

REGION 10 SCHOOL DISTRICT

Elementary School Handbook

Harwinton Consolidated School
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Harwinton, Connecticut 06791
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Lake Garda School
61 Monce Road
Burlington, CT 06013
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Regional School District #10

Serving the Towns of Burlington and Harwinton



Mission Statement

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

VISIT OUR WEBSITE: www.region10ct.org

SCHOOL HOURS

Regular School Hours:

Grades K – 4*	9:05 am – 3:35 pm
AM Preschool	9:05 am – 11:35 am
PM Preschool	1:05 pm – 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 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.**

Planned Early Dismissals:

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

Early Dismissal Due to Inclement Weather:

- K – 4 School hours: 9:05 am – 1:00 pm
- 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.***

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.

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

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. In extreme situations, the superintendent may adjust the closing time.

GENERAL INFORMATION AND DISTRICT POLICIES AND NOTICES

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

AFTER-SCHOOL ACTIVITIES

There are a number of after-school activities held at the elementary schools. They all require pre-registration. The 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 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:
 - LGS: call and leave a voicemail message: 860-673-2511 – press 1 to report an absence, OR please email LGSattendance@region10ct.org.
 - HCS: call and leave voicemail message: 860-485-9029 x12100 or email hcs.office@region10ct.org (preferred)

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.

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

What is my symptom?	When should I stay home and when to seek medical care?	When can I return to school?
Fever	I have a fever of 100.4°F (38°C) or higher. Seek medical care if I have a persistent fever and any of the following: ear pain, sore throat, rash, stomachache, headache or tooth pain.	If I have not had a fever overnight without fever-reducing medication, and I am feeling better. (24 hours fever-free)
Vomiting and/or Diarrhea	If I have vomited 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, 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 overnight and I am able to drink liquids without throwing up. If my diarrhea has improved.
Persistent Cough	Seek medical care if I have a persistent cough, difficulty	Once I am feeling better and I can

or Trouble Breathing	breathing or trouble catching my breath or if I develop a fever with the cough. These symptoms may be signs of Covid-19 or flu and should be evaluated by a health-care provider.	participate in the school day. If my symptoms were due to asthma, please make sure that I have permission to use breathing medication at school.
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 told by my health-care provider when to return.
Eye Irritation	Seek medical care if I have persistent eye swelling, eye pain, trouble seeing or an eye injury.	Once I am feeling better.
Sore Throat	Seek medical care if I have excessive 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, a local urgent care or the school nurse.</i>		
<i>NOTE - 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.</i>		

ATTENDANCE & TRUANCY (BOE POLICY, 5115)

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." Elementary schools use 12:20 p.m. 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 is required to hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy. Please be aware that the state tracks this information.

BIRTHDAYS (BOE POLICY, 5141.5)

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. 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.

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.

Early Learning Center

The Region 10 Public Schools Early Learning Center is a preschool program designed to support young children with developmental and learning needs through early intervention and inclusive educational experiences. The program offers both morning and afternoon sessions.

The Early Learning Center serves preschool-aged children who demonstrate developmental delays in areas such as speech and language, cognition, social-emotional development, motor skills, adaptive functioning, and other areas of need identified through the Planning and Placement Team (PPT) process. Some students may present with multiple developmental needs requiring specialized instruction and related services.

An important component of the program is inclusive preschool programming through "reverse integration," in which typically developing peers learn alongside students with disabilities in a supportive and language-rich environment. This inclusive model promotes social interaction, communication development, peer learning, and school readiness for all students.

Enrollment in the Early Learning Center occurs through:

- Referral and eligibility determination through the PPT process for students identified with special education needs; and/or
- Participation in the preschool peer lottery process for typically developing peers.

The program is aligned with Connecticut Early Learning and Development Standards and provides opportunities for children to develop communication, social, academic readiness, motor, and adaptive skills within a nurturing preschool environment.

