



Parent-Student Handbook 2021-2022

Home of the Dragons

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www.isaacschool.org

All Students Can Succeed with Hard Work and Grit



August 2021

Dear ISAAC Family,

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

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

To continue the school's commitment to excellence, it is necessary to develop a mutual understanding and working partnership among parents/guardians, staff, and students. The cornerstone of such a partnership is effective communication. This ISAAC Parent-Student Handbook is part of our plan to develop mutual understanding.

After reading the Parent-Student Handbook, **please return the Stakeholder Signature Page by September 3, 2021, to the appropriate advisory teacher**. Most of our students already have their laptops but for those that don't, they will receive them at the start of school.

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

Best of luck on an exciting year!

Sincerely,

A handwritten signature in blue ink that reads 'Denise M. Dunning'.

Denise M. Dunning
Principal

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2021-2022 ISAAC Faculty and Staff

ADMINISTRATION

Dr. Nicholas J. Spera

Executive Director

Denise M. Dunning

Principal/Special Education Director

Tanya Collins

Associate Principal/HR Director

LEADERSHIP

Amy Geary

Director of Student Supports

Erica Robb

Director of Finance

Brian Trost

Director of IT

Celestino Rodriguez

Director of Facilities

Tim Bentley

Director of Safety

ISAAC FACULTY

LANGUAGE ARTS

Justine Tomon, 6th Grade

Amy Taylor, 7th Grade

Mikaela Remondi, 8th Grade

MATHEMATICS

Shannon Lougee, 6th Grade

Kim Lariviere, 7th Grade

Christopher Sheldon, 8th Grade

Jennifer Mitchell, *Math Interventionist*

SOCIAL STUDIES

Michael Presti, 6th Grade

Jennifer Rovetti, 7th Grade

Michael Barron, 8th Grade

SCIENCE

Dr. Richard Sanders, 6th Grade

Tyler Keith, 7th Grade

Laura Barbato, 8th Grade

UNIFIED ARTS & ELECTIVES

Chris Blackshaw, *Art*

Laura Francis, *Music*

Amanda Grundy, *Dance/Theater*

William Keane, *PE/Health*

Patrick Marum, *Music*

Diana McMasters, *Multimedia Art*

Bryant Sheldon, *Spanish*

INSTRUCTIONAL COACH

William Linski

SPECIAL EDUCATION

Amy Geary, *Director of Student Supports*

Linda Chambers, 6th Grade

Heather Courey, 7th Grade

Kyle Baron, 8th Grade

Alison Cardoza, 8th Grade

Sue LaFrance, *Reading Teacher*

BILINGUAL PROGRAM

Melanie Paterson, *TESOL Teacher*

Christina Schiano, *TESOL Teacher*

Oscar Segura, *Bilingual Tutor*

STUDENT SUPPORT SERVICES

Lisa Lazarou, *SRBI Coordinator*

Dean Avery, *Social Worker*

Tucker Regan, *Social Worker*

EDUCATIONAL INTERVENTIONISTS

Michael Kydd

Marcus Williams

ADMINISTRATIVE ASSISTANTS

Mildred Rivera, *Executive Assistant*

Kaeshla Vega, *Special Education*

HEALTH SERVICES

Erica McCaffrey, *VNA School Nurse*

Suzanne Davidson, *VNA Nurse Assistant*



CORE VALUES AND BELIEFS ABOUT LEARNING

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

VISION OF THE GRADUATE

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

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



NON-DISCRIMINATION STATEMENT

Any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, employees or third parties subject to ISAAC's control. ISAAC will provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

Anyone with questions or concerns about ISAAC's policies regarding discrimination may contact:

Tanya Collins
Associate Principal/HR Director
190 Governor Winthrop Blvd.
New London, CT 06320
tcollins@isaacschool.org
860.447.1003

Anyone with questions or concerns about ISAAC's policies regarding discrimination on the basis of gender/sex may contact ISAAC's Title IX Coordinator:

Tanya Collins
Associate Principal/HR Director
190 Governor Winthrop Blvd.
New London, CT 06320
tcollins@isaacschool.org
860.447.1003

Anyone with questions or concerns about ISAAC's policies regarding discrimination on the basis of disability may contact ISAAC's Section 504/ADA Coordinator:

