



Museum Academy Magnet School

A program of the Capitol Region Education Council



2011 - 2012 Parent-Student Handbook

Museum Academy
1283 Asylum Avenue
Hartford, Connecticut 06105
(860) 237-7800
Fax (860) 236-2062
www.crecschools.org/crec-museum-academy/

Capitol Region Education Council
111 Charter Oak Avenue
Hartford, Connecticut 06106
(860) 247-2732
www.crec.org

Principal: Mrs. Shandra L. Brown
Assistant Principal: Mrs. Julie Martin-
Beaulieu
504 Coordinator: Mrs. Gina McDonald
Title IX Coordinator: Mrs. Lisa Cushing

Executive Director: Dr. Bruce Douglas
Asst. Executive Director: Ms. Sarah Barzee
Deputy Executive Director: Mrs. Denise Gallucci
Asst. Director of Magnet Schools: Mrs. Dina Crowl

In compliance with regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Civil Rights Act of 1987, and the Disabilities Act of 1991, CREC has policies to ensure equal education opportunities for all students. Students have the right to participate fully in classroom instruction regardless of age, gender, race, religion, national origin, color, disability, marital status or sexual orientation.

Commission on
Human Rights and Opportunities
21 Grand Street
Hartford, Connecticut 06106
Telephone:
(860) 541-3400
Toll Free (CT):
1-800-477-5737

Office for Civil Rights/Boston
Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, Vermont
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110
Tel: (617) 289-0111
Fax: (617) 289-0150

Dear Parents:

We, the staff at Museum Academy and Capitol Region Education Council are pleased to present to you the Museum Academy Student/Parent Handbook. This manual has been compiled to reflect the specific organizational policies and procedures established by CREC and Museum Academy. Please take time to review its contents and discuss it with your child and use the information in this manual as the basis of your decision-making as it relates to school policy and procedures. This will prove to be a valuable reference tool throughout the school year. Each family should familiarize him/herself with the contents of this handbook. It is extremely important that proper procedures be followed to ensure that we achieve our desired school wide academic performance goals and provide students with a safe and orderly environment.

In order to provide the best education for all children at Museum Academy, all parents, students and staff at Museum Academy must work and communicate as a team. It is our vision that drives us to strive for excellence at every level as our school continues to develop a community of lifelong learners. We must create an environment where all members of the school community share accountability for student learning outcomes; students, parents, staff and community, in a united effort to continue excellence. Let's work together as a team so that our joint effort has a positive impact on every child's learning performance. You as a parent, play a major role in developing your child's attitude towards education. We know there are many demands on your time, but we encourage you to get involved in order to make your child successful in school. Please join us in developing a genuine partnership.

If you should have any questions or concerns, please contact the school at 860-231-7800.

Best Regards,

Shandra L. Brown, Principal

Julie-Martin Beaulieu, Assistant Principal

A View of the Culture of Museum Academy

Museum Charter

We the members of the Museum community believe that our school should be a safe, happy and peaceful place, where all people are welcome and know they are an important part of our learning community. We will make this happen by using our minds, bodies, voices and hearts to:

- care for one another
- treat each other with respect
- solve problems without hurting each other
- celebrate each other as we learn and grow
- meet our learning goals
- be honest and trustworthy to ourselves and others
- give our best effort to every task

Museum Academy Description

The Museum Academy is an interdistrict magnet school that provides a comprehensive and challenging museums-based learning environment to students in Pre K-5. This approach will enable students to learn naturally in environments that support guided exploration and discovery, encourage meaningful apprenticeships and projects, and foster interactions among peers.

Through our partnerships with local museums, we will customize museum teachings and learning explorations (fieldtrips) to match our curriculum. A museum learner will not only visit museums, he/she will learn how to “see” in a museum – how to explore an artifact, analyze a painting for more than its artistic beauty, and how to demonstrate one’s own learning in the professional manner of a museum exhibit.

Students will explore research, create, and present quality exhibits to share with the school and outside community. Exhibitions may also include partnering with community museums to showcase the students’ projects. Classroom, as well as school-wide projects, will serve to transform the school into a living museum with grade level students acting as *docents* for the exhibitions.

The school will utilize the five patterns of effective museum learning:

- Museum process apprenticeships
- Creation of apprentice researchers
- Knowledge-building communities
- Project enhanced learning

Museum Academy Mission Statement

Museum Academy is dedicated to providing a culturally diverse learning environment in collaboration with museums throughout the community. A humanities-based curriculum infused with museum resources and expeditions will provide hands-on, minds-on, authentic learning experiences that develop strong critical thinking, interpersonal, and academic skills while taking students beyond the walls of the classroom

The Mission of the CREC Museum Academy is to

- *provide students with a rigorous academic program that will prepare them for success*

- *provide an educational environment that will strengthen students' social and emotional development*
- *foster learning and enrich the lives of the students through discovery and creation*
- *reduce the racial and socio-economic barriers and create a quality integrated learning environment for students in the Greater Hartford area*

Museum Academy Values:

- We will provide a safe and secure environment.
- We will create classroom communities where students and staff are viewed as partners in education.
- We will involve parents and the larger school community in our children's education.
- We will focus our teams' collaborative work in order to teach for understanding.
- We will facilitate students' learning through integrated units of study, hands-on activities, and authentic experiences.
- We will provide diverse learning opportunities for students to demonstrate growth.
- We will engage in professional development opportunities that will advance the talents of our staff and achievement of our students.

Museum Partnerships

The partnerships between local museums and the Academy were formed in order to create curricula that embed museum themes and units with district and state standards based learning goals. These partnerships will provide our school with a solid foundation in using the Museum Process as a learning model for our school and academic enhancement. The museum studies or units will develop into long term projects culminating in the creation of student directed objects, exhibits, or classroom museums.

Museum Academy teachers will involve students in learning through rigorous academic content and the "museum model" approach to learning as a dynamic support to a strong foundation of standards-based education. Visits to local museums are also used as springboards to meaningful exploration in all areas of the curriculum. Students will research, create, and present museum-quality exhibits to share their knowledge with other students, families, staff, and community members.

Partnerships

Bushnell Theater
 Children's Museum West Hartford, CT
 Connecticut Historical Society and Museum
 Connecticut Science Center
 Wadsworth Antheneum

Museum Academy Attendance Policy and Procedures

Attendance

Connecticut state law requires parents to make sure that their children between the ages of 5 and 16 attend school regularly. Daily attendance is a key factor in student success, thus, any absence from school is an educational loss to the student. These rules and procedures are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:30 a.m. and 9:00 a.m. on the day of the absence by telephoning the school nurse, Mrs. Musso at 860-237-7800

Tardiness

Students who are not in their classrooms by 8:35a.m. are considered tardy and must be signed in at the front office or by the security officer on duty. A student who is repeatedly tardy may be considered truant. Excessive tardiness without written excusable verification will be monitored and subject to review by the administration and referred to the Early Intervention Team (EIP).

