

Harwinton Consolidated School
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www.region10ct.org

Follow the HCS PTO
on Facebook
@HCSPTO



Harwinton Consolidated School 2023-2024 Student/Family Handbook



The staff at Harwinton Consolidated School works to foster an environment of open communication. If parents have a question or concern about their child, they should contact their child's teacher. Contact information is listed on the HCS website. Please note that calls to classrooms will be forwarded directly to voicemail between the hours of 8:50 and 3:35. Your phone call or email will be returned at the teacher's earliest convenience. Please call the main office (860-485-9029) if an emergency situation or time-sensitive change in your child's dismissal plan occurs.

Harwinton Consolidated School

Welcome to the 2023-2024 school year!

The HCS staff encourages and welcomes your involvement. We are committed to working with you to provide the best educational opportunities possible for your children and strive to create an environment where parents, students, and staff work in partnership. The social-emotional and academic growth of our students is the key to their present and future success. The foundation for effective educational programming is based on shared commitment and dedication to the students of Harwinton Consolidated School. As our motto states, “We need each other’s success for the success of all.”

This handbook has been compiled to provide information to help you become familiar with our school. Families will be notified throughout the school year of additional school activities and special items of interest. News about school events will be shared through emails from the school as well as featured on our website, which can be accessed at www.region10ct.org. Please take a few minutes to read these emails, they contain valuable information! The HCS PTO plans a number of events for families and students and makes invaluable contributions to the school. Please follow the PTO on Facebook for updates ~ @HCSPTO.

The staff would appreciate the opportunity to respond to your questions and concerns during the year, and welcomes your communication through notes, phone calls, emails and conferences. We are looking forward to another year of inspirational teaching and learning at Harwinton Consolidated School!

Sincerely,

Megan Mazzei
Principal



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* Please note: Board of Education Policies are set forth in their entirety on the District Website.

Regional School District #10
Serving the Towns of Burlington and Harwinton

Mission Statement

Regional School District #10 provides a safe and respectful learning environment to promote academic excellence and personal growth. We work collectively to cultivate the skills and knowledge of our students to create inquisitive learners, innovative leaders, and responsible citizens.

Core Values

(Dolphin P.R.I.D.E, Husky P.R.I.D.E, Spartan P.R.I.D.E)

A school's core values define those qualities that are foundationally desired to be both modeled by the educational practices within a school and to be intrinsically established in the practices of its students. Beyond academic proficiencies, these values are what we hope students take with them into their futures:

Perseverance

- All learners will continuously improve, overcoming setbacks, to maximize their potential.

Respect

- All learners will develop an appreciation for a diversity of voices and perspectives in an increasingly complex world.

Integrity

- All learners will consistently reflect on their behaviors to act with honesty, holding themselves to high ethical standards.

Discipline

- All learners will achieve when held to high standards of academic excellence.

Engagement

- All learners will develop skills to be productive in varied communities.

Vision of the Graduate & Learning Expectations

A **Vision of the Graduate** emphasizes a holistic view of expectations for students, including the transferable skills, content, understandings, and disposition that students should have by the time they graduate and a method of assessing a student's progress toward that vision.

Region 10 graduates will be:

Inquisitive Learners	Innovative Leaders	Responsible Citizens
<ul style="list-style-type: none"> • Apply critical thinking skills across multiple disciplines • Demonstrate resourcefulness to independently gather and evaluate evidence • Demonstrate curiosity and creativity through questioning and exploration 	<ul style="list-style-type: none"> • Develop creative solutions to authentic problems • Articulate and communicate evidence-based ideas clearly and concisely • Collaborate with diverse partners on topics & issues using a variety of resources 	<ul style="list-style-type: none"> • Contribute to the well-being of society through cultural awareness, civic engagement, and personal responsibility • Examine and understand multiple perspectives to cultivate relationships and build community • Make informed, ethical, and responsible decisions, including the use of technology

Approved by BOE June 11, 2018

SCHOOL HOURS

<u>Regular School Hours:</u>	AM Preschool	9:05 am – 11:35 am
	PM Preschool	1:05 pm – 3:35 pm
	Grades K – 4*	9:05 am – 3:35 pm

*Students can enter the building at 8:50. They should be in their classrooms by 9:00 so that the instructional day can begin at 9:05.

Delayed Openings: All delayed openings will be 2 hours – students can enter the building at 10:50 and should be in class by 11:00. The instructional day will begin at 11:05.

◆ **Schedule:**

- AM Preschool is cancelled
- PM Preschool: 1:05 pm – 3:35 pm
- K – 4 School hours: 11:05 am – 3:35 pm

Scheduled Early Dismissal & Early Dismissal Due to Inclement Weather: Students will be dismissed at 1:00*

Scheduled Early Dismissal:

- AM Preschool hours: 9:05 am – 10:45 am
- PM Preschool hours: 11:20 am – 1:00 pm
- K – 4 School hours: 9:05 am – 1:00 pm

Early Dismissal Due To Inclement Weather:

PRE-SCHOOL:

- ◆ PM Preschool is cancelled
- ◆ AM Preschool:
 - Students that are transported by a parent/guardian are dismissed at 11:35.
 - Students that ride District transportation are served a cafeteria lunch free of charge and dismissed at 1:00 with the K-4 students.
 - Students will go to their normal scheduled drop-off destination via their regularly scheduled mode of transportation

GRADES K – 4 - Students will follow their regular dismissal plan.