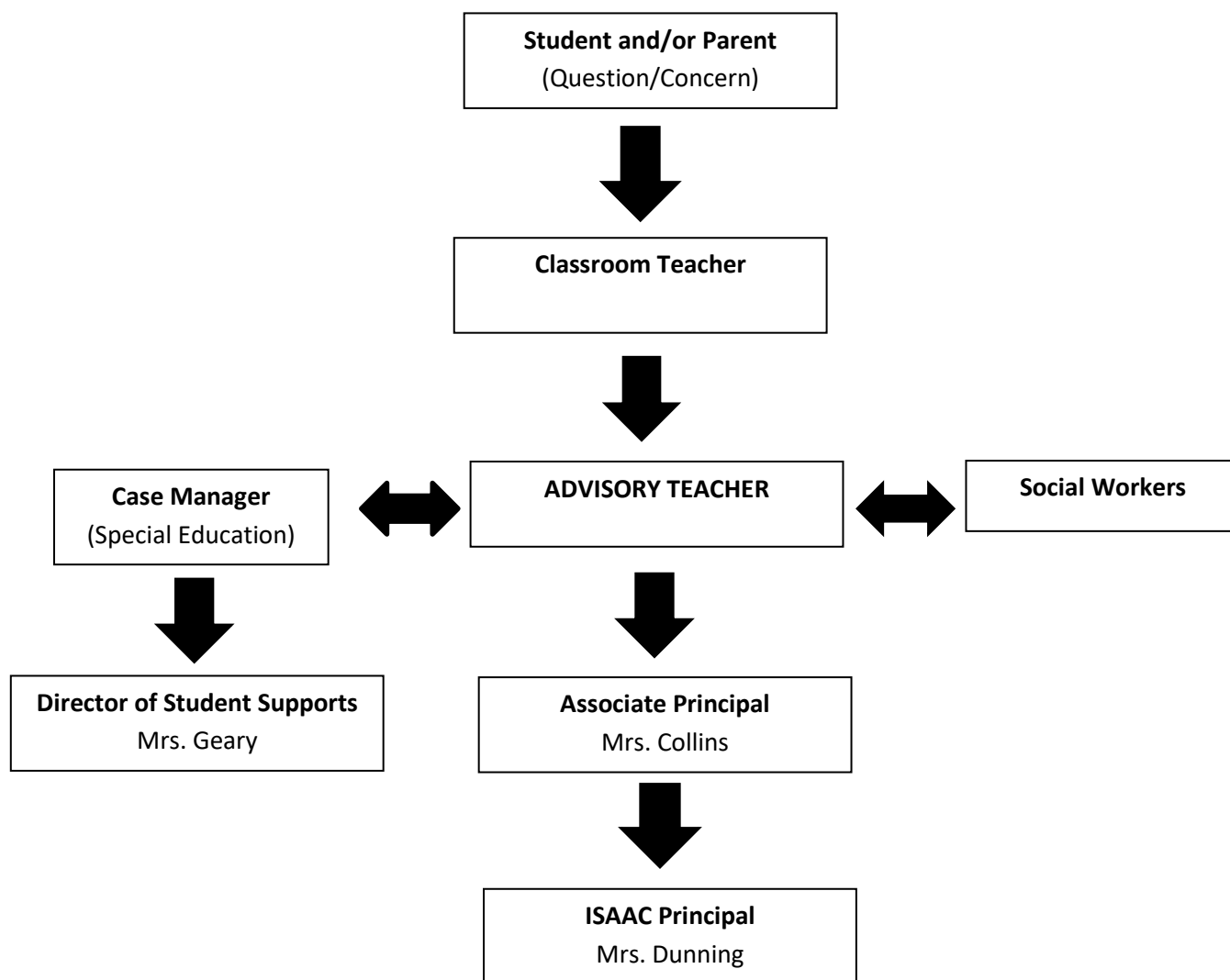
Denise Dunning
Principal of ISAAC
190 Governor Winthrop Blvd.
New London, CT 06340
ddunning@isaacschool.org
860.447.1003

Information about the resolution of complaints is included in the Complaint Procedures section of this handbook.

ISAAC Communication Flow Chart

Parent-School Communication Plan:

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





2021 – 2022

Stakeholder Signature Page

August 2021

Dear Parent/Guardian:

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

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

Please sign the following statement and return this page to the school office by September 3, 2021.

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

Student Name _____

Student Signature _____

Student's Advisory Teacher _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

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



ISAAC Student Laptop Acceptance Form
School Year 2021-2022

Last Name: _____ First Name: _____ Grade Level: _____

Please read the following agreement. Each year, students will receive a laptop once this form has been completed and signed.