Museum Attendance Procedures

- School begins at 8:30 a.m.
 - Any student arriving after 8:35 a.m. will be marked “tardy”
 - Four “tardy” marks will count as an absence UNLESS there is a doctor’s note.
 - Students arriving late because of a late-arriving bus will not be marked tardy.
- School dismisses at 3:00 p.m.
 - Any student dismissed prior to 2:45 p.m. will be marked “dismissed early”
 - Four “dismissed early” marks will count as an absence UNLESS there is a doctor’s note
- Four absences in one month may result in an attendance meeting with administration
- Ten accumulated absences may result in an attendance meeting with administration
 - Absences include full days as well as accumulated late arrivals and early dismissals
 - The goal of the attendance meeting will be to create an action plan to support the student’s regular attendance at school. The school social worker and school nurse may be in attendance to support the creation of the plan.
 - The goal of this meeting is to work collaboratively with the family. If however, the parent/guardian does not support the effort to address the attendance issue, the school may seek further support from outside agencies/resources.
- Absences due to illness must be called in to the school nurse.
- Parents/Guardians are required to contact the school secretary or nurse when students will be out for any reason. When students are not called out, the school will attempt to reach the family as a safety precaution, however, this will not excuse the absence.

Vacations and Appointments during School Time---

When parents schedule a family vacation or appointments during school hours, learning is interrupted and may cause learning difficulties for the student. Classroom instruction is the most valuable part of the school experience and difficult to recreate. Therefore, doctor appointments should be scheduled when school is not in session. Family vacations should be scheduled and planned while school is not in session.

School Hours

Pre-K through Grade 3 8:30 a.m. - 3:00 p.m.

Delayed Opening 90 minutes (Inclement Weather)

Pre-K through Grade 3 10:00a.m.-3:00p.m.

Early Dismissal (Professional Development)

Pre-K through Grade 3 8:30 a.m. - 1:00 p.m.

Early Dismissal (Inclement Weather)

Pre-K through Grade 3 8:30 a.m. - 12:00 p.m.

Emergency Early School Closing (In Case of Inclement Weather)

In the event of an emergency early closing, an announcement will be broadcast over major radio and television stations. Announcement for school delays or closings can be heard and/or viewed on the following media: Radio – WTIC (AM & FM), Television – WFSB, NBC, ABC or by logging onto their websites. Parents will also be notified by Museum Academy School Messenger notification system.

Please be sure that your child knows what to do and where to go in the event of an emergency school closing.

Please be sure to inform the school immediately regarding any changes in home or work telephone numbers or regarding any changes in your emergency contact person. Early closing for Museum Academy follows the Hartford Public School’s decision, not the individual towns.

PLEASE DISCUSS ARRANGEMENTS WITH YOUR CHILD BEFORE A PROBLEM OCCURS.

Museum Academy Extended Day Program Policy and Procedures

Museum Academy

Museum Academy Extended Day Program follows ALL school policies and procedures with some additional policies specific to the Extended Day Program routines.

Registration for the Extended Day Program at CREC Museum Academy

Each year families must re-register their child/children for the Extended Day Program (EDP). Registration does NOT roll over year to year. Registration for the entire year must be completed and returned before the first day of school. ALL tuition payments are due the Friday before care is provided. For example, the first day of school is August 30th; tuition payments for that first week are due August 26th. Invoices are printed monthly; you will only receive a bill at the beginning of each month. Payments must be made at least each month or the student will be discontinued in the Extended Day Program. If you are experiencing a financial hardship, please contact the program coordinator.

Families will pay for before and/or aftercare tuition weekly. You may choose to pay in advance bi-weekly or monthly. Payment is required regardless of reason for absence (i.e., illness, vacation). Tuition costs are as follows:

Before care ONLY: \$35 per week; \$ 7 per day
After care ONLY: \$75 per week; \$15 per day
Before and Aftercare: \$110.00 per week; \$22 per day

Tuition is due in full the Friday prior to services rendered. Payments that are more than 30 days in arrears are subject to a late fee. If tuition is not paid in a timely manner, the program reserves the right to suspend a child from the Extended Day program until the tuition balance has been brought up to date. Tuition payment is required regardless of reason for absence.

If tuition has not been received after one week a written reminder will be sent outlining the tuition policy.

The school reserves the right to cancel the enrollment of a child for the following reasons:

1. Failure to pay tuition fees according to schedule
2. Failure to submit all state required forms

Please make all checks payable to CREC.

Museum Academy's Tax Identification Number is 06-085-3106.

Registration forms for the Extended Day Program **during the school year** must be submitted 2 weeks prior to the start date and will **only** be accepted if space/staffing allows. Registration prior to a new school year is available on a first-come, first-served basis.

Each year the Extended Day Program staff design our program to fit the needs of the parents and students who attend the Museum Academy.

Student Drop-Off and Pick-Up

Students must be walked in and signed into Before Care program each morning. Students may not come to Before Care prior to 7:30 a.m. An adult (over age 21) must walk in and sign a student out of the After Care program each afternoon. Students **MUST** be picked up by 5:30 p.m. Additional charges of **\$2.00 per minute** will be imposed for each minute a child is picked up after 5:30; for example, if a child is picked up at 5:40, the late fee would be \$20. Habitual late pick-ups will result in a child be terminated from the Extended Day program.

NO STUDENT IS ALLOWED IN ANY BUILDING ON CAMPUS BEFORE 8:30 AM unless he/she is registered for Before Care for safety reasons.

Hours of Operation

The CREC Museum Academy Extended Day Program hours are as follows:

Before Care: 7: 30 a.m. – 8:30 a.m.

After Care: 3:00 p.m. – 5:30 p.m.

Early dismissal days: The last Wednesday of each month during the school year is a shortened day for professional development. School will dismiss at 1:00 p.m. After Care will be available until 5:30 p.m. **for an additional fee** except for the following days when aftercare will only be available until 3:00 p.m.: the half day before Thanksgiving, the day before Christmas Eve, and the last day of school.

Specific locations and program details for the Preschool EDP and the Kindergarten, 1st, 2nd, and 3rd grade EDP will be e-mailed to families prior to the first day of school.

Student “Drop-In” Days for the EDP

Parents/guardians may choose to use the Extended Day Program for an emergency or if childcare is needed for only a few days from time to time. Please see the coordinator to complete a “drop-in” form and return it to your child’s teacher along with payment for the day (before care = \$7 per day; aftercare = \$15 per day). Please do **NOT** call the front desk or the classroom teacher to ask if your child may attend EDP; you must complete the drop-in form and verify with the coordinator that adequate staffing is available for that day.