**** Please Note - The Superintendent may decide to close earlier than 1:00 when inclement weather is forecasted. This would be announced by phone and email.***

ARRIVAL AND DISMISSAL PROCEDURES

MORNING PRESCHOOL

Arrival

- Morning arrival time is between 8:50 – 9:00.
- Morning drop-off is on the upper level. Vehicles should pull into the upper-level driveway on the side closest to Bentley Drive. Cars need to pull all the way up to the car in front of them to avoid a back-up of traffic.
 - Please walk your child to the exterior door closest to the preschool classrooms. A staff member will meet you there and will help your child get to their classroom.
 - Note: Both left and right-hand turns can be made from the parking lot exit lane on Route 118.
- If your child is riding a bus, they will receive assistance getting off the bus and going to their classroom.

Dismissal

- Pick-Up is at 11:35 on the upper level at the exterior door closest to the preschool classroom. (this is also the morning drop-off area) There is a sign posted at the sidewalk that leads to the door. Please bring a drivers license or state-issued ID. The staff will check your ID and then sign-out your child before you depart.
- If your child is riding a bus, they will receive assistance getting on the bus.

AFTERNOON PRESCHOOL

Arrival

Mid-day drop-off is at 1:05 on the upper level. Vehicles should pull into the upper-level driveway on the side closest to Bentley Drive. Cars need to pull all the way up to the car in front of them to avoid a back-up of traffic.

Please walk your child to the exterior door closest to the preschool classrooms. A staff member will meet you there and will help your child get to their classroom.

Note: Both left and right-hand turns can be made from the parking lot exit lane on Route 118.

If your child is riding a bus, they will receive assistance getting off the bus and going to their classroom.

Dismissal

- Pick-Up is at 3:35 at the first door on the upper level. Please bring a drivers license or state-issued ID. The staff will check your ID and then sign-out your child before you depart.
 - If you have school-age children (grades K – 4) and you plan to also pick them up, please let us know if you would like your school-age child to be at the preschool pick-up area.
- If your child is riding a bus, they will receive assistance getting on the bus.

KINDERGARTEN – GRADE 4

Students are not permitted to arrive at school before 8:50 am as adult supervision is not available until that time. Our instructional day begins at 9:05 am. Dismissal is at 3:35 pm. Any students arriving later than 9:05 am or needing to leave before 3:35 pm **must** be signed in or out of the main office.

For safety purposes, students will not be dismissed to an adult other than their parent/guardian unless the parent has contacted the school either by phone or in writing. If the school cannot contact a parent/guardian in the event of an emergency, an emergency contact will be called and asked to pick up the student.

• Arrival

Please use District-provided transportation. More information about buses is available on pages 11 & 12.

- If you choose to transport your child, you will follow the procedures below. Please note, morning arrival time is between 8:50 and 9:00. Students need to be in their classroom by 9:05.
 - Pull in the parking lot on the lower level – turn to the left to follow the driveway around back to the rear of the gym. Park and then walk your child to the door next to the music room. At 8:50 am a staff member will be available to greet your child as they enter the building. Students can proceed to their classrooms independently after they enter the building.

• Dismissal

Please use District-provided transportation. More information about buses is available on pages 11 & 12.

- If you choose to transport your child, you will follow the procedures below:
 - Student Pick-Up is in the back of the lower-level building. Pick-ups will begin at 3:35.
 - **ANYONE (even parents) PICKING UP A CHILD SHOULD BRING THEIR DRIVERS LICENSE OR STATE-ISSUED ID.**

EMERGENCY DISMISSAL, LATE OPENING AND CLOSURE

Region 10 uses the School Messenger notification system to notify families in the event of a late opening, early dismissal, or closure due to inclement weather. This system provides an automated message that is sent to your home phone number, email, and cell phone. It is important that you notify the main office of changes to any of your contact information during the year so that you receive these notices.

If Region 10 schools must be closed due to inclement weather or another emergency, notification will also be made over the following radio and television stations: WTIC (1080 AM), WDRC (1360 AM), WZBG (97.3 FM), WRCH (100.5 FM), WKSS (95.7 FM), WDRC (102.9 FM), Channels 30, 8, and 3. Cancellation information is also available on Region 10's website, www.region10ct.org.

Please see inclement weather dismissal information on page 4 for details regarding the dismissal of students due to inclement weather. All students (including AM Preschool students that ride District transportation) will have lunch prior to dismissal. Parents should make sure that their children understand procedures to follow in the event they arrive home and no one is home. **(Neighbors should talk over the possible procedures, phone numbers should be available to children, and the location of house keys should be discussed.)** Prior preparation and some common sense should help alleviate any fear that the children might have in such emergencies.

All delayed openings will be 2 hours, with no AM Preschool. Students can enter the building at 10:50 am.

GENERAL INFORMATION

AFTER-SCHOOL ACTIVITIES

There are a number of after-school activities held at HCS. They all require pre-registration. The HCS office requires that parents/guardians send a note to school with their child on the days that they are attending an after-school program. **We also ask that you send a note to school with your child if they are on a roster to attend an after-school program, but will not be staying because of a conflict.** These notes help us to keep track of students during dismissal and ensure that everyone is in the right place!

ABSENTEEISM

Please email (hcs.nurse@region10ct.org) or call the school nurse (860-485-9029 EXT. 12103) before 9:20 am if your child is going to be absent. A written excuse must be provided to the nurse when your child returns to school. Parents may be requested to present a doctor's note in cases of prolonged or persistent absence.

If an extended period of absence is expected, parents/guardians may call the office by 10:00 am of the second day to request missed assignments. The assignments will be available the next morning.