For additional information regarding the Early Learning Center program, referral procedures, or preschool peer opportunities, families may contact the Harwinton Consolidated School Main Office, the Lake Garda School Main Office, or the Student Services Department.

FIELD TRIPS

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. 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.

FOOD ALLERGIES

Some of the students 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.** Children are able to eat nut products at lunch time in the cafeteria. We have a designated nut free table for students who have severe allergies.

LOST AND FOUND POLICY

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.

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 1 - 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 Grade 1 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. If they do not have proper clothing for the weather, they will need to have indoor recess. 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.

VISITORS (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. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Special Education Services and Supports

The Region 10 Public Schools special education staff are committed to providing a continuum of services and supports designed to meet the individual needs of students with identified disabilities in the least restrictive environment.

Special education services may be delivered in a variety of settings based on a student's individualized education program (IEP). Services may include support within the general education classroom through collaborative and consultative models, as well as small-group or individualized instruction provided in a separate setting, when appropriate, to meet a student's educational needs. Special education teachers and related service providers work closely with classroom teachers to provide differentiated instruction, accommodations, modifications, and targeted interventions that support student access to the curriculum and progress toward individualized goals. This collaborative approach promotes consistency across settings and helps students generalize skills within their academic environment.

Related service providers, including Speech-Language Pathologists, School Psychologists, Social Workers, BCBA's, Occupational Therapists, and Physical Therapists, are integral members of the educational team. Services may be provided within the classroom environment or in a separate setting, depending on the nature of the service and the needs outlined in a student's IEP. The district recognizes the importance of balancing inclusive educational opportunities with specialized instruction and intervention. Decisions regarding service delivery models are made through the Planning and Placement Team (PPT) process and are individualized to each student.

Parents or guardians with questions regarding special education services or supports are encouraged to contact the Harwinton Consolidated School Main Office, the Lake Garda Main Office, or the Student Services Department for additional information.

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.

STUDENT DRESS (BOE 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.

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.

Volunteers who will work in our school or chaperone a field trip will need to undergo a background check. 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.

BREAKFAST AND LUNCH PROGRAM (BOE POLICIES, 5152 & 5152)

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 the 2026-2027 year only, breakfast will be free of charge.

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. 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 and click on 'Nutrition Services' under the *District Info* tab.

In order to prevent students from missing any meals at school due to insufficient funds in the student's account, the Board allows students to charge a meal. Charging for meals must be reserved for emergencies and other unplanned occasions when a student does not have money to purchase a meal. No a la carte items other than milk may be charged. Repayment for the charged meal is expected without delay.

Negative balance reminders will be sent via phone call and e-mail to any student who has unpaid charges. If payment is not

received, a formal letter will be sent, and a follow up call will be made to the parent/guardian. Unpaid meal charges will be considered “delinquent debt”. Region 10 may refer delinquent debt to a collection service.

Questions? Director of Food Services, Maggie Dreher (860) 673-2538 x10128, dreherm@region10ct.org.

TRANSPORTATION (BOE POLICY, 5541.2)

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 Transportation Schedules

- Bus service is provided under contract by All Star Transportation. They can be contacted at 860-605-9285.
- Bus service to 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 traffic on 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.

The transportation policy and bus routes can be obtained on the District website: www.region10ct.org.

Complaints about school transportation safety should be made to Region 10’s Business Manager, Susan Laone

at (860) 673-2538.

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 December, March and the last day of school.

Parent/teacher conferences are also a point of the year where families will receive an update on their children's progress. Parents are encouraged to contact their child's teacher at any time during the school year with questions about progress.

HOMEWORK POLICY (BOE POLICY, 6400)

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](#).

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

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.**

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.

CT School Climate Policy (BOE POLICY, P5152)

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.

[R5152ConnecticutSchoolClimatePlan.pdf](#)

[P5114StudentDiscipline](#)

[P51141RestorativePracticePolicy_1.pdf](#)

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, 134)

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

