

EAST LYME MIDDLE SCHOOL

Student/Parent Handbook 2009-2010

31 Society Road, Niantic, CT 06357

(860) 739-4491

www.eastlymeschools.org

*1995-96 Outstanding Connecticut Middle School of the Year
2000 National Blue Ribbon School of Excellence
2003 New England League of Middle Schools Spotlight School
2006 New England League of Middle Schools Spotlight School
2009 New England League of Middle Schools Spotlight School*

Judy DeLeeuw, Principal
Rodney Mosier, Assistant Principal
TBA, Assistant Principal

The East Lyme Middle School community is dedicated to lifelong learning, mutual respect and equal opportunities for all.

This agenda belongs to:

Name: _____

House/Team: _____

Homebase: _____

East Lyme Middle School

Principal: Judy DeLeeuw
Assistant Principals:
Rodney Mosier



31 Society Road
Niantic, Connecticut 06357
(860) 739-4491
(860) 691-5400 FAX
accepting what matters in sight

September 2009

Dear East Lyme Middle School Students and Parents,

Welcome to the 2009-2010 school year! We look forward to a productive school year that will be challenging and rewarding.

It is extremely important that students and parents understand the expectations, policies and procedures of our school. We strongly encourage you to read and discuss the contents of our *Student/Parent Handbook*. The policies and procedures outlined in this handbook will contribute to a positive and safe school climate for all students.

The *Student/Parent Handbook* provides important information about our school and should answer many of the questions that may arise throughout the year. For more information about East Lyme Middle School, the East Lyme School District and Board of Education policies, you may give us a call at 860-739-4491, or visit our website at:

www.eastlymeschools.org

Once you have the opportunity to review the *Student/Parent Handbook* with your child, parents must sign the back cover. Students must return the signed portion to the homebase teacher.

Thank you for your cooperation and support. Best wishes for a great year!

Sincerely,

Judy DeLeeuw
Principal

Rodney Mosier
Assistant Principal

TBA
Assistant Principal

EAST LYME MIDDLE SCHOOL

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INTRODUCTION

The policies and procedures outlined in this handbook were developed to ensure a safe and orderly school environment which will allow the students to have a successful learning experience at East Lyme Middle School. *Although a great deal of time and effort has been spent in developing these policies, they will not be effective without the cooperation of each and every student.* With this in mind, students are encouraged to carefully consider the information in this handbook and to support our effort to create a school climate which will facilitate positive academic and social growth.

East Lyme Middle School is organized into three distinct Houses within our larger school. Sound House, Ocean House and Bay House are each supported by their own team of teachers, guidance counselor, administrator and secretary. The purpose of each House is to allow a small group of adults to get to know a small group of students and their families well, and to develop a sense of community and partnership between the school and those families.

Beliefs

- East Lyme Middle School promotes intellectual and personal development enabling students to become life-long, contributing members of our society
- All students are to be given dignity, respect, and equal opportunities to develop their potential and individuality in a supportive environment
- East Lyme Middle School strives to provide a curriculum with a wide variety of developmentally appropriate learning experiences fostering excellence
- Students are expected to exhibit respect, compassion, understanding, and responsibility for themselves and others
- Education is a working partnership between home and school emphasizing achievement, responsibility and respect

School Philosophy

We believe that the young adolescent, the evolving adult of tomorrow, is a unique person undergoing rapid and extensive changes. Each student experiences bursts of growth and new levels of ability which are exciting, yet confusing. Behavior, motivation, and values seem stable and consistent one day, but may be redefined the next.

Recognizing this rapid, inconsistent growth process, we accept the responsibility for assisting and encouraging development in the creative, intellectual, social, emotional, and physical domains. Since each child grows and changes differently, the school must be responsive to individual needs, abilities, and interests.

Given this belief, East Lyme Middle School is committed to the provision of an educational environment which will provide each student with the opportunity to:

- Develop individual potential and competencies in the areas of reading, writing, mathematics, science, and social studies
- Explore and develop skills, competencies and interests in music, art, life skills, technology education, physical education, computer science, foreign language, and library science
- Develop an understanding of health-related principles
- Develop skills in problem-solving, decision-making, creativity, working with others, research and independent study
- Develop an awareness of the interrelated aspects of all the subject areas
- Experience culturally enriching activities
- Develop a positive self-image and concern for other students
- Develop an awareness of the consequences of decisions to self and others
- Experience a variety of activities from which interests may be developed and used as a background for further education, employment, and enjoyment

Teaming Philosophy

The heart of teacher teaming lies in the spirit of cooperative planning, collaboration, communication, mutual respect, and sharing. Teachers who have the same students and share a common planning time, become interdependent and communicate directly in a coordinated effort to reach mutually agreed upon goals, in order to provide the best possible educational experience for their students. Successful teaming depends upon the motivation, skills, and abilities of teachers to work together to deliver an instructional

page program that responds to the physical, social, intellectual, emotional, and ethical developmental needs of early adolescents.