GUIDELINES FOR SICK CHILDREN

In general, children with the following symptoms should stay home:

- Fever of 100.4 or more – Child must be fever free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school
- Vomiting or diarrhea - Stay home 24 hours after last episode of vomiting/diarrhea and encourage fluids.
- Suspected case of strep throat - Note that strep throat may be present without a fever, and may have symptoms of headache, stomachache, nausea and rash.
- Undiagnosed skin rash - Please have these identified and treated for 24 hours before returning to school. Consult with the school nurse with any questions.
- "Pinkeye" or conjunctivitis - A draining, itchy eye that is red must be treated with antibiotic eye medicine before child returns to school.
- COVID 19 - Please review the current COVID attendance guidelines provided by the health department/district.

ATTENDANCE & TRUANCY

State Board of Education policy states that “A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.”

Regular attendance in school is essential to the educational process. Connecticut state law requires that parents and persons having control of children between the ages of 5 and 18 must ensure that such children attend school regularly unless 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 accordance with Region 10 Board of Education Policy, Parents/Guardians will be notified about attendance concerns if their child’s absences exceed State of Connecticut attendance guidelines.

Excused and Unexcused Absences: Students are considered absent if they are not present for at least half of the regular school day. An absence will be excused when a parent provides a timely written note approving the absence for the first nine absences in a school year. An absence must be due to an acceptable reason for the tenth and further absence to be considered excused. Acceptable reasons include: student illness (verified by a licensed medical professional), observance of a religious holiday, death in the family or other emergency beyond the control of the student’s family, mandated court appearances (additional documentation required), lack of transportation usually provided by the school district, visit with parent/guardian who is an active duty member of the Armed Forces (as required by state law, some restrictions apply) or extraordinary educational opportunities (pre-approved by the principal). All documentation of absences must be provided within ten days of the absence.

Students enrolled in grades kindergarten to twelve, inclusive, are able to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. These absences are considered “excused” when parent/guardian permission is documented.

For more information, please refer to the Board Administrative Regulation 5115A. A “disciplinary absence” is not an unexcused absence.

Truancy: Truancy is defined as four unexcused absences from school in any one month or ten unexcused absences from school in any school year. When a student is identified as a truant, the Principal will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student’s truancy.

ASSESSMENT

Regular assessment of student progress is a necessary and important element in monitoring academic growth. Formal and informal assessments also present teachers with valuable information when designing and modifying instruction to best suit individual student needs. Universal screens are administered to students in kindergarten through fourth grade in the fall, winter and spring. Information gathered is used to measure student growth and inform ongoing instruction.

In the spring, students in grades three and four will take the Smarter Balanced Assessments (SBA) in language arts and math. We will provide specific information regarding these assessments to families prior to the test administration.

Student attendance during testing periods is essential in maintaining consistent testing conditions and providing the best environment for our students to demonstrate their strengths. Students should be well rested during testing periods so we can accurately assess their progress and better meet their learning needs. We appreciate knowing that our parents, students and staff consistently work together to ensure that testing is a positive experience for our students. Our goal is to ensure that each child is encouraged and supported to do their personal best.

BIRTHDAYS

Birthdays are important days at Harwinton Consolidated School! We announce birthdays on morning announcements and classroom teachers recognize students on their birthday as well.

Because we have so many students with allergies, classroom celebrations will include non-food celebrations only. If your child has a birthday during the school year, we ask you to contact your child’s teacher about any non-food treats you would like to provide to celebrate the day. Specific information is available in Board Policy 5141.5

We ask that children or parents **do not distribute invitations** to birthday or other parties at school in order to remain sensitive to children who are not invited to the party. The teacher will return invitations brought to school for distribution to

the child or parent. Parents are welcome to speak with teachers about the possibility of distributing invitations to the whole class.

CASUALTY INSURANCE

The school does not carry accident insurance to cover students. Parents who wish to purchase individual accident insurance can access the application on the Region 10 website.

CHORUS, BAND, AND INSTRUMENTAL LESSONS

Students in grade 4 may elect to join the Harwinton Consolidated School Chorus. The Chorus will meet during the school day the first half of the year and will perform at a concert in December.

Students in grade 4 may also take instrumental music lessons in school and participate in band. The band director sends information about instrumental rental and lessons home with students at the beginning of the school year. Instrumental lessons will begin in October. Band rehearsal will take place during the second half of the year. The band will perform a concert near the end of the school year.

FIELD TRIPS

The HCS Parent Teacher Organization generously pays the admission fees for most fieldtrips. Throughout the school year various field trips are scheduled for students based on their grade level and the curriculum that is being studied in the classroom. Parents are notified prior to each trip and must give written permission for their child to attend. Some parents may be asked to chaperone the trip in order to ensure a safe and rewarding experience for the students. Parents who chaperone field trips will need to have a background check done when they arrive at HCS the day of the trip. They must also sign a statement agreeing to the guidelines in the Region 10 Chaperone Handbook. We respectfully request that Parents/Guardians that are not chosen to chaperone field trips refrain from attending the event.

Students will not be denied participation in field trips due to cost. Please contact your child's teacher, the HCS Social Worker, or the HCS office if you are unable to pay the fee that is noted on the permission slip for the trip.

FOOD ALLERGIES

Some of the students at Harwinton Consolidated School have serious food allergies. If a student in your child's class has a significant food allergy you will receive notification of restrictions and special procedures that will be put into place in their classroom. Please follow the guidelines that you receive.

