

CREC
Reggio Magnet School of the Arts
Family Handbook
2023-2024



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The Reggio Magnet School of the Arts is inspired by early childhood schools of Reggio Emilia, Italy. Our philosophy is based on the belief that young children come to school with skills and knowledge already learned from life experiences. Parents/guardians, teachers and children are all part of the learning process that involves listening, investigating, reflecting and constructing new knowledge together. Our curriculum focuses on the positive social-emotional, physical and cultural growth each child needs to develop into a lifelong learner. The Reggio Magnet School of the Arts promotes the development of the whole child which entails acquiring early literacy, numeracy and science skills in a high quality educational setting.



The Reggio Magnet School of the Arts is managed by the Capitol Region Education Council (CREC). This is a Regional Education Service Center that serves 35 Greater Hartford public school districts. It was founded in 1966 by local school districts working together to solve common problems. Today, CREC administers more than 120 programs and services, all aimed at improving the quality of public education in the region. Through its sixteen interdistrict magnet schools in the capital region, CREC strives to offer the highest quality educational opportunities that reduce the racial, ethnic and socio-economic isolation of students. For more information, visit www.crecschools.org.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Carlos Figueroa is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

MILITARY FAMILIES

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact the school Family and Community Coordinator, Yllka Sakaj, if we may be of assistance to you.

HOMELESS STUDENTS

Under the McKinney Vento Federal Act Homeless students are defined as those lacking a “fixed, regular and adequate nighttime residence”. Students meeting this definition are protected and have the right to maintain their educational placement, are eligible for free school meals and for Title 1A services. If you believe your family meets this definition, please contact the school Liaison for Homeless Students, Tracy Roche or the CREC District Liaison, Miguel Pabon.

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CREC Vision/Mission Statement

Vision:

CREC Schools will work with families to ensure success for all students. We will eliminate opportunity gaps; provide rigorous, relevant, and engaging instruction; and guarantee schools where students feel connected, achieve their goals, and are empowered to positively impact the world in which they live.

Mission:

Equity, excellence, and success for all, through a high quality, theme-based education.

CREC Core Values

- Expect Excellence
- Act with Courage
- Demand Equity
- Embrace Collaboration

District Goals

- **Goal 1:** Inspire all students to achieve at high levels through an innovative, student centered approach to teaching and learning that prioritizes the mastery of core content and the development of essential skills for deeper learning.
- **Goal 2:** Mobilize a positive, collaborative, and productive culture where students are at the center of their learning.
- **Goal 3:** Engage families and the community as active partners in the education of our students.
- **Goal 4:** Maximize professional capital and cultivate innovation by supporting and empowering a diverse group of talented educators.

Statement of Diversity and Inclusion

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

The Reggio Approach

Image of the Child

The child is an active learner, capable of investigation and competent to engage in the environment. The child is encouraged to develop “100 Languages,” modes of expression that include social, verbal, mathematical, scientific, physical and artistic. The teacher, as a researcher, works alongside the child, discovering within, reflecting upon and guiding the learning process.

Environment

The environment is our third teacher. The multi-sensory setting both invites and reflects learning, also acting as a springboard for future projects and discovery. Careful and intentional selection and arrangement of objects provokes children to engage in their learning process and also encourages their growing sense of aesthetics. Key environmental aspects include the use of space, light, reflection, transparency and nature in its many textures and forms.

Negotiated Curriculum

Our curriculum is a fusion of Connecticut State Frameworks and Reggio Emergent Curriculum philosophy. Curriculum is designed from both observation of children’s interests and teacher expectations. Inherent in our curriculum is the desire for depth of involvement and authentic experiences. Curriculum is thereby negotiated and personalized to meet the children’s interests and needs. Collaboration among teachers, families and students is a key curricular element.

Documentation

Documentation is based on observation and the desire to honor the entire process of learning. Documentation celebrates the multiple ways of expressing understanding and captures multimedia representations employed by the child. Significant events and projects are presented throughout the environment through student work, photographs, quotations and written descriptions.

RMS Code of Conduct

Our first priority at RMS is to provide a safe and healthy environment in which students can learn and grow. All members of our learning community (students, staff and parents/guardians), are expected to demonstrate appropriate behavior at all times. Common courtesy and respect is the foundation of our code of conduct. We expect that students will make informed, respectful and responsible choices about their behavior. RMS is responsible for students during the regular school day. This jurisdiction includes to and from school, any school related activity and any off campus school related activity. The RMS staff will work diligently to help each student to recognize the power of their choices and to accept responsibility for them. Students are guided to reflect on their choices and their outcomes.

General Information

School Hours

The school day runs from 8:50-3:35 PM.

Students being dropped off may be escorted by a parent or guardian into the building beginning at 8:40 AM. Students must be picked up at 3:35 PM unless they are enrolled in the RMS After Care program.

Early Dismissal Day Hours

Early dismissal is at 12:00 PM. Students are expected to be picked up at 12:00 PM unless enrolled in the Half Day Enrichment or After Care programs. Please refer to the school calendar for early dismissal days.