*We, the Student and the Parent who have signed below, understand that all Chromebooks and accessories have been provided to the Student by the Interdistrict School for Arts & Communication and are the property of ISAAC. We will **not install** additional software or change the configuration of the equipment without the expressed written consent of the ISAAC Administration. The Student agrees to use the Chromebook issued to the Student exclusively for educational purposes associated with the ISAAC curriculum.*

By signing below, the Student acknowledges that the Student will only use the Chromebook issued by ISAAC while in school or and will use the Chromebook only for school purposes. By signing below, we understand that we are personally responsible for any damage to or loss of any Chromebook and accessories. If the damage to the Chromebook occurs because of non-accidental purposes, we understand and agree that we will pay for the replacement. If the damage to the Chromebook is accidental, we will receive a one-time replacement at no cost. However, if the accidental damage occurs additional times, we understand that we will need to pay for the replacement.

We will return the equipment to ISAAC in good working condition. Chromebooks and power cords must be returned before the close of school in June or immediately upon transferring to another school. We understand that a violation of the terms and conditions set out in this agreement will result in the restriction and/or termination of the Student's use of the ISAAC Chromebook and may result in further discipline. Failure to return equipment may result in a referral to the New London Police Department.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

-----Information below to be completed by ISAAC personnel-----

Serial Number: _____

REPLACEMENT SERIAL NUMBER	WAS DAMAGE ACCIDENTAL?	COMMENTS
	YES _____ NO _____ Cost: _____	



2021-2022 SCHEDULES

School Hours

Classes begin: 8:30 a.m.

Dismissal: 3:00 p.m.

Office Hours

8:00 a.m. – 3:30 p.m.

STUDENT BELL SCHEDULE

TIMES		DRAGON DAYS M/W/TH	TIMES		ADVISORY DAYS T/F
<u>START</u>	<u>END</u>	<u>BLOCK</u>	<u>START</u>	<u>END</u>	<u>BLOCK</u>
8:30	9:45	Block 1/5 (75 min)	8:30	9:45	Block 1/5 (75 min)
9:50	11:05	Block 2/6 (75 min)	9:50	11:05	Block 2/6 (75 min)
11:10	12:47	Block 3/7 (75 min)	11:10	12:47	Block 3/7 (75 min)
11:05 – 11:27		Grade 8 Lunch (22 min)	11:05 – 11:27		Grade 8 Lunch (22 min)
11:37 – 11:59		Grade 6 Lunch (22 min)	11:37 – 11:59		Grade 6 Lunch (22 min)
12:10 – 12:32		Grade 7 Lunch (22 min)	12:10 – 12:32		Grade 7 Lunch (22 min)
12:52	2:07	Block 4/8 (75 min)	12:52	2:07	Block 4/8 (75 min)
2:12	3:00	DRAGON TIME (48 min)	2:12	3:00	ADVISORY (48 min)

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

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

DELAYED OPENING SCHEDULE - 2 Hour Delay

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

DATES FOR QUARTER ENDINGS & POWERSCHOOL UPDATES

Quarter One

8/26/2021– 10/29/2021

Parent/Teacher Conferences

10/25/21	Late Work Acceptance Deadline	9/23/21-	Virtual Open House
10/29/21	End of Quarter One	12/16/21-	Virtual Parent Conference
11/05/21	Grades Due		
11/12/21	Report Cards Finalized		

Quarter Two

11/01/2021 – 1/14/2022

01/10/22	Late Work Acceptance Deadline
01/14/22	End of Quarter Two
01/21/22	Grades Due
01/28/22	Report Cards Finalized

Quarter Three

1/18/2022 – 3/25/2022

Student Led Conferences

3/21/22	Late Work Acceptance Deadline	
3/25/22	End of Quarter Three	05/19/22
04/01/22	Grades Due	
04/08/22	Report Cards Finalized	

Quarter Four

3/28/2022 – 6/7/2022

05/31/22	Late Work Acceptance Deadline
06/07/22	End of Quarter Four
06/07/22	Grades Due
06/14/22	Report Cards Distributed

*All teachers update PowerSchool in a timely fashion to promote communication with families and provide adequate opportunity for improvement where needed. Teachers will provide information at the **Virtual Open House (9/23/2021)** explaining their grading policy and approximate PowerSchool updates.

ACADEMICS

GRADING/REPORT CARDS

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

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

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

Homework: 10 pt. increments
Classwork: 10 pt. increments
Quiz: 100 pts.

Test: 200 pts
Papers/Projects: 100 to 200 pts.
Unit Tasks: 100 to 200 pts.

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

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

Progress Reports

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

Late Work

All teachers will accept late work one week prior to the end of the appropriate quarter as listed on the ISAAC calendar. To be accepted, the work must be complete and meet all assignment requirements.

Make-Up Work

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

Retake/Extra Credit

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

Marking Periods

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

COURSES OFFERED

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

Advisory

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

Honor Roll

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

Student Records

A student's school records are confidential and are protected by law from unauthorized inspection or use according to the Family Educational Rights and Privacy Act (FERPA). A cumulative record is maintained for each student that includes a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores.

