance**

All Full-Day students will be assigned a homeroom. For students traveling to satellite sites, a bus will be assigned and designated as the homeroom for administrative and attendance purposes, and homeroom attendance will be taken on the bus. **Homeroom begins promptly at 7:30am –whether in a**

**class or on an assigned bus.**

#### **Afternoon Arts Attendance**

Students, who are traveling from South Campus to the Learning Corridor and/or to satellite sites, are expected to be on their buses no later than 12:45pm. Students leaving the Learning Corridor for afternoon arts classes at satellite sites are expected to be on their buses no later than 12:50pm.

**Afternoon classes begin promptly at 1pm.**

#### **Absence Procedure**

- In the event of an absence, Parents/Guardians are required to call the Academy Main number, 860-757-6300, no later than 10:00 am on the day of the student's absence, and listen for instructions. **Students may not call in lieu of parents/guardians. NOTE: For half day students, the home high school does not call.** A note is required the day the student returns to the Academy. **We will not accept letters any later than the day the student returns.**

#### **Excused Absences**

- The following are considered excused absences (provided the Academy is contacted by a parent/guardian as outlined in the above policy):
  - 1) illness
  - 2) attendance at a funeral
  - 3) home high school CAPT testing for half-day students (parents are required to call to excuse the absences for an individual student even if the home school notifies us of the general dates)
  - 4) school-sponsored trip
  - 5) religious observance
  - 6) legal obligation
  - 7) emergency

The following may be considered excused absences with **prior approval** from Academy administration:

- 8) seniors attending college visits (try to schedule these on weekends or during vacations)
- 9) other special circumstances

**NOTE: Repeated excused absences in a quarter may result in further investigation by the administration and may still be counted toward loss of credit.**

In cases of an excused absence, appropriate arrangements will be made by school staff regarding assistance with missed assignments, homework, and tests.

Except under special circumstances with prior approval from Academy administration, family-initiated travel is not considered an excused absence. In any instance of family-travel, teachers are under no obligation to provide advance assignments or to review work missed during the period of absence. Students will be allowed, however, to

make-up tests.

### **Unexcused Absences**

- The following are some examples of unexcused absences:

- 1) skipping/cutting classes

**Skipping/Cutting Class includes, but is not limited to:**

1. Arriving at the Academy on time but getting to class late;
2. Leaving class early without the instructor's permission, or abuse of the permission granted, and not signing out at the front desk;
3. Not attending class at all;
4. Leaving the Academy and/or Campus, without permission, and not signing out, while the Academy is in session or while at the Academy, after hours, for an Academy-sponsored event.

*\*\*Students who are caught skipping/cutting class will be marked "unexcused absent" for the entire day and are subject to a progressive disciplinary plan by administration including, but not limited to, lunch detention, suspension, Saturday detention, and/or other appropriate disciplinary action related to the specific offense.\*\**

- 2) car trouble
- 3) over-sleeping
- 4) family-initiated travel
- 5) missing a ride or missing the bus
- 6) missing scheduled school activities
- 7) excessive tardiness to school – more than 15 minutes late to school
- 8) tardiness to school (of any amount of time) on two (2) days
- 9) excessive tardiness to class – more than 10 minutes late to more than one class in the same day
- 10) tardiness to any five (5) or more classes in the same day

Accumulated unexcused absences will result in referral to the juvenile court system as truancy.

### **Truancy**

In accordance with Connecticut General Statutes Sec. 10-184, 17a-101, students with **4 unexcused absences in one month or 10 unexcused absences in a school year will be considered truant.** Parents/Guardians are responsible for assisting school officials in preventing and/or responding to truancy. If parents/guardians fail to cooperate with school officials to resolve truancy matters and/or the truancy persists, a written complaint may be filed with the Juvenile Court and/or Department of Children and Family Services. Under Connecticut General Statute Sec. 10-185, **parents/guardians may be subject to a fine** of up to twenty-five dollars for each day of unexcused absence.

**NOTE: When a student's absence is not excused, teachers are not required**

**to prepare work in advance, nor to re-teach or tutor individual students for make-up work when the student returns.**

- The administration will have final discretion to excuse or not excuse an absence.
- In addition, a grade may be lowered in any morning or afternoon class if a student is missing any individual teacher's requirements for the successful completion of his/her class curriculum. It is the student's responsibility to find out about any work missed because of an absence (excused or unexcused).
- Being present for class but not participating will be noted in attendance records and may result in a lowered grade.

Students with poor attendance risk earning a lower grade in their subjects, as well as a lower overall grade at the end of the marking period in which the absences have occurred. A student, who shows inadequate commitment to the Academy through frequent absences or lack of participation, will also be placed on probation. (See section on Probation)

### **Tardiness**

Students, who arrive late to the Academy, should bring a parent/guardian note and must report to the Main Office or the assigned administrative site. A Sign-in Book is provided for the tardy student to sign his/her name, the date, the time of arrival, and a reason for being tardy, after which a student will receive a pass.

Two (2) unexcused tardies to school (up to 15 minutes late) will equal one (1) unexcused absence. Unexcused tardiness to school of more than 15 minutes will be considered an unexcused absence for that day.

Excessive tardiness, by ten minutes or more, to two (2) or more classes in the same day will be considered an unexcused absence for that school day. Tardiness of any length to five (5) or more classes in the same day will also be considered an unexcused absence for that school day.

**Unexcused absences resulting from tardiness will be counted as absences from school with respect to truancy (as explained above).**

**Students arriving at school later than 0-15 minutes will not be allowed to participate in any extracurricular activities that day unless approved by an administrator.**

**Unexcused tardiness carries the same penalty as an unexcused absence from the class.**

**Any tardy that results in missing more than 10 minutes of the class period will be considered an excessive tardy and will be recorded as a class absence. Three (3) class tardies of any length will equal one unexcused**

**class absence. Absences from class as a result of tardiness will count with respect to denial of credit (explained below).**

During school hours, arriving to class late without proper permission or excuse is considered skipping/cutting class. It will result in an unexcused absence and will result in disciplinary action. (See Skipping/Cutting Class policy)

### **Denial of Credit**

**Students who have 10 total absences (excused or unexcused) during a semester-long course or 20 absences (excused or unexcused) during a full-year course will receive the academic grade earned but will not receive credit for the class.** The student will have an opportunity to appeal this denial of credit. Students who lose credit are expected to remain in class for possible reinstatement of credit. (see Appeals Process).

Any time a student misses more than 10 minutes of a class period because of a skip or unexcused tardy, it will count as a class absence.

Parents will be notified in writing when a student has 8 absences in a semester course and 16 absences in a full-year course.

Any student who loses credit in a class may appeal the loss of credit. Appeals must be initiated by a meeting with the student's school counselor. The school counselor will review the appeals process and provide the student with the written Appeal Request Form. Appeals must be initiated within 10 business days of the issuance of a Denial of Credit Notice.

### **Appeals Process**

Students wishing to appeal the loss of credit in a class due to excessive absences must file an appeal within **10 business days of the issuance of the Denial of Credit Notice**. Parents/Guardians may not initiate an appeal. The process must be initiated by the student through the student's school counselor and will include:

1. A written statement from the Student and/or Parents/Guardians, requesting an attendance appeal and delivered to the school administration in accordance with the Appeal Request Form. Relevant Progress report and report cards must be attached to this written statement.
2. The student's attendance record from date of loss of credit with an explanation for each absence.
3. Subject teacher recommendation.
4. Evidence of extenuating circumstances related to the absences, if appropriate.

### **Restoration of Credit by Contract**

Students who are denied credit may be eligible for restoration of credit by contract (this includes students who have lost an appeal).

A student who has lost credit may be eligible for restoration of credit by entering into a contract with school administration and meeting the conditions

of his/her contract, which may include (but are not limited to) any or all of the following:

1. demonstrating an acceptable pattern of attendance since the infractions
2. maintaining a passing average in the class
3. attending an approved summer school program for the course in which the credit was denied
5. attending counseling sessions with support services
6. completing an application for Restoration of Credit

Any student who is considering the Restoration of Credit option must meet with a school counselor.

### **Early Dismissal**

**Students are not permitted to leave classes until the end of the day.**

Academy classes end at 4:15 p.m., Monday through Thursday for all students, and 4:00 p.m. on Friday, for full-day students. Students who leave school before the end of the day without approval of the administration are in violation of school rules and will be subject to disciplinary action.

Upon permission from parents/guardians, the administration will approve an early release from school. Parents should **not** arrange doctor and other appointments that conflict with Academy time. Excessive early dismissals can negatively impact a student's grade.

If a student must leave before the end of the day, the Academy office **must** receive a note or phone call from the parent **before noon** of the same day. A student will be considered cutting unless s/he signs-out in the book located at the front desk or at the designated administrative site, **before** the student leaves the premises.