RMS Before and After Care Program Hours

RMS Before Care hours are 7:30am-8:40am each school day. On delayed openings, Before Care begins 1 hour, 10 minutes prior to the start of school. RMS After Care hours are 3:35-5:30 PM on regular school days. On early dismissal days, After Care hours are from 12:00-5:30 PM. These programs are tuition-based and require registration. For more information, please contact the Main Office.

School Visitation

Visitors are welcome in our school. Please call the main office to make arrangements for a visit. When you visit, please sign in with security upon entrance to the building. For safety reasons, you will be asked to provide photo identification. A visit to the classroom should be arranged with the teacher in advance.

Parking/Traffic

To ensure the safety of all students and promote an efficient flow of traffic, we ask that our parents carefully observe the following instructions:

- Drive through the parking lot slowly.
- Obey all traffic signs and designated traffic patterns.
- Never drive or park in front of a bus. Driving past a bus with flashing lights may result in a fine by the local police department.
- Park in RMS visitor designated spaces that are located to the right of the building and closest to the school. Parking along curbs or on the street is not permitted.
- Keep your child by your side regardless of age while in the parking lot.
- Use sidewalks as much as possible.
- Walk your child into the building and, if tardy, sign him/her in at the main office.
Please remember that:
 - It is illegal to leave children in cars unattended by an adult.
 - It is illegal to park in a handicap parking spot without a permit.
 - RMS does not permit leaving cars running while unattended.

Drop Off and Pick Up Valet Service

- RMS staff will be available to escort your children to and from the car during the times of 8:40-8:50 AM and at 3:35 PM. If you would like to use the RMS Valet Service, please park by the RMS front sidewalk (to the right of the playground) during these times, and RMS staff will assist you.
- When dropping off a tardy student, please bring your child to the main entrance of the school and sign them in. Staff are available to bring your child to their classroom, as needed. We request that parents exit the school by 8:50am so as not to disrupt instructional time.

Policies and Procedures

Pick Up by Individuals other than Parent/Guardian

Parents/guardians must inform the school of any alternate people picking up a student. They must be informed by the parent/guardian that they will be required to show a photo ID and sign the student out in the main office prior to proceeding to the classroom.

Attendance/Excuses/Dismissal Attendance

Connecticut state law requires parents to cause their children five years of age and over and under eighteen years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The CREC Council requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Guidelines for addressing absences and tardiness are contained in the individual school parent-student handbooks.

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets one of the following criteria:

- A. For absences one through nine, if the student's parent approves such absence and submits appropriate documentation.
- B. For the tenth absence and all absences thereafter, if the student's absences from school are for one of the following reasons:
 1. Student illness. All student illnesses must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence.
 2. Student's observance of a religious holiday.
 3. Death in the student's family or other emergency beyond the control of the student's family.
 4. Mandated court appearances (additional documentation required).
 5. The lack of transportation that is provided by a district other than the one the student attends.

6. Extraordinary educational opportunities pre-approved by CREC administrators and in accordance with Connecticut State Department of Education guidance.
- C. A student whose parent or legal guardian is an active duty member of the armed forces, and has been called to duty for, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, will be granted ten days of excused absences in any school year to visit the parent or legal guardian. The student and parent or legal guardian will be responsible for obtaining assignments from the student's teachers prior to the student's absence, and for ensuring that the assignments are completed by the student prior to his or her return to school from such absence.

Written documentation of student absence should include a signed note from the student's parent; a signed note from a school official that spoke in person with the parent regarding the absence; or a note confirming the absence by the school nurse or a licensed medical professional; as appropriate. Documentation should explain the nature and reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absence. Steps should be taken to allow non-English speaking parents to submit documentation in their native language.

Unexcused Absences

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

- A. The absence meets the definition of an excused absence (including documentation requirements); or
- B. The absence is the result of school or district disciplinary action.

Tardiness to Class

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell.

Students who are not in their classrooms by 8:50 AM are considered tardy. **All students arriving after 8:50 AM must be accompanied by a parent/guardian and report to the office in order to sign in and receive a pass to proceed to class.** A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action if the principal determines that tardiness is excessive. Early dismissals must be submitted in writing stating the reason. Early dismissals should be kept to a minimum as it disrupts the classroom and the daily routine.

Requests for Early Dismissal

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

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

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

Truancy (Full policy: [5113.2 P/R](#))

Policy Summary:

- The Capitol Region Education Council believes that regular school attendance is essential to the academic success of students. The Executive Director is authorized to establish procedures for monitoring school attendance so as to identify students ages 5-18 inclusive who are truant and to enlist the cooperation of the LEA, of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Emergency/Inclement Weather School Closing/Delayed Opening/Early Dismissal

In the event of an emergency early closing, an announcement will be made on major television stations. An announcement for school delays/early dismissals or closings may be viewed on the following media:

- Television/News websites: News Channel 8, NBC 30, WFSB and Fox 61
- School phone inclement weather recording at (860)-674-8549
- School Messenger program sends emails and phone call updates to families based on current contact information provided to RMS

Generally, RMS follows the Avon Public School's announcements regarding delays, closings and early dismissals which means the announcement/listing for Avon applies to RMS. However, parents are advised to look for CREC Reggio Magnet School on the listing of closings also, as occasionally, CREC may close the school early and the town of Avon will not.

