

Harwinton Consolidated School  
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[www.region10ct.org](http://www.region10ct.org)

Follow the HCS PTO  
on Facebook  
@HCSPTO



# Harwinton Consolidated School 2025-2026 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 2025-2026 school year!

Dear HCS Families,

Welcome to the 2025–2026 school year at Harwinton Consolidated School! Whether you’re returning or joining us for the first time, we are excited to partner with you on this year’s journey. At HCS, we believe in the power of connection—when we work together as a team, great things happen for our students. We are committed to creating a school community where every child feels valued, heard, and connected each and every day.

Our vision extends beyond academics. We believe in nurturing the whole child—academically, socially, emotionally, and creatively—because developing well-rounded individuals leads to lasting success. We are a school built on relationships, collaboration, and the belief that we are stronger together. Our guiding motto reflects this: *We need each other’s success for the success of all.* Together, we can make this a year filled with growth, joy, and meaningful experiences for our students.

This handbook has been carefully compiled to help you become familiar with the policies, procedures, and supports in place at HCS. Throughout the year, families will be notified of school events, activities, and updates through our weekly “E-Blast”. Important announcements will be shared through school emails and featured on our website, which can be accessed at [www.region10ct.org](http://www.region10ct.org). We encourage you to take a few minutes each week to read these Sunday E-Blasts called the Husky Howl. They often include important information and reminders.

Our HCS PTO is an essential partner in supporting our students and strengthening our school community. The PTO plans a variety of events for students and families throughout the year and makes a valuable contribution to school life. Please consider staying connected and informed by following the HCS PTO on Facebook. ~ @HCSPTO.

We look forward to a wonderful school year ahead—thank you for your partnership and continued support!

Jessica Bruenn

*Jessica Bruenn*

HCS Principal



**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.



## REGION 10 DEFINITION OF HIGH QUALITY LEARNING

Our Definition of High-Quality Learning is the successful pathway to achieving our Vision of the Graduate for every student. The integration of Creativity, Relevance, Collaboration, Student Agency and Critical Thinking - as we have defined them - is the guiding principle defining multiple components of teaching and learning, both within and beyond the classroom. Providing supportive learning environments, which foster diverse opportunities for engagement in complex, meaningful work will ensure their journeys towards the Vision of the Graduate is assured.



 <p><b>CREATIVITY</b> Fostering environments where students are encouraged and safe to explore, question and innovate.</p>	 <p><b>RELEVANCE</b> Learning experiences connect to students' lives, interests and real-world contexts.</p>	 <p><b>CRITICAL THINKING</b> Developing students' abilities to analyze information, evaluate arguments, solve problems and make reasoned judgments.</p>
 <p><b>COLLABORATION</b> Promoting active participation, interaction and shared responsibility to explore complex ideas and engage with difficult tasks.</p>	 <p><b>STUDENT AGENCY</b> Empowering students to own and direct their learning experiences to set goals, pursue their interests and make meaningful choices about their educational paths.</p>	

## 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:**

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

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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*

## SCHOOL HOURS

<b><u>Regular School Hours:</u></b>	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 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 12 & 13.

- 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](http://www.region10ct.org).

Please see inclement weather dismissal information on page 4 for details regarding the dismissal of students due to inclement weather. All K-4 students 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

If your child is going to be absent or tardy:

- Please contact the HCS main office **before 9:00am**. Share your full name, your child's full name, their grade & their teacher's name.
  - Tardy: state the time that you anticipate they will be arriving at school.
  - Absent: communicate the specific reason for their absence.
- Communication:
  - **preferred method of communication - email: [hcs.office@region10ct.org](mailto:hcs.office@region10ct.org),**
  - or, call & leave a voicemail message: 860-485-9029 x12100 Please email ([hcs.office@region10ct.org](mailto:hcs.office@region10ct.org)) or call (860-485-9029) before 9:00 am if your child is going to be absent.

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

Students should come to school if they are generally healthy and well and participating in their usual day-to-day activities. Children can attend school if they:

- Have a mild cold, which may include a runny nose and/or cough.

- Have eye drainage without fever, eye pain or eyelid redness.
- Have a mild stomachache.
- Have a mild rash with no other symptoms.
- Have head lice. Though they are annoying and should be treated, lice are not a reason to exclude a child from school.
- Haven't had a fever overnight and they have not taken fever-reducing medicine during that time.

Families should avoid keeping children at home unless they are too sick to participate. Examples of this include:

<b>What is my symptom?</b>	<b>When should I stay home and when to seek medical care?</b>	<b>When can I return to school?</b>
Fever	I have a fever of 100.4°F (38°C) or higher. Seek medical care if I have fever and any of the following: ear pain, sore throat, rash, stomachache, headache or tooth pain.	I need to be 24 hours fever free without the use of fever-reducing medication and I am feeling better.
Vomiting and/or Diarrhea	If I have vomited 2 or more times in the last 24 hours. If my stool is watery and I may not make it to the toilet in time. Seek medical care if I have stomach cramping and fever, I have bloody or black stool, or I am showing signs of dehydration (tired and sleepy, dry mouth and not urinating at least once in the last 8 hours).	If I did not vomit or have diarrhea for 24 hours and I am able to drink liquids without throwing up.
Persistent Cough or Trouble Breathing	Seek medical care if I have a persistent cough, difficulty breathing or trouble catching my breath or if I develop a fever with the cough.	Once I am feeling better and I have been cleared for return by my health-care provider. If my symptoms were due to asthma, please make sure that I have permission to use breathing medication at school. See fever protocol above.
Rash	Seek medical care if the rash has blisters, is draining, is painful, looks like bruises and/or if I develop a fever.	Rash has healed or I have been cleared for return by my health-care provider.
Eye Irritation	Seek medical care if I have eye swelling, eye pain, trouble seeing or an eye injury.	Once I am feeling better. If I have pink eye, I can return after 24 hours of being on medication.
Sore Throat	Seek medical care if I have drooling, trouble swallowing or a fever and/or rash.	Once I am feeling better. If I was prescribed an antibiotic by my health-care provider, then I can return 24 hours after the first dose, if I am without fever and I am feeling better.
<i>NOTE - If you don't know whether to send your child to school or have specific concerns regarding your child's health, contact your child's health-care provider or the school nurse.</i>		

