

Lake Garda Elementary School 2010-2011 Handbook & Calendar

www.region10ct.org

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Normal School Hours

Grades 1 – 4	9:05 a.m. - 3:35 p.m.
Kindergarten	9:05 a.m. - 11:55 a.m. 12:45 p.m. - 3:35 p.m.

Early Dismissal Days

Grades 1 – 4	9:05 a.m. - 1:15 p.m.
Kindergarten	9:05 a.m. - 11:00 a.m. 11:20 a.m. - 1:15 p.m.

Delayed Opening

<u>Delay</u>	<u>School Hours</u>	<u>Kindergarten</u>
90 minute	10:35 - 3:35	No A.M. class

Dismissal time will remain unchanged on days with a delayed opening. Should it be an early dismissal conference day, conferences will be postponed and you will be notified of a later date.

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 (WTIC 1080 AM, WDRC 103 FM) between 6:00 a.m. and 7:30 p.m. Normally, weather-related closings are at 12:30 p.m. and the morning kindergarten children go home with the older children. Information is also posted on the district's web site at www.region10ct.org under the District Information "cancellations" section.

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, email, text message, pager or PDA in any combination. 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, parents must follow this guideline. If there are extenuating circumstances occasionally and parents need to drop off children before 8:50, they must submit a request in writing to the principal or assistant principal and obtain their approval. Otherwise, Fun Club is available for students who arrive early, and parents should contact the Bristol Boys'/Girls' Club for additional information. Afternoon kindergarten children may arrive beginning at 12:30 p.m.

Dismissal

Regular dismissal is at 3:35 p.m. Parents are asked not to have their children dismissed from school early except for very important reasons. If you need to have your child dismissed early, you must notify the office with a written note or in person. Whenever a child is picked up from school rather than riding the bus, he/she must be signed out in the main office or the main lobby. Children will not be dismissed from the classroom until a secretary notifies the teacher. For obvious safety and security reasons, children will not be allowed to meet parents in the parking lot. 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 allow play dates, as bus schedules are coordinated based on address and capacity limits.

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 8:45-9:05 a.m. If parents wish to walk their child into the building, they are asked to use the parking lot and enter through the side of the building by the nurse's office. Parking in front of the school is **prohibited before 9:00 a.m. and after 2:30 p.m.** This will allow students to enter the building safely and avoid dangerous traffic in front of the school. 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 in after identifying themselves to our secretaries. Your cooperation in this matter is greatly appreciated as we work together to ensure a safe environment for our students.

Student Records

The purpose for maintaining school records is to provide a history of educational growth for each student in making important judgments and decisions concerning the student. Every school within Regional #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 1-4) will be issued:

November 15, 2010
March 21, 2011
Last Day of School

Parent/Teacher conferences are scheduled for:

November 16, 2010 March 22, 2011
November 18, 2010 and March 24, 2010
November 19, 2010 March 25, 2011

Tardy to School

Children must report to school 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, bring your child directly 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.

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 pick-up station in the main lobby.

Pupil Absences

If your child is absent from school due to illness or for any other reason, the child must bring a written note to school on the day he or she returns. Parents may be requested to present a doctor's letter in cases of prolonged or persistent absence.

Student Attendance

Regular attendance in school is essential to the educational process. Connecticut state law requires 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. 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 identified as a truant, the Principal will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy. If the parent of a child who is truant fails to attend the meeting or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the school will file a complaint with the Superior Court alleging that the child's family is a family with service needs. A truancy referral to the court is appropriate only when the school has exhausted all administrative and social service remedies and has reasonable cause to believe that the absenteeism constitutes truancy.

Report of Absence

School Nurse – 673-2511 (press #1)
e-mail: Lgnurse@region10ct.org
9:05 - 9:45 a.m.
12:00 - 1:00 p.m. Kindergarten

Telephone

The office telephone is for school business. Children should come to school prepared for the activities of the day. Parents can help their children by establishing regular morning routines that allow ample time to prepare and get ready for the day. However, in an emergency situation, the principal will grant permission for telephone use as needed.

Visitors

All visitors must sign in at the main office.

Parents who wish to visit their child's classroom are encouraged to do so and should contact the building principal to arrange for a time for the visitation. Parents must also be in touch with the classroom teacher prior to the visit. All visitors must stop at the office as soon as they enter the building to sign in and pick up a visitor pass. After visiting their child's classroom, a parent must meet with the teacher and/or administrator to discuss relevant issues. Visitations may not interfere with instruction or violate the privacy of any student.