Please be sure to discuss with your child what to do and where to go in the event of an emergency school closing. Please remember to update us with any changes to your contact information.

EXAMPLE: In the event of a 90-minute delay, students may be dropped off at 10:10 AM (which is 90 minutes after the regularly scheduled opening of school at 8:40 AM).

In the event of an early closing, busses will run on an earlier schedule. Parents will need to make arrangements to arrive at bus stops early to pick up their children. Those parents who pick up children at the school are requested to pick up their children at the time of the announced closing.

Before/After Care

On emergency early dismissal days After Care will not be held and parents/guardians are requested to pick up their child(ren) at the announced/listed dismissal time. In the event of a late opening Before Care will begin one hour, 10 minutes prior to the announced/listed opening time.

Bus Students (please refer to www.crec.org for complete information)

Inclement Weather Procedure (for delays/early dismissal/closings)

CREC will attempt to honor all school districts' early dismissal decisions. Situations will arise that will require CREC to override the decision and cause CREC program students to arrive late, be dismissed early or not attend school when the school has not issued such a change. You must determine school closings, late openings and early dismissals through the media – television or radio. You must know what the delay is for the town you live in as well as the town in which your student attends school. A student that rides a bus that serves multiple towns must observe the closings of all towns involved. **You will follow the district that has the longest delay.** The following are different examples assuming the student resides in Hartford:

1. If Hartford delays school for ninety minutes and the school district your student attends has no delay, your student will be delayed by ninety minutes.
2. If Hartford has no delay but the school district your student attends has a 90-minute delay, your student will be delayed ninety minutes.
3. If **Hartford has cancelled school** and the school district your student attends has a ninety-minute delay, your **student will not go to school.**
4. If Hartford has a ninety-minute delay but the **school district your student attends has cancelled school, your student will not go to school.**
5. If Hartford has a two-hour early dismissal and the school district your student attends has a one-hour early dismissal, your student will be dismissed two hours early.
6. If Hartford has a one-hour early dismissal and the school district your student attends has a two-hour dismissal, your student will be dismissed two hours early.

You are asked **not** to call CREC or the transportation provider to determine late start times, early dismissal times or closures. Please do not call to determine your student's revised pick-up or drop-off time. Your student's pick-up and drop-off times are adjusted by the late start or early dismissal time. Thus, if your child is routinely picked-up at 7:10, they will now be picked-up at 8:40 if there is a ninety-minute delay. This information is easily attainable from the radio or television. We suggest that you log onto WFSB.COM on the internet where you will be able to get the entire cancellation list in alphabetical order. In fact, that is where transportation gets their information. Unnecessary calls reduce our ability to help families that truly need help i.e.: missed student, accident or other more serious problems.

You may transport your child to school if it has been determined that the bus will not run on a particular day. You must provide transportation for the return trip as well for that day.

There is no perfect solution to transporting students in bad weather. Buses run slower to be safe; roads are blocked due to accidents; students must wait in miserable weather, etc. A lot of patience, understanding and cooperation are needed by everyone to make a good situation out of a challenging situation.

Emergency Preparedness

Fire drills and evacuation procedures (both internal and external) are held at regular intervals as required by state law. The procedures are posted in each room of the building.

At the sound of an alarm, everyone is to evacuate the building according to the procedures posted in each room.

If there is a need for any other type of evacuation (i.e., to another part of the building) an announcement will be made over the loudspeaker and the procedures for internal evacuations are posted in each room. No alarm will sound. If we should have to evacuate the building and grounds, we will proceed offsite to our designated evacuation site. You will be informed of this location during the school year. Further information regarding our emergency action plan may be obtained by contacting the principal.

Transportation

Please refer to the parents section at www.crec.org for information regarding RSCO transportation.

RMS expects all students/parents to follow the bus behavior expectations listed on the website. This is for the safety of all students.

For permanent bus changes (i.e., change of address or bus route) please contact RSCO Transportation at (860)-524-4077.

Students are not permitted to ride a different bus other than the one to which they are assigned. Any changes in your child's normal bus routine must be reported daily to the front office with a phone call at least 24 hours in advance of the change. All telephone requests must be followed up by an email to rmsadminoffice@crec.org.

Transportation Safety Complaints/Procedures

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Valuable Items

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, the phone will be confiscated and the parent/guardian notified. Children who must have cell phones, must also have the cell phone number registered in the main office. Cell phones must be turned off during school hours.

Lost and Found

The Lost and Found is located in the Music Room. When possible, please label all items brought to school with the student's name. Please check the Lost and Found if your child has lost an item. Items will be periodically donated if not claimed. Items left on the school buses are usually left at the front of the bus.

Parent Involvement/Communication

Education succeeds best when there is a strong partnership between home and school based on communication and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, and being a school volunteer are strongly encouraged. Parents of a child in a Title 1 funded program will receive a copy of the

district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

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

Please contact the school's Family and Community Coordinator, Yllka Sakaj, if we may be of any assistance to you.