**Parents must make prior arrangements of a meeting time and place for picking up a student for early dismissal. The office cannot be responsible for finding a student. Please be advised that some students will be at our satellite locations from 1:00 p.m. to 3:25 p.m. Please check with the Main Office for specific class locations.**

### **Home School & In-School Suspension/Expulsion**

The Academy operates in cooperation with the student's home school district to provide the academic credits necessary for graduation. In the case of a full day student, the Academy serves as the home school district. If a student has violated a home school disciplinary policy and that violation results in either in-school suspension, out-of-school suspension, or expulsion, the student will be excluded from Academy afternoon arts classes for the duration of the disciplinary action. Those absences are recorded as unexcused. If the student returns to the home school at the end of the suspension or expulsion period, s/he may return to the Academy afternoon program upon meeting with the Director of the Academy (or his designee) and with the student's parent/guardian. The student's ability to return to the Academy will be

reviewed if the period of absence is deemed excessive. It is an expectation of the Academy that the home school principal (or designee) will notify the Academy with the duration of the suspension/expulsion.

### **Weather Cancellations**

During inclement weather, school closings will be announced on major television and radio stations starting at 5:30 a.m. The Academy follows the Hartford schools' cancellations. You may not see/hear the Academy announced separately. Academy cancellations, due to weather, may differ from cancellations in home school districts. If a decision to cancel Academy classes is made after the start of the home school day, Academy staff will notify the switchboards at every school attended by Academy students by 11:30am and will ask that this information be announced. Half Day Students should check at their home high school offices if they have not heard by 11:30am. If the home school office does not know, students should call the Academy Snow Phone at (860) 757-6325.

Half-day students, whose home school has canceled for the day, should call the Academy Snow Phone or check local radio/TV stations to find out if Academy classes will be held. If the Academy is in session and students do not have transportation to attend, parents must report their absence.

Hartford's weather may differ from the weather in other towns. Therefore, parents should use judgment in allowing their children to travel to the Academy when road conditions are questionable. An absence that occurs because of weather will not affect a student's good standing provided the student makes up missed work and a parent/guardian calls or sends a note, with the reason for the absence, the day the student returns to the Academy.

### **GRADES & GRADING**

#### **Grades/Evaluations**

Academy students receive letter grades quarterly and written comments for the arts (Quarters 1 and 3) from each of their instructors. For all Students, grades and comments with attendance records are mailed to students' homes each quarter. For Half-Day Students, grades and comments are also mailed to students' home schools each quarter provided the student has no outstanding obligations at the Academy. Grades will not be disclosed if there are outstanding obligations.

Grades are weighted according to the amount of time spent weekly in each class, and then averaged to create one overall Academy grade.

All Students are expected to maintain a minimum overall B- average both in their non-arts academics and in their arts academics. Half-Day Students are expected to maintain a minimum overall B- average at their home schools as well. Students who receive an overall average grade of A-, or better, each quarter are placed on the Academy Honor Roll.

### **Grading Quarters 2010-2011**

1<sup>st</sup> quarter: August 30 – November 5

1<sup>st</sup> quarter mid-term: October 1

2<sup>nd</sup> quarter: November 8 - January 21

2<sup>nd</sup> quarter mid-term: December 10

3<sup>rd</sup> quarter: January 24- April 1

3<sup>rd</sup> quarter mid-term: March 4

4<sup>th</sup> quarter: April 4 –June 8 (Half Day) June 15 (Full Day without Snow Days)

4<sup>th</sup> quarter mid-term: May 13

Jury week: May 25 – June 7 (Some Jury classes may happen before May 25.

Check with your Department Chair.)

### **Incomplete Grades**

Incomplete grades will be given in exceptional circumstances. Students must complete any assigned work within a time frame determined by the instructor(s) but **no later than the mid-term date of the following quarter.** A student who has been issued an incomplete grade and fails to complete the assigned work in this time frame will receive a failing grade.

### **Independent Study**

Only qualified students (as determined by Academy faculty and administration) may apply for Independent Study. Students must submit an Independent Study Proposal Form (available in the office), get chairperson approval, and identify a faculty advisor approved by the department chair. Proposals are reviewed by a panel of faculty and administration. Only completed proposals will be considered. Students may be approved for only one Independent Study per semester. Independent Study is reserved for upper classmen only.

### **Cheating Policy**

Cheating is the submission of someone else's work as your own. **Cheating will not be tolerated at the Academy.**

Some examples of cheating include plagiarism (using the ideas and writing of others without giving appropriate recognition, representing someone else's song, dance, composition, painting, story, etc., as your own), copying on tests or collaboration on homework when this is not permitted by the instructor, and allowing another student to use your work as an aid in doing his/her work on graded assignments.

Cheating of any kind is subject to disciplinary action and **may include a written statement of the facts becoming part of the student's high school file as well as the possibility of dismissal from the Academy.**

### **Probation**

Students are expected to maintain an overall B- average in their non-arts and arts academics. Failure to do so will place students on Academy Probation and/or Academic Probation, both of which have performance/exhibition/tech crew consequences.

### **Academy Probation**

Any student, whose overall average falls below a B- in his/her arts academics, will be placed on **Academy Probation** for the following quarter. A review of the student's record will take place by the faculty and administration. Following this review, a letter will be sent to the student's parents/guardians.

A written Mid-Quarter Progress Report from the student's teachers will be provided to the parents during the probationary quarter.

### **Academic Probation**

Any Half Day students, whose overall average falls below a B- in his/her non-arts academics at the home school, will be placed on **Academic Probation**. Any Full-day students, whose overall average falls below a B- in his/her non-arts academic, will be placed on **Academic Probation**. The Academic Advisor will confer with home school personnel, parents/guardians and the student to determine a course of action. If a half-day student is unable to raise his/her grades to an acceptable level, the student may be counseled to return to his/her home school, full day, to focus on academics in order to earn the necessary credits to graduate from high school. We strongly endorse the academic, as well as the arts education of our students.

Students who audition for Academy productions must be in good standing at the Academy **and** their home school and may not be on Academic and/or Academy Probation at the time of casting. All students are required to present the last quarter's grades before or at the audition. NOTE: Quarter 4 grades will be used for Quarter 1 productions in the new school year. Academy administration will make the final determination as to whether a student may be cast or not. This holds for student crewmembers as well.

Students who participate in productions must stay in good standing in all classes (AM and PM) at the Academy and at their home school for the duration of the production. Should a student be placed on probation during the rehearsal period, s/he may be replaced at the discretion of the director in concert with the Academy administration. The decision of the director and the Academy administration is final in this matter.

**It is vital that students understand that their choice is not arts or academics; it must be arts and academics.**

### **Tutorial Class**

To assist Academy students who are struggling academically, we have implemented a third period Tutorial class. In this class students may receive help with organizing their work, managing their time, and working on specific academic courses.

The Academic Advisor, School Counselors, and Social Worker may place students in this class after reviewing home school and/or Academy grades.

Students may return to their elective class if/when their grades improve to acceptable levels at the end of a quarter.

### **Warning Reports**

Students who are in jeopardy of receiving a poor or failing grade in any class will be issued a Warning Report **at any time during the quarter** in which the student is not performing at his/her best. This is not a notice of failure but a warning that grades are slipping. The intention is to bring attention to the issue before it becomes irrevocable. A copy of this report will be sent to the student's parent/guardian and home high school (if the student is a Half Day Student). A parent conference may be arranged.

### **Year-End Juries**

**All students must participate in a year-end jury.** During this evaluation each student meets with his/her teachers and department chairperson to discuss the student's progress. As part of the process, each student must prepare a year-end jury essay and present independent work within their discipline. **Each department has individual jury requirements.** Depending on the department, the student may be allowed to ask a teacher for help and/or may be allowed to work with fellow students.

Year-end juries are an important component of the final evaluation. Normally, students who have done their work throughout the year will have no problem with any aspect of this evaluation, but it should not be taken lightly. Being unprepared or missing the jury will be taken as evidence of a lack of interest in continuing at the Academy.

**Results from this process will be considered in determining final grades, future level placement, participation in Senior Performances, or continuation at the Academy.**

Some departments may also have mid-year juries.

### **POST-GRADUATE PLANNING & COUNSELING**

The Academy is a college preparatory arts training program. Students meet with the Academic Advisor, who guides them in making informed college decisions. As well, Core Teachers in each department work with the Academic Advisor assist students in the application process. This year's annual trip to the Performing and Visual Arts College Fair in Boston is scheduled for Wednesday, November 3. Seniors, juniors, and their parents should plan to attend the fair, which will provide them with a wealth of information in selecting a college or university best suited to their needs and abilities. In addition to visits to the Academy by College Admissions Representatives, college catalogs, applications, and scholarship information are available in the Academic Advisor's office.

