

# Lake Garda Elementary School



## Handbook

### **Regional School District 10 Mission Statement**

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

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

### **Normal School Hours**

9:05 a.m. – 3:35 p.m.  
Morning Pre-K 9:05 – 11:55 a.m.  
Afternoon Pre-K 12:45 – 3:35 p.m.

### **Planned Early Dismissal Days**

9:05 a.m. – 1:00 p.m.  
Morning Pre-K 9:05 – 10:45 a.m.  
Afternoon Pre-K 11:20 a.m. – 1:00 p.m.

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

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

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

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

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

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

In addition, we also use School Messenger. Within minutes of an emergency, school officials can use School Messenger to deliver a single, clear message to the students' parents or guardians by telephone, cell phone or email. We in Region 10 firmly believe that keeping parents informed and involved helps to assure student safety and improve student success.

### **Arrival**

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

### **Dismissal**

Regular dismissal is at 3:35 p.m. Parents are asked not to remove children from school early except for very important reasons. If you need to pick up your child early, you must notify the office. While we understand that changes to your schedule may occur, we ask that if you must call to inform us that you will be picking up your child that you make that call before 12:00 p.m. In an effort to provide a safe and organized process for student dismissal, we ask that you not request early dismissal from the office between 3:15 p.m. and 3:35 p.m.

Whenever a child is picked up early from school rather than riding the bus, he/she must be signed out in the main lobby. Children will not be dismissed from the classroom until a secretary notifies the teacher. Please remember to send a note if your child is to be picked up or is to go somewhere other than home or to a regular sitter. If children are visiting (both on the same bus), the teacher needs a note from both homes. We cannot place students on different afternoon buses to accommodate play dates, as bus schedules are coordinated based on address and capacity limits.

## **Tardy to School**

Children must report to the classroom between 8:50 – 9:05 a.m. Children who are tardy to school cannot be admitted to class unless they have a pass from the nurse. If your child is late for school he or she will need to enter the building through the front door and report to the nurse's office. As classroom instruction begins promptly at 9:05, it is important for your child's success that he/she is here on time and ready to learn each day.

## **Student Records**

The purpose for maintaining school records is to provide a history of educational growth for each student in order 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. As a courtesy to the office, parents are asked to call ahead should they want to review the record folders. Special education and special services records are maintained in a separate file in the office of the Director of Special Services. Access to these records is 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. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review education records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

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

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

Directory information includes the following categories of information:

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

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

## Progress Reports

The progress report is designed to communicate specific areas of student growth during each marking period. It is a reflection of classroom instruction and current curriculum. Through the progress report and parent/teacher conferences, we hope to reflect accurately each child's school achievements.

### Progress reports (Grades PK - 4) will be issued:

November 18, 2019

March 23, 2020

Last Day of School

### Parent/Teacher conferences are scheduled for:

November 19, 2019

March 24, 2020

November 21, 2019

and

March 26, 2020

November 22, 2019

March 27, 2020

## Excused and Unexcused Absences

Students are considered absent if they are not present for at least half of the regular school day. For the first nine absences in a school year, an absence will be excused when a parent provides a timely written note approving the absence. For the tenth and further absences to be considered excused, the absence must be due to an acceptable reason. Acceptable reasons include: student illness (verified by a licensed medical professional), observance of a religious holiday, death in the family or other emergency beyond the control of the student's family, mandated court appearances (additional documentation required), lack of transportation usually provided by the school district, visit with parent/guardian who is an active duty member of the Armed Forces (as required by state law, some restrictions apply) or extraordinary educational opportunities (pre-approved by the principal). A disciplinary absence is not an unexcused absence. All documentation of absences must be provided within ten days of the absence. For more information, please refer to Board Administrative Regulation 5115A.

## **Report of Absence**

School Nurse – 673-2511 (press #1)

Email: Lgnurse@region10ct.org

By 9:45 a.m.

## **Student Attendance**

Regular attendance in school is essential to the educational process. Connecticut state law requires that parents and persons having control of children between the ages of 5 and 18 ensure that such children attend school regularly unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Parents will be notified in writing when excessive absenteeism may have a negative impact on academic progress.

Truancy is defined as **four** unexcused absences from school in any one month or **ten** unexcused absences from school in any school year. When a student is absent excessively, the principal will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy.