LOST AND FOUND POLICY

Your child's belongings should be marked with their name so that they will not lose them. There is a small lost and found area near the Health Office. The lost and found is always full - please check for lost items! Items in the collection will be set out during parent/teacher conferences in the fall and spring and during the last week of school in June. Items that are not claimed in a timely manner are donated to a local non-profit agency.

PARKING

Visitors are asked to refrain from parking immediately in front of the HCS Main Entrance between 8:30-9:15 and 3:15-3:45 to keep the area clear for buses. Vehicles can be parked around the perimeter of the parking lot during these times. Your cooperation in this matter is greatly appreciated.

PERSONAL ITEMS

Skateboards, wheelies and rollerblades are not allowed on Region 10 property. We ask that children not bring large amounts of money to school. Toys, trading cards, trinkets, stuffed animals, dolls, action figures, and video games that are not part of the instructional day are not permitted in school. We have noticed an increase in the number of students who have phones and smart watches. These devices watches have so many functions and features that they can be very distracting to students. Phones should be turned off and kept in backpacks during the day. Please encourage your child to leave their watch at home. Students who have personal objects that interfere with the educational environment will be asked to put them in their backpack. If they continue to cause a distraction, they will be held by a staff member or an administrator until parents retrieve them. We cannot assume responsibility for any damage or loss that may occur.

PERSONAL LEARNING DEVICE (PLD)

Students in grades K - 4 are provided with a Lenovo laptop/tablet. It is expected that students will use these devices responsibly and that they will only be used for academics. Families will be required to sign and return a Personalized Learning Device (PLD) Agreement and Responsible Use Policy Agreement at the beginning of each school year. Families with students in kindergarten will be asked to pay a \$30 Device Fee. Families will be notified by email if their child's PLD is accidentally or purposefully broken. A paper copy of the notification will also be sent home in the child's backpack.

RECESS

Recess is an important part of each child's day. Children are not allowed to stay in from recess unless a note is brought from home signed by a parent. Should an extended time away from recess be needed a note signed by a physician will be required. Adult supervision is always provided for any child who stays in from recess.

Please send your child to school with appropriate recess attire. Students should wear a winter coat, snow boots and mittens during the winter. Students will have daily outdoor recess during the winter if the temperature is above 25 degrees taking wind chill into account.

SECURITY

Regional School District #10 utilizes the Raptor visitor management system to screen visitors. All visitors who enter the school with the intention of traveling beyond the main office, chaperoning a field trip, volunteering in a classroom, staying for a meeting, etc. will be asked to present a valid state-issued ID, which will be scanned into the system. Once entry is approved, the system will issue a sticker that identifies the visitor, date, and the purpose of the visit. The sticker must be turned in at the conclusion of the visit.

SNACKS

Your child's teacher will notify you about their snack policy and procedures. We encourage you to send healthy, nutritious snacks to school with your child. A nutritious snack will "re-charge" your child and provide his/her brain with the energy needed to optimize their learning in the morning or afternoon. Some examples of healthy snacks that can provide this energy include apples, grapes, baby carrots, bananas, whole-grain crackers, and cheese sticks. Please refrain from sending gum and candy for snacks.

SPIRIT DAYS

Each month a special Friday will be designated as SPIRIT DAY. Students are encouraged to wear HCS Spirit Wear or blue/white to show their school spirit. Each year school spirit shirts are sold. Spirit Day is a great way for our students to express their pride in Harwinton Consolidated School!

STUDENT DRESS

Dress guidelines are based on the premise that a student's attire should be modest and appropriate for school. Styles that are considered distracting or disruptive to the classroom learning environment, pose a health or safety threat, or damage school property should not be worn. Articles of clothing and accessories displaying obscenities or profanity and clothing showing bare midriff may not be worn to school. Please remember that shoes should be sturdy and suitable for all school activities. Flip-flops and beach shoes are not acceptable footwear.

Appropriate dress will be determined by the administration. Parents may be called and students sent home when their dress is not appropriate. In addition, disciplinary action may be taken. Thank you for your cooperation.

TELEPHONE

The office telephone is for school business. Children should come to school prepared for the activities of the day.

Parents can help their children by establishing regular morning routines, which allow ample time to prepare and get ready for the day. However, in an emergency situation the principal will grant permission to use the telephone as needed.

VISITORS (BOE policy #1250)

Parents who wish to visit their child's classroom are encouraged to do so and should contact the building principal to arrange for a time for the visitation. Parents must also be in touch with the classroom teacher prior to the visit. After visiting their child's classroom, a parent must meet with the teacher and/or administrator to discuss relevant issues. Visitations may not interfere with instruction or violate the privacy of any student.

Students enjoy interacting with their peers during their lunch period. For this reason, we limit parent access to the cafeteria. There are instances where we can make exceptions for a parent/guardian visiting their child/children at lunch. Special occasions (unexpected parent/guardian day off after time away, return from military service, etc.) are instances where we will grant exceptions. The parent/guardian in this case should call the principal prior to visiting.



VOLUNTEERS

Volunteers provide valuable resources to the school by assisting in places such as classrooms, the Library Media Center, and with clerical tasks. They contribute to improved instruction, enriched curriculum and positive school/community relations. You can contact your child's teacher, the PTO, or the HCS office if you would like to help. Please consider joining our team!

Volunteers who will work in our school or chaperone a fieldtrip will need to undergo a background check when they arrive at HCS. Please contact a building administrator if you have any questions about the background screening or if you would like to discuss any questions/concerns that you might have.

