

# Lake Garda Elementary School



## Handbook

### **Regional School District 10 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.*

Please note: Board policies are set forth in their entirety on the district website:  
[www.region10ct.org](http://www.region10ct.org)

### **Normal School Hours**

9:05 a.m. – 3:35 p.m.  
Morning Pre-K 9:05 – 11:30 a.m.  
Afternoon Pre-K 1:00 – 3:35 p.m.

### **Planned Early Dismissal Days**

9:05 a.m. – 1:00 p.m.  
Morning Pre-K 9:05 – 10:35 a.m.  
Afternoon Pre-K 11:30 a.m. – 1:00 p.m.

### **Early Dismissal Due to Inclement Weather**

9:05 a.m. – 1:00 p.m.  
No afternoon Pre-K  
Morning Pre-K releases at 1:00 p.m.

### **Delayed Opening Due to Inclement Weather**

11:05 a.m. – 3:35 p.m.  
No morning Pre-K

### **Emergency Dismissal and Weather-Related Delays/Changes**

In the event of a weather-related or other emergency that would impact your child's school day, we utilize several communication tools to get you the necessary information as soon as possible. We will continue to use TV and radio to inform families about delays, dismissals, and closings due to weather or other emergency situations. This information is available on the major TV news stations (CBS, NBC, ABC) and local radio stations between 6:00 a.m. and 7:30 a.m. Normally, weather-related closings are at 1:00 pm, the same time as planned early dismissals. In extreme situations, the superintendent may adjust the closing time.

In addition, we also use School Messenger. Within minutes of an emergency, school officials can use School Messenger to deliver a single, clear message to the students' parents or guardians by telephone, cell phone or email.

### **Arrival**

Students are expected to arrive at school between 8:50 and 9:05 a.m. Since classroom and hallway supervision is not available until 8:50, **students are not permitted to arrive at school prior to 8:50 a.m.** To begin our instructional day at 9:05 a.m., we request that all students be in their classrooms before that time. Fun Club is a childcare option at LGS for before and after school hours. Parents should contact the Boys & Girls Club of Bristol (860) 675-7830 for additional information.

### **Dismissal**

Regular dismissal is at 3:35 p.m. Parents are asked not to remove children from school early except for very important reasons. If you need to pick up your child early, you must notify the office. While we understand that changes to your schedule may occur, we ask that if you must call to inform us that you will be picking up your child that you make that call before 12:00 p.m. To provide a safe and organized process for student dismissal, we ask that you not request early dismissal from the office between 3:15 p.m. and 3:35 p.m. Whenever a child is picked up early from school rather than riding the bus, he/she must be signed out in the main lobby. Children will not be dismissed from the

classroom until a secretary notifies the teacher. Please remember to send a note if your child is to be picked up or is to go somewhere other than home or to a regular sitter. If children are visiting (both on the same bus), the teacher needs a note from both homes. We cannot place students on different afternoon buses to accommodate play dates, as bus schedules are coordinated based on address and capacity limits.

### **Tardy to School**

Children must report to the classroom between 8:50 – 9:05 a.m. Children who are tardy to school cannot be admitted to class unless they have a pass from the nurse. If your child is late for school he or she will need to enter the building through the front door and report to the nurse's office.

Classroom instruction begins promptly at 9:05 so it is important for your child's success that they are here on time and ready to learn each day.

### **Student Records**

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

See BOE Policy 5125 for complete information.

### **Notice of Intent to Release Directory Information Without Prior Consent**

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.

### **Progress Reports**

The progress report is designed to communicate specific areas of student growth during each marking period. It is a reflection of classroom instruction and current curriculum. Through the progress report and parent/teacher conferences, we hope to reflect accurately each child's school achievements. Progress reports are issued in November, March and the last day of school. Parent/teacher conferences occur shortly after progress reports are issued in November and March. Parents are encouraged to contact their child's teacher at any time during the school year with questions about progress.

### **Excused and Unexcused Absences**

Students are considered absent if they are not present for at least half of the regular school day. For the first nine absences in a school year, an absence will be excused when a parent provides a timely written note approving the absence. For the tenth and further absences to be considered excused, the absence must be due to an acceptable reason. 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). A disciplinary absence is not an unexcused absence. All documentation of absences must be provided within ten days of the absence. For more information, please refer to Board Administrative Regulation 5115A.

### **Report of Absence**

School Nurse – 673-2511 (press #1)  
Email: [Lgnurse@region10ct.org](mailto:Lgnurse@region10ct.org)  
By 9:45 a.m.

### **Student Attendance**

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 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. Parents will be notified in writing when excessive absenteeism may have a negative impact on academic progress.

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 absent excessively, the principal will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy.

## **Visitors**

All visitors must enter through the front door and sign in.