Throughout the year, seniors and juniors have the opportunity to meet with the Academic Advisor to discuss their career goals and college aspirations as well as to learn about college admissions' policies, financial aid resources, careers, etc. Academy students have used this information to gain admission to American University; American Musical and Dramatic Academy; Bard College; Berklee College of Music; Boston Conservatory; Boston University; Carnegie-Mellon U; DePaul U; Eastman School of Music; Emerson; George Washington

University; Harvard; Howard; Hofstra; the Juilliard School; Johns Hopkins University; Manhattan School of Music; New England Conservatory; New York University's TISCH School of the Arts; Oberlin; Pace U; University of Connecticut; University of Hartford's Hartt School; University of Massachusetts; Syracuse University; Southern Methodist University; Rhode Island Institute of Technology; Rhode Island School of Design; Savannah College of Art & Design; Tufts U; Trinity College; Vassar; Wesleyan University; Yale University.

### **Honors & Recognition**

Academy students continue to be recognized by in the National Merit Scholarship Competition, the Berklee College of Music High School Jazz Festival, Downbeat Magazine's Student Music Awards, the Grammy All-American High School Band, the National Foundation for the Advancement in the Arts, the Connecticut All-State Festival, the Northern Regional High School Festival, Oddfellows Playhouse Student Playwriting Competition, The Scholastic Art Awards, The Sunken Garden Poetry Festival, the IMPAC Awards, the National High School Dance Festival and the Monterey Jazz Festival.

### **Minimum Graduation Requirements**

The State Department of Education has defined a credit as a 40-minute class meeting five days a week for 180 days, or another combination equaling the same time: 120 hours per academic year. The Academy curriculum and graduation requirements are based on the New England Association of Schools and Colleges standards on teaching and learning.

In order to graduate from the Greater Hartford Academy of the Arts, a student must have earned a minimum of 28.0 credits and must have met the credit distribution requirements\*\*. Students must also demonstrate what they know and are able to do by meeting graduation performance requirements in reading, writing, and mathematics.

#### **Humanities**

English	<b>4 years</b>
Social Studies (including 1 year in U.S. History, ½-credit in Civics/U.S. Government)	<b>3 years</b>
World Language	<b>3 years</b>

#### **Mathematics**

Mathematics (including successful completion of Algebra II)	<b>4 years</b>
---	----------------

#### **Sciences**

Science (including 1 year of Biological Science, 1 year of Physical Science - Physics, Chemistry, Earth Science)	<b>3 years</b>
---	----------------

**Technology** **½ credit**  
(½ credit required in a course that integrates technology or or computer science into the curriculum)

**Physical Education/Health & Personal Development**  
Physical Education **1 credit**  
Health & Personal Dev. **½ credit**

**Arts Courses** **8 credits**  
(8 Arts credits including successful completion of all juries)

*\*\*Please note that certain requirements are indicated in years while others are indicated in credits. Requirements in years call for the completion of the specified number of full year courses, or the equivalent, with a minimum of 1.0 total credits per year.*

**Total Required for Graduation** **28.0 credits**

#### **Promotion and Retention**

In order for students to advance to the next grade, they must meet the following criteria:

- Students who have accrued **7.50** or more credits are promoted to the 10<sup>th</sup> grade.
- Students who have accrued **13.0** or more credits are promoted to the 11<sup>th</sup> grade.
- Students who have accrued **21.5** or more credits are promoted to the 12<sup>th</sup> grade.
- In order to receive a diploma, a minimum of **28.0** credits are required **and** the mandated course requirements must be met.

#### **Half-Day Program Credits**

For Half-Day students, actual classroom time equals 13 hours per week, 36 weeks per year, or 468 hours per academic year.

State and local requirements that may be fulfilled by Academy work include: Arts; Social Studies (Art History, Dance History, Music History, Musical Theater History, and Theater History courses); Physical Education (Dance, Movement courses); English (Creative Writing major courses). **The Academy does not award credit.** The Academy has assigned a value of four honors credits per year (two per semester) for Academy course work and recommends that school districts accept these credits. **Students must check with their home school to confirm the actual number of credits that they will earn through Academy study and if these credits are designated honors or college prep. Most school districts accept two to three Academy credits per year.**

### **Change of Department or Major**

Students are committed to a major for one school year. If students wish to change departments or majors, after one year, they must: Obtain a Change of Department Form from the office, complete and return it with the necessary signatures, audition by the deadlines. Students will receive written notification of change status.

### **Change of Elective Classes**

Students may not change elective classes. When choosing elective classes, students must choose their second- and third-choice classes carefully to insure that they are in an elective class they wish to take; otherwise, choices will be made for them.

### **ACADEMY SCHEDULE**

Academy general education classes, including English, Mathematics, Science, Humanities, and Spanish, will be held from 7:30 a.m. to 12:30 p.m., Monday through Friday. On Fridays, full-day students will stay until 4:00 p.m. and take physical education and health courses and participate in extra-curricular activities. Full-day students will have thirty minutes for lunch during the morning program.

Half Day students arrive for classes that start at 1:00 p.m. and join the Full Day students for the Arts' program that ends at 4:15pm, Monday – Thursday.

### **Lunch & Eating**

Full Day students will have a thirty minute lunch period from Monday through Friday during the late morning/early afternoon. Although Half-Day students may not have time to eat lunch due to travel requirements, it is their responsibility to organize their day so that they eat lunch at their home school, en-route to the Academy, or in the Commons prior to the beginning of First Period.

Getting lunch is not an acceptable excuse for being late to first period class.

Students **cannot** leave the Academy to get lunch at a local restaurant. The Learning Corridor Campus provides several appropriate places to eat. Under **no** circumstances is eating allowed in the classrooms, studios or performance spaces.

### **STUDENT CONDUCT & RESPONSIBILITIES**

The Academy expects students to work constantly, not merely doing what is assigned, if more is possible. Seeking higher achievement and knowledge at all times is an indication of the self-discipline and self-motivation necessary for success at the Academy and in the chosen art form. Students are expected to move toward performing/exhibiting/publishing their work with a minimum of supervision or on their own. Students will enjoy or lose privileges based on their behaviors.

**Students are expected to behave appropriately at all times.** Behavior that

disrupts the learning process will not be tolerated. Students who exhibit behavioral problems will be subject to appropriate disciplinary action. In addition, students should be aware that the Academy's faculty and staff must maintain professional distance between themselves and the students at all times.

**School-wide expectations include but are not limited to:**

- No chewing gum in class or during class time.
- No street shoes (only approved dance shoes or bare feet) worn in the dance studios.
- Appropriate attire will be worn. \* See section on Dress Code.
- The selling of non-Academy items on the premises is prohibited.
- beepers, cell phones, palm pilots, blackberries, iPhones, walkmen, Ipods, CD players or other audio or communication devices are not allowed in class or during school hours.
- Headsets or earbuds may not be worn in class.
- There will be no eating during class time.
- It is a disciplinary offense to leave campus for any reason without parent and teacher permission.
- Using the phone is not an acceptable excuse for being late to class. \* See section on Cell Phones.

**BULLYING**

In accordance with Connecticut General Statute Sec. 10-222, it is the policy of CREC and the Academy that bullying is prohibited. Any student, teacher, or staff member who engages in an act that injures, degrades, or disgraces another student, teacher, or staff member, disrupts the educational process or interferes with a student's opportunity to obtain education during the school day, at a school-sponsored activity, or while en route to or from school, shall be subject to appropriate disciplinary action. Acts of bullying that occur outside the school setting, having a direct and negative impact on a student's academic performance or safety in school, shall be subject to this policy as well.

Bullying is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student, committed more than once against *any student* during the school year. Bullying takes many forms and can include many different behaviors, such as, but not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs including ethnically-based verbal abuse, gender-based put-downs, or pejorative terms referring to sexuality and sexual orientation
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from a peer group

Under the direction of the Director or his designee, the Academy will provide

prompt and reasonable investigations of alleged acts of bullying and will complete its investigation no later than fourteen days from receipt of the report. Verified acts of bullying shall result in intervention by the Director or his designee that is intended to assure that the prohibition against bullying behavior is enforced. A written report of the investigation shall be prepared when the investigation is complete. The report will indicate whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Verified acts of bullying will be tracked in a log maintained in the school office.