WEBSITE

The Harwinton Consolidated School website can be accessed by going to www.region10ct.org, and then choosing "Harwinton Consolidated School" from the drop-down menu at the top. The web site has links to the current lunch menu and school calendar. Copies of fliers and notices regarding school and community events are posted on the page called "Bottom of the Backpack".





BREAKFAST AND LUNCH PROGRAM

Harwinton Consolidated School has a great breakfast and lunch program. Breakfast is available until 9:05 every day. The menu is planned to meet state requirements for nutritious, palatable, and inexpensive meals. The cost of breakfast is \$1.50 and lunch is \$3.00. Milk is \$.55. A monthly lunch menu is available on the Region 10 website.

Each student in Region 10 has a “lunch account”; families are encouraged to deposit money into their child’s account. Students are given a pin number that they use when they purchase their lunch. Students who do not have sufficient funds to purchase lunch may charge up to three meals. A La Carte items other than milk may NOT be charged. Once a student has accrued a balance for three charged meals the student will be offered an alternate meal that includes a sandwich, vegetable, fruit, and milk. (See Region 10 BOE Policy 3560 for more information.)

Please note – the above information is subject to change, depending on state legislation/guidelines)

HCS menus: <https://region10ct.nutrislice.com/>

Questions? Contact the HCS Cafeteria Team Leader – 860-485-9029 x 12106

NUTRITION PROGRAM

The Regional School District No. 10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians who think they qualify, should apply for free or reduced price meals by obtaining an application from the main office or on the Region 10 website and returning the completed form to the HCS office or to the Director of Food Services, Maggie Dreher (860-673-2538 x10120, dreherm@region10ct.org). Families may apply for this program at any time during the school year. Students who qualify will receive a free or reduced breakfast and lunch.



BUS SERVICE

Bus service at Harwinton Consolidated School is provided under contract by All Star Transportation. They can be contacted at 860-605-9285.

The Board of Education transportation policy regulates designated bus routes and bus stops. The bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate one permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent change to a pick-up and drop-off schedule is needed during a school

year, a written request must be submitted to the school principal **at least three weeks in advance of such change**. A copy of the Region 10 transportation policy is available in the main office and on the website.

BUS BEHAVIORAL EXPECTATIONS

Proper student behavior on the bus will help ensure the safety of all. Please refer to the “Behavioral Expectations” section of this handbook for guidelines. The driver or a school administrator may assign a seat to students who misbehave on the bus. When students do not comply with bus rules, the driver will file a discipline report with the school administration. In case of repeated or severe behavior problems, a student may be suspended from the bus and parents will be held responsible for transportation.

According to Board of Education policy, “Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities.” Specific guidelines of the policy (5541.8) are available on the Region 10 website.

Concerns regarding school transportation safety should be communicated to the Region 10 Business Manager, Susan Laone, at 860 673-2538.



REPORT CARDS

Report Cards are sent home three times during the school year. The following dates are currently scheduled for reports to be issued:

- First Report: November 13, 2023
- Second Report: March 18, 2024
- Third Report: Last Day of School

There are two scheduled conferences during the school year. The first conference is scheduled between November 13th and November 17th, 2023. March 18th through March 22nd, 2024 is reserved for the second set of parent-teacher conferences. Teachers, parents, or the school administration may arrange additional conferences as individual needs arise.

We use an online service called [Pick A Time](#) to schedule Parent-Teacher Conferences. You will receive an email that will guide you through the scheduling process 2-3 weeks before conferences. Please contact the HCS office with any questions.

HOMEWORK

Reading and developing literacy skills is a priority in the elementary curriculum. Ideally, students should read outside of school on a daily basis, in addition to any other homework assigned. Students in grades 3 and 4 may also be expected to complete other independent practice assignments and long-term projects in addition to daily reading. Teachers are not expected to assign homework every day. More information about homework can be found on the Region 10 website (Policy 6400).

SCHOOL CLIMATE AND BEHAVIOR

District, school, and classroom rules, procedures, and policies are in place to help ensure a safe and orderly environment. At HCS a system of School-Wide Positive Behavioral Interventions and Supports (PBIS) creates a climate of cooperation, academic excellence, and social-emotional competence. A high level of mutual respect is expected from all who are learning and working in Region 10 schools. We are proud of our school, staff and students. We expect them to reflect that pride in their behavior, in communication with each other, in treatment of their building and school property, and in their courtesy toward others. This environment provides students with the best opportunity for learning.

HCS has three school-wide behavioral expectations. Students should demonstrate each of these expectations throughout the school day:

- Be Respectful – Students should treat others as they want to be treated.
- Be Safe – Students should keep their hands, feet and objects to themselves as well as move throughout the building safely.
- Be Responsible – Students should make positive choices.

There are two structures in place at Harwinton Consolidated School to support students in developing the pro-social skills that they need for success in school and life:

- The Second Steps program is used to teach skills and strategies that will support students' social-emotional development. By focusing on these skills, we can make improvements in behavior, school climate, and academic performance.
- The Harwinton Consolidated School Behavior Matrix (see below) lists the behavioral expectations we have for our students in each area of our school. The HCS staff follows a set of lesson plans to teach students these expected behaviors.