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

For additional information, regarding parent and student rights under FERPA, please see the Model Notification of Rights Under FERPA, included in the Annual Notices Section of this handbook.

Transfer/Withdrawal from School

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

SRBI Team – (SCIENTIFIC RESEARCH-BASED INTERVENTION)

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

Through our Scientific Research Based Intervention System (SRBI), students will be monitored to ensure academic growth and progress through the tiered system. All students will have Tier 1 & 2 interventions within the classroom provided by the classroom teacher. If a student continues to struggle, the student will be referred to the SRBI team to Tier III for further assessments and data review. These interventions are designed to provide academic and behavioral interventions, accommodations and supports to develop the necessary skills toward college and career readiness. All 6th & 7th grade students will have SRBI interventions 1-2 times per week which is built into their schedule.

SPECIAL EDUCATION

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

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

BILINGUAL PROGRAM

Language Assessment Scales - (LAS Links)

The No Child Left Behind Act of 2001 requires that all school districts assess the English proficiency of all English language learner students (ELL). The Language Assessment Scales (LAS Links) Reading, Writing, Listening, and Speaking assessments will be administered to all identified ELL students in Grades 6 through 8. Students will be progress monitored using benchmark assessments two times during the year (fall and winter) with the final assessment administered during the spring. The state standard for achievement on the LAS Links Assessment is an "Overall" score of Level 4 or higher.

TECHNOLOGY

Internet/Cell Technology/Acceptable Use Policies

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

Technology Resources

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

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

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

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

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

FIELD TRIPS

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

- Chronic Attendance Issues

- Social Concerns
- Academic Concerns

HONOR CODE

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

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

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

Students forging a signature:

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

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

LIBRARY

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

PROMOTION

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

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

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

STUDENT LIFE

Activities and Clubs: Students may join a variety of club activities offered at ISAAC. Parents/guardians will receive written notification of after-school club offerings throughout the year. Privileges to participate in clubs/enrichment activities may be revoked due to grades, disciplinary referrals, suspensions or misbehavior.

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

Athletics:

- All students are eligible to participate in intramural and interscholastic athletics.
- All students must have a current physical examination on record with the school nurse before they can participate. Yearly exams must be recorded on the school health physical form. It must be dated within one year of the last day of the sport season. Exams scheduled during the summer will cover all sports for the following school year.
- All academic work is to be up to date and grades are C- or better.
- Permission slip must be signed by a parent/guardian consenting to the child's participation.
- Privileges to participate in athletics may be revoked due to grades, disciplinary referrals, suspensions or behavioral issues of concern.

Publicity/Media Relations

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

ATTENDANCE

School hours are from 8:30 AM to 3:00 PM. Students who arrive between 8:00 and 8:25 a.m. will have breakfast available in their first block class.

Absences:

According to the State Board of Education, pursuant to section 10-198b of the general statutes, State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year. ISAAC's Student Attendance, Truancy, and Chronic Absenteeism Policy can be accessed at <https://www.isaacschool.org/policies>. In addition, please see the Notification Regarding Student Attendance in the Annual Notices Section of this handbook.

If a student becomes truant, ISAAC administration will request a meeting with the parent/ guardian within a reasonable amount of time to address the concerns. In this meeting, the administration will work with the student and parent/guardian to put interventions and supports in place to address the needs of both student and families. The school will also work with community agencies in providing child and family services to address the student's barriers to coming to school.

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

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

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

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

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

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

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

If a student identified as "truant" has ten (10) unexcused absences and the parent/guardian fails to attend the required meeting or to cooperate with the school in trying to solve the truancy problem, the Administration shall coordinate services with and referral of students to community agencies providing child and family services, as appropriate.

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

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

Extraordinary Educational Opportunities: To qualify as an extraordinary educational opportunity: it must be educational in nature and must have a learning objective related to the students' course work or plan of study;

be an opportunity not ordinarily available to the student; be grade and developmentally appropriate, and include content that is highly relevant to the student. The executive director has the ultimate decision making in granting this request.

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

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

Dismissal Procedures: At dismissal, parents picking up their children should do so **in front** of the school along Governor Winthrop Boulevard. **DO NOT** park and block the bus lineup or the entrance to the parking garage. Students who take the bus home will be dismissed from the main doors/blacktop. If a bus is delayed, students must wait within the fenced area until the bus arrives. Walkers are to leave school grounds immediately after dismissal.