Reporting procedure:

- Anonymous reports of bullying by students and/or written reports by parents/guardians should be made to the Director, his designee, teachers, or school staff.
- Teachers and other school staff will notify the Director or his designee of bullying acts they witness and students' reports they receive no later than the next school day.  
If the report is an informal complaint by a student that is received by a teacher or other school staff, s/he will prepare a succinct written report of the informal complaint, which will be forwarded no later than the next school day to the Director or his designee.
- If an investigation results in finding a person has maliciously and falsely accused another of sexual harassment, the accuser shall be subject to appropriate disciplinary action.
- Parents/Guardians of students involved in a verified act of bullying will be notified in writing. The notice will describe the school's response and any consequences that may result from further acts of bullying.

A student who engages in a verified act of bullying is subject to appropriate disciplinary action including In-School Suspension, Out-of-School Suspension, expulsion, and/or referral to law enforcement officials. Verified acts of bullying may also be violations of Title IX and/or criminal matters that may result in police notification, suspension, and/or expulsion.

Concluding a bullying investigation in which the outcome is not substantiated as a verified act of bullying, the underlying offense will still be subject to investigation and appropriate disciplinary action under all school policies.

The Academy will take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an alleged act of bullying or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Cyberbullying**

Cyberbullying involves using an electronic medium to harass, humiliate, threaten, or harm others. Harassing use of any electronic or digital medium, including, but not limited to, e-mail, chat rooms, cell phones, instant

messaging, pagers, text messaging, websites, and online voting booths, may constitute a violation of this policy.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged in) as someone else.

Students and community members, who believe they have received inappropriate electronic communications, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Director, his designee, teachers, school counselors, or the Director of Technology Services. As with any form of bullying, victims or witnesses to cyberbullying may report anonymously to school administrators, teachers, or support staff.

In situations in which the cyberbullying originated from a non-school electronic device and was brought to the attention of school officials, disciplinary action will be taken if the conduct severely disrupts the educational process and/or severely impedes the day-to-day operations of the school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats to harm any staff member or student in any way.

Disciplinary action may include, but is not limited to, confiscation of the student's electronic device which will only be returned to the parent, the loss of computer privileges, detention, In-School Suspension, Out-of-School Suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials, as mandated by state law.

#### **Acceptable Use Regulations for the Internet & Computers**

1. Students will use the Internet or network for school purposes and only in the presence of and/or knowledge of a teacher or other adult.
2. Users will use the Internet in a responsible manner, and will use appropriate language. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
3. Students will not give out any information about themselves or anyone else.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

5. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. No student information will be posted on the Academies web sites without written parental permission.
8. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
10. No student will send or receive e-mail except under the direction of or authorization of a teacher or other staff member.
11. All users will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet. This also includes unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers.
12. Only those individuals who have been specifically designated as Webmaster or his/her designee by the school district will be allowed to post, alter or delete information from a school website.
13. It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use. Therefore, any violation of this policy, even though not specifically mentioned in the guidelines, but determined by the Academies to be an inappropriate use or to improperly restrict or inhibit other members from using and enjoying the network, may result in access privileges being revoked and in disciplinary actions.
14. The Academies reserves the right to monitor and supervise use of its property. All students will be expected to adhere to the same Acceptable Use standards for appropriate content for personal web pages that can be accessed from the school's computers.
15. The Academies have taken reasonable precautions to eliminate objectionable materials from the network. However, it is impossible for the Academies to restrict all such materials and cannot be held responsible for such materials acquired on the network.

Students, who are assigned a school laptop for a period of time that extends beyond the school day, will be subject to Acceptable Use Regulations regarding Internet/Computers, as well as any additional rules, regulations, policies, and agreements presented at the time of 1-to-1 laptop assignment. Because the Internet is used as part of a school activity, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

### **Cellular Phones, Electronic Devices & Telephone Usage**

Cell phone and other electronic device use, including emergency use, is prohibited at the Academy. Devices include but are not limited to: beepers, blackberries, cell phones, palm pilots, walkmen, iPhones, iPods, CD players or other audio or communication devices. All electronic devices must have power turned off and be placed out of sight from 7:30am – 4:15pm for Full-Day students and from 1:00pm – 4:15 pm for Half-Day students.

If a student is found in violation of this policy:

- First offense – device will be confiscated and turned in to the appropriate administrator. Student may pick it up at the end of the school day. Student will sign a contract stating s/he understands the rule and the consequences of further offenses.
- Second Offense - device will be confiscated and turned in to the appropriate administrator. Device will only be returned to a Parent/Guardian during regular school hours.
- Upon subsequent offenses, the device will be held by the school until the last day of the school year.

A student, who is asked to relinquish a cell phone/electronic device by any school staff member, must do so regardless of time of day and/or circumstances. Students who fail to comply with any aspect of the cell phone/electronic device policy will be subject to disciplinary action.

Between 7:30am-4:15pm, parents/guardians should contact the Main Office in cases of emergency and the office will notify the student. Staff will only interrupt a student's learning process in cases of emergency.

To make a call, students must obtain teacher permission, come to the Main Office, and ask to use the school phone, or wait until 4:15pm to use a cell phone.

Using the school phone is not an excuse for being late to class.

### **CIVIL RIGHTS & HARRASSMENT**

It is one of the goals of CREC and the Academy to provide equal educational opportunities for each of its students, regardless of race, color, creed, religion, ancestry, national origin, age, sex, sexual orientation, marital status, or disability. **Harassment of any kind will not be tolerated at the Academy.**

**\*\*See section on Participation in Academy Productions.**

#### **Sexual Discrimination**

Sexual discrimination occurs when a person, because of his or her gender, is denied participation in or the benefits of any education program receiving federal financial assistance.

### **Sexual Harassment**

Sexual harassment is behavior of a sexual nature which interferes with a student's or employee's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Under federal and state laws and policies, sexual harassment is illegal and prohibited in school and workplace settings.

Incidents of sexual harassment can be male to female, female to male, male to male, female to female, student to teacher, teacher to student, student to student, teacher to teacher.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

It is the policy of CREC and the Academy, to maintain a learning and working environment for students that is free from sexual harassment. It shall be a violation of this policy for a student, staff member, or any individual subject to the control of the CREC to harass a student through conduct or communications of a sexual nature as defined below.

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Remarks to a person with sexual implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threat concerning one's grade, etc.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual
- Such conduct has the purpose or effect of substantially interfering with an individual's academic environment

This means that no member of the faculty or staff may subject a student to sexual behavior of any kind, either explicit or implied. It is especially important to remember that in a setting where teachers and staff hold the power of grades, casting, etc., that power can be abused and/or misinterpreted as "favoritism".

### **What are my responsibilities and rights related to sexual harassment?**

Students are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law

prohibiting discrimination in schools on the basis of sex. Students have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Students have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

**How do I know if I am being harassed or harassing someone?**

Ask yourself the following questions:

- Is the behavior of a sexual nature?
- Would you want this behavior to be directed toward a member of your family or toward a friend?
- Does the behavior interfere with anyone's ability to learn or to feel comfortable in school or classroom activities (this includes public displays of affection in class --inappropriate touching, kissing, etc.)?
- Does the behavior involve one person trying to have power over or control another person?
- Is the behavior part of a pattern?
- Does the behavior make you or anyone else feel uncomfortable?
- Is the behavior unwelcome by anyone involved? (\*\*See below)
- Does the behavior result in anyone feeling like an "object" instead of a person with feelings?

**What are some differences between flirting and harassment?**

Flirting	Harassment
welcome (** See below)	unwelcome
wanted	unwanted
2-sided	1-sided
feels good	feels uncomfortable
enjoyable	embarrassing or humiliating
equal relationship	unequal relationship

**\*\*Sometimes attention of any kind can feel good in the beginning. Flirting can become harassment if feelings change or are misunderstood.**

**What are some examples of behaviors that may be considered sexual harassment?**

- Staring or leering at parts of someone else's body
- Gestures or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, and pinching
- Asking for sexual favors in exchange for grades, promotions or participation in school activities
- Physical sexual assault
- Comments about someone's body that portrays them as a sexual object

**What should I do if I think I am being harassed or if I witness harassment**

**occurring?**

- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- Whenever possible, the student, directly or through a teacher, counselor, Title IX coordinator Debra Walsh, or school administrator, should inform the alleged harasser verbally or in writing of the specific behaviors that are offensive and tell him or her to stop.
- Complete a reporting form located in the administrative offices of the school.

Any person who alleges sexual harassment occurring in the Academy may use the CREC's Civil Rights Complaint Procedure located in the Main Office or may file a complaint with the Director or his designee, school counselors, teachers, Debra Walsh, Title IX Coordinator, Regina Terrell, CREC Compliance Coordinator (524-3605), or any other individual designated to receive such complaints. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or academic assignments. The right to confidentiality, both of complainant and the accused, will be respected consistent with CREC's legal obligations and with the necessity to investigate allegations of misconduct and with taking corrective action when this conduct has occurred.