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A DROP-IN FORM AND PAYMENT

Inclement Weather/Emergency Closings

In the event of inclement weather and/or road conditions have not improved in time to open school at 8:30 a.m. due to snow or storm problems, a **90-minute** delay may be imposed by CREC. In that instance, Before Care will begin at **9:00 a.m.** instead of 7:30 a.m. and school will begin at 10:00 a.m. Postings for delays or closings will appear on NBC 30 or channel 3/WFSB as **CREC Museum Academy**.

Lost or Stolen Items

Museum Academy is not responsible for any lost, stolen or broken toys and/or clothing from the program. Please do NOT allow your child to bring toys to the program. The EDP provides all materials for students' enrichment.

Museum Academy Policies and Procedures

Admission, Registration

1. A lottery will be held in March by the Regional School Choice Office, <http://magneteducation.org>. Admission to Museum Academy is processed in accordance with RSCO application guidelines.
2. Preference will be given, but not guaranteed, to siblings of current students at Museum, provided the application is received before the application deadline. Current students are defined as students enrolled in the school during the same year in which the sibling is enrolled. Limitations based on class size will always take priority over sibling preference.
3. If there is a change in residency, the office must be notified.
4. Registration Requirements
 - Two documents showing proof of residence, such as a utility bill and lease/mortgage;
 - Birth certificate or passport may be used for proof of birth (if child is coming from outside the United States);
 - A copy of the child's most recent report card (if applicable);
 - Social Security Number

Animals in School

In accordance with CREC policy (6163.3) as well as a directive from the CREC Medical Director, "no student shall bring any live animal, whether pet or wild, to any classroom without prior consent of the teacher and principal, in order to protect both the animal and the students. Teachers may bring and maintain goldfish or tropical fish in suitable bowls or tanks, but turtles, birds, snakes or other animals which might present a health hazard shall not be allowed without prior approval of the principal and then only for class observation and study for a limited period of time."

Birthday Celebrations

Birthdays and other celebrations are special occasions for children. However, these events will be minimized in school and limited to healthy foods. We ask that you inform the teacher one week in advance of the event and what you plan on providing to the class. The teacher will then be able to arrange a time and date for you to come in. **Please no surprises!!** We have many children with food allergies and medical conditions. Your teacher will be able to plan for their participation. Suggested treats and alternative to food treats include:

- | | |
|---------------------------|--|
| * bags of pretzels | *100% juice boxes |
| * animal crackers | * pencils |
| * fruit / vegetable trays | * notebooks |
| * cheese and crackers | * book marks |
| * jello | * stickers |
| * yogurt | * colored pencils |
| * pudding | * craft project |
| * teddy grams | * read a book to the class and donate it to the classroom. |

Any baked product sent to the classroom *must* have a list of ingredients.

Breakfast and Lunch at Museum Academy

Our cafeteria serves delicious meals in a clean and orderly environment. Monthly menus are provided to all students. Please refer to them when deciding which breakfasts and lunches to purchase.

Breakfast

All students are presented with a breakfast to start their day. The Grab and Go breakfast program is available for a nominal fee. This is a great program that ensures that every student gets off on the right foot.

Lunch

Students may elect to bring their lunches from home. Lunches brought from home MAY NOT be heated in any microwave at school. We discourage fast foods (McDonalds, Taco Bell, etc.) in the cafeteria. Carbonated drinks are not allowed in the cafeteria or for snack in the classroom, nor are glass containers.

Cost:

Student Breakfast with beverage: \$1.65

Student Lunch, hot/cold, with beverage: \$2.80

Bus Regulation

Children should be at the designated stop before the posted time, and they are expected to ride only on the bus to which they are regularly assigned and to get on and off at their regular bus stop. If it becomes necessary to deviate from this routing for emergency reasons, permission must be obtained from the school office. The drivers are in charge of the bus and have a teacher's authority and responsibility over all children riding therein while traveling to and from school. They are required to enforce all rules and regulations adopted by school authorities for the conduct of all pupils transported.

The school administrator may suspend a child from transportation services for up to 10 days with an informal hearing.

Bus Safety Expectations

Safety rules are strictly enforced on the buses. There is a set of consequences for times when students do not follow the bus rules. Please reinforce bus procedures with your child at home.

Waiting for the Bus

1. Arrive early enough at the bus stop to avoid running across the street to catch the bus.
2. Walk on the sidewalk, or any safe area off the road.
3. Do not play with balls, toys, jump ropes, etc. at the bus stop.

Boarding the Bus

1. Wait until the bus comes to a complete stop before boarding.
2. Enter the bus in a single file line, without pushing or crowding.
3. Go directly to a seat and sit down immediately.

While on the Bus

1. Listen and follow the driver's instructions at all times.
2. Act respectfully. Do not tease or taunt other children.
3. No fighting or pushing.
4. Stay seated while the bus is moving; no changing seats; kneeling or facing backwards.
5. Keep the aisles clear.
6. Talk quietly
7. Keep hands, arms, and heads inside the bus.
8. Never throw objects out the windows.

9. Do not eat or litter on the bus.

Leaving the Bus

1. Stand up only when the bus comes to a complete stop.
2. Leave the bus in a single file line; without pushing or running.
3. Always cross the street in front of the bus. Walk far enough away that you can see the driver's face.
4. Always look both ways before crossing the street.

Consequences for not following Bus Expectations

If your child does not follow the bus rules and expectations outlined above and have not listened to the driver's warnings to behave properly on the bus, the driver will issue a referral notice. Please remember that riding the bus is a privilege. Because student misbehavior can endanger the safety of others on the bus, it is a natural consequence for the student to have this privilege taken away from them.

The following procedures are followed when a bus behavior referral is made to the principal:

1st Offense Written warning to student and notification made to parents. Warning slip must be returned to the principal upon arrival at school the following day. (Please note that the driver typically speaks to students several times about inappropriate behaviors before making a written report.)

2nd Offense Student may be relieved of privilege to ride (1-5 days) pending meeting/ between student, parent and administration.

3rd Offense Student will be relieved of privilege (up to 10 days) pending meeting/ between student, parent and administration.

Serious misbehavior such as fighting, destruction of property, etc, may result in immediate loss of riding privilege, as well as a school suspension. Parents are responsible for transportation when the child has lost the privilege to ride the bus.

All rules of proper behavior are in full force at bus stops. All complaints concerning school transportation safety are to be made to the Transportation Department. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Cell Phone/Valuables Policy

Parents and students should be aware that bringing valuable items to school increases the risk that the item could be lost or stolen. Students should leave valuable items at home. If a student is using a cell phone during the school day, the phone will be confiscated and the parent/guardian notified.

Class Parties

The staff recognizes that celebrations are an important part of the school experience. Each class is allowed two parties during the school year. Museum Academy parties are scheduled for winter holidays and the end of the year. Teachers will work with room mothers and volunteers in making arrangements for details of the parties. Parties are held the last 45 minutes of the day. Please remember to choose healthy items for snacks.