Volunteering in School

Level One Volunteer - Supervised Volunteer

An individual who voluntarily performs services for CREC for a single event, a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less. Supervised volunteers do not have unsupervised access to CREC students and are not required to submit to a background check.

Guest speakers or presenters, invited by authorized school personnel and with the approval of the building supervisor, shall not have unsupervised access to CREC students and are not subject to this policy.

Level Two Volunteer - Unsupervised Volunteer

Though always under the direction of a CREC supervisor, Unsupervised Volunteers may have some unsupervised access to students while providing assistance with tutoring, athletic, classroom, field trips, or overnight trip activities.

Level Two Volunteers must submit to both the national background check and fingerprinting (This includes volunteer mentors, coaches and college interns).

Note: Reports from background checks are usable within CREC on a need to know basis only, as per federal law. If the report has arrests or convictions that may disqualify a prospective student teacher, intern or volunteer, it will be discussed with the individual by a CREC administrator only and not shared with anyone else. When cleared, the student teacher, intern or volunteer is approved for any CREC school or program. Approval is continuous from year to year as long as there is not a break longer than three months (including summer breaks) in volunteering.

Information obtained in the process will be kept in strict confidentiality. A criminal record does not necessarily mean that a volunteer will be prevented from serving in the schools.

An individual whose criminal background check record reflects an offense that has a connection to the type of volunteer work applied for, as determined by the district administrator or their designee, will be refused as a volunteer for both supervised and unsupervised activities. If there is a question as to whether or not an offense has a connection to a volunteer activity, please contact the Human Resources Department.

The Selling of Goods and Products

Students and parents are not permitted to sell any items (candy bars, candles, etc.) for any outside groups. Any sales promotions are conducted through Friends of Reggio and/or the school directly.

Outdoor Recess

RMS will have outdoor recess daily unless it is 35° or below with the wind chill and weather conditions taken into consideration. Please make sure your child comes properly dressed for outside recess. If your child is well enough to attend school, he or she is expected to go outdoors for recess unless there is a note from a physician excluding the child.

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 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.” Animals are not permitted on school property without prior consent of the principal.

Celebrations – Holiday and Birthday

At the Reggio Magnet School of the Arts, we welcome cultural celebrations as they help to strengthen bonds between school life, families and communities. While we are not a religiously affiliated institution, we welcome families to share cultural traditions that educate our children about global perspectives and diversity. As a Reggio inspired school, we aim to keep environmental decorations simple and natural, reflective of the children’s ongoing work and interests. We follow the CREC calendar to honor particular national holidays throughout the school year. **All celebrations or lessons that involve food must be approved by the school nurse 1 week in advance. Please note that birthdays will not be celebrated with food.**

Dress Code

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

The following are guidelines for attire:

- Hats worn indoors are not permitted.
- Pants that leave skin or undergarments exposed are not permitted.
- Shirts that may be considered insulting or offensive, clothing with drug/alcohol related language, themes or pictures are not permitted.
- Halter tops or cropped shirts, or shirts that leave undergarments exposed are not permitted.
- Sneakers with wheels are not permitted.
- Flip flops are not permitted.

RMS Health Policies and Procedures

The school nurse is here daily. The school nurse keeps an accurate record of the student's health and development. She attends to the health issues of all students while they are in school. She also serves as a liaison as needed between families, school, community and other health care providers.

Emergency Medical Treatment

Parent/guardians are required to complete online emergency contact information every year. ***THIS INFORMATION IS OF UTMOST IMPORTANCE FOR THE SAFETY OF YOUR CHILD.*** Please contact the school immediately with any changes or updates to this information. We will use this contact information to call you if your child is ill or hurt. We will call the alternate contact persons that you list if we are not able to reach you within an amount of time that is acceptable for the condition of your child.

Health/Immunization Record

(students in pre-k only)

In order to provide the best experience, early childhood providers must understand your child's health needs. The health form requires information from you (Part I) which will be helpful to the health care provider when he or she completes the health evaluation (Part II). State law requires complete primary immunizations and a health assessment by a physician, an advanced practice registered nurse, a physician assistant, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to entering an early childhood program in Connecticut.

State statutes (C.G.S. Secs. 10-204a and 10-206) mandate that a child cannot be admitted into a school system without proper health/immunization records. Every student entering pre-k or K, or entering from out-of-state or country into any grade must have a physical exam done within the previous year. The following immunizations are required prior to starting school.

Pre-k

DTaP- 4 doses

Polio- 3 doses

MMR- 1 dose given on or after the 1st b-day

HepB- 3 doses last one on or after 24 weeks of age

Varicella- 1 dose on or after 1st b-day or verification of disease

Pneumococcal- 1 dose on or after 1st birthday

Influenza- 1 dose administered each year between August 1- December 31

Hep A- 2 doses given 6 calendar months apart, 1st dose on or after 1st birthday.

A completed updated physical examination on the State of CT Department of Education Health Assessment Record Form (yellow form) with proof of these immunizations must be submitted to school prior to the 1st day of school. These forms are available from your primary health care provider.