Parents who wish to visit their child's classroom should contact the classroom teacher to arrange a time for the visit. All visitors must sign in at the front desk as soon as they enter the building and show their driver's license which will be run through the district's Raptor Visitor Management System which instantly screens all visitors. Visitors will then receive a visitor badge. Visits 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 can call the principal prior to visiting.

## **Lost and Found**

Your child's belongings should be marked with his or her name so that they can be returned if lost. Any item that is found is placed in our lost and found area located in the main lobby. Unclaimed items are donated approximately four times per year.

## **Parent Volunteers and Chaperones**

Volunteers provide valuable resources to the school by assisting in our classrooms. Volunteers contribute to improved instruction, enriched curriculum and positive school/community relations. Please ask your child's classroom teacher for information about how you can become more involved in our learning community by volunteering in the classroom or chaperoning a field trip.

## **Fun Club**

Fun Club at Lake Garda School is a local day care facility which is a satellite program of the Boys & Girls Club of Bristol. Fun Club operates in the Lake Garda School cafeteria from 7:00-8:50 a.m. and from 3:35-6:00 p.m. on school days. A varied recreational program is provided. Information regarding this program may be picked up at the school office. You may call (860) 675-7830 for information about the program during their hours of operation.

## **Field Trips**

Field trips are regarded as a valuable extension to classroom learning. Parents will be notified in advance of field trips. Written parental permission must be granted before a student is allowed on a field trip. We will never exclude a child because of the cost to a family. Parents who wish to chaperone must be background screened by the Raptor Visitor Management System.

## **Personal Items**

Skateboards, wheelies and rollerblades are not allowed on Region 10 property. We also ask that children not bring large amounts of money or other valuable objects to school. We cannot assume responsibility for any damage or loss that may occur. Trading cards or toys, electronic equipment, cell phones, games, and other objects identified by the administration as inappropriate for school grounds will be brought to the office by a staff member or an administrator where parents may pick them up. Watches that video or voice record will be held in the office for parent pick up if used improperly by students.

### **Birthdays During the School Year**

Each year questions arise regarding children's birthdays. 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. Because we have so many students with allergies, birthday and holiday celebrations will include non-food celebrations only. Specific information is available in Board Policy 5141.5. Also, children may not hand out invitations to students in their class for parties outside of school unless each child receives one. We recommend that you mail your invitations from home.

### **Lake Garda Student Dress**

Dress guidelines are based on the premise that a student's attire should be appropriate for school. Dress styles that are considered disruptive to the 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 a bare midriff may not be worn to school. Appropriate clothes, including shirts and shoes, must be worn at all times. Please remember that shoes should be sturdy and suitable for all school activities. Flip-flops, beach shoes and footwear without heel straps are not acceptable footwear. During the winter months, children need to wear jackets or coats, so they are prepared to go out for recess.

### **Technology at Lake Garda**

Our students and teachers have the opportunity to utilize a wide variety of technologies that both assist and enhance teaching and learning at our school. Every classroom has computers for student uses ranging from engaging learning software and word processing to internet research for classroom related projects. All of our classrooms have interactive boards for teacher and student use. Region 10 provides personal learning devices for all students, K-12. Digital cameras are used to document special events, to enhance student projects, and for use on our school web site. Classroom teachers use email as another means of communicating with families. For more information about all the schools in Region 10, please visit the district web site <http://www.region10ct.org>. Our students and staff benefit from the many uses of instructional technologies and continue to develop skills that are necessary in an increasingly high-tech society.

### **Homework Policy**

Reading and developing literacy skills is a priority in the elementary curriculum. Students should read outside of school on a daily basis. 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 can be found on the Region 10 website in BOE Policy 6400.

### **EXEMPTION FROM INSTRUCTION**

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.

### **Breakfast & Lunch Program**

A grab and go breakfast is available daily for students. Each day a hot lunch including milk is offered. The menu is planned to meet state requirements for nutritious, palatable and inexpensive meals. Milk may also be purchased separately from hot lunch. A menu is sent home at the beginning of each month. For those families experiencing financial difficulty, a reduced or free lunch program is

available. Please contact the school office for applications or visit [www.region10ct.org](http://www.region10ct.org) and click on 'Nutrition Services' under the *District Info* tab. Parents may prepay for lunches by sending in lunch money in an envelope with the student's name and grade on it or by using the MySchoolBucks online program.

## Lunch Loan Policy

The following guidelines have been established for charging meals:

- Any student whose account has insufficient funds and does not bring lunch from home may charge up to three meals.
- No a la carte items other than milk may be charged.
- Once a student has had a balance for three meals, the student will be offered an alternate lunch that includes milk, fruit, vegetable and a sandwich. The student's account will be charged for this alternate lunch.
- Alternate lunches will be provided until the balance is paid in full.