## **Visitors**

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

Parents who wish to visit their child's classroom should contact the classroom teacher to arrange for a time for the visit. All visitors must sign in at the front desk as soon as they enter the building and show their driver's license which will be run through the district's Raptor Visitor Management System which instantly screens all visitors. Visitors will then receive a visitor badge. Visits may not interfere with instruction or violate the privacy of any student.

In the wake of increasing concerns about school security we regard maintaining a safe environment among our highest priorities. For this reason, we have limited parent access to the cafeteria during lunch periods. There are instances where we can make exceptions for a parent/guardian visiting their child/children at lunch. The parent/guardian in this case can call the office at their child's school to request permission prior to visiting. Upon arrival and signing in at the main office, the parent/guardian will join their child at a separate table for a "quiet" lunch together in the cafe.

## **Lost and Found**

Your child's belongings should be marked with his or her name so they will not be lost. Any item that is found is placed in our lost and found box located in the main lobby. Unclaimed items are donated approximately four times per year.

## **Parent Volunteers and Chaperones**

Volunteers provide valuable resources to the school by assisting in our classrooms. Volunteers contribute to improved instruction, enriched curriculum and positive school/community relations. Please ask your child's classroom teacher for information about how you can become more involved in our learning community by volunteering in the classroom or chaperoning a field trip. If parents are interested in serving as volunteers or chaperones for their child's class, they should contact the main office early in the year in order to fulfill the background check requirements in a timely manner.

## **Fun Club**

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

## **Field Trips**

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

## **Personal Items**

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

## **Birthdays During the School Year**

Each year questions arise regarding children's birthdays. If your child has a birthday during the school year, we ask you to contact your child's teacher about any non-food treats you would like to provide to celebrate the day. Because we have so many students with allergies, birthday and holiday celebrations will include non-food celebrations only. Specific information is available in Board Policy 5141.5. Also, children may not hand out invitations to students in their class for parties outside of school unless each child receives one. We recommend that you mail your invitations from home. We thank you for your cooperation in following this guideline.

## **Lake Garda Student Dress**

Dress guidelines are based on the premise that a student's attire should be appropriate for school. Dress styles that are considered disruptive to the learning environment, pose a health or safety threat, or damage school property should not be worn. Articles of clothing and accessories displaying obscenities or profanity and clothing showing a bare midriff may not be worn to school. Appropriate dress, including shirts and shoes, must be worn at all times. Please remember that shoes should be sturdy and suitable for all school activities. Flip-flops, beach shoes and footwear without heel straps are not acceptable footwear. During the winter months, children need to wear jackets or coats so they are prepared to go out for recess.

Appropriate dress will be determined by the administration. Parents may be called and students sent home when their dress is not appropriate. Cooperation of the students and their families is essential.

## **Technology at Lake Garda**

Our students and teachers have the opportunity to utilize a wide variety of technologies that both assist and enhance teaching and learning at our school. Every classroom has computers for student uses ranging from engaging learning software and word processing to internet research for classroom related projects. Our computer lab provides a larger instructional environment for whole class lessons and houses one of our many

SmartBoards (a touch-sensitive, interactive white board). Our media center is home to another SmartBoard, as well as more computers for student use. All of our classrooms have SmartBoards for teacher and student use. In addition to the computers in our main computer lab, we have many laptops that can turn any classroom into a mini-lab for whole class activities. Digital cameras are used at each grade level to document special events, to enhance student projects, and for use on our school web site. Classroom teachers maintain web sites for informational purposes and use email as another means of communicating with families. For more information about all the schools in Region 10, please visit the district web site <http://www.region10ct.org>. Our students and staff benefit from the many uses of instructional technologies and continue to develop skills that are necessary in an increasingly high-tech society.

## Homework Policy

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

At the elementary level homework should not be assigned for weekends or vacations other than long-term projects that students can plan for accordingly.

**Time allotments for homework are general guidelines.** Some students may require less or more time than that which is indicated for a grade level.

**Kindergarten to Grade 2** The expected length of time for reading at home is 10-20 minutes of reading or being read to each day.

**Grade 3 and 4** The expected length of time for reading at home is 20-30 minutes each day or 100-150 minutes across a week. Other independent practice assignments and work on long term projects should not exceed an average of 10-15 minutes daily.