**The Academy will not tolerate any reprisals or retaliation that occur as a result of reporting of charges of sexual harassment or sexual discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator.**

**If an investigation results in a finding that a person has maliciously and falsely accused another of sexual harassment, the accuser shall be subject to appropriate disciplinary action.**

**DISCIPLINE**

**Detentions & Suspension**

- Students are separated from other students
- No electronic devices are to be used (I pods, cell phones, etc.)
- Students are not allowed to talk or participate in any activities while serving detention or suspension
- Students must occupy their time with academic work provided by teachers

**Participation in Activities**

(dances, performances, audition for shows, field trips, afternoon activities)

If a student is suspended for a second time, s/he may lose all privileges for a minimum of one month. This may also include disqualification for auditioning for shows (administrator and teacher discretion).

### **Due Process**

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

Parent notification may occur at all levels in the "Range of Administrative Behavioral Consequences," but it will occur from "Parent Contact" through "Expulsion" levels.

Any violations of the law will be promptly reported to the appropriate law enforcement authorities.

### **DRESS CODES**

All students are expected to dress appropriately and to maintain personal appearance reflecting the high standards of the Academy. In order to maintain an environment conducive to the learning process the Connecticut State Board of Education prohibits the following from being worn during the school day:

- a. Outerwear (i.e. coats, jackets)
- b. Hats, hoods, wave caps, headbands, kerchiefs, bandanas, curlers (unless headwear is part of a student's religious practice)
- c. Short shorts and skirts more than a hand's length above the knee
- d. Camisole tops (spaghetti straps), tank tops, low necklines and backlines any and all strapless tops; the chest must be covered and not showing cleavage
- e. Bare midriffs; the abdomen must be covered
- f. Any clothing that reveals any part of an individual's undergarments or is transparent
- h. Baggy or loose pants more than two sizes larger than the student's physical size would require
- i. Sunglasses (unless required by a doctor's orders)
- j. Any clothing marked with obscene, suggestive language, or indecent pictures, writing, inappropriate slogans, sexually suggestive and/or drug/alcohol advertisements
- k. Any item that may be used as a weapon or which may present a safety hazard to the student, other students or staff
- l. Flip-flops are hazardous and may not be worn on school grounds. Students are required to wear appropriate footwear at all times. Students wearing open-toed shoes should always have a pair of sneakers or closed-toes shoes available.

Certain departments (arts, science, P.E.) reserve the right to require specific clothing, footwear, and/or safety equipment for the protection of students in those courses. They may also prohibit any pierced items that hang or inhibit the proper execution of exercises and/or activities in the classroom, studio, or on stage or that create a safety risk.

Instructors may establish additional dress requirements necessary for safety or success in an art form.

When deemed necessary, school officials may require a student to change into acceptable attire.

### **Department Dress Codes**

#### **For Dance Students:**

The dress code is the first step toward a disciplined approach to dance study at the Academy. It aids the teacher and the student by allowing the body to be seen.

The dress code is an Academy policy and is not adaptable at the discretion of individuals. ***Dancers will not be permitted to attend class in any other clothing or color than the dress code allows.*** Students who sit out of dance class because of inappropriate dress will be marked absent from class that day. This may negatively affect their grade.

To avoid injury the only jewelry permitted will be small studs. No baggy clothing or acrylic nails. Long hair must be entirely pulled back off the face and up off the neck. A bun or French twist is preferred for ballet. No hair ornaments, beads or shells. Wave caps must be plain black.

***An extra set of clothing MUST be kept in each student's lockers throughout the year.*** All clothing should be clearly marked with dancer's name in a permanent manner, and frequently laundered.

#### **Female Dancers:**

Plain black leotards, any style, no sequins, bows, belts, cut-outs or other adornments.

Pink or black tights, no rips or tears. Tights should be stirrup or have slits, so that feet can be bared for modern class.

White socks only.

Pink or white ballet slippers for ballet class.

Jazz shoes only, no athletic shoes for jazz class.

Tap shoes with TelTone taps for tap class.

**No undergarment should be visible outside of leotard and tights.**

#### **Male Dancers:**

White or black form-fitting T-shirt or leotard.

No decorations, no exposed waistlines.

Black tights without feet, black bike shorts or black leggings. No rips or tears.

Dance belt (supporter).

White socks.

White or black ballet shoes for ballet class.

Jazz shoes only, no athletic shoes for jazz class.

Tap shoes with TelTone taps for tap class.

**Under tights, dance belts only-no boxer shorts.**

**For Music Students Involved in Performances:**

There are three levels of dress required for performance situations:

- Formal: For Men: a jacket and tie with shoes, no sneakers.  
For Women: a dress with **no** exposed waistlines or extreme necklines, backlines or short hemlines.
- Pit: A black collared shirt and black pants for both men and women.
- Travel: Neat casual attire for both men and women (no torn jeans).

The level of dress required will be determined by the instructor prior to each scheduled engagement.

**For Musical Theater Students:**

Because the dance classes are as intensive and professionally based as the classes for the Dance majors, the rules of dress code are identical. Please read the section “For Dance Students” carefully. Students will be held to these guidelines as well as to the general guidelines under the heading “Dress Codes.”

**For Theater Students:**

Tongue studs are detrimental to the work process of theater department students and may not be worn at any time. Any member of the staff may ask a student to remove any pierced items that inhibit his/her class work. Individual teachers can make variations to these requirements depending on the specific needs of their classes.

The basic dress code is black, grey or white sweat pants, and T-Shirt no logos, no buttons or collars. Clothing should be loose fitting and comfortable. For shoes, students must wear Jazz shoes, sneakers or bare feet.

Jewelry should not interfere with easy physical movement. Any jewelry that is loose, dangling or otherwise restricts a student's movement must be removed for all classes.

The purpose of this requirement is twofold: One, that the students are not restricted in their movement and physical expression; two, that the clothing is such that it does not call attention to itself or to the individual, but encourages all the students to focus on the work.

To make adhering to this policy practical and possible, each student must obtain a locker in the Theater building at the beginning of the school year and use it on a regular basis.

Students are expected to adhere to this dress code for all classes and at all times. For each class that a student does not adhere to the code, the student is expected to participate but will receive a zero for the day. If repeated non-compliance continues, further disciplinary action is possible, such as In-School Suspension or removal from the Academy.

Students, for whom this policy presents a financial hardship, should see

their core Acting teacher or the Department Chair.

### **Drugs & Alcohol**

The use, sale, distribution, or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statute Section 21a-240, or alcohol, on or off school property or during school-sponsored activity is prohibited. It shall be our policy 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 school involving the possession, distribution, sale, or use of substances that affect behavior.

Students who violate the policy regarding the use, possession, or sale of illicit drugs and/or alcohol will be subject to the following actions:

Use, possession, or under the influence of illicit drugs or alcohol

- school suspension for up to 10 days
- notification that may result in referral to home district for an expulsion hearing and expulsion from school up to one school year
- meeting of parents and students to discuss problem and to provide a list of services available for them to pursue intervention
- police notification for alcohol
- police referral for drugs

Manufacture, distribution, or dispensation of drugs and/or alcohol

- police referral
- notification that will result in referral to home district for an expulsion hearing by the local Board of Education

### **Education Rights of Homeless Children & Youth**

No child or youth should be denied access to a free and appropriate public education. Homeless students have the right to benefit from programs, for which they are eligible, e.g., programs for students who are disabled, gifted, have limited-English proficiency or participation in vocational and preschool programs. Our school provides equal and comparable access to all students regardless of their home living situation.

Any child or youth not attending school who lacks a fixed, regular and adequate nighttime residence is considered homeless. This includes: those sharing housing with others due to loss of housing or economic hardship, those living in hotels, camp grounds, emergency shelters, cars, buses, trains, or other similar settings. If you have questions contact Debra Walsh at the Academy.

Homeless children and youth have specific rights that include: immediate or continuation of enrollment in school and, when desired or feasible, at the “school of origin” (the school the child attended when permanently housed or

last enrolled); prompt provision of necessary services; meal programs; appropriate support services and programs; academic assistance; parent/guardian involvement in school activities.

### **Freedom of Information Act**

The freedom of Information Act, Conn. Gen Stat. 1-200 *et seq.*, (FOIA) provides that the public will have access into the workings of public agencies. The law provides this access in two basic ways: First, the law states that the public shall have access to the meetings of public agencies, including boards of education, subject to narrow exceptions that are strictly construed. Second, the law provides that the public shall have access to records that are developed and/or maintained by public agencies.