	Be Respectful	Be Responsible	Be Safe
All Areas	Treat others as you wish to be treated. Take care of our building. Keep all areas clean.	Make good choices.	Keep hands, feet, and objects to yourself.
Hallway	Remain quiet. Keep your "paws" by your sides.	Go directly to and from your destination.	Walk on the right side of the hallway. Walk facing forward. Take one step at a time on the stairs.
Cafeteria	Use polite words. Wait your turn. Follow adult directions. Keep the cafeteria clean. Check the table and floor for trash.	Only use your own money. Use food and utensils the way they are meant to be used. Remain in your seat.	Only eat your own food. Walk.
Playground	Play fairly. Include all who want to play. Follow teacher directions. Take care of the playground equipment and the playscape.	Agree on game rules before you start to play. Use problem solving to resolve conflicts.	Stay in assigned areas. Use the equipment in a safe manner.
Bus	Avoid conflict. Use appropriate language. Take care of the bus. Keep the bus clean.	Save food and drinks for home and school.	Speak quietly. Stay in your seat and face forward. Follow the driver's directions.
Bathroom	Give others their privacy. Keep our bathrooms clean. Remember to flush! Only use one or two paper towels.	Return to class in a timely manner. Report any problems to your teacher.	Wash and dry your hands. <u>Keep your feet on the floor at all times.</u> Keep the water in the sink.
Dismissal	Follow teacher directions. Keep your "paws" by your sides.	Speak quietly.	Walk. Keep your backpack on your back.
Classroom	Keep your classroom clean. Treat your materials with care. Use your own materials unless you have permission.	Complete your assignments Always do your best. Use your time constructively. Be attentive. Ask for help when needed.	Keep all chair legs on the floor.

STUDENT RECOGNITION PROGRAM

Students in grades K-4 at HCS will be awarded a "Dog Bone" when they demonstrate that they are following or exceeding our school-wide expectations. Dog Bones will also be used to recognize students that are practicing the pro-social skills that they are learning from the Second Steps lessons that are being taught in each classroom. In addition to recognizing individual students in this way, we will encourage collaboration and teamwork by compiling all individual Dog Bones that are earned toward school goals and rewards.

DISCIPLINE

We believe that effective teaching and learning requires an orderly and safe environment. At HCS, our goal is to create a positive atmosphere where discipline is perceived as supportive. Though students may receive consequences as a result of their actions, HCS staff members problem-solve with students, discussing ways to avoid a negative behavior and become more successful.

We realize that children will make mistakes as they learn right from wrong, and we play an important role in facilitating this process. The HCS staff has the same high expectations for your children that you do. We want to work cooperatively with families to hold your children responsible for poor decision making in order to increase positive behaviors. Our focus is on helping Harwinton Consolidated School students recognize that positive choices have positive outcomes. Discipline problems are normally dealt with at the level at which they occur (i.e. – classroom, cafeteria, bus, etc.).

Please Note: The District reserves the right to take disciplinary action consistent with Board Policy 5114, which includes the right to impose suspensions and expulsions under certain circumstances.

STUDENT SUPPORT CENTER

The staff at Harwinton Consolidated School works to provide an environment that meets every child's needs. One of the

ways that we do this is to provide supports that minimize classroom disruptions that interfere with student learning. If a student is having a difficult time focusing on learning, he/she can access the Student Support Center (SSC) tutor for additional behavioral/social/and emotional supports. The SSC tutor helps students develop tools and strategies that will help them overcome the challenges they are facing that are interfering with their ability to be successful in the classroom environment. The classroom teacher will contact parents/guardians when a child is accessing the SSC tutor. For more information about the supports that our Student Support Center tutor provides, contact the HCS Social Worker or School Psychologist.



SAFE SCHOOL CLIMATE (policy #5152) Region 10 Board of Education Policy on Bullying and School Climate

Bullying is defined as:

An act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral 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

“Teen Dating Violence” is defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying as defined in this policy may be subject to disciplinary action including suspension and expulsion. expulsion.

A student who believes he or she has been the victim of bullying should report the matter orally or in writing to any teacher or member of the school administration. Students and parents may also make anonymous reports. A copy of the entire board of education policy #5152 (which also addresses teen dating violence) on bullying is available on the district website and at the main office in every school. Students found to have engaged in bullying as defined in the Board policy will be subject to disciplinary action.

At Harwinton Consolidated, we take any act of bullying seriously. Because of this, the staff emphasizes the importance of treating others with kindness and respect. During each school year, the teachers in grades K-4 will teach Second Steps lessons that will help students learn what bullying is (and is not), how to stand up for themselves or others, and how to ask for help. We want the students to develop an understanding of the dangers of intimidating, ridiculing, and humiliating others so that they do not engage in or be a bystander to these behaviors. We regularly assess school climate and welcome information from students and parents/guardians about their perspectives and opinions of the school climate. Periodically we may ask students to respond to surveys about school climate, their responses may be made anonymously.

Please refer to the section of this handbook that contains District policies for additional important information about discipline/behavior.



SUPPORTS AND PROGRAMS AT HCS

EARLY LEARNING CENTER

The Region 10 Early Learning Center is an early intervention preschool program. We offer morning and afternoon sessions. The population served by this program has moderate to severe developmental delays. Most frequently the primary disability is language and/or cognitive delay. Other disabilities may be present. An important component of this program is “reverse integration” whereby non-handicapped peers with age-appropriate speech and language skills are included as an integral part of the learning center. Enrollment in this program is based on needs identified through the PPT process or by lottery. For more information regarding this program contact the HCS Student Services Coordinator, Cherie Lindquist (lindquistc@region10ct.org).

STUDENT SUPPORT

Students who may be experiencing difficulty with math, reading, spelling or social/emotional skills will be identified by classroom teachers and/or our support staff. Students are identified on the basis of assessments administered by the classroom teacher or a language arts or math staff member, or through observations of classroom performance. Intervention services may be provided individually or in a small group. If you have any questions about these support service contact Angela Pasqualini– language arts (pasqualinia@region10ct.org), Bob Gauvain – math (gauvainr@region10ct.org), or Anna Kallman – social/emotional (kallmana@region10ct.org).