BUS CONDUCT

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

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, administration, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives training in their use, as required by state law. Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Health/Nursing Services

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

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

Parents of students requiring either prescription or over-the-counter medication during school must contact the school nurse. **A medication administration form signed by a physician is required to permit the administration of ANY medicine in school.** All medication whether over the counter or prescription

must be delivered to the school by an adult and be in the original container with proper labeling. Parents may authorize the administration of acetaminophen or ibuprofen by the nurse in accordance with ISAAC's standing orders from the medical advisor. Parents must complete, sign, and return the appropriate medication form.

Immunizations

In accordance with state law and accompanying regulations, ISAAC requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, Hemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in school, and subject to applicable exemptions as permitted by law. Among other requirements, before being permitted to enter seventh grade, ISAAC requires each child to be vaccinated against meningococcal disease. ISAAC further requires each child to receive a second immunization against measles and tetanus, diphtheria, and pertussis (Tdap) before being permitted to enter seventh grade.

School Based Health Services

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

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

GENERAL INFORMATION

I. ADMISSIONS POLICY:

ISAAC is a free public charter school open to all sixth, seventh, and eighth grade students in Southeastern Connecticut. Our charter states that our student population is based on 50% New London residents and 50% from surrounding towns. Transportation is guaranteed to students who reside in the New London school district. Other towns may elect to provide transportation. All students who wish to attend ISAAC must submit an application. Student applications are available on our website, www.isaacschool.org, and in the main office. Each year, ISAAC admits new students for each grade, depending upon the availability of open slots. Students are selected based on a fair, random lottery, which ensures all students have an equal opportunity to enroll. The lottery is held during late winter/early spring. Students that are not selected will be added to a waiting list. If an opening occurs, the first student on the waiting list at that grade level will fill the vacant space.

II. ACCEPTABLE USE REGULATIONS FOR THE INTERNET:

This is an annual agreement, which will be binding to every ISAAC student for the full year. Because the Internet is used as part of school activity, the school's code of conduct applies to network activities. Students may only visit school appropriate websites while in attendance at ISAAC. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action. More information is available in ISAAC Policy #5008, Policy Regarding Student Use of the School's Computer Systems and Internet Safety, and can be accessed at <https://www.isaacschool.org/policies>.

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

ISAAC is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of ISAAC to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. For more information, please consult ISAAC Policy #5131, Drug and Alcohol Use by Students, available at <https://www.isaacschool.org/policies>.

ISAAC prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the ISAAC, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." For more information, please consult ISAAC Policy # 1009, Prohibition Against Smoking, available at <https://www.isaacschool.org/policies>.

IV. BULLYING

ISAAC is committed to creating and maintaining an educational environment free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board 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 a local or

regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

ISAAC also prohibits any form of bullying behavior 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. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Bullying shall include, but need not be limited to, a written, verbal or electronic communication or physical act or gesture 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, 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.

The complete Bullying Prevention and Intervention Policy (ISAAC Policy #5011) can be accessed at <https://www.isaacschool.org/policies>.

V. CELL PHONES AND ELECTRONIC DEVICES:

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

Students are required to use an ISAAC issued laptop for all ISAAC issued assignments. Laptops are expected to be free of stickers or anything that can change the appearance of the laptop. Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district's digital learning platform or otherwise engage in remote learning during the COVID-19 pandemic. A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. For more information, please consult ISAAC Policy #5009, Use of Private Technology Devices by Students, which is available at <https://www.isaacschool.org/policies>.

VI. CLASSROOM BEHAVIOR:

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

Consideration for the rights and privileges of others, cooperation with all personnel in the school

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

Students are further expected to comply with all School policies and rules, as set forth in ISAAC Policy #5114, Student Discipline, which can be accessed at <https://www.isaacschool.org/policies>.

VII. COVID-19

The ISAAC Board of Directors has adopted COVID-19 policies for the 2021-2022 school year. These policies will remain in place for future pandemic outbreaks. Policies include the limiting of visitors, required health and safety protocols, mandatory mask wearing and other efforts to ensure the safety and well-being of all staff and students at ISAAC.

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

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

VIII. CUTTING CLASS:

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

IX. DRESS:

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

For these reasons, the following guidelines are set forth:

1. The following list of items are not permissible to wear in school: Bandanas, hats, hoods, bathing suits, sleepwear such as pajama tops and bottoms, lingerie-type and camisole-type clothing, slippers, see-through clothing, tank tops, cut-off shirts with excessive armholes, strapless tops, backless shirts, open midriffs shirts/ blouses and low-cut clothing.
2. No short shorts, skirts, dresses or see-through leggings worn as pants. Shorts, dresses, skirts of mid-thigh length, or leggings worn under acceptable shorts or skirts are appropriate.
3. No undergarments should be visible (e.g.: boxers, shorts worn underneath pants, underwear, bras, bra straps, etc.). Pants must be worn at the waistline and must allow the student to move freely for safety purposes.
4. The midriff area should be covered. No visible skin between midriff shirts and low-rise pants/shorts/skirts are permitted.
5. Students cannot wear clothing/jewelry, or any other markings that may be identified as gang related. Due to the constantly changing nature of these symbols, determinations will be made by the administration.
6. Items of clothing/jewelry displaying alcohol, drugs, tobacco, violence, sexuality, or inappropriate language are prohibited.
7. Students cannot wear spiked or studded bracelets, oversized or multi-fingered rings, belts or any other article or attire with spikes, studs, or chains.
8. Upon entering the building, coats, jackets, windbreakers, should be put on the back of the chair.
9. Students are not allowed to wear "costumes" or Halloween masks to school. In addition, students are not allowed to wear sunglasses in school during the school day unless a doctor's note has been provided to the school nurse and the Associate Principal.
10. Due to COVID-19, masks are always required except for lunch and scheduled mask breaks. Masks should be worn properly, covering the nose and mouth.

If there is a violation of the dress code, students will be asked to change or call a parent to bring in a change of clothes. Refusal will result in the student being sent to the administration. Students who continually fail to comply with the dress code will be subject to disciplinary action.

X. FALSE REPORTINGS/FALSE FIRE ALARMS/FIRE EXTINGUISHERS:

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

XI. FIGHTING:

Fighting, other conduct that endangers persons or property, or conduct seriously disruptive to the educational process is prohibited and may lead to disciplinary action including, but not limited to, removal from class, suspension and/or expulsion in accordance with the board policy. As noted above, students are further expected to comply with all School policies and rules, as set forth in

XII. FIRE/EMERGENCY DRILLS:

Fire and emergency drills will be held periodically during the school year. At the sound of the fire alarm, everyone is to leave the building immediately by the nearest exit. Students are to remain with and under supervision of their teacher. Attendance will be taken. If unassigned, students should report to the closest faculty member. Students should stand away from the building to allow a fire lane and should maintain order and quiet so that emergency procedures can be executed.

No cell phones or electronic devices will be in use during a drill. No one is to re-enter the building until instructed to do so, by an administrator. Lockdown procedures are posted, reviewed and practiced periodically.

XIII. HAZING/HARASSMENT:

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

XIV. INSUBORDINATION:

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

XV. LANGUAGE:

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

XVI. LASER PENS/LIGHTS:

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

XVII. LOITERING:

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

XVIII. ORGANIZED DISRUPTION OF SCHOOL ENVIRONMENT:

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

XIX. PLAGIARISM: (See Honor Code)

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

XX. SEX DISCRIMINATION AND SEXUAL HARASSMENT:

ISAAC prohibits any form of sex discrimination or sexual harassment, whether by students, ISAAC employees or third parties subject to the control of ISAAC. Students, employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the ISAAC's sex discrimination and sexual harassment policy shall be subject to disciplinary action. For more information regarding sex discrimination and harassment, including the process for filing complaints, please see the Complaint Procedures section of this handbook and ISAAC's Policy # 5420, Policy Regarding Title IX of the Education Amendments Act of 1972 - Prohibition of Sex Discrimination and Sexual Harassment, which is available at <https://www.isaacschool.org/policies>.

XXI. SOCIAL MEDIA:

Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy may lead to disciplinary action, including, but not limited to, removal from class, suspension and/or expulsion. For more information, please consult ISAAC Policy #5008, Policy Regarding Student Use of the School's Computer Systems and Internet Safety, Policy #5009, Use of Private Technology Devices by Students, and Policy #5114, Student Discipline, which are available on ISAAC's website at <https://www.isaacschool.org/policies>.

XXII. THEFT/DAMAGE:

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

XXIII. WEAPONS:

Dangerous weapons or facsimiles thereof are not permitted on school property and wherever or whenever students are under the jurisdiction of the school. Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of ISAAC. For more information, please consult ISAAC Policy #5114, Student Discipline, which is available on ISAAC's website at <https://www.isaacschool.org/policies>.

SAFETY PROCEDURES

Asbestos Management Annual Notification

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

Notification of Pesticide Applications

The State of Connecticut requires all schools in the State to implement a plan of action for pest control. ISAAC has adopted an Integrated Pest Management Program (IPM) for pest control within our building. Our main focus will be to control pest problems at their early stage without having to use pesticide.

Pesticide will not be applied on regular basis however, if a pesticide application is needed to eliminate a large amount of pest infestation, we will notify you no later than twenty-four hours prior to any application being made. All records will be kept in ISAAC's Facilities Office.