Classroom Placements

Classrooms must promote student success; therefore, careful thought and consideration are given to class placements. In forming classes, the staff gives major consideration to balancing the classes with regard to numerous factors, which include, but are not limited to the following:

Maturation level

Learning styles

Teaching styles of teachers

Potential peer conflicts

Racial/ethnic balance

Academic strengths and needs

Language ability

Number of boys and girls

We recognize that some parents have preferences for their child's placement. Please trust our staff to balance classes in the best interest of all students.

Change of Address, Home or Work Telephone Numbers

If you should move or change your telephone numbers (home, work or cell), please notify the school office **immediately**. It is important that parents keep their children's records up to date.

Community Involvement

PAC/PTO

The objectives of the Museum's PTO are:

- To promote the welfare of children and youth in home, school, and community
- To raise the standards of home life
- To bring into closer relation the home and the school, encouraging parents and teachers to work cooperatively in the education of children

Contacting Teachers

Faculty may not be interrupted during teaching hours. Please leave a voice mail or email unless it is vital to contact the teacher immediately. In this case, call the main desk at (860) 237-7800, and the receptionist will contact the teacher.

Early Intervention Project

The Early Intervention Project (EIP) was initiated in 1985 by the Connecticut State Department of Education. The purpose of the project was to develop a system within schools to provide greater support and interventions to benefit students experiencing academic, behavioral, or social difficulties in the general classroom. The Early Intervention Project uses a team approach to provide prompt and sustained support to classroom teachers who request assistance with a student. The goal is to quickly address the needs of the student to ensure her/his success in school.

Emergency Evacuation

In the unlikely event of an emergency evacuation from Museum Academy, students will be transported to Connecticut Historical Society and Museum located across the street. **This arrangement is not to be confused with the procedure for a closing of school due to inclement weather.**

Fire Drills and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Learning Expeditions/Fieldtrips

As part of the enrichment program of the school, museum related excursions or field trips are designed to extend the learning experiences of the students. Such trips are carefully planned and supervised by teachers and are frequently assisted by parents. Most admission costs and some fees are not covered. Detailed information and a permission slip will be sent home for each trip to be signed by parents and returned. Permission slips must be completed in order for your child to participate. **Students who do not have a completed permission slip will not be allowed to attend the field trip.**

Any student whose behavior is considered detrimental to the well-being of other students while on a field trip may be prohibited from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

Lost and Found

A lost and found box is located outside the Nurse's Office; items are kept for a week and then donated to charity. When possible, it helps to have students' names on items brought to school. Items left on the school buses are usually kept in the front of the bus. Please check the lost and found box if your child has lost an item.

Lunch Procedures

All children have a 40-minute supervised lunch period. Generally, children spend about 20 minutes of this time eating lunch and the remainder in structured recess.

Outdoor Recess Policy---

We will have outdoor recess unless it is 20 degrees or below or if there is severe snow/wind/ice factors. Please dress your child accordingly. If possible plan to leave an extra set of clothing, mittens and hats labeled with your child's name. This is in the event they fall and need changing. Currently, we do not have a washer and dryer in the school. If a child is well enough to attend school, he or she is expected to go outdoors for recess unless there is a note from the physician.

Parent Conferences

Museum Academy and its faculty will do everything possible to keep open lines of communication with the home. Teachers will be available to respond via telephone and/or in person to any concerns or questions parents may have. The school will also hold two (2) parent conferences during the school year to provide parents with specific information on the academic/social progress of their children and to distribute students' reports cards. At least one week before conferences, parents will receive a scheduled appointment for their conference that has been arranged at the mutual convenience of the parent and teacher. Parents are encouraged to attend these conferences.

Progress Reports

The purpose of the Progress Report is to give the parents/guardians a clear understanding of how the student is progressing academically, as well as an understanding of the factors that may contribute to the student's success. A progress report is sent home three times a year – December, March and June.

Promotion and Retention of Students

Museum Academy Magnet School encourages and insists on the highest quality of academic performance from all students. It expects excellence from its faculty and supports vigorously the teachers' demands for serious, substantial scholarship from students commensurate with their individual abilities.

Instruction and instructional programs must provide maximum opportunity for students to progress through school according to their needs. The intent of this policy is to ensure that all promoted students can benefit from the next level of instruction. Students normally will progress annually from grade to grade. Decisions regarding the promotion/retention and placement of students will be made on the basis of documented academic achievement in relation to the intellectual ability and overall physical, emotional, and social well-being of the student. All teachers must evaluate students' educational progress during the school year. This progress, or lack of progress, is communicated to the parent, through written progress reports and parent-teacher conferences. Parents must be notified well in advance if retention or acceleration is being considered. *The final decision regarding placement or retention will be made by the principal.*

Snacks

Snacks will not be provided by the Museum Academy for the children. We have a long day at school and all students (Pre-K thru Grade 3) will be given the opportunity to eat a snack sent from home. Snacks should be nutritious in nature. Growing bodies need optimal fuel. Healthy snacks add nutrients, not calories, to children's diets. Sharing of foods among students is not permitted. **Candy or soda is not part of snack time.**

Recommended snacks include:

- * bagel plain or with cream cheese /jelly
- * fruit
- * fruit with dip
- * yogurt with granola
- * whole wheat crackers
- * jello
- * banana bread
- * rice cakes
- * water
- * 100% juice boxes
- * vegetables with dip
- * goldfish
- * cheese sticks
- * pudding
- * dry cereal
- * applesauce

Hints: ●Keep plenty of small plastic containers or zip lock storage bags; fill on Sunday and then grab and go during the week.

●Use a small cookie cutter to cut cheese, fruit, or bread into interesting shapes.

Suicide Intervention/Prevention

Museum Academy Magnet School recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, Museum Academy will direct school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

Museum Academy recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs. School employees who may have knowledge of a suicidal threat will take the proper steps to report this information to the Social Worker and Principal who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

Museum Academy administration will identify social service agencies, mental health clinics, and other community resources that have expertise in the problem of youth suicide for the purpose of developing education and referral sources for Museum Academy.

Museum Academy will develop in-service programs for appropriate personnel for the purpose of enhancing their ability to recognize those students who may be vulnerable to or at risk of suicide. Training will include, but may not be limited to, information about factors that increase a student's risk for suicide; recognition of the behavioral signs that may indicate that a student is suicidal; information on community resources available for students who may need assistance; information regarding school procedures for handling a suicidal student.

Museum Academy will make resources available for students at risk of suicide. Museum Academy will also make resources available to students subsequent to a suicide attempt by one of their peers.

Transportation/Student Pick-Up and Drop-Off

Transportation to Connecticut public inter-district magnet schools is provided to all students K – 3 at no cost to parents. Transportation for students coming from the Greater Hartford Region school districts outside the school's home community of Hartford is funded by the State Department of Education. Students who reside in Hartford are transported by that district. Bus stops are established with the convenience of parents and students in mind and bus routes are designed with the goal of keeping each student's commuting time to a minimum.