### **PERFORMING, PERFORMANCES, & FIELD TRIPS**

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

Please note: Some evening performances develop from class work and, therefore, any students who are cast are required to participate. These are: Fall Showcase & Art Show, Share Nights, Intermezzos & Art Show. Not fulfilling this requirement may negatively affect a student's grades. **Note: Dancers are required to attend their Intermezzo.**

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

Artwork created in the Visual Art department will be displayed formally and informally throughout the school at any time. Artwork will be selected by the faculty for inclusion in the two Academy Art Shows. Student art may be displayed at other venues locally, nationally, and internationally in the course of the year.

In addition to Academy sponsored performances, students may be asked to perform in the community. Such performances may include, but are not limited to, First Night, the Greater Hartford Festival of Jazz, Ted Hershey Dance & Music Marathon, senior centers, shelters, the Bushnell Concert Hall, and Greater Hartford area schools.

Attending performances is also an important component of the arts training at the Academy. We encourage all students to see as many live performances as they possibly can, both at the Academy and in the community. Occasionally, area arts organizations offer free tickets to performances. (see Student Ticket Policy)

### **Participation in Academy Productions & Art Exhibits**

The Academy holds open auditions for most major productions (Plays, Black History Month Production, Musicals, Choreographer's Workshop, etc.) and encourages all students to audition regardless of their major. The Academy practices color- and gender-blind casting.

Students should be aware that any behaviors or remarks that discourage or intimidate others from auditioning will be considered harassment and will not be tolerated.

\*See section on Civil Rights & Harassment.

The hours between 4:15 p.m. and 7:00 p.m. are set aside for students to rehearse for performances and to work on other special projects. Students should check the Callboard located outside the office for rehearsal dates and times. **All Academy rules and regulations still apply during after school hours.**

All students who are cast in a production must sign a Performance Contract. Failure to do so is reason for dismissal from the production. Failure to meet the requirements and obligations of the contract may result in having the student's grade lowered. Though the choice to audition for an Academy production may be at the discretion of the student and parents, once the student has committed to the production s/he will be held to all the standards, regulations, and consequences that are outlined in the contract.

It is expected that students will take this responsibility seriously and will attend all rehearsals, performances, and work calls that are scheduled. **A student must be present for a full day of school in order to attend a rehearsal the same day. Note:** Students may not attend a rehearsal if they've missed their morning classes at the home school or sending school.

If a student is unable to attend a rehearsal or participate in a performance, s/he is required to notify the instructor(s) involved as soon as s/he knows of the conflict or at least 24 hours in advance of the rehearsal and/or performance time(s).

Missing rehearsals or performance may result in a student having a grade lowered and/or forfeiting the privilege to perform.

### **Tech/Community Service Hours**

Because practical experience in production is essential to a well-rounded education in the arts, as is giving back to the community, all Academy students are expected to fulfill a ten-hour Tech/Community Service Hour Requirement by the time they graduate from the Academy.

Students may fulfill this requirement by working on any number of extracurricular activities at the Academy. We encourage students to move outside their major art form and gain an interdisciplinary experience. **(See department chair, student services coordinator, and theater tech director for specific duties and assignments.)**

**NOTE: All theater and musical theater majors must complete tech hours, not community service hours, to fulfill this requirement.**

Exceptions or alternate means of fulfilling the Tech/Community Service Hour Requirement may be considered on a case-by-case basis, in consultation with the Production Director, the Technical Director and the student's Department Chair.

Once a student has fulfilled the ten hour Tech/Community Service Hour Requirement, s/he will be eligible to audition for all Academy productions for the remainder of his/her time at the Academy.

### **Participation in Academy Awards**

Academy Awards is the culminating experience for the senior class at the Arts Academy and includes an evening of senior performances, the Senior Art Exhibit, and the presentation of graduation certificates and awards to the graduating class. This year's Academy Awards will take place on Thursday, June 9, 2011.

All seniors who participate in Academy Awards, or Senior Recitals, must be in good standing including:

- All financial obligations, including tuition, have been met.
- Grades and attendance are acceptable.
- Students on probation during their senior year may forfeit the privilege to perform.
- Jury requirements have been met. Non-participation or poor performance in juries will result in loss of privilege to perform.
- Students attend all artwork hangings and Academy Awards rehearsals as assigned.

**Dance seniors** who miss Ballet class, Modern class, or Composition class more than 20 times (total) during the year, due to absence and/or non-participation, regardless of the reason, will forfeit the privilege of performing during Academy Awards or Senior Recital.

**Visual Arts seniors** are expected to participate in the Senior Art Show, which consists of work completed while at the Academy. Faculty will advise each student on the selection of artwork to be exhibited. Each senior is expected to donate a piece to the Academy's permanent collection. The work will be suitably framed and hung in the school.

### **Senior Recitals**

The option to present a Senior Recital is at the discretion of the department chair. All seniors who participate in Senior Recitals, **must be in good standing**.

#### Senior Recital Piece Selection Process

- Please check with the department chair to see if your department is offering the option of a Senior Recital.

- Get the specific departmental requirements for eligibility and preparation of a Senior Recital.
- Performance pieces MUST come out of the work the students have done in their major at the Academy. No exceptions.
- The Department Chair will arrange for faculty supervision to select and prepare pieces.
- Performance pieces will be screened by appropriate faculty and/or department chair for approval before the recital.

For Senior Recitals - students may only perform/present in the art form in which they have majored at the Academy.

### **Academy Rehearsal Information Line**

The rehearsal information line is available at all times. If a student is involved in a production and would like to check his/her rehearsal schedule, dial (860)757-6300, option #9.

### **Student Ticket Policy**

Free tickets are often made available to Academy students by area arts organizations, such as the Hartford Symphony and the Hartford Stage. These arts opportunities are mentioned in the Daily Announcements. Students must sign up in the office by the announced deadline. Please do not sign-up for tickets if you think you may not be able to use them! Requesting tickets and then failing to use them may forfeit the Academy's opportunity to receive future free and discounted tickets.

Students, including cast, crew and pit musicians, who are participating in a Mainstage Academy production, are entitled to a total of two complimentary tickets for the run of the production.

Students, including cast, crew and pit musicians, who are participating in a Black Box production, are entitled to a total of one complimentary ticket for the run of the production if seats are available. Theater staff will determine seating availability.

Many Academy productions have matinee performances for Academy students. Any student who is unable to attend an Academy matinee performance, due to limited seating availability only, is entitled to one complimentary ticket to an evening performance if seating is available.

### **Concert & Assembly Etiquette**

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

The following rules of concert etiquette apply equally to assemblies, performances, art exhibits, or other events that attract an audience either at the Academy or off-site. It is important that the performance or program not be marred by thoughtless behavior. Ignoring the rules of courtesy can not only

"break" the concentration of the performer(s) but also destroy the full engagement of the audience, which is necessary for their enjoyment of a performance. Students must refrain from calling out performer's names, shouting, or whistling during any performance including Academy performances. This display of intended support often serves to break the concentration of the performer on stage and to adversely affect the audience's response to what is being presented. What appears seemingly innocent is disruptive. Simple commonsense and courtesy will vastly improve the focus and enjoyment of sharers in the magic of the arts.

### **Things not to do:**

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

### **Art Opening Etiquette**

- Arrive at the appointed time. If you come late you can't see the whole show.
- View the show in any order that you want. There is no right way or wrong way. Some people like to go clockwise, other people like a more random approach.
- Take time to view the work. Don't expect to "get" everything. Go back to pieces if you don't understand them and want to see them in greater depth.
- If you don't understand something, ask yourself descriptive questions. What colors are used, what techniques are used, what images are used? Sometimes by actually describing a piece of art, you come up with a greater understanding.
- Refrain from saying negative things about the work, things like, "my younger brother or sister could do it." Remember that you may be standing next to the artist.
- Don't cut in front of someone who is viewing the artwork. Wait your turn or move on to something else.
- Try to discuss the art with your peers or with the artist. Remember your art electives and try to use the proper terminology. Go beyond "I like it/I don't like it." Artists love feedback, so the more thoughtful comments you can give, the better.
- If there is food at an opening, try not to make it your biggest meal of the day.
- Remember to throw away paper plates and cups.
- Sign the guest book. Artists like to know who has seen their show.

### **Share Days**

Share Days are held within departments and are an opportunity for students to share classroom work with their peers. **If students have a**

**third period class outside their department, they are required to attend their regular class and are not permitted to remain at share day.**

### **Smoking**

**Smoking by students is prohibited at all times.** The Learning Corridor is a smoke-free campus. It is the Academy's and the Learning Corridor's policy to adhere to the no smoking policy of the State Board of Education. Therefore, students are not allowed to smoke on any Academy or Learning Corridor property (this includes the parking garage and both sides of the streets that form the Learning Corridor) or any facility used for Academy classes, performances or school activities before, during, or after school hours, or during any school-sponsored event, on or off campus. Students are not allowed to leave the campus while the Academy is in session to have a cigarette.