SPECIAL EDUCATION COLLABORATIVE SERVICES

The Special Education staff at Harwinton Consolidated School is dedicated to a collaborative model of providing services to students with identified disabilities. The special education staff provides appropriate instruction to students within the classroom environment. This allows teachers to provide alternative modes of instruction to identified students, as well as to those students who might benefit from additional assistance. Staff, both in special services and in general education,

work closely together to ensure that the special needs of these students are met within the parameters of their classrooms.

The advantages of this type of approach are three-fold. First, students are full members of the general education classroom, their self-esteem is enhanced and their day becomes less fragmented. Secondly, there can be increased integration of a student's individual instructional objectives within the curriculum themes of the classroom. And thirdly, successful remediation techniques and instructional strategies can be shared easily between the special education staff and the general education teacher.

Our Speech and Language Pathologist, Occupational Therapist and Physical Therapist are an integral in this collaborative process, providing supports and services within classrooms as outlined on a student's IEP. We have found that the environment of the classroom is an excellent medium for teaching and generalizing skills that support student success.

Parents with further questions or concerns about our model of special education services should contact Cherie Lindquist, HCS Student Services Coordinator, at 860-485-9029 x12104.

BEST

Region 10 supports elementary students who have global developmental delays with a continuum of supports and services through our BEST teacher and staff. These delays can affect a child's physical, cognitive, communication, social, emotional, or behavioral skills. They often affect more than one area of a child's development. When a child has delays in many or all of these areas, it is called global developmental delay. Our goal is to work with families in order to support students to **B**uild **E**ssential **S**kills **T**ogether. We want to ensure their future success.

RISE

Region 10 supports elementary students who require increased social/emotional support to be successful in the public-school environment through our RISE teachers and staff. Our goal is to **R**ealize **I**ndividual **S**tudent **E**xcellence by providing increased behavioral support and promoting prosocial engagement within the school community. The continuum of supports available focuses on increasing skills and strategies to improve social, academic and emotional functioning. Emphasis is placed on building the student's self-esteem, self-confidence and skills to promote success and general wellbeing, which is critical for integration into the community and educational advancement.

DISTRICT POLICIES AND NOTICES

Please Note: Board of Education Policies are set forth in their entirety on the district's website www.region10ct.org

HEALTH POLICIES

CARE OF SICK CHILDREN

Parents will be notified if a child becomes ill at school. Emergency contact information, including home, work and cell phone numbers of parents as well as the names and phone numbers of two other individuals to contact in case of an emergency, are required.

ADMINISTRATION OF MEDICINE (BOE Policy 5141.2)

Connecticut state law requires a written order of an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel. A copy of the entire policy along with administrative regulations is available at the main office in every school and on the District website.

IMMUNIZATIONS (BOE Policy 5141.3)

In accordance with state law and accompanying regulations, Regional School District 10 Public Schools requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps,

rubella, haemophilus 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, before being permitted to enroll in any program or school under its jurisdiction. By January 1 of each year, children aged 24-59 months enrolled in the District's preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. Exemption from the applicable requirements of these administrative regulations are outlines in Board of Education Policy #5141.4, which can be found on the District website. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available. Additional information can be found here: https://portal.ct.gov/immunization/Laws-and-Regulations?language=en_US

MANAGEMENT OF LIFE-THREATENING FOOD ALLERGIES (BOE Policy 5141.55)

Regional School District 10 Public Schools recognize that food allergies, glycogen storage disease ("GSD") and diabetes may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. If a student in your child's class has a serious food allergy, you will receive notification of restrictions and special procedures that will be put into place. It is important that you follow any guidelines provided to you. For more information, please refer to the district's *Guidelines for Food Allergy Management* posted on the district's website.

ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY FIRST AID (BOE Policy 5141.2)

Connecticut law requires school nurses and other qualified and trained school employees in each public school to maintain epinephrine in cartridge injectors (often referred to as "EpiPens") for the purpose of administering emergency first aid to students who experience allergic reactions *and do not* have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. This law serves to permit schools to provide emergency first aid to a student who experiences an allergic (and potentially life threatening) reaction even if the student does not have a prior written authorization for the administration of epinephrine. However, this same law permits the parent or guardian of a student to submit a written directive to the school nurse (or school medical advisor) that epinephrine shall not be administered to the student in emergency situations. **If a parent wishes to so prohibit the emergency use of epinephrine, or has any questions with regard to the emergency use of epinephrine and the parental ability to prohibit its use, then please contact the school nurse.**

OTHER POLICIES & NOTICES

PESTICIDE USE (BOE Policy 1460)

Regional School District No. 10 has an integrated pest management plan. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

STUDENT CONDUCT (BOE Policy 5114)

Students may be suspended for conduct on school grounds, on school transportation, or at any school-sponsored activity that violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property. Students may be expelled for conduct on school grounds, on school transportation, or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.

NOTICE OF NON-DISCRIMINATION

Regional School District #10 does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Regional School district #10 does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Regional School District #10 is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to the Boy Scouts of America and other

designated youth groups. Inquiries regarding Regional School District #10's nondiscrimination policies and practices should be directed to:

Director of Teaching and Learning
24 Lyon Road
Burlington, CT 06013
860-673-2538
RomeoRiversV@region10ct.org

PROHIBITION OF UNLAWFUL HARASSMENT (BOE Policy 5150)

It is the policy of Regional School District #10 Board of Education to maintain a working and learning environment that is free from sexual and other unlawful harassment. Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, sex, religion, national origin, age, sexual orientation, gender identity or expression, disability, marital status, parenthood, or any other basis prohibited by law.