## Nutrition Programs

The Regional School District #10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians or students may apply for the free or reduced-price meals by obtaining an application from the main office and returning the completed form to the principal. Students may apply for this program at any time during the school year.

## Behavior Guidelines

Lake Garda School has established three school-wide behavioral expectations. Students should demonstrate these expectations throughout the school day:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE FRIENDLY

Below are some descriptions of expected behaviors in various settings:

CAFETERIA	HALL	RECESS	BUS
<p>Respectful:</p> <ul style="list-style-type: none"> <li>• Use indoor voice</li> <li>• Use good manners</li> <li>• Raise your hand for assistance</li> </ul> <p>Responsible:</p> <ul style="list-style-type: none"> <li>• Clean your own area</li> <li>• Follow adult directions</li> <li>• Stay in your seat</li> <li>• Eat your own food</li> <li>• Keep hands and feet to yourself</li> </ul> <p>Friendly:</p> <ul style="list-style-type: none"> <li>• Greet people politely</li> <li>• Be kind to others</li> </ul>	<p>Respectful:</p> <ul style="list-style-type: none"> <li>• Silent walking</li> <li>• Use quiet signal</li> <li>• Be courteous to others</li> </ul> <p>Responsible:</p> <ul style="list-style-type: none"> <li>• Stay in your spot in line</li> <li>• Keep hands and feet to yourself</li> </ul> <p>Friendly:</p> <ul style="list-style-type: none"> <li>• Greet people politely</li> <li>• Silent waves</li> <li>• Hold the door for others</li> </ul>	<p>Respectful:</p> <ul style="list-style-type: none"> <li>• Clean shoes before entering school</li> <li>• Enter and exit the building quietly</li> <li>• Play safely and fairly</li> <li>• Take care of equipment</li> </ul> <p>Responsible:</p> <ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Follow game rules</li> <li>• Tell the truth</li> <li>• Line up quickly and quietly</li> <li>• Keep hands and feet to yourself</li> </ul> <p>Friendly:</p> <ul style="list-style-type: none"> <li>• Include others</li> <li>• Share equipment</li> <li>• Take turns</li> </ul>	<p>Respectful:</p> <ul style="list-style-type: none"> <li>• Use indoor voice</li> <li>• Follow bus driver's directions</li> </ul> <p>Responsible:</p> <ul style="list-style-type: none"> <li>• Sit in your seat</li> <li>• Tell the truth</li> <li>• Keep hands and feet to yourself</li> </ul> <p>Friendly:</p> <ul style="list-style-type: none"> <li>• Be kind to others</li> </ul>

## **Discipline Procedures**

Discipline problems are normally dealt with at the level at which they occur (i.e., classroom, cafeteria, bus, etc.). In cases that warrant office intervention, a referral system is used. Our referral system is designed as an opportunity for the child to discuss the incident as well as to provide us with documentation.

## **Consequences for Misbehavior**

We have the same high expectations for your children that you do, and we will work cooperatively with our students and their families to increase positive behaviors. Consequences for misbehavior depend upon the severity, as well as the frequency of the infraction. While a consequence may be the result of negative behaviors, our focus is on helping Lake Garda students recognize that positive choices have positive outcomes. PLEASE NOTE: 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. Please reference policy 5114 on the Region 10 website for more information.

## **Policy on Bullying/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 Lake Garda, we take any act of bullying seriously, and the faculty emphasizes the importance of treating fellow students with kindness and respect. We regularly assess school climate and welcome

information from students and parents/guardians about their perspectives and opinions of the school climate. Periodically, we will ask students to respond to surveys about school climate and their responses may be made anonymously.

### **Parking and Student Safety**

Keeping our students safe from the time they arrive at school to the time they depart is a top priority. The front of our school is to be used **only** as a drop-off area at the curb from 8:50 - 9:05 a.m. If parents wish to walk their child into the building, they should use the parking lot and enter through the front of the building. Parking in front of the school is **prohibited before 9:00 a.m. and after 2:30 p.m.** All visitors to our school are asked to park their cars in the parking lot and enter through the main doors, where they will be allowed entry after identifying themselves. Your cooperation in this matter is greatly appreciated as we work together to ensure a safe environment for our students.

### **Care of Sick Children**

Should your child become ill at school, you will be notified. For this reason, the phone numbers of at least two other individuals (besides the parents) should be available at school in case of an emergency. Please do not send sick children to school. Children should be free from fever for 24 hours before they return to school. If they must be absent or late to school for any reason, call 673-2511 (press #1) to reach the school nurse. You may also e-mail her at [lnurse@region10ct.org](mailto:lnurse@region10ct.org).