Notification will include:

- The name of the active ingredient of the pesticide being applied
- The target pest
- The location of the application on the school property
- The date of the application
- The name of the contractor applying the active ingredient

If you have any questions you may contact Mr. Timothy Bentley, Safety & Security Specialist, at 860-447-1003, ext. 118, or via email at tbentley@isaacschool.org.

Notification of Green Cleaning

The State of Connecticut requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. ISAAC is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in our school with a written statement of the school's Healthier "Green" Cleaning Program as well as making it available on our web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. A Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state-owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: Green Seal or Eco Logo.
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include general-purpose bathroom and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred Green Cleaning products used by our school are listed on attachment "A" and can be accessed on ISAAC's website or at ISAAC's main office.

4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school's Green Cleaning Program as stated in the new law: "NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT."

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.

Any questions concerning the program can be directed to Mr. Timothy Bentley, Safety & Security Specialist, 860-447-1003 or via email at TBentley@isaacschool.org.

Millstone Power Station Readiness Plan

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

- Follow our regular dismissal procedures putting students in the care of their parents/guardian
- Follow our regular early dismissal procedures, putting students in the care of their parents/guardian
- Cancel school for the day or multiple days allowing students to remain at home in the care of their parent/guardian

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

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

Fire, Evacuation and Lockdown Drills

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

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

Security Camera Policy

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

destruction of property. Appropriate signage is posted at the school entrance to notify students, staff, and the general public of the use of security cameras.

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



COMPLAINT PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

ISAAC ***prohibits any form of discrimination or harassment*** on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law, whether by students, employees or third parties subject to ISAAC's control.

ISAAC will provide for the ***prompt and equitable resolution of complaints*** alleging any discrimination on the basis of these protected characteristics. The Board of Directors has adopted detailed policies and complaint procedures for complaints regarding discrimination based on (1) any protected class status, (2) disability, and (3) gender and/or sex. These policies and administrative regulations can be found in Policy #4004 Non-Discrimination, Policy #5504 Regarding Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, and Policy #5420 Regarding Title IX of the Education Amendments Act of 1972 - Prohibition of Sex Discrimination and Sexual Harassment, and, which are available <https://www.isaacschool.org/policies>.

The flow charts on the following pages provide a ***general overview*** of these processes, but please consult the relevant administrative regulations, referenced above, for a detailed explanation. The relevant contact person for filing complaints is as follows:

Executive Director's Designee/HR Director

Tanya Collins
Associate Principal/HR Director
190 Governor Winthrop Blvd.
New London, CT 06320
tcollins@isaacschool.org
860.447.1003

Title IX Coordinator:

Tanya Collins
Associate Principal/HR Director
190 Governor Winthrop Blvd.
New London, CT 06320
tcollins@isaacschool.org
860.447.1003

Section 504/ADA Coordinator:

Denise Dunning
Principal of ISAAC
190 Governor Winthrop Blvd.
New London, CT 06340
ddunning@isaacschool.org
860.447.1003

For Discrimination Complaints Generally

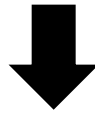
Timeframes may be reasonably extended as needed given the complexity of the investigation, the availability of individuals with relevant information, and other extenuating circumstances.

Student (or family) may file a complaint, preferably within 30 days of the alleged discrimination

Disability discrimination → Section 504/ADA Coordinator (or Executive Director, if complaint is against the Coordinator)

Other discrimination → Associate Principal (or Executive Director, if complaint is against the Associate Principal)

Complaints against the Executive Director may be filed with the Board Chair



**Investigator will offer to meet
with complainant and respondent (if applicable) within 10 business days**



**Conduct
interviews**



INVESTIGATION



**Review relevant
documents**



**Investigator will communicate outcome within 30 business days
(15 school days for allegations of disability discrimination)**



**Either party can file an appeal with the Executive Director within 30 calendar days
of receiving the findings**



**Appeal will be reviewed, and proposed actions communicated, within 15 business days
(10 school days for allegations of disability discrimination)**

For Discrimination Complaints Based on Sex/Gender Discrimination

The chart below briefly describes what happens when a student or family member files a formal complaint. If the School otherwise receives notice or actual knowledge of alleged sexual harassment, it will promptly contact the parties to discuss the availability of supportive measures and proceed according to applicable procedures, including processing a formal complaint as appropriate. In certain circumstances, the School may propose an informal resolution process, which will proceed only with the parties' consent. Supportive measures will be available throughout all of these processes.

Student or family may file a complaint, preferably within 10 days of alleged discrimination, with Title IX Coordinator

If the complaint is against the Title IX Coordinator, file with the Executive Director

If the complaint is against the Executive Director, file with the Board Chair

If the complaint falls within the jurisdiction of Title IX, the School will follow the Title IX grievance process. If not, the School will follow its grievance procedure for complaints based on sex/gender discrimination.