All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed in violation of board policy should immediately bring his or her complaint to the attention of any of the following personnel: Guidance Counselor, Building Principal, or Title IX Coordinator. The school official will assist the student in putting the complaint in writing. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and Title IX Coordinator.

COMPLAINTS OF DISCRIMINATION AND/OR UNLAWFUL HARASSMENT

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

The following people have been designated to handle questions about our policy of non-discrimination as well as complaints of discrimination or unlawful harassment:

For non-discrimination with regard to disability, please contact the district's Section 504-compliance officer: Mrs. Debra Foley, Director of Student Services, Regional School District No. 10, 24 Lyon Road, Burlington, CT 06013, 860-673-6195.

For non-discrimination with regard to all other categories, including sex and issues regarding sexual and other unlawful harassment, please contact the district's Title IX Coordinator: Vonetta Romeo-Rivers, Director of Teaching & Learning, Regional School District No. 10, 24 Lyon Road, Burlington, CT 06013, 860-673-2538.

WELLNESS (BOE Policy 5141.5)

In Region 10 the Whole School, Whole Community, Whole Child (WSCC) Team is responsible for developing, implementing, reviewing and revising the District wellness policy administrative guidelines. The District acknowledges the growing number of students with potentially life-threatening food allergies and is committed to the safety and well-being of all of our students. The policy ensures the safety of all children regarding food allergies and sensitivities. The following are included in the administrative guidelines:

- Only personal snacks are permissible
- Food will not be used as an incentive or reward for good behavior or academic performance
- Classroom celebrations will include non-food celebrations only.
- Educational foods and preparation of foods that are connected with learning are permissible with administrative approval.

ACCESS TO PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and/or special education (Individualized

Education Plan). A 504 Plan outlines the modifications and accommodations that a student with a disability needs in order to participate fully in the programs offered by the school.

SCHOOL RECORDS AND CONFIDENTIALITY

(BOE Policy 5125)

The purpose for maintaining school records is to provide a history of educational growth for each student to make important judgments and decisions concerning the student. Every school within Region 10 systematically maintains records on each child. These records typically consist of personal information, an attendance record, and information related to the child's educational program and progress. This would include health records, standardized group test scores, and individual diagnostic test scores. Parents and guardians have the right to inspect the records contained in the school building. Parents are asked to call ahead should they want to review the record folders. Access to special education and special services records are obtained through the principal or Director of Special Services. Please note the district policy and inquire in the office if you have any questions.

The Region 10 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the complete board policy are available at the main office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing. FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

(BOE Policy 5125)

Federal law enables the school district to release "directory" information about its students to the public without the prior written consent of parents or guardians. The term "directory information" refers to information that would not generally be considered harmful or an invasion of privacy if disclosed. Although the district uses its discretion and exercises caution when releasing directory information about its students, it is possible that information regarding your child may be released to parties such as the media, colleges, civic or school-related organizations, employment and military recruiters, as well as the public via school district websites or in published programs for athletic, music, theater and other school sponsored presentations.

Directory information includes the following categories of information:

- (1) Name of student
- (2) Address
- (3) Telephone number
- (4) Electronic mail address
- (5) Photograph
- (6) Date and place of birth
- (7) Major field of study
- (8) Grade level
- (9) Dates of attendance
- (10) Participation in officially recognized activities and sports
- (11) Weight and height of members of athletic teams
- (12) Degrees, honors and awards received (including publication of honor roll)
- (13) Most recent school previously attended.

A parent or guardian may object to the disclosure of any or all the categories of directory information without prior written consent. To prevent the release of any category of directory information, a parent or guardian must file a notice of objection in the main office of the school in which the student attends.

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY (BOE Policy 5134)

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Regional School District 10 Board of Education has installed computers and a computer network, including Internet access and an e-mail system, on District premises and may provide other electronic devices that can access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. These computer systems are educational tools. As such, they are made available to students in the district for education-related uses. The District will educate minor students about appropriate online behavior. Additionally, the District will implement a technology protection measure to block or filter Internet access to the extent practicable when such students are using District-owned computers or devices and District-provided Internet access. As the owner of the computer systems, the District reserves the right to monitor the use of the district's computers and computer systems.

VIDEO SURVEILLANCE (BOE Policy 5541.8)

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles and in and outside of school buildings. The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Video cameras may be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students and school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges. Evidence of student or staff misconduct may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

HOMELESS STUDENTS (BOE Policy 5119)

Enrolled students who become homeless (lacking a fixed, regular and adequate nighttime residence) and homeless students seeking enrollment in Region 10 Schools should contact our Director of Special Services, 860-673-6195, 24 Lyon Road, Burlington, CT 06013. Homeless students may be entitled to transportation to the student's school of origin, immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

EXEMPTION FROM INSTRUCTION (BOE Policy 6155)

The Board of Education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the building principal. Parents and guardians may also request, in writing, to the building principal that their child be exempt from instruction in any of the following: AIDS, sexual abuse and assault awareness, or participation in or observation of the dissection of any animal. Students who are exempt from instruction shall be required to complete an alternative assignment or will be assigned to a supervised study period.

Region 10 Board of Education Policies are available in their entirety online: www.region10ct.org