### **Skate Boards**

Skate Boards are not allowed anywhere on the Learning Corridor Campus. The Academy and/or the Learning Corridor cannot be held responsible for injury that results from disregarding this rule.

Students caught skate boarding will have the skate board confiscated until the last day of classes, or a parent/guardian may claim it during regular school hours.

### **Visitors**

**Students are not allowed to bring any visitors to the Academy.** Academy students who bring visitors (including family) to classes or rehearsals will be asked to leave for the day or to make immediate arrangements for the person(s) to leave.

## **SAFETY**

### **Accidents**

If a student is involved in an accident, no matter how trivial, report the accident to Andrea DeCarli, Assistant to the Director, in the Main Office.

### **Dangerous Instruments & Weapons**

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

**The Academy Director, or his designee, retains the right to inspect or search the Academy, including lockers or any other place or person where**

**there is a reasonable suspicion that a weapon is present.**

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

**Emergency Action Plan Guidelines**

There are four types of codes:

**Code Red** assumes an immediate internal threat and requires that all staff and students move from common areas and hallways to the nearest classroom or secure area. All interior and exterior doors are to be locked and no movement is permitted within the building except by the expressed explicit directive of the lead on-site administrator.

**Code Yellow** assumes an externally posed threat and requires all students and staff to remain within the school building with all of the perimeter doors locked.

**Code Blue** assumes a severe medical event or emergency that requires the immediate presence of available medical/nursing staff and the Principal or designated administrator or staff person. Simultaneously, 9-1-1 will be called.

**Code Green** means resume normal programming and transitions.

The resources for all emergencies are:

- A. Campus Security ex. 6401
- B. Nurse, Judy Niedzielski ex. 6422
- C. First Aid Equipment ex. 6415  
located at Nurse station  
Golfo Lambros ex. 6317
- D. Custodian, Julio Bilbault ex. 6311
- E. Hartford Hospital 860-545-5000
- F. In-building fire extinguishers located on each floor and classrooms
- G. Showers and eye wash in Photo and Art studios  
Students in any dance or movement classes must have access to outer clothing in case of evacuation.

**Fire Drill**

Fire is announced by the fire alarm. The building is then evacuated to the inner campus. A floor plan that illustrates the nearest fire exits is posted in every room. Instructors will take a moment at their first meeting in each room to review the location of the nearest exit with their students as well as the procedure for fire, evacuation or lock down drills.

Students should walk briskly to the nearest exit onto the lawn at the

center of the campus. **Do not go out to the Vernon street side (front) of the building.**

Teachers will stay with their class and take attendance to ensure that all students are out of the building.

Students who are not in the classroom at the time of a Fire Drill, must join the first group they see and exit the building. When on the lawn, at the center of the campus, they should join their class for attendance and wait quietly until the "all clear" signal is given to return to the building.

### **Evacuation Drill**

In the event of an evacuation of the building and campus, there will be an announcement over the intercom.

Students should walk briskly to the nearest exit. Students must move quickly and quietly so that they can hear directions.

Teachers will escort students to an area of safety and take attendance.

Students must stay together with their class and teacher at all times.

Students, who are not in the classroom at the time of the Evacuation Drill announcement, must join the first group they see and exit the building. When at the evacuation location, they should join their class for attendance.

### **Lock-down Drill**

In the event of a lockdown, there will be an announcement over the intercom. The Director is the designated incident coordinator.

Teachers should check that all windows in their classroom are closed.

Students should walk briskly to the nearest exit and go to the designated interior assembly area.

Once in the interior assembly area, students must stay with their class. Attendance will be taken. Students must remain quietly seated to conserve oxygen.

The windows and shades in the assembly area will be closed at this time.

Once everyone is inside the interior assembly area, the doors for this area will be secured.

All the buildings' exterior doors will be secured.

With the permission of the Person in Charge, parents/guardians that wish to accompany their children out of the building will be allowed to do so, provided it is safe. The Person in Charge will always safeguard the welfare of all the

children first.

Once the assembly area is sealed, no one is to enter or leave until rescued or until it is safe to leave.

Designated interior assembly areas:

<u>Building</u>	<u>Assembly Location</u>	<u>Person in Charge</u>
High School	Before noon – Room 156 After noon – Recital Hall	Eric Bernstein or Administrator
Theater	Main Stage Theater	Jim Keller or Campus Security
Commons	Large Studio - 216	Current faculty or Campus Security

Other Emergencies:

- Hostile Intruder, Suspicious Intruder – Notify teacher, school office, Director or designee.
- Deadly Weapons, Dangerous Instruments, Firearms – Notify teacher, school office, Director or designee.
- Abduction – Abduction is defined as the removal of a student from school by a person other than the custodial parent, legal guardian or their verified designee. Notify teacher, school office, Director or designee.
- Bomb Threat – Notify teacher, Director or designee.
- Threats, Aggression – Notify teacher, school office, Director or designee.
- Nuclear, Chemical, Bio-Terrorist Attack – The Director is the designated Incident Coordinator.

### **EQUIPMENT, FACILITIES/ OTHER**

Responsible and proper care of equipment and facilities is expected from each student. Equipment that is checked out to a student is the sole responsibility of that student. S/he is responsible for returning it at the end of the activity in the same condition in which it was received. Lost equipment or careless damage to the facilities will be paid for by the individual responsible.

Students sometimes use the hallways as an extension of their classes. Therefore, students should maintain reasonable quiet and order in the halls when passing between classes. Also, students should be respectful of artwork displayed in the Theater Lobby and/or posted on bulletin boards. **Artwork should not be touched.**

Notices should be posted only on designated bulletin boards.

### **Automobiles & Parking**

A parking tag must be obtained from the campus security office and must be attached to the rear view mirror. All students must park in the garage and not on public streets. Keep valuables hidden from view of potential thieves and lock

car doors at all times. Neither the Academy nor the Learning Corridor can be held responsible or liable for items stolen from cars in the parking garage.

Normal business hours for the garage are:  
Monday – Friday: 6:45 a.m. until 10:00 p.m.  
Saturday: 7:00 a.m. until 2:30 p.m.  
Sunday: Closed

The Academy will arrange for extended hours for the garage to accommodate school and theater events that happen beyond normal business hours.

### **Elevator Usage**

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

### **Half-Day Tuition Payment Policy**

When a school district does not fully fund the tuition for a student to attend the Greater Hartford Academy of the Arts, parents/guardians must pay the portion not paid by the district. When this occurs, the parents/guardians will receive a contract from CREC that establishes a payment schedule.

**No student will attend the Academy on opening day without a signed contract from the school district, the parents/guardians or both (when both district and parents are contributing).**

Parents will be expected to adhere to the payment schedule. In the event of an unforeseen financial hardship, it will be the obligation of parents/guardians to communicate with the Assistant to the Director, Andrea DeCarli at 860-757-6385, regarding collection of tuition. **The first tuition payment must be received in the CREC Business Office prior to the first day of school in August.** The Business Office will send monthly statements to parents.

When parents fall behind in student tuition payments the following will occur:

- Quarterly grades will be withheld from the parents/guardians and the sending school.
- Student transcripts will not be issued.
- A student with an outstanding tuition balance at the end of the school year will not be allowed to return the following year until the balance is paid in full and an acceptable arrangement has been made for payment of tuition the following year, if applicable.
- Seniors who have outstanding tuition balances at the end of the school year will not be allowed to perform in Senior Performances or participate in Academy Awards.

Parents who do not pay their tuition obligations will have their accounts sent to a collection agency.

### **ID Badges**

It is an issue of safety that all students have their ID badges with them at all times for entry into Academy buildings, for identification, and for permission to be on the Learning Corridor campus or in satellite facilities. All students are required to obtain an ID badge from the Campus Security office in the Commons Building. Students must be able to produce this badge if approached by campus employees, campus security, or law enforcement.

Students will be required to pay a \$15.00 replacement fee if their ID badge is lost.

Students are required to return ID badges to the office should they be dismissed or withdraw from the Academy. Failure to do so will result in a \$15.00 charge.

### **Instructional Materials**

The Academy will provide handouts and classroom books to students. Students are required to return books in good condition at the end of the year.

Failure to return books will result in a status of outstanding obligations. \* See section on Outstanding Obligations.

### **Visual Arts students will be assessed a \$100 materials fee at the beginning of the school year.**

Students who repeatedly lose handout materials will pay ten cents per page for additional copies.

### **Lockers**

Lockers are available and will be assigned to all students. See your Department Chairperson for locker assignments.

### **Lost & Found**

Please check the callboard and Daily Announcements for items lost or misplaced. All found items should be given to the receptionist at the front desk, where they may be claimed.