## EXEMPTION FROM INSTRUCTION

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

## Breakfast & Lunch Program

A grab and go breakfast is available daily for students for \$1.50. Each day a hot lunch including milk is offered. The menu is planned to meet state requirements for nutritious, palatable and inexpensive meals. The cost of a school lunch is \$2.65. Students may also purchase a container of milk for 50 cents. A menu is sent home at the beginning of each month. For those families experiencing financial difficulty, a reduced or free lunch program is available. Please contact the school office for applications or visit [www.region10ct.org](http://www.region10ct.org) and click on 'Nutrition Services' under the *District Info* tab. Parents may prepay for lunches by sending in lunch money in an envelope with the student's name and grade on it or by using the MyPaymentsPlus program online.



## Lunch Loan Policy

The following guidelines have been established for charging meals:

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

## Nutrition Programs

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

## Behavior Guidelines

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

- BE RESPECTFUL
- BE RESPONSIBLE
- BE FRIENDLY

Below are some descriptions of expected behaviors in various settings:

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

## **Discipline Procedures**

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

## **Consequences for Misbehavior**

We have the same high expectations for your children that you do, and we will work cooperatively with our students and their families to increase positive behaviors. Consequences for misbehavior depend upon the severity, as well as the frequency of the infraction. While a consequence is the result of negative behaviors, our focus is on helping Lake Garda students recognize that positive choices have positive outcomes. If a student exhibits persistent negative behaviors or is disruptive to the class, he/she can be sent to the Student Support Center (SSC). The SSC is not a place of punishment but rather a place to discuss the issues that precipitated the negative behavior. Parents will be contacted when their child is referred to the SSC. When necessary, students are referred back to the teacher or principal for an appropriate consequence. For more information about the SSC, contact our school psychologist, Steve Skelly. PLEASE NOTE: the district reserves the right to take disciplinary action consistent with Board Policy 5114.

## **Policy on Bullying/School Climate**

Bullying is defined as:

“The repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school”

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

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

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

Students found to have engaged in bullying as defined in the Board policy will be subject to disciplinary action. Any parent who wishes to see the entire Board of Education policy may call the school office.

At Lake Garda, we take any act of bullying seriously, and the faculty emphasizes the importance of treating fellow students with kindness and respect. We regularly assess school climate and welcome information from students and parents/guardians about their perspectives and opinions of the school climate. Periodically, we will ask students to respond to surveys about school climate and their responses may be made anonymously.

## Parking and Student Safety

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

## Health Policies

### Care of Sick Children

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

### Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis B, varicella, hepatitis A (for students who entered Kindergarten after August 1, 2011), pneumococcal and influenza (for students under the age of 5), and any other vaccine required by the schedule for active immunization adopted pursuant to state law. Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available.

### Administration of Medicine

Connecticut state law requires a written order of an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel. A copy of the entire policy (Board Policy 5141.21) along with administrative regulations is available at the main office and on the District website.

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

Connecticut law (Public Act 14-176) requires school nurses and other qualified and trained school employees in each public school to maintain epinephrine in cartridge injectors (often referred to as "EpiPens") for the purpose of administering emergency first aid to students who experience allergic reactions **and do not** have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. This law serves to permit schools to provide emergency first aid to a student who experiences an allergic (and potentially life threatening) reaction even if the student does not have 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.**

## **Insurance Program**

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

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

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

## **Wellness**

Region 10 recognizes the significant impact that good nutrition and physical activity have upon students' overall health, behavior and academic performance. The District is committed to providing a learning environment that promotes healthy eating, encourages regular physical activity, reduces childhood obesity and teaches students the skills they need to maintain healthy lifestyles. Students sharing food, classroom celebrations that include food or food used as a reward or incentive are not allowed. More information is available in Board Policy 5141.5.

## **Pesticide Use**

Region 10 has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications (including the target pest) within school buildings or on school grounds. Persons who have registered for prior notice will be notified by any means practicable on or before any pesticide application is to take place at school.