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. Special occasions (birthdays, unexpected parent/guardian day off after time away, return from military service, student is star of the week in his/her class, etc...) are instances where we will grant exceptions from the lunch visiting rules. The parent/guardian in this case can call the assistant principal at their child's school 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.

School Volunteers

Volunteers provide valuable resources to the school by assisting in classrooms, the media center and with clerical tasks. Through our enrichment program, adults also share expertise and talents with students. Volunteers contribute to improved instruction, enriched curriculum and positive school/community relations. Please call

Ms. Morton (673-2511) for information about how you can become more involved in our learning community. We look forward to having you join our team!

Parent Chaperones

If parents are interested in serving as parent 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

The Fun Club at Lake Garda School is a local day care facility which is a satellite program of the Bristol Boys' and Girls' Club. The 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 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 and parents will be notified in advance of field trips. Written parental permission must be granted before a student is allowed on a field trip. The Board of Education has set aside some funds to pay the partial or complete cost of one field trip per grade. In some cases, parents will be asked to contribute to the cost of the trip. We will make every effort not to exclude a child because of the cost to a family.

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 (for example, Pokeman cards, Bakugan or Silly Bandz), electronic equipment, games, and other objects identified by the administration as inappropriate for school grounds will be confiscated by a staff member or an administrator and brought to the office where parents may pick them up.

Lake Garda Student Dress

Dress guidelines are based on the premise that a student's attire should be appropriate for the school. Dress styles that are considered distracting or disruptive to the classroom learning environment, pose a health or safety threat, or damage school property should not be worn. Articles of clothing and accessories displaying obscenities or profanity and clothing showing a bare midriff may not be worn to school. Appropriate dress, including shirts and shoes, must be worn at all times. Hats, such as baseball caps, must be removed before entering the building. Please remember that shoes should be sturdy and suitable for all school activities. Flip flops are not allowed. During the winter months, children need to wear jackets and 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. In addition, disciplinary action may be taken. Cooperation of the students and their families is essential.

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 treats you would like to provide to celebrate the day. Please know, however, that children may not hand out invitations to other students in their class for parties outside of school unless each child receives one. We recommend that you mail your invitations from home and know that Kids' Connect, published by the PTA, is a useful source for children's addresses. We thank you for your cooperation in following this guideline.

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. In addition to our main computer lab, we have a cart of 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

“In order to provide continuity and growth as a student moves through the school system, the following time ranges should be regarded as general guidelines for the assignment of homework.” (Regional #10 Board Policy)

Grade	Average Time Spent on Assignment
K	15 minutes - once or twice a week
1	15-20 minutes - three times a week
2	20 minutes - four times a week
3	30 minutes - three or four times a week
4	30 minutes daily plus 30 minutes of independent reading

Homework assignments are given to reinforce and augment the lessons taught in class and provide exercises in the development of responsibility and of good work and study habits. These assignments allow for research, individual projects and strengthening of essential skills. They are intended to enhance the student's knowledge in various subject areas. Teachers may assign missing work as homework in addition to planned assignments. If you are looking for a constructive use of time at home as a supplement to homework, we urge you to encourage pleasure reading. A sustained period of reading from 10-45 minutes daily, depending on age and readiness, is beneficial to every child. Parents do their part to support homework when they:

1. Provide their children with suitable study conditions (desk, light, books, supplies), reserve time for homework, silence the telephone, turn off the television and turn away visitors
2. Encourage their children but avoid undue pressure
3. Show interested in what their children are doing but do not do their work for them
4. Understand the school expectations regarding homework

Standardized Testing Program

Regular assessment of student progress is a necessary and important element in monitoring academic progress. Formal and informal assessments also present teachers with valuable information when designing and modifying instruction to best suit individual needs. The test, Degrees of Reading Power, is administered to students in grades 2, 3 and 4 in October and May. Grade 3 will take the Otis-Lennon School Ability Test in November. In March, students in grades 3 and 4 will take the Connecticut Mastery Test.

Student attendance during testing periods is very important in maintaining consistent testing conditions. It is also very important that students be well rested and at their best during testing periods so we can accurately assess their progress and better meet their learning needs. The school, parents, and students need to work together to insure that these assessments are beneficial in identifying students' strengths and areas for further growth. Our starting date for the Connecticut Mastery Tests in grades 3 and 4 is Wednesday, March 2. We estimate that our testing window will run approximately three weeks to accommodate scheduled test days, make-up tests, and supplemental tests assigned to specific grade levels. Thank you in advance for your patience and cooperation during our assessment period. Detailed information regarding testing will be sent home in February.

Lunch Program

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 \$2.00. 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.