K-5

(Students in K – 12)

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

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or a registered nurse licensed pursuant to chapter 378, a physician assistant licensed pursuant to chapter 370, a school medical advisor or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut (C>G>S Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade and in the 9th and 10th grade. This form may also be used for health assessments required every year for students participating in sports teams. Those participating in sports teams must have a physical every year and updated health form prior to participation.

DTaP- at least 4 doses, last dose on or after 4th b-day

Polio- at least 3 doses, last dose on or after 4th b-day

MMR- 2 doses, first on or after 1st birthday

Measles- 2nd dose of measles vaccine (or MMR), given at least 4 weeks after the 1st dose

Hib- Children less than 5 yrs of age need 1 dose on or after 1st b-day

Children 5 and older do not need proof of Hib

Hep A- 2 doses, 6 calendar months apart, 1st on or after 1st birthday

Hep B- 3 doses at spacing as above Hep B under pre-k

Varicella- 2 doses separated by at least 3 months, 1st on or after 1st birthday or verification of the disease

Pneumococcal- 1 dose on or after 1st birthday for children less than 5 years

A **completed physical exam** recorded on the State of CT Department of Education Health Assessment Record form (Blue form) with all immunizations documented must be submitted prior to the 1st day of school for all Kindergarten students despite if they have attended pre-K. This physical exam must be done and dated no later than within 1 year prior to the 1st day of school for that year. These forms are available from your primary health care provider.

SCHOOL ENTRANCE will be denied to any child without complete records of physical exam and immunizations.

Administration of Medicine

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All CREC Magnet Schools follow the State Statutes, regulations and guidelines established by the CT State Department of Education and the Department of Health regarding the carrying, use and dispensing of medications. If your child requires Epi pens, inhalers and diabetic testing materials and medication, please contact the school nurse.

In compliance with Public Act 723: Medication will be given by the school nurse or trained school personnel. Absolutely no medications (prescription or non-prescription) will be given for any reason without the doctor's authorization (written) stating the name of the drug, dosage, route/method and time of administration. This is a state law and must be strictly enforced.

Also-per **CREC** policy- **NO MEDICATION** should be sent in with child. A parent/guardian must bring medication to and from school and give it to the principal or nurse. This medication must be reviewed with the nurse/parent/guardian. Do not give the medication to the bus monitors/drivers or teachers. **The medication must be in the original, labeled container.**

If your child is taking any medication at home (on a regular or temporary basis) the school nurse should be informed in writing of the drug name/dosage. This is for the safety of your child should he or she experience adverse reactions from the medication while at school.

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

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

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

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

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physical are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

Psychotropic Drug Use

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

Hygiene

At RMS we insist upon and reinforce good hand-hygiene to prevent the spread of germs. Hand washing with soap and warm water is best practice. We provide hand sanitizers when needed.

Sunscreen at School

If you would like your child to wear sunscreen, we ask that you apply it before your child comes to school. It can then be applied again at school by a staff member. A child who is capable of applying his/her own sunscreen may do so only with supervision from a staff member.

The sunscreen must be provided by the parent/guardian and is not to be shared with other students (unless a sibling is in the same class). We do not permit spray sunscreen as it can be a hazard to others when sprayed. The lotion or stick form should be labeled with your child's name and placed in a Ziploc bag. You must sign a sunscreen permission form in order for your child to be able to have sunscreen at school. You may obtain these forms from the school nurse.

When Your Child Should Stay Home

- Fever above 100 degrees F
- Repeated episodes of vomiting (return to school 24hrs after last episode)
- Repeated episodes of diarrhea (return to school 24hrs after last episode)
- Bacterial infections (return to school upon recommendation of primary care provider)
- Persistent and copious nasal drainage
- Lice- until after 1st treatment
- Unexplained rash with a fever or other behavioral changes
- He/she is unable to function in school setting due to other reason (may be unknown) or excessive fatigue
- Chicken Pox- until lesions are dry and crusted.

You will be called to pick up your child for the following:

- Fever above 100 with other behavioral changes
- Repeated vomiting or diarrhea
- Nosebleed at dismissal time
- Injuries requiring additional medical evaluation and/or treatment
- He/she is unable to function in school setting due to other reason (may be un-known) or excessive fatigue
- Unexplained rash with a fever and/or other behavioral changes
- Stomach pains lasting more than 2 hrs

The above lists are guidelines and do not include all health concerns/issues that may arise with school age children. Please consult with the school nurse if you are unsure about sending your child to school. A note from your primary care physician may be required in some cases.

Children should not be given any medications such as acetaminophen or ibuprofen prior to school in an attempt to reduce fever/discomfort.

Ringworm rash must be covered for 48 hours after discovery of rash. Anti-fungal treatment must be in place. The child may remain in school at the discretion of the nurse.

Any cases of Fifth's disease diagnosed by your doctor needs to be reported to the nurse.