### **Immunization**

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 Region 10'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 outlined in Board of Education Policy #5141.4, which can be found on the Region 10 website. Additional information can be found here: [https://portal.ct.gov/immunization/Laws-and-Regulations?language=en\\_US](https://portal.ct.gov/immunization/Laws-and-Regulations?language=en_US)

### **Administration of Medicine**

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 (Board Policy 5141.2) is available at the main office and on the district website.

### **ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY FIRST AID**

Connecticut law (Public Act 14-176) 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 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 prohibit the emergency use of epinephrine or has any questions about the emergency use of epinephrine and the parental ability to prohibit its use, please contact the school nurse.**

### **Insurance Program**

A low-cost insurance program is available to all students. Parents who wish to purchase individual accident insurance will be provided with forms early in the year. The school does not carry accident insurance to cover students.

### **Management of Life-Threatening Food Allergies**

Some students at Lake Garda have serious, life-threatening food allergies. If a student in your child's class has such an allergy, you may 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, in Board Policy 5141.55.

### **Wellness**

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. Region 10 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.

More information is available in Board Policy 5141.5, which is available on the Region 10 website.

### **Pesticide Use**

Region 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 Council**

Lake Garda School has established a Student Council that is a chapter of the American Student Council Association. Students in grades 3 and 4 are elected representatives. Objectives of the Student Council are to: develop student leadership skills, promote a positive school climate, build responsible citizens and inspire an enthusiastic school spirit.

### **Band and Instrumental Lessons**

Students in grades 4 may take instrumental music lessons in school and participate in band. Early in the fourth grade year, instrumental music teachers demonstrate instruments and discuss the program during music classes. Information on rental instructions and lessons are sent home at this time. All 4th grade students are eligible to participate in the band, although membership is contingent upon students' adherence to the *Band Membership Standards*.

## TRANSPORTATION

Transportation services are provided according to guidelines established by the Board of Education with the advice of its bus contractors. Walking distances to and from school or a student's bus stop vary according to students' grade levels. Hazardous conditions, such as roads with high traffic counts, speed limits in excess of 35 miles per hour, man-made obstructions, poor line-of-sight visibility, dangerous bodies of water/bridges and amount of daylight are also considered when establishing transportation services or designating bus stops. The specific guidelines for transportation services, including the precise definitions of hazardous conditions, are available in Board Policy 5541.2.

### Bus Policies

Bus service to Lake Garda School is provided under contract. Children are assigned to a bus at the beginning of each year and they are expected to ride that bus to and from their regular stops. Our transportation policy states:

#### *Designated Bus Routes and Stops:*

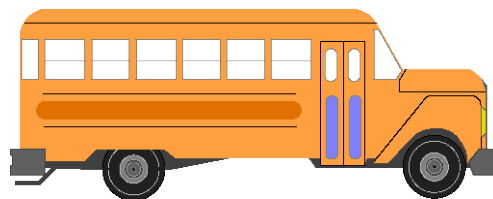
*Bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate one permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent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

Due to the safety concerns presented by traffic on Monce Road and surrounding streets, we strongly discourage parents from allowing their children to walk or ride bikes to and/or from school. If students wish to walk or ride a bicycle to or from school, a parent's note from home is required.

### Bus Safety Rules

Students are expected to obey the following rules:

- face forward and remain seated
- talk quietly - no shouting
- keep the center aisle clear
- be polite and respectful to the driver
- refrain from pushing, shoving and hitting
- keep hands inside the bus and do not throw things out the windows
- get on and off at the assigned stop
- do not transport animals or bulky projects to school on the bus
- keep food in lunch boxes or backpacks
- in the interest of safety, backpacks on wheels should be carried – not rolled- when boarding and leaving the bus



Students who misbehave on the bus may be assigned a seat by the driver or a school administrator. 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.

If you would like a copy of the transportation policy and bus routes, please call the office or go to the [www.region10ct.org](http://www.region10ct.org).

*Complaints about school transportation safety should be made to Region 10's Business Manager, Susan Laone at (860)673-2538.*

### **Prohibition of Unlawful Harassment**

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. Deb Foley, Director of Special 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.

### **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.

### **Homeless Students**

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.

### **POLICY REGARDING MINOR STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND**

## **INTERNET SAFETY**

Internet access is available to the students and staff of Region 10 for education-related uses. Region 10 will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the district will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains pornography and ensure that such filtering technology is operative during computer use by minor students 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. More information is available on the Region 10 website, BOE Policy 5134.

## **Video Surveillance**

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. More information is available on the Region 10 website, BOE Policy 5541.8

## **Regional School District #10 Nondiscrimination Statement:**

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 & Learning  
24 Lyon Road  
Burlington, CT 06013  
860-673-2538  
RomeoRiversV@region10ct.org