### **Medications**

Students requiring prescribed medicines, including controlled substances, during school hours must present a written order from a licensed physician/dentist and the written authorization of the parent/guardian or be a student over the age of eighteen. **Submitting a completed medical form covers this.**

A student or parent request that aspirin or aspirin substitutes be administered will only be honored if a signed medical form is on file at the Academy.

### **Messages**

**Academy staff will not interrupt classes to convey messages** from parents/guardians, friends, family or home school to students unless it is an **extreme emergency**. Students should check signs posted on the doors and the

message board near the office for messages from parents/guardians, faculty, etc.

**Outstanding Obligations**

Students with outstanding obligations (tuition balances, un-returned books, ID badges, copy fees, etc.) will not receive grades or transcripts until debts are cleared.

**Student Activities Fee**

The fee schedule for 2010-11 is:

Freshman: \$25  
 Sophomores: \$35  
 Juniors: \$45  
 Seniors: \$55

**STUDENT RESOURCES**

These are the following resources available to all students:

**Academic Advisor, Lynn Hoffman**

The academic advisor is available Monday-Friday to assist students with college and career planning, to help them identify and apply to schools/colleges, to seek financial aid, to be the liaison with home school counselors, and to monitor student progress so as to ensure student success at both schools.

**Guidance Counselors**

All full-day students are assigned a Guidance Counselor. The chart below delineates the assignments. All half-day students are assigned to the Academic Advisor, Lynn Hoffman.

Counselors	Phone Extensions	9-12 Caseload By last name	Additional Assignment	Administrator
Jessica Marshall <a href="mailto:Jmarshall@crec.org">Jmarshall@crec.org</a>	757-6354	A – G		Randy Conway
Patrick Brintle <a href="mailto:pbrintle@crec.org">pbrintle@crec.org</a>	757-6349	H – L	504 case management	
Bob Sorenson <a href="mailto:Rsorenson@crec.org">Rsorenson@crec.org</a>	757-6348	M – R		Tony Napoleone
Terry Gregoire <a href="mailto:tgregoire@crec.org">tgregoire@crec.org</a>	757-6355	S – Z	7/8 grade team	

Lynn Hoffman <a href="mailto:lhoffman@crec.org">lhoffman@crec.org</a>	757-6323	½ day A – Z; all arts-related matters	College counseling	<i>Kim Stroud</i>
--	----------	---	--------------------	-------------------

**Nurse, Judy Niedzielski; Nurse Assistant, Tenille Rivera**

Any student, who needs to see the nurse or go home, must report to the receptionist in the Main Office to receive further medical assistance.

If the student needs to go home, the Academy will contact the parent/guardian to obtain permission for early dismissal. If a parent/guardian cannot be reached, the student will remain in the office or with the nurse. Emergency situations will be handled as they arise.

**Social Worker, Raynette Holmes**

In order to see the social worker, a referral form needs to be filled out by a teacher, department chair, or administrator. If it is an emergency, a student should seek assistance from ANY staff member immediately.

**Student Services Coordinator**

Any student, who needs information or assistance with any student matter, should feel free to contact our Student Services Coordinator.

**Advisory Groups**

Full-day students will meet periodically in small advisory groups with guidance counselors and other student support team members. In addition, department chairs, arts faculty, and administrators are available for support at any time.

**Transportation**

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

**Valuables**

Students should not bring valuables or large sums of money to the Academy. If this cannot be avoided, the student should give the possessions to the Assistant to the Director, Andrea DeCarli, to be locked up until the end of the school day. The Academy is not responsible or liable for valuables.

**Withdrawals & Refund Policy**

Once a student begins classes at the Academy, the obligation to pay tuition charges for the full year is unconditional. **Tuition is non-refundable except if the student withdraws at the request of the program.** In such instance, prorated credit will be issued in accordance with the CREC Refund Policy.

Students will be withdrawn in January and June unless disciplinary issues or personal issues require that immediate action be taken.

## **GOVERNANCE**

CREC, Capitol Region Education Council, is the governing body for the Academy. As a program of CREC, the Academy benefits from fiscal and personnel services provided by CREC.

### **Advisory Council**

The Academy's Advisory Council is charged with advising the Academy on the tuition rate, curriculum, credit(s), student recruitment, policy and programmatic issues. The Advisory Council is comprised of representatives from school districts (superintendents, principals, guidance counselors, and teachers) that provide tuition payment for students to attend the Academy, a limited number of Academy staff, parents, a representative from the Parents, Friends, and Alumni Association, representatives of local arts organizations and members of the community-at-large.

### **Parents, Friends, and Alumni Association (PFAA)**

Parents and alumni may participate in a very active Parents, Friends, and Alumni Association (PFAA). PFAA meetings are held monthly at the Academy. PFAA members work together to enhance the visibility of the Academy and to plan special events that generate revenue for the school, and to support the efforts of parents of artistically gifted students. To date, PFAA members have sponsored the annual Orientation for incoming students, a college financial aid workshop for parents, a field trip to the Performing and Visual Arts College Fair in Boston, and annual fundraisers. A monthly *Parent Notes* newsletter is mailed to all parents and sending school principals and superintendents.

#### **PFA Officers 2010-11:**

Co-Presidents	Lori Fernand (860) 651-8245 <a href="mailto:Lori_Fernand@yahoo.com">Lori_Fernand@yahoo.com</a>
	Diane Franco <a href="mailto:Funinthesun13@sbcglobal.net">Funinthesun13@sbcglobal.net</a>
Secretary	Ann Glaser (860) 295-8783 <a href="mailto:Ann.glaser1@gmail.com">Ann.glaser1@gmail.com</a>
Treasurer	Pamela Simon (860) 233-6958 <a href="mailto:Ksimon38@comcast.net">Ksimon38@comcast.net</a>

**APPENDIX**

**SAMPLE –**

**A sample of this form has been sent home. Please sign and return to the Arts Academy.**

**Student Handbook Signature Page**  
**2010-11**

Dear Parents/Guardians and Students:

Welcome to the Greater Hartford Academy. We trust this edition of the Student Handbook will be helpful to you. Please read and think through the practices and policies stated in the Handbook. It is essential for each member of our educational community to understand and support the policies and practices of our school. It is imperative that this form be signed by the student in each of the four categories and that a parent/guardian sign on the back to acknowledge the student's and parent/guardian understanding and support of school expectations. **Please return the signed forms to the Main Office.**

**Student Handbook and Code of Conduct**

We have received and reviewed a copy of the Academy's Student Handbook, and Code of Conduct, and agree to abide by the terms and conditions stated within.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Regulations and Acceptable Use for Internet and Computers**

We have read and agree to abide by the Acceptable Use for Internet and Computers, online learning management system and internet usage in accordance with the Student Handbook. We understand that access to the online learning management system and internet resources are provided for educational purposes only and students are not to send or request offensive or illegal material.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Civil Rights & Harassment**

It is the policy of the Academy to maintain a learning environment that is free from physical, psychological, verbal or sexual harassment. Therefore, as stated in the student handbook, it shall be a violation for any student or employee to harass another person through conduct or communications.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Bullying**

I understand the Academy’s Bullying Policy as stated in the Student Handbook. I agree to do my part to keep the Academy safe and free from bullying. I accept my responsibility to report any concerns or incidents of bullying in school to a teacher or administrator.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Our Academies rules and regulations align with CREC’s mission for a respectful, safe and orderly environment for teaching and learning. In any situation where student behavior presents a potentially disruptive or dangerous condition with regard to proper operation of the school and associated programs, administrators may use discretion in determining appropriate consequences.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SAMPLE –**

**A copy of this form has been mailed home. Please sign and return to the Arts Academy.**

**Student Handbook Cell Phone Usage**  
**2010-11**

Dear Parents/Guardians and Students:

Cell phone and other electronic device use, including emergency use, is prohibited at the Academy. Devices include but are not limited to: beepers, blackberries, cell phones, palm pilots, walkmen, iPhones, Ipods, CD players or other audio or communication devices. All electronic devices must have power turned off and be placed out of sight from 7:30am – 4:15pm for Full-Day students and from 1:00pm – 4:15 pm for Half-Day students.

A student who is asked to relinquish an electronic device by any school staff member must do so regardless of time of day and/or circumstances. For a first offense, the student may pick up the cell phone/electronic device at the end of the school day. Upon subsequent offenses, the cell phone/electronic device may be held by the school until the last day of the quarter, semester, or school year at the discretion of the administration and may be picked up by the parent/guardian during regular office hours at that time.

We would like to thank you for your support. Your signature acknowledges your willingness to comply with this Academy policy. **Please return signed forms to the Main Office.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date