Nut Allergies

RMS is a nut-sensitive school. We are very aware that there are many children with nut allergies. Students, adults, and visitors should not knowingly bring products containing nuts or peanuts into the school building, classrooms, and cafeteria. Parents are asked to carefully read labels on food products before sending food to school. Products that contain labels that say: "Processed in a facility that also processes nuts" (or similar language) are permitted, but food labels that say: "May contain peanuts or tree nuts" (or similar language) are not permitted.

Snacks/lunches

Due to many allergies (known and unknown) we ask that students do not share/trade food at RMS. We encourage families to select and provide healthy food/drinks for their children while at school. We also encourage families to provide their students with water bottles with child's name filled with water that they may drink throughout the day. **All group snacks that are provided to share with students must be in the original container and on the list of approved snacks.** An approved snack list is included in the both the hard copy and digital copy of the summer mailing packet sent prior to the start of the school year.

Vision and Hearing Screening

This will be done annually on all students starting at the kindergarten level. Students who fail will be re-tested and any child that fails the retest will receive a referral in writing to have the child tested further. This is just a basic screening procedure. For specific concerns and in-depth evaluation please call your primary doctor.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

Physical Activity

All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services.

This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief period of respite/time-outs, referrals to a building administrator, or for safety reasons.

Additionally, given that RMS recess time exceeds state regulations by 10 minutes, on occasion, there may be brief periods, not to exceed 10 minutes, when a child may be asked to choose between participation in an activity organized by the teacher or a time out. This allows the child the full 20 minutes of state mandated recess.

Smoking

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

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 disciplinary actions.

Sexual Abuse Prevention And Education Program

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

Health Office

Please feel free to call the school nurse to discuss the health concerns/issues of your child at **860-674-8549, ext. 5576** or email knewstead@crec.org and/or rmshealthoffice@crec.org.

Please remember the following:

- All absences must be reported by calling the school or nurse each day of absence at 860-674-8549, ext. 5576. The nurse tracks illness/injuries of all students.
- Update us with any changes to your contact information or health concerns/issues of your child.
- All children in Pre-K and Kindergarten must have a change of clothes in a bag with child's name on it (including top/bottom/socks/underwear) in school at all times.
- Parents must inform the school immediately of any changes in contact information.

Student nutrition and physical activity (Full policy: [6142.10](#))

Policy Summary:

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

Academic Policies and Procedures

Student Records; Confidentiality (FERPA) (Full policy: [5125 P/R](#))

Policy Summary:

- Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. It is the policy of the CREC Council that staff will comply with all applicable laws and regulations regarding confidentiality and access to all students' records. Procedures shall be implemented to ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these policies and procedures shall be made known annually to all parents/guardians of children within the district.

Teacher and Paraprofessional Qualifications

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

Report Cards

The purpose of the report card is to give the parents/guardians a clear understanding of how the student is progressing academically, socially and developmentally. This also helps the parent/guardian understand the factors that may contribute to the student's success. A report card is sent home three times a year in December, March and June.

Parent Conferences

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

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

Homework

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

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

English Language Learner Students

For those students for whom English is a second language, all CREC Magnet Schools have a program to assist in the development of speaking skills and literacy in English and in mastering the same academic content required of all other students, e.g. language arts, literature, mathematics, science and social studies. If you believe your child needs assistance with English as a second language, please contact Sasha Douglas, CREC Assistant Superintendent of Schools.

Field Trips

As part of the enrichment program at RMS, field trips are designed to extend the learning experiences of the students. These trips are carefully planned and supervised by teachers and are frequently assisted by parents. Some admission fees and/or other costs are not covered by the school. Permission slips must be completed in order for your child to participate. **Students that do not have a completed permission slip will not be allowed to attend the field trip.** Financial assistance is available upon request.

Any student whose behavior is considered detrimental to the well-being of the other students while on a field trip may be prohibited from participation by the principal. It is the expectation that students display a pattern of behavior that is respectful, responsible, and safe at all times, up to and including the scheduled date of the field trip. In the event that a child displays patterns of behavior that are not respectful, responsible, and safe, the parent will be notified and an alternate school-based activity will be planned for the child.

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.

Promotion, Retention, and Placement

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

Early Childhood (pre-K) Toileting Policy

The CT State Department of Public Health guidelines for early childhood education programs state that it is **expected that children attending a public school preschool program will be able to independently toilet themselves** unless there is a special education need. Therefore, families are strongly encouraged to ensure that their children are toilet trained **before** starting in the Early Childhood Program at the beginning of the school year. The exception would be if this is identified in an IEP or 504 Plan. We understand the transition to school may result in some initial toileting accidents. We will work with the child’s family to ensure consistency both at home and at school. Children should be as self-sufficient as possible. Children are more successful when they

wear pants with no snaps, buttons or zippers. Pants with elastic waists and underwear (not pull-ups) support children's independence with toileting. Early Childhood teachers assist in changing the child in an emergency.