- **Changes in a Student's Transportation**

Guaranteeing the safety of our children during dismissal is of utmost importance to us. Send a signed note to their classroom teacher with the change of transportation and date(s) of change. While a note is the best way to ensure proper, timely notification to our staff of a change, we certainly understand that a situation may develop where this is not possible. In such a case, call the front desk (860) 237-7800 by **1:00 p.m.** on full school days and by **10:00 a.m.** on early dismissal days to report the transportation changes for that day.

Riding a Different Bus

Students are **not** permitted to ride a different bus other than the one to which they are assigned. Students must use the district transportation provided by their town.

Parent Pick-Up and Drop-Off

For the safety of your children:

- Park in designated spaces only.
- Drive through the parking lot slowly.
- Obey all traffic signs and designed traffic patterns.
- Never drive or park in the Bus Circle. The Bus Circle is a designated fire lane and it is against the law to drive or park in this area. Parking or driving in the bus/fire lane may result in a fine from local police.
- Put your cell phone away and be alert to all traffic issues and pedestrian safety.
- DO NOT LEAVE YOUR CAR once you are in line.
- Follow all duty teacher/security guard requests.
- Have your children stay by your side – regardless of their age – while in the parking lot.
- Tell every designated driver of these safety rules.
- Do not double-park.

Student, Parent and Teacher Responsibility

Students assume responsibility for:

- maintaining assignment booklets and taking home the needed materials
- budgeting time to complete their homework, showing thought, effort and neatness in their work
- returning assignments on the due dates

Parents help by:

- providing the student with an appropriate place to do homework
- scheduling student and family activities to allow for homework time
- emphasizing the importance of responsibility
- encouraging independent work

Teachers:

- provide developmentally appropriate homework activities that support classroom learning experiences
- stress the importance of homework responsibilities
- emphasize the importance of developing organizational skills
- provide feedback on the quality of the homework to students and their parents
- support students in the learning process

Valet Drop off Service

*Drop your child off safely without battling for a parking spot!

*Cruise up to designated valet area and your child will be safely assisted out the car by our Museum Academy Valets!

*Streamline your time! With multiple Valet stations, you'll be in and out in a snap and on your way!

*This **FREE** service starts at 8:20a.m. everyday.

***Our Goal:** to increase the safety of our students at drop off time and ease traffic congestion on Elizabeth Street.

Visiting the School

Parents and interested citizens are invited to visit our school. Please call the office to make arrangements for a visit. When you visit, please sign in with the receptionist and receive a visitor's badge. A visit to the classroom should be arranged with the teacher 24 hours in advance.

Volunteers

Parents are encouraged to volunteer whenever possible. Parent volunteers help the classroom teacher in a variety of ways. Please contact your child's teacher. When volunteering on campus, please "sign in" in the office and wear the provided volunteer sticker. Volunteers must be at least 18 years of age. Siblings are not allowed on campus with volunteers. Please do not sign out until you are actually leaving campus. In an emergency, we must know who is on campus at the time of the emergency.

General Health and Medical Information

Good health is important for academic success. The school nurse maintains an individual health record for each child. Please inform the nurse about any changes in your child's medical information that should be included on the cumulative health record.

Emergency Cards---

Each year parents/guardians are asked to complete two (2) emergency cards detailing information on how to contact you in the event of an emergency or others who can be called in the event you are not available. Please make certain the designated person is willing to take responsibility of your child. The Museum Academy can only release your child to those listed on the cards. No exceptions. **Completion and updating this form is important for your child's safety**

Illness /Injury at School---

Children will be sent home from school if there is fever, signs of a contagious disease, vomiting, diarrhea or injuries requiring further attention. Parents or their designee should pick up their child within a reasonable time period. Any injury that cannot be handled through the administration of first aid shall be referred to the parent for further medical attention.

Health Screenings---

The following health screenings are required by State Law to be completed each year. If your child fails the initial screening and rescreening, notification will be sent to the parent for a follow-up assessment with appropriate medical personnel.

VISION: Grades K, 1, 2,3.

HEARING: Grades K, 1, 2, 3.

Any request for exemption from health screening (s) must be made in writing by the parent or guardian. Such request will be kept in the health record.

Administration of Medication---

Under Connecticut State Statute 10-212a—Administration of Medications in Schools, students are not allowed to take medication at school without written orders from a physician that includes the physician and parent's signatures as well as the parent's authorization allowing the school nurse to speak with the student's physician regarding medication administration. **If your physician feels that medication is necessary during the school day, please submit a completed Medication authorization Form when you bring in the medication to the school nurse. Please note: this includes all types of medication---prescription medications as well as over the counter drugs. A Medication form must be completed for each medication and renewed each school year. The medication must be transported to the nurse by the parent/guardian in the original container with the original pharmacy label or the original commercial container.**

Under Connecticut State law those students with allergies who require an Epi-Pen, may now self-administer and carry their Epi-Pen on their person. **A written physician's order and parent's signature are required as indicated above.** Students, who are not mature enough to responsibly fulfill their obligations regarding the carrying and administering of Epi-Pens, should not be allowed to do so. The school nurse will meet with each student carrying their own Epi-Pen to ensure that s/he has a full understanding of protocol of use.

Students with ASTHMA may now self-administer and carry their own inhaler on their person. A written physician's order and parent's signature are required as indicated above. Students who are not mature to

responsibility fulfill their obligations should not be allowed to do so. The school nurse will meet with each student carrying their own inhaler to ensure that s/he has a full understanding of protocol of use.

Communicable Disease Policy---

If your child has a fever (100 degrees or higher) please keep them at home until s/he is free of fever for 24 hours without the use of a fever reducer. If your child has been vomiting and having diarrhea, please keep them home until 24 hours after their last episode and able to eat a meal.

The following illnesses may require students to be sent home by the nurse:

- *Vomiting and/or diarrhea—students may return 24 hours after last episode
- * Fever—100 degrees or higher—student may return after 24 hours fever free
- *Severe or continuous cough
- * Rash on body or face
- *Conjunctivitis (pink eye) student may return after 24 hours on medication and a note from the physician
- *Impetigo –student may return after 24 hours on medication and a note from the physician
- *Strep-student may return after 24 hours on medication and a note from the physician
- *Lice-student may return after treatment. Proof of treatment is needed by the school nurse. (empty, labeled, treatment bottle) as well as examination by the school nurse. The school will notify parents if there are numerous cases of lice in the classroom.
- *Scabies- student may return after 24 hours of treatment and a note from the physician. The nurse will notify parents if there are numerous cases of scabies in the class.
- * Ringworm on the body—student may be at school while being treated. Antifungal treatment must be in place and the area must be covered while at school. The nurse will notify parents if there are numerous cases in the class.
- *Ringworm of the scalp-student may return to school after 24 hours on prescribed medication and a note from the physician. The nurse will notify parents if there are numerous cases in the class.
- *Fifth's Disease- student will be allowed in school except if feverish.
- *Other childhood illness—student allowed in school per consent of physician.