Children may also avoid school due to anxiety (symptoms may include decreased appetite, feeling tired, stomachache, headache etc). If you are worried that your child may be suffering from anxiety, talk with your child's teacher, social worker or other school staff to discuss the challenge and identify what can help your child maintain regular school attendance.

## 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.” HCS uses 12:20 as the middle of the day and considers students to be “present” if they are in school for 3 hours, 15 minutes.

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 in accordance with State of Connecticut attendance guidelines. **This means that families will receive an email when their child is absent for 6, 9 and 12 or more days regardless if absences are approved or unapproved.**

**Excused and Unexcused Absences:** Students are considered absent if they are not present for at least half of the regular school day. The first nine absences in a school year are considered “excused”. 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).

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.

**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 provides 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. The 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 and food sensitivities, 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.

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 for 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 field trips. 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 should bring their driver's license or state ID because they 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. Please be aware **that ALL classrooms are nut free (tree nut and peanut)** due to switching classes during WIN. Please do not send in snacks that contain nuts. Your child may have food with nuts in it for lunch. The cafeteria has a special area designated for nut allergies if needed.

## 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 in the lot 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 have functions and features that 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 smart 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 when they update their child's registration information online each summer. 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. Should an extended time away from recess be needed a note signed by a physician will be required. Adult supervision is 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 driver's license or 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 should 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. . Please be aware **that ALL classrooms are nut free (tree nut and peanut)** .Please do not send in snacks that contain nuts.

## 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 the students and staff to express their pride in Harwinton Consolidated School!

## STUDENT DRESS

According to Board of Education policy 5132, students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress is in question:

1. is unsafe either for the student or those around the student;
2. is disruptive to school operations and the education process in general;
3. is contrary to law.

Please remember that shoes should be sturdy and suitable for all school activities such as PE, recess, walking up/down stairs. Flip-flops and beach shoes are not acceptable footwear.

## VISITORS AND OBSERVATIONS (BOE policy #1250)

The Regional School District #10 Board of Education (the "Board") supports visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or designee before being permitted to visit any school building. 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](http://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 \$1.75 and lunch is \$3.50. Milk is \$.65. 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. (See Region 10 BOE Policy 3560 for more information about the Nutrition Services Charging Policy)

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](mailto: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 17, 2025
- Second Report: March 16, 2026
- Third Report: Last Day of School

There are two scheduled conferences during the school year. The first conference is scheduled between November 18th and November 21st, 2025. March 17th through March 20, 2026 is reserved for the second set of conferences. Teachers, caregivers, 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 and/or be read to 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.

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
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.

At HCS, we believe that discipline is most effective when it is proactive, respectful, and focused on growth. Our approach centers on restorative practices that help repair relationships and build a strong sense of community. When behavior issues arise, we strive to use logical consequences that are directly connected to the behavior and meaningful to the student. Each classroom includes a calming space where students are taught to take time to regulate their emotions, and we intentionally teach social-emotional skills and school procedures to support positive behavior. We view behavioral mistakes as teachable moments and opportunities for

growth. Our goal is to help students learn from their choices, make better decisions in the future, and experience the positive outcomes that come from taking responsibility and making things right. 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.). There are times when students will be referred to the building administrator for problem solving and consequences.

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/or 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)

### [K-12 Policies - Regional School District #10](#)

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 Office.

### 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](mailto:pasqualinia@region10ct.org)), Julia Darcy-Math ([darcyj1@region10ct.org](mailto:darcyj1@region10ct.org)), or Anna Kallman – social/emotional ([kallmana@region10ct.org](mailto: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 the HCS Office and will be directed to the correct person.

## 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](http://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 outlined 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](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

##### NON-DISCRIMINATION POLICY (BOE POLICY, P5146)

The Regional School District 10 Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Region 10 Public Schools (“the District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

##### Reporting Procedures:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. Any student, employee, or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board’s complaint procedures and complaint form, which are included in the Board’s Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #P 5146 for Students/Non-Discrimination Policy and are available online at [K-12 Policies - Regional School District #10](#) or upon request from the main office of any district school.

**POLICY REGARDING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION & SEXUAL HARASSMENT (BOE Policy, P5150)**

It is the policy of the Regional School District 10 Board of Education (the “Board”) for the Regional School District 10 Public Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates, and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

Reporting Procedures:

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District’s Title IX coordinator ( Region 10’s Director of Student Services) or an administrator.

**BULLYING PREVENTION AND INTERVENTION POLICY (BOE Policy, P5152)**

Policy Statement: All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals. This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein. The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments

For further information, please refer to the Board of Educations K-12 Policies at [K-12 Policies - Regional School District #10 \(P5152\)](#)

**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.

## 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](http://www.region10ct.org)*