Admission Process

1. CT residents are eligible to apply for admission to RMS via a school application process.
2. A school selection process will be held in the spring for all families applying to RMS. Currently RMS serves grade Prekindergarten 3 through Grade 5. Children must turn 3 by September 1st during the year for which they are applying, e.g., 2024-2025 must be 3 by September 1, 2024. Race/ethnicity/gender data will not be used for admission purposes. Those accepted will be notified by email. When an applicant is selected, parents need to accept or decline the position within the timeframe designated in the acceptance letter or their placement offer will be given to the next applicant.
3. All applications must be received no later than the time and date designated on the RSCO website (www.choiceeducation.org).
4. Sibling priority will be given but not guaranteed to current students of RMS providing the application is received before the application deadline. [Sibling policy applies when a brother/sister living in the same household and share at least 1 biological parent/legal guardian attends the same school to which you are applying.](#) 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. Multiple birth siblings, residing in the same household, will be treated as consecutive application numbers and every effort will be made to enroll them together.
5. If there is a change in residency, the school office must be notified immediately. Any move may impact the child's placement in the CREC program.

Registration Requirements

Early Childhood Learning Center Enrollment Requirement-

The CT State Department of Public Health guidelines for early childhood education programs state that it is expected that children attending a public school preschool program will be able to independently toilet themselves unless there is a special education need.

- Two documents showing proof of residency (a utility bill and lease/mortgage).
- Original birth certificate long form or a passport may be used for proof of birth if the child is coming from outside the United States.
- Proof of Guardianship – Parent Driver's License/passport
- A copy of the child's most recent report card, if applicable.
- Current health and immunization records (completed within 1 year of enrollment).
- Completed emergency contact form with a minimum of two emergency contacts in addition to parent/guardian.

Discipline Policies and Procedures

RMS believes that strong academics are positively linked with appropriate learning behaviors while students are in school. The staff also believes that school-home partnerships are critical for ensuring academic success. RMS utilizes an approach to classroom management called Positive Behavioral Interventions and Supports (PBIS). PBIS is a process for creating safe, effective, and productive schools. Below is our school-wide matrix of expectations for behavior at RMS. Our unified behavioral expectations, in every classroom and non-classroom setting in the school, are as follows: **BE RESPECTFUL- BE RESPONSIBLE- BE SAFE.**

	Be Respectful <i>We treat others as we would like to be treated.</i>	Be Responsible <i>We are dependable.</i>	Be Safe <i>We think before we act.</i>
Classroom	Listen to the speaker. Raise your hand and wait to be called upon.	Do your best work. Complete your homework. Clean up. Follow directions.	Walk. Give others personal space.
Hallway	Keep your hands, feet and objects to yourself. Use quiet voices.	Stay in line. Keep your hands at your side.	Walk. Give others personal space.
Piazza	Use quiet voices.	Clean up after yourself. Follow directions.	Give others personal space.
Outside	Share, take turns. Welcome everyone to play. Line up when you hear the signal.	Pay attention to where others are.	Use playground equipment appropriately.
Bathroom	One at a time. Wait your turn.	Flush the toilet. Clean up after yourself.	Wash your hands.
Mealtime	Stay in your seat while you are eating. Use good table manners.	Clean up after yourself. Raise your hand if you need help.	Wash your hands. Eat your own food.
Bus	Keep your hands, feet and objects to yourself. Use quiet voices Listen to the bus driver and bus monitor.	Walk directly to your classroom in the morning. Walk directly to your bus at the end of the day.	Wear your seatbelt. Stay seated.

Child Abuse

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Policy/Regulation Appendix

Please note that due to the length of the full text, summaries have been provided but are not a replacement for the full text.

All full texts can be found at: <https://www.crec.org/about/policies.php>

Policy/Regulation Summaries (alphabetical):

Attendance/Excuses/Dismissal (Full Policy: [5113](#))

Policy Summary:

- Connecticut state law requires parents to cause their children five years of age and over and under eighteen years of age to attend school regularly during the hours and terms the public school is in session. Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The CREC Council requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Guidelines for addressing absences and tardiness are contained in the individual school parent-student handbooks.

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

Policy Summary:

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

CREC also prohibits any form of bullying outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the

student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Students who engage in bullying behavior shall be subject to school discipline, up to and including recommendation for expulsion, in accordance with CREC's policies on student discipline, suspension and expulsion, and consistent with state and federal law. CREC does not expel students. CREC may recommend that the local board of education enrolling the student in a CREC program expel a student in accordance with the law.

Directory information (Full policy: [5145.15](#))

Policy Summary:

- Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge or consent of the parent or legal guardian of the student or by the student who has attained majority status.
- Parents or students may choose to have their directory information removed from one or more the specific activities without jeopardizing other activities.

Family life education (Full policy: [6142.1](#))

Policy Summary:

- Family life education shall help students acquire knowledge, attitudes and values which will contribute to the well-being of individuals, families and society.
- Students and parents or guardians shall be informed of their right to exempt the student from the family life program.

Food Service-Charging Meals (Full Regulation: [3542.43](#))

Regulation Summary:

- The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings we are helping to teach students the value of good nutrition. Although not required by law, because of CREC's participation in the Child Nutrition Programs, the CREC Council authorizes administration to establish a system to allow a student to charge a meal to his/her automated prepayment account.