Child Abuse---

In accordance with the Connecticut State Laws, all staff members are mandated reporters in regards to any case of abuse and neglect and therefore must comply with the Department of Children and Families mandates.

Museum Academy Code of Conduct and Behavioral Expectations

Our number one priority is to provide a safe and healthy environment in which students can learn and grow. All members of our learning community (students, faculty, staff, and parents) are expected to demonstrate appropriate behavior at all times. Our code of conduct uses common courtesy and respect as its foundation with the expectation that students will make informed and responsible decisions about their behaviors.

Students are responsible for conducting themselves properly in a respectful manner. Museum Academy is responsible for students during the regular school day. This jurisdiction includes to and from school, any school-related activity, regardless of time or location, and any off campus school-related activity.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive to the educational process and is a violation of policy, even if such conduct occurs off-school property and non-school time including, (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

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

Positive Behavioral Expectations

Museum Academy Magnet School has a belief that strong academics are positively linked with appropriate learning behaviors while students are in school. The faculty also believes that school – home partnerships are critical for ensuring strong learning. Our philosophy is one that includes building community among students and all members of the school community and the development of strong interpersonal problem solving skills, which a student will carry through life. The commitment to our community is reiterated every morning as we say our student created school charter. Our Positive Behavior Intervention and Supports (PBIS) School-Wide Expectations are aligned with our school charter and are delineated throughout the school. Students are recognized daily for demonstrating our core behaviors. In each instance of an office referral, the assistant principal and principal will determine the appropriate consequence. For students at our school, the classroom is a smaller version of home and family. The classroom teacher is the primary person who structures routines and classroom management, which affects discipline. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures. The classroom teacher is the best person to handle school discipline, and in most cases the discipline issues are managed well at the classroom level. However, there are times when student behavior warrants administrative involvement. Office referrals for discipline are a last resort. See a copy of office referral form. Tier 1 behaviors are defined as those that can be resolved by teacher intervention. Tier 2 infractions are behaviors that are persistent and significantly impact classroom instruction and student learning. Tier 3 infractions will result in an automatic office referral.

In order for an office referral to be made, the teacher must fill out a “Museum Academy Discipline Referral” in which the teacher will describe the incident prompting the discipline referral and the steps taken to assist the student with problem solving. The teacher will record their intervention prior to office referral. The administrator will determine action to be taken if the child commits a tier 3 infraction (see appendix). **The above steps will be bypassed if the student commits a tier 3 infraction.**

Bullying/Harassment, Hazing

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their ethnic background, the country in which they or their parents were born, their gender, sexual orientation or any disability they may have.

Bullying of a student by another student is prohibited. Such behavior includes any willful attempt or threat to harm another person or any intentional display of force which would give another person reason to fear or expect immediate bodily harm. Such behavior will result in disciplinary action.

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student organization.

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Museum Academy Magnet School will not tolerate behavior that is initiated with the specific intent to intimidate or harass another person because of age, religion, ethnicity, gender or sexual orientation. In addition to school discipline procedure and notification of police, counseling sessions will be implemented with the perpetrator as well as the victim (CT. P.A. #90-137). You may choose to reach a resolution by working with the school Psychologist, Social Worker, or with one of the building administrators.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or administration. To maintain a productive and positive learning environment, the Administration will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

Hazing, Bullying

The CREC Council promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment, and any type of bullying behavior. Any staff member, employee, or student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education, shall be subject to appropriate disciplinary action. Therefore, it shall be the policy of the CREC Council that bullying of a student by another student **either on school grounds, on a bus, or outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school** is prohibited.

Bullying can be defined as **repeated and systematic harassment and attacks** on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as, but not limited to: Public Act No. 11-232 defines bullying as:

(A) the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or
(B) a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes **physical or emotional harm** to such student or damage to such student's property, (ii) places such student in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (iii) creates a **hostile environment** at school for such student, (iv) **infringes on the rights** of such student at school, or (v) **substantially disrupts the education process** or the orderly operation of a school.

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

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital photographs are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

The district's program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language and bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a varied act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.



The Museum Academy “Help me with a Friend Box”

What is it?

- Place where students can safely report incidences of conflict

Where is it?

- In the main office and each classroom

Who is it for?

- ALL Museum Academy STUDENTS

Presentations will be made to all students in K-3 defining examples of bullying. Students are being encouraged to communicate with an adult about this and are being encouraged to utilize our “Help me with a Friend Box” if appropriate. Our Museum Academy Support Staff will be processing all reported incidences and will process them accordingly.

The goal is for all students to feel supported and understand what bullying is and is not and be provided with advocacy skills. When necessary students will have follow up support and parents will be involved. Our “Second Step” program which will be integrated into all grades will support the Interpersonal/Intrapersonal Intelligence and specific needs that arise from “Help me with a Friend Box/ Conflict” issues.

Child Abuse

Teachers, principals, paraprofessionals, and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with parents and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatments such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

Dangerous Weapons and Instruments

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

Reference: PA 94-331 amended C.G.S. 10-233d and requires expulsion of a student who brings a deadly weapon to school.

PA 95-304 amended C.S.G. 10-233a through 10233f and requires expulsion of a student for a calendar year if the student is found to be in possession of a deadly weapon on school grounds.

PA 96-244 adds martial arts weapons possession as cause for expulsion (C.G.S. 10-233d)

Sexual Harassment

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

Definition

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

Procedure

It is the express policy of the CREC Council to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Special Services or Executive Director. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

CREC will provide staff development for district administrators and grievance committee members and will annually distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

Smoking

Smoking or use of tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, is prohibited.

Substance Abuse

As stated in the Code of Conduct section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions: immediate suspension which requires expulsion for up to one year, for students who sell or distribute a controlled substance, on or off school grounds.

Disciplinary procedures will be administered with the best interest of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians. In such cases, the decision to involve the parent/guardians will be arrived jointly by the student and the educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the

parents/guardians and health officials will be notified so that appropriate action can be taken. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems.

Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

When students commit drug and alcohol-related offenses, school-imposed discipline may also include completion of an appropriate rehabilitation program.

Reference: PA 96-244 amended C.G.S. 10-233d and requires a one year expulsion for students who offer illegal drugs for sale or distribution on or off school grounds.

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. Throughout this process, students may be referred to other support services.

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

Out-Of-School Suspension

A student may be placed on out-of-school suspension anywhere from one to ten days. During the duration of an out-of-school suspension, the student will not be allowed to attend school or any school activities or functions on school grounds. Following the completion of the suspension, a parent must accompany the student to school for a re-entry conference (if a parent does not attend the re-entry conference, the student will be placed in the main office until the meeting can take place). Schoolwork missed during the period of suspension is the student's responsibility and must be made up within the time limits prescribed by the student's teachers.