Grievance Process

(Complaints of Sexual Harassment Under Title IX)

School will attempt to complete the process within 90 school days. Timeframes may be reasonably extended for good cause.

*Within 10 school days, Title IX Coordinator will provide the parties with **written notice of allegations** and other relevant information.*

*Title IX Coordinator or designee will promptly **commence investigation**. The parties may present evidence, and review and respond to any evidence presented by the other party.*

*Investigator will send an **investigative report** to the parties for their review and written response, including an opportunity to present relevant questions to be asked of the other party, 10 school days prior to a determination of responsibility.*

*Decisionmaker (not the investigator) will make a **determination regarding responsibility** and a written determination will be provided to the parties.*

*Complainant or respondent can **file an appeal** within 5 school days. Both parties will have the opportunity to present written statements within 10 days of receiving notice of the appeal.*

Decisionmaker for the appeal (not the investigator or initial decisionmaker) will provide a written decision and appropriate remedy, if applicable.



Grievance Procedure

(Other Complaints Based on Sex/Gender Discrimination)

The School will investigate all complaints of sex discrimination promptly. Timeframes may be reasonably extended as needed given the complexity of the investigation, the availability of individuals with relevant information, and other extenuating circumstances.

*Title IX Coordinator or designee will promptly **commence investigation**.*

*Investigator will offer to **meet with complainant and respondent** (if applicable) within 10 school days.*

*Investigator will **conduct an investigation** by conducting interviews, reviewing relevant documents, etc.*

*Investigator will **communicate outcome** of the investigation within 90 business days.*

*Either party can **file an appeal** with Title IX Coordinator or Executive Director (as applicable) within 5 calendar days of receiving findings.*

Appeal will be reviewed and response will be provided within 15 school days.

ANNUAL NOTICES

Notification Regarding Student Attendance

Regular and punctual student attendance is essential to the educational process. Conn. Gen. Stat. Sec. 10-184 provides that "each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools."

In order to assist parents and other persons in meeting this responsibility, ISAAC monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. ISAAC, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Please provide the following information and return the signed and dated form to ISAAC.

Student's Name:

Address:

School/grade:

Parent/Guardian's Daytime Telephone Number*:

Parent/Guardian's Daytime Telephone Number*:

Daytime Number* of Other Person Having Control of Student/Relationship to Student:

*If no daytime telephone number is available, please specify other means by which school personnel may contact you during the school day.

Signature:

Date:

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day ISAAC receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask ISAAC to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If ISAAC decides not to amend the record as requested by the parents or eligible student, ISAAC will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by ISAAC as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom ISAAC has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, ISAAC discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, ISAAC may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the School or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ISAAC to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

ISAAC may disclose directory information about students after they are no longer in enrollment in ISAAC. Notwithstanding the foregoing, ISAAC will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent ISAAC from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. Charter schools are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the charter school and is consistent with the school's obligations under both state and federal law.

Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student’s parent;
 - b. mental or psychological problems of the student or the student’s family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
5. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent’s first and last name, a home or other physical address; a telephone number or a social security number;
6. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
 - b. the administration of any survey containing confidential topics (see #2, above, a-h); or
 - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, ISAAC has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Complaint Resolution Procedure
Elementary and Secondary Education Act
34 Code of Federal Regulations (CFR) Part 299(10)(a)

I. Filing of Complaint

A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.

4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.

2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

ISAAC BOARD OF DIRECTOR POLICIES

All ISAAC Board Policies, including the Board Policies in ISAAC's Students Series listed below, can be found on ISAAC's website: www.isaacschool.org.

ADMISSIONS POLICY
RESTRAINT AND SECLUSION
NON-DISCRIMINATION
STUDENT USE OF COMPUTERS
USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS
BULLYING AND SAFE SCHOOL CLIMATE PLAN
SUICIDE PREVENTION AND INTERVENTION
CHEMICAL HEALTH FOR STUDENT ATHLETES
STUDENT DISCIPLINE
ATTENDANCE AND TRUANCY
DRUG AND ALCOHOL USE BY STUDENTS
HOMELESS CHILDREN AND YOUTH
FOOD ALLERGIES AND MANAGEMENT PLAN GUIDELINES
FUNDRAISING ACTIVITIES
FIELD TRIPS
STUDENT IMMUNIZATIONS
HEALTH ASSESSMENTS AND SCREENINGS
ADMINISTRATION OF MEDICATION
STUDENT DRESS
SEX DISCRIMINATION AND HARASSMENT
SECTION 504 AND ADA