Hazing (Fully Policy: [5131.91](#))

Policy Summary:

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
- A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Health and Safety protocols (Full policy/regulation: [3516.1](#))

Policy Summary:

- Safety protocols will be established specific to COVID and are expected to be adhered to for all CREC sanctioned activities.

Media access to students (Full policy: [1112.5P](#))

Policy 1112.5 Summary:

- School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools.
- Other than activities attended by the general public (i.e. sporting events), media representatives shall be required to report to the administration for prior approval before accessing students.
- Parental/guardian permission must be obtained for students to be interviewed, photographed or videotaped by the media other than for events attended by the general public.
- Parents/guardians who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal.

Non-discrimination (Full policy: [5162 P/R](#))

Policy 5162 Summary:

- The CREC Council complies with all applicable federal and state laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, or on any other basis prohibited by federal or state law. The prohibition of discrimination in educational programs or activities extends to academic, nonacademic and extracurricular activities, including athletics.
- CREC strives to provide a safe, positive learning climate for its students. Harassment, in any form, whether by students, staff members, board members, parents, vendors, contracted individuals, volunteers, employees or visitors - on CREC grounds or property or on property within CREC's jurisdiction; on buses operated by or for CREC; while attending or engaged in CREC activities - will not be tolerated.
- Any incident or complaint of discrimination or harassment will given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Every student shall have a ready means of resolving any complaint of discrimination or harassment. (See full policy for Incident Investigation Form.)

Pesticide application/management (Full policy/regulation: [3524.1](#))

Policy Summary:

- The Capitol Region Education Council has adopted an Integrated Pest Management (IPM) policy for pest control within our buildings and grounds.
- The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds.

Protection of undocumented students (Full policy/regulation: [5111.3](#))

Policy Summary:

- All students have the right to attend public school and enjoy access to equitable educational and programmatic services regardless of their immigration status or that of their family members.
- CREC personnel shall not take any steps that would deny students access to education based on their immigration status or that would impede the rights of any students to public education under the U.S. Supreme Court's 1982 ruling in Plyler v. Doe, the Family Educational Rights and Privacy Act (FERPA), the Connecticut General Statutes, and any other applicable state and federal law.
- If any member of the CREC community (including students, families, or staff) has questions about their immigration status, CREC employees shall not refer them to the Immigration and Customs Enforcement Office ("ICE") or any other government agency. Instead, employees shall refer them to state and/or local non-profit immigration law organizations.
- It is the general policy of CREC not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit.

School uniform (For elementary and schools with no dress code) (Full regulation: [5132.1-R](#))

Regulation Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians.
- The school shall communicate information to parents/guardians regarding the uniform policy, including its rationale, benefits to students, and specific information.

Sexual harassment (Full policy: [5145.5 P/R](#))

Policy 5145.5 Summary:

- The CREC Council does not discriminate on the basis of sex in its education programs or activities, including employment. Sexual harassment is a form of sex discrimination and is forbidden, whether engaged in by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Council. The Council is committed to safeguarding the right of all students of the school district to a learning environment that is free from all forms of sexual harassment.

Student discipline (Full policy: [5144 P/R](#))

Policy Summary:

- The CREC Council believes that good student behavior in a school is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights and privileges of others, cooperation with all personnel in the school community, basic self-respect as well as respect for real and personal property, pride in one's work and achievement within one's ability.
- The purpose of this Discipline Policy is to encourage accountability for students' behavior and to assist them to recognize and learn proper decisions so they can become independent and productive members of our democratic society.

Students Dress Code (Full policy: [5132.1-R](#))

Policy Summary:

- The decision to implement school uniforms shall be made by the Executive Director or his/her designee, with input from administration, staff, and parents/guardians. In schools where a school-wide uniform is implemented, the Principal with input from staff, and parents/guardians of the individual school shall select the specific uniform to be worn. Once selection has been made, the school uniform shall be mandatory for all students.

Student nutrition and physical activity (Full policy: [6142.10](#))

Policy Summary:

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

Student Records; Confidentiality (FERPA) (Full policy: [5125 P/R](#))

Policy Summary:

- Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. It is the policy of the CREC Council that staff will comply with all applicable laws and regulations regarding confidentiality and access to all students' records. Procedures shall be implemented to ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these policies and procedures shall be made known annually to all parents/guardians of children within the district.

Truancy (Full policy: [5113.2 P/R](#))

Policy Summary:

- The Capitol Region Education Council believes that regular school attendance is essential to the academic success of students. The Executive Director is authorized to establish procedures for monitoring school attendance so as to identify students ages 5-18 inclusive who are truant and to enlist the cooperation of the LEA, of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

This handbook does not include all CREC/RMS policies and procedures. For information regarding a topic that is not covered in this handbook please call the Principal at 860-674-8549.

Please sign below and return to the RMS Main Office

Family Handbook Acknowledgement

I acknowledge that I have been given and have reviewed the CREC Reggio Magnet School of the Arts Family Handbook.

Date: _____

Parent/Guardian/Other Name (Printed): _____

Parent/Guardian/Other Signature: _____

Student Name: _____