Expulsion

This is the exclusion from all school privileges for more than ten days with limits to no more than 183 days. The Board of Directors may recommend to the sending school district to expel any student whose conduct endangers persons or property or is seriously disruptive to the educational process, or repeatedly violates any of the school's policies or procedures. A student is entitled to an expulsion hearing where the student and/or his or her parent or legal guardian will be able to respond to any of the charges placed on him/her.

A student's possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school ground, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. Any student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and if the expulsion was not for weapon possession and/or for sale or distribution of illegal drugs. Reference section 51114a, b, c of CREC's policy and regulations.

Museum Academy

Parent Form for Reporting Bullying Behavior

Bullying Definition: Any overt acts by a student, or a group of students, directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, or at a school-sponsored activity which acts are repeated against the student over time.

Report will be investigated no later than the end of the next school day and report to parent within 3 days.

Name of Student (Target): _____ DOB _____

School: _____ Grade: _____ Teacher: _____

Parent Name : _____ Tel/Cell: _____ Email: _____

Date of Report: _____ Date Received at School: _____

Full Name of Alleged Bully: _____ Grade: _____

Give details of your concerns- dates, place, witnesses, etc. (Use back-side if necessary).

ANONYMOUS REPORT:

1. Please DO NOT use my child's name (signature) _____

2. It is ok to use my child's name (signature) _____

TO BE COMPLETED BY SCHOOL

Date Investigated: _____ By Whom: _____

Date Parent Notified of Outcome: _____ By Whom: _____

Bullying Verified: Yes _____ No _____

Museum Academy
ELEMENTARY STUDENT FORM
“Help me with a Friend”

My name is: _____

I am in grade: _____ **My teacher’s name is:** _____

The name of the bully is: _____

The student is in grade: _____

The student makes me feel:

Note: When a student report is received, the principal, or designee, must ask the child if it is an anonymous report. An anonymous report means that the target’s name cannot be used.



CREC

Capitol Region Education Council Museum Academy

Student	Referring Staff	Date	Time
School	Grade	Room	

LOCATION

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Hallway
<input type="checkbox"/> Classroom	<input type="checkbox"/> Bathroom/restroom	<input type="checkbox"/> Bus loading zone
<input type="checkbox"/> Playground	<input type="checkbox"/> Gym	<input type="checkbox"/> On bus
<input type="checkbox"/> Special event/assembly/field trip	<input type="checkbox"/> Other:	<input type="checkbox"/> Commons/ common area

VIOLATIONS **Minor (Level 1) K-3: 3 Minors = 1 Major** **Major (Level 2 or 3)**

<p>MINORS:</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Defiance/ disrespect/ non-compliance</td> <td><input type="checkbox"/> Property misuse</td> </tr> <tr> <td><input type="checkbox"/> Disruption</td> <td><input type="checkbox"/> Tardy/ Attendance</td> </tr> <tr> <td><input type="checkbox"/> Dress Code Violation</td> <td><input type="checkbox"/> Technology Violation</td> </tr> <tr> <td><input type="checkbox"/> Inappropriate language</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Physical contact</td> <td></td> </tr> </table>	<input type="checkbox"/> Defiance/ disrespect/ non-compliance	<input type="checkbox"/> Property misuse	<input type="checkbox"/> Disruption	<input type="checkbox"/> Tardy/ Attendance	<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Technology Violation	<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Other _____	<input type="checkbox"/> Physical contact		<p>STAFF ACTION:</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Conference with Student</td> <td><input type="checkbox"/> In-class reflection</td> </tr> <tr> <td><input type="checkbox"/> Phone call home</td> <td><input type="checkbox"/> Loss of Privilege</td> </tr> <tr> <td><input type="checkbox"/> Warning given</td> <td><input type="checkbox"/> Detention assigned</td> </tr> <tr> <td><input type="checkbox"/> Consulted with Social Worker</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Referred to EIP</td> <td><input type="checkbox"/> Other:</td> </tr> <tr> <td><input type="checkbox"/> Referred to in-school intervention program</td> <td></td> </tr> </table>	<input type="checkbox"/> Conference with Student	<input type="checkbox"/> In-class reflection	<input type="checkbox"/> Phone call home	<input type="checkbox"/> Loss of Privilege	<input type="checkbox"/> Warning given	<input type="checkbox"/> Detention assigned	<input type="checkbox"/> Consulted with Social Worker		<input type="checkbox"/> Referred to EIP	<input type="checkbox"/> Other:	<input type="checkbox"/> Referred to in-school intervention program	
<input type="checkbox"/> Defiance/ disrespect/ non-compliance	<input type="checkbox"/> Property misuse																						
<input type="checkbox"/> Disruption	<input type="checkbox"/> Tardy/ Attendance																						
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Technology Violation																						
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Other _____																						
<input type="checkbox"/> Physical contact																							
<input type="checkbox"/> Conference with Student	<input type="checkbox"/> In-class reflection																						
<input type="checkbox"/> Phone call home	<input type="checkbox"/> Loss of Privilege																						
<input type="checkbox"/> Warning given	<input type="checkbox"/> Detention assigned																						
<input type="checkbox"/> Consulted with Social Worker																							
<input type="checkbox"/> Referred to EIP	<input type="checkbox"/> Other:																						
<input type="checkbox"/> Referred to in-school intervention program																							

<p>MAJORS: Level 2 (Teacher Managed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Harassment/ Bullying <input type="checkbox"/> Inappropriate display of affection/ physical contact <input type="checkbox"/> Defiance/ disrespect/ non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Technology violation <input type="checkbox"/> Inappropriate location/ Out of bounds <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Property damage or misuse/Vandalism 	<p>Level 3 (Administration Managed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Alcohol/Tobacco/Drugs <input type="checkbox"/> Combustibles <input type="checkbox"/> Arson <input type="checkbox"/> Theft <input type="checkbox"/> Weapons <input type="checkbox"/> Gang Affiliation/ Display <input type="checkbox"/> Property damage or misuse/Vandalism <input type="checkbox"/> Inappropriate location/ Out of bounds <input type="checkbox"/> Other:
---	---

POSSIBLE MOTIVATION

<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Don't know
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Other:
<input type="checkbox"/> Obtain items/ activities	<input type="checkbox"/> Avoid adult(s)	

OTHERS INVOLVED

None Peers Staff Teacher Substitute Unknown Other:

ADDITIONAL DETAILS

ADMINISTRATIVE ACTION

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Time in office | <input type="checkbox"/> Detention | <input type="checkbox"/> In-school suspension | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> Loss of privilege | <input type="checkbox"/> Parent contact | <input type="checkbox"/> Individualized instruction | <input type="checkbox"/> Referred to Support Staff |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Restitution | <input type="checkbox"/> Referred to Expulsion | <input type="checkbox"/> Other: |

Comments:

STAFF SIGNATURE

DATE:

ADMINISTRATOR SIGNATURE/DESIGNEE

DATE:

Museum Academy

The Museum Academy is a community of learners cooperating with families and neighborhood resources to guide each child so that they will discover their greatest potential.