School Lunch Schedule

Grade 1	11:45 - 12:10
Grade 2	12:15 - 12:40
Grade 3	12:45 - 1:10
Grade 4	1:15 - 1:40

Recess Schedule

Grade 1	11:15 - 11:35
Grade 2	11:45 - 12:05
Grade 3	12:15 - 12:35
Grade 4	12:45 - 1:05

Cafeteria Staff

Mrs. Dolores Allocca, Lunch Program Director
Mrs. Veronica Hollis, Director, Lake Garda Cafeteria
Ms. Michelle Fabrizio
Mrs. Delores Gosselin
Mrs. Cheryl Shepherd
Mrs. Judy Young

Lunch Loan Policy

In the event that a student forgets his/her lunch money, they may borrow funds from the café to cover the cost of lunch for the day. All lunch loans should be repaid promptly. In cases where students borrow money frequently, contact will be made with the student's parents in order to arrange more convenient prepayment options. Parents may prepay for lunches by sending in lunch money in an envelope with the student's name and grade on it.

Cafeteria Rules

Rules:

We will use 12" voices.
We will raise our hands to leave our seat.
We will keep our hands and feet to ourselves.
We will follow directions the first time they are given.
We will walk when entering and leaving the cafeteria.
*For safety reasons students may not share food
(due to food allergies).

Consequences:

1. Verbal reminder.
2. Move to a separate table for remainder of lunch period.
3. Separate seating for the following lunch period and referral to Assistant Principal.

We will continue using our café lights to maintain appropriate volume.
*All lights on: regular voices (12" voices)
*Half lights off: whisper voices (6" voices)
*All lights off: quiet time

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

Mission Statement

Lake Garda students will be self confident, knowledgeable individuals who strive to work well with others and be the best they can be.

Students will behave in a manner that promotes the Lake Garda School Mission Statement. Our students will:

- be considerate and respectful of fellow students and adults.
- respect school property inside and outside.
- move about the building in a quiet, orderly manner.
- leave dangerous and/or valuable objects at home (this includes all portable handheld electronic devices).
- follow bus and safety rules.

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. Referral forms are maintained during the school year as an informal record and are not part of the child's official school file.

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. The consequences are indicated on the referral form which is sent home to the parents via the child. Parents are expected to sign the referral form and it must be returned to the office the next day. Parents who have questions or concerns are encouraged to call the office.

Zero Tolerance

The Region #10 Board of Education has approved a "zero" tolerance policy concerning weapons and drugs. In order to make all of the District schools safe places, the Board has instituted a strict policy on possession of such items in school.

The policy requires the Superintendent to put in place an expulsion hearing before the Board of Education if any weapon or drugs are in the possession of students in school. The Board may choose to expel a student for a period to time not to exceed one calendar year. For students under 16 years of age, an alternative education must be offered.

The actual policy and the procedures for such hearings are available to all parents from the principal's office.

The Regional #10 Board of Education Policy on Student Conduct (5114) 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.

Policy on Bullying

To comply with the law passed by the Connecticut Legislature, the Region #10 Board of Education established a policy (5152) that all schools in our district will follow. As stated in the administrative guidelines,

"Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus which acts are committed more than once against any student during the school year. The term "bullying" may also include acts that occur outside the school setting if such acts have a direct and negative impact on a student's academic performance or safety in school. In order for acts of bullying that take place outside the school setting to be subject to disciplinary action, they must violate a school policy and seriously disrupt the educational process.

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 may also make anonymous reports. A copy of the board of education policy #5152 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. During each school year, grades K-2 teachers instruct students in Second Step, a program designed to help students learn to solve problems, empathize with others, and find appropriate ways to handle anger. To further educate our students about the dangers of intimidating, ridiculing, and humiliating others, teachers in grades 3-5 use the Steps to Respect curriculum. As a school, we will continue to offer programs and assemblies that reinforce kindness and consideration to one another.

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. A new section of our transportation policy which was adopted by the Board of Education in June 2001 states:

Designated Bus Routes and Stops:

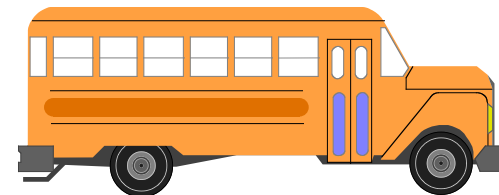
*Bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate one permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent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

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.

Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, 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.

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.

Pesticide Use

The Regional School District No. 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 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 alouds, 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. Brennan Glasgow, our Math Coach, joins in with some amazing math fun!

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 staff web pages for Partners in Literacy! www.region10ct.org

Student Council

Lake Garda School has established a Student Council which 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 the grade level bands. 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." Fourth grade students who do not enroll in band may select exploratories such as soccer, football, ultimate frisbee, newcombe, and children's book writing on computers. Exploratories vary each year.