## **Special Programs**

### **Partners in Literacy & Numeracy**

Partners in Literacy & Numeracy is a program focused on increasing early literacy skills. We incorporate math skills into the weekly sessions and both fine and gross motor skills to our programs. We bring families together to learn about and discuss strategies for increasing the cognitive growth of their children before they enter kindergarten. Our in-house workshops for students and their parents include read-a-louds, songs and poems, art activities, and even learning centers. Our early intervention specialist also works with many local daycare facilities and preschools to model literacy-based activities. This unique program is offered free to the children of families living in Burlington and Harwinton.

The **Partners in Literacy & Numeracy Program** meets regularly at Lake Garda Elementary and at Harwinton Consolidated School

Evening programs are held throughout the year at both elementary schools. For more information, please check out our web page. There you will find helpful hints for you and your preschool child, as well as links to learning sites, and a schedule of coming events. Go to the Lake Garda or Harwinton Consolidated School web sites and look under "Grades and Departments" web page for Partners in Literacy! [www.region10ct.org](http://www.region10ct.org).

### **Student Council**

Lake Garda School has established a Student Council that is a chapter of the American Student Council Association. Students in grades 3 and 4 are elected representatives. Objectives of the Student Council are to:

- develop student leadership skills
- promote a positive school climate
- build responsible citizens
- inspire an enthusiastic school spirit

## Band and Instrumental Lessons

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

## TRANSPORTATION

Transportation services are provided according to guidelines established by the Board of Education with the advice of its bus contractors. Walking distances to and from school or a student's bus stop vary according to students' grade levels. Hazardous conditions, such as roads with high traffic counts, speed limits in excess of 35 miles per hour, man-made obstructions, poor line-of-sight visibility, dangerous bodies of water/bridges and amount of daylight are also considered when establishing transportation services or designating bus stops. The specific guidelines for transportation services, including the precise definitions of hazardous conditions, are available in Board Policy 3541.2.

### Bus Policies

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

*Designated Bus Routes and Stops:*

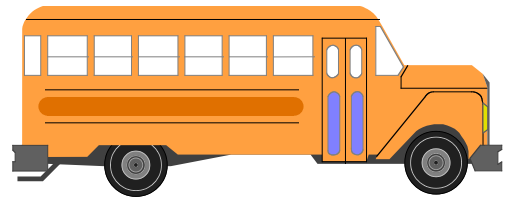
*Bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate one permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent change to a pick-up and drop-off schedule is needed during a school year, a written request must be submitted to the school principal **at least three weeks in advance** of such change.*

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

### Bus Safety Rules

Students are expected to obey the following rules:

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



Students who misbehave on the bus may be assigned a seat by the driver or a school administrator. In case of repeated or severe behavior problems, a student may be suspended from the bus and parents will be held responsible for transportation.

According to Board of Education policy, "Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities." Specific guidelines of the policy (33541.43) are available on request.

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

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

### **Prohibition of Unlawful Harassment**

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

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

### **Complaints of Discrimination and/or Unlawful Harassment**

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

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

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

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

### **Access to Programs and Services for Students with Disabilities**

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and/or special education (Individualized Education Plan). A 504 Plan outlines the modifications and accommodations that a student with a disability needs in order to participate fully in the programs offered by the school.

## **Homeless Students**

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

## **Responsible Use Policy**

Internet access is available to students and staff in the Regional School District #10 system schools. The Board of Education is pleased to bring this access to Regional School District #10 and believes the Internet offers vast, diverse and unique resources to both students and staff. To the greatest extent possible, the Board seeks to filter out objectionable services on the Internet. Total elimination of access to objectionable content is not possible. Individual student users must take responsibility for their own activities when navigating the Internet. Anyone with security/technical violations or who inadvertently accesses objectionable materials should report this immediately to the staff member in charge. Our goal in providing this service to staff and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

A copy of this policy will be sent home with students on the first day of school. Also, additional copies are available in the main office throughout the school year.

Having carefully weighed and balanced the privacy rights of students and staff with the district's duty to ensure discipline, health, welfare and safety to staff and students, the Regional District #10 Board of Education has authorized the use of video surveillance on school grounds and transportation vehicles.

## **Video Surveillance**

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Surveillance cameras may also be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students or school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges. Any evidence of student or staff misconduct obtained from surveillance cameras may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

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

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

Director of Student Learning  
24 Lyon Road  
Burlington, CT 06013  
860-673-2538  
[burkec@region10ct.org](mailto:burkec@region10ct.org)