The Museum Academy encourages each individual to shine through acts of kindness, respect, responsibility and safety.





Museum Academy School-Wide Expectations Setting Specific Rules



Setting	Kindness	Respect	Responsibility	Safety
Art	<ul style="list-style-type: none"> Use “please,” “thank you” and “excuse me” Use kind words 	<ul style="list-style-type: none"> Follow directions Use materials appropriately Raise your hand to talk Use quiet voices 	<ul style="list-style-type: none"> Do your work Keep your space clean Help your team clean up 	<ul style="list-style-type: none"> Keep hands and feet to yourself Use walking feet Use art tools in a safe manner
Assembly	<ul style="list-style-type: none"> Applaud at appropriate times Use “please,” “thank you” and “excuse me” 	<ul style="list-style-type: none"> Respond to quiet signal Listen to speaker Face forward 	<ul style="list-style-type: none"> Keep chairs still Stay in your seat 	<ul style="list-style-type: none"> Keep hands and feet to yourself Use walking feet
Bathroom	<ul style="list-style-type: none"> Use a quiet voice Quietly wait your turn 	<ul style="list-style-type: none"> Stay in your bathroom stall Fasten and zip up before you leave the stall 	<ul style="list-style-type: none"> Flush the toilet Wash your hands Use one paper towel and throw it in the trash 	<ul style="list-style-type: none"> Return to the classroom when you are done Keep your feet on the floor
Bus/Bus Line	<ul style="list-style-type: none"> Use nice words with peers Say “thank you” to bus driver 	<ul style="list-style-type: none"> Follow bus drivers and teachers directions Talk quietly 	<ul style="list-style-type: none"> Stay seated until the bus has stopped Keep your body and belongings out of the aisle 	<ul style="list-style-type: none"> Walk in line to and from the bus Keep your hands and feet to yourself
Cafeteria	<ul style="list-style-type: none"> Use “please” and “thank you” Use kind words Use a quiet voice 	<ul style="list-style-type: none"> Raise your hand to get an adult’s attention Quietly wait and move through lunch line 	<ul style="list-style-type: none"> Clean up after yourself Stay in your seat Keep your jacket on the back of your chair 	<ul style="list-style-type: none"> Keep hands and feet to yourself Use walking feet
Classroom	<ul style="list-style-type: none"> Use kind words Use “please,” “thank you” and “excuse me” 	<ul style="list-style-type: none"> Follow directions Enter classroom quietly Raise your hand Use Appropriate language 	<ul style="list-style-type: none"> Do your work Clean up after yourself Help peers in need Complete your homework and bring it in 	<ul style="list-style-type: none"> Keep hands and feet to yourself Use walking feet Make sure your shoes are tied Use materials safely
Gym	<ul style="list-style-type: none"> Use kind words Use “please,” “thank you” and “excuse me” 	<ul style="list-style-type: none"> Follow directions Respect materials Raise your hand 	<ul style="list-style-type: none"> Do your work Keep your space clean 	<ul style="list-style-type: none"> Keep hands and feet to yourself Use walking feet Make sure your shoes are tied
Hallway	<ul style="list-style-type: none"> Remember to say “excuse me” Hold the door for the friends behind you 	<ul style="list-style-type: none"> Voices off Use your eyes to look at bulletin board 	<ul style="list-style-type: none"> Focus on where you’re going Keep hallways clean 	<ul style="list-style-type: none"> Keep hands and feet to yourself Make sure your shoes are tied Use walking feet
Music	<ul style="list-style-type: none"> Use kind words 	<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Do your work 	<ul style="list-style-type: none"> Keep hands and feet to

	<ul style="list-style-type: none"> • Use “please,” “thank you” and “excuse me” 	<ul style="list-style-type: none"> • Raise your hand to talk • Use materials appropriately 	<ul style="list-style-type: none"> • Clean up your space 	<p>yourself</p> <ul style="list-style-type: none"> • Use walking feet
Playground	<ul style="list-style-type: none"> • Use kind words • Share with your peers • Use “please,” “thank you” and “excuse me” 	<ul style="list-style-type: none"> • Follow directions • Use materials appropriately • Follow rules of activities played 	<ul style="list-style-type: none"> • Keep playground clean • Invite peers to play • Keep playground materials within play area 	<ul style="list-style-type: none"> • Have a safe body • Slide down on the slide on your bottom

Observable Problem Behavior

← minor Is behavior minor or major? major →

1st

- Warning**
- Inform student of rule violated (ex. Joey you threw a pencil, that is not safe, this is your warning, please fix it.)
 - Offer a chance to fix the behavior
 - Up to 3 warnings may be given before 2nd step.

If student fixes it, no further action needed.

2nd

- Student Reflection**
- Student Reflection (ex. You are still not being safe, remove student to complete reflection, set timer for 3 minutes)
 - Process with teacher (Tell me about your drawing)
 - Re-Teach (ex. Remind student of school expectation ie. Safety, kindness, respect and responsibility)
 - Model
 - Check for understanding

If behavior ceases, no further action needed.

3rd

- Written Referral
- Teacher actions clearly documented (Choose from referral form)

If behavior ceases, no further action needed.

4th

- Referral Updated and sent to office for administrative action.**
- Administrator determines consequences and documents on referral forms.
 - Copies of forms sent to appropriate personnel and input into SWIS.

1st

- Student Reflection**
- Inform student of rule violation
 - (Joey, you hit Mr. Vaccarelli that is not safe or respectful)
 - Student Reflection (ex. You are still not being safe, remove student to complete reflection, set timer for 3 minutes)
 - Process with teacher (Tell me about your drawing)
 - Re-Teach (ex. Remind student of school expectation ie. Safety, kindness, respect and responsibility)
 - Model
 - Check for understanding

↓ 2nd

- Problem solve using behavioral intervention tool, if appropriate
- 2nd Step
- Call for outside support if necessary (ex. Nurse, social worker, security etc.)

↓ 3rd

- Written Referral**
- Teacher checks reflection and sends to office.
 - Administrator determines consequences and documents on referral forms.
 - Copies of forms sent to appropriate personnel and input into SWIS.

Museum Academy Student/Parent Signature Page 2011-2012

I have read and understand the policies, procedures and expectations outlined in the Museum Academy School Student/Parent Handbook 2011-2012.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Student Name (Print)

Student Signature

Teacher: _____

Grade: _____

This page *must* be returned to your homeroom teacher by September 2, 2011.