**Regional School District #10
20 Mills Drive, Burlington, CT 06013
673-2538**

Central Office

Ms. Alan Beitman, Superintendent
Mr. Michael Landry, Assistant Superintendent
Mr. David Lenihan, Business Manager
Mrs. Linda Carabis, Director of Special Services

**Board of Education
Burlington**

Mr. Paul Omichinski
Mr. Raymond Sikora, Vice Chairperson
Mr. Ted Scheidel
Ms. Noel Carmody
Mrs. Jeanne Doerr, Secretary
Mr. Phillip Penn, Treasurer

Harwinton

Mrs. Beth Duffy
Mr. Joseph Arcuri, Chairperson
Ms. Elaine Schiavone
Ms. Kathy Deprey

Lake Garda Office 673-2511

To report illness -
email: Ignurse@region10ct.org

Sikorski Bus Company 673-2149

PTA Kristin Guillemette 675-7586
Co-Presidents Kristen Bergstrom 675-9411

Regular School Hours

Grades 1 - 4	9:05 a.m. - 3:35 p.m.
Kindergarten	9:05 a.m. - 11:55 a.m. 12:45 p.m. - 3:35 p.m.

Reg. #10 673-2538
Central Office

Early Dismissal Hours

Grades 1 - 4	9:05 a.m. - 1:15 p.m.
Kindergarten	9:05 a.m. - 11:05 a.m. 11:20 a.m. - 1:15 p.m.

TRANSPORTATION

The Regional School District#10 Board of Education recognizes its responsibility to provide safe, courteous and efficient transportation services for its students. Designated routes and bus stops for students shall be established by the Board of Education through the Business Manager, with advice of the bus contractors, in accordance with the following guidelines:

1. Definitions

- a. "School transportation" means the procedures, program or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
- b. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pickup area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.
- c. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- d. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
- e. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of pupils walking to and from school or designated point of embarkment (bus stop).
- f. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

2. Hazardous conditions

- a. The maximum walking distance from home to school or to a prescribed point of embarkation are the following: (1) pupils below the age of ten, or enrolled in grade K through 3, one mile; (2) pupils aged ten to fourteen, or enrolled in the equivalent of grades 4 through 8, at middle school, one and one-half miles; and (3) pupils aged fourteen and over to enrolled in grades 9 through 19, two miles. Any walking route to either the bus stop or the school which is in excess of the above distances shall be hazardous.
- b. Any street, road, or highway which has no sidewalk or raised walk areas shall be deemed hazardous if one or more of the following conditions exist:
 1. For pupils under age ten, or enrolled in grades K through 3, any street, road or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to and from school or designated bus stop and where posted speed limits are in excess of 35 miles per hour.

2. For all pupils, the usual or frequent presence of man-made hazards such as open man-holes, dangerous construction, snow plowed or piled on the walk are making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like.
 3. For all pupils when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed.
 4. A lake, pond, stream, culvert, water-way or bridge within ten feet of a walk area shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water for pupils in grades K through 4, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed.
 5. Any area adjacent and within five feet of a roadway, walkway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades K through 4, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed.
 6. Walking to and from school or the bus stop at any time prior to one-half hour before sunrise and any time one-half hour after sunset shall be deemed hazardous for pupils in grades K through 8.
- c. Any street, road, walkway, sidewalk or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.
3. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c. In no case shall this policy be interpreted to require the Board of Education to transport any student except as identified below in #4 on a public or private road which is less than 22 feet wide unplowed, or 20 feet plowed.
 4. Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school and Special Education pupils shall be judged on an individual basis.
 5. 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.

Policy adopted: March 1985
 Policy revised: August 23, 1998
 Policy revised: June 11, 2001

Notice of Non-Discrimination

In all of our programs and activities, the Regional School District #10 Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, alienage, sexual orientation, marital status, pregnancy, parenthood, or any other basis prohibited by law.

Prohibition of Unlawful Harassment

Furthermore, it is the policy of the 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, 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: Mr. Michael Landry, Director of Curriculum and Instruction, 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.

Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team. Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel as well as from a student's parents, physician, or social worker. Regional School District No. 10 is committed to providing parents and other interested parties with information about the identification, evaluation and programming for students with disabilities. Parents who have questions about the services available to students with disabilities should contact Ms. Linda Carabis, Director of Special Services, at 860-673-6195, Regional School District N. 10, 24 Lyon Road, Burlington, CT 06013.

Acceptable Use Agreement

Internet access is now 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 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.