Vision for Learning

East Lyme Middle School provides a curriculum that requires students to be active participants in learning. Subject matter is integrated and organized into thematic units of study. Units are organized around essential content and formulated by consideration of students' questions about themselves and their environment. Themes are connected to the problems which the world poses for students. These themes, relevant because they incorporate real issues, draw on the past to help students understand the present while planning for the future. Students learn the essential content through provocative, open-ended questions commonly used to provide a purpose and focus.

Students are required to demonstrate their achievement through authentic tasks. These tasks require higher level thinking, draw on student experience, knowledge, skill development, and necessitate some form of performance or product to demonstrate their competence. Students also demonstrate communication skills, facility in social interaction, analytic capabilities, problem solving skills, decision-making, civic responsibility, skills in developing and maintaining wellness, and skill in using technology as a tool for learning.

Students frequently work with one another in cooperative learning situations, assuming the role of worker and performer rather than that of the passive recipient. They are engaged in thought-provoking content, ideas, and activities in which the process of learning is valued as much as the final product. The learning environment reaches beyond the school campus, bringing the world to the school and taking the student to the community whenever possible.

The context for learning drives teacher decisions about the types of instructional strategies to employ, the design of student learner activities, and the means of student assessment. As a result of this curriculum, the teacher also serves as the director, coach, or facilitator depending on the learner task. In addition, varied teaching strategies and learning activities address the multiple intelligences of all students.

Scientific Research Based Interventions (SRBI)

Scientific Research Based Interventions (SRBI) emphasizes successful instruction for all students through high-quality core general education practices, as well as targeted interventions for students experiencing learning, social-emotional or behavioral difficulties. Elements of SRBI Include:

- Core general education curricula that are comprehensive in addressing a range of essential competencies in each academic domain
- Differentiation of instruction for all learners, including students performing above and below grade-level expectations
- Assessments of all students that enable teachers to monitor academic progress, and identify those who are experiencing difficulty early
- Early intervention for students experiencing academic difficulties to prevent the development of more serious educational issues later on
- Educational decision making driven by data involving student's growth and performance relative to peers
- Support of all students in general education, with increasing intensity and/or individualization of instruction as needed

Positive Behavior Support (PBS)

Our school is in its first year of implementing a system of Positive Behavior Supports (PBS) to establish a continuum of effective and positive behavioral support systems in order to promote a positive climate and maximize academic achievement for all students. As we continue to promote safe and respectful behaviors in our school and on our buses, students will have the following expectations.

1. Respect yourself
2. Respect others
3. Respect Environment

To further increase positive student behaviors these guidelines will be clearly defined for students as they pertain to behavioral expectations within all areas of our school and on our buses. Administration and staff members will work together to teach, support, and recognize students who meet these expectations.

Code of Conduct

In order to grow educationally, socially, and emotionally, students need to be in an environment in which concerned teachers and staff set clear expectations and firm, consistent, positive limits while providing support of appropriate student behavior. It is important for students to remember one basic rule: *“Respect yourself, your peers and your teachers, and take pride in your work and the building!”* Acting with this thought in mind will insure an environment that will allow each and every student an opportunity for success in our school.

Each student has the RIGHT to:

- **Be respected**
- **Be treated with kindness and caring**
- **Be listened to and heard**
- **Have help in solving problems**
- **Have questions answered**
- **Express ideas and feelings in a polite manner**
- **Attend school free from physical harm and verbal abuse**
- **Have personal property protected**
- **Know what is expected, and**
- **Expect and receive fair and equitable treatment**

Zero Tolerance

East Lyme Middle School must be a place where students, staff and visitors feel safe; it must be a place where no one is afraid of physical or emotional harm. Therefore, East Lyme Middle School has a policy of zero tolerance for any episode of verbal abuse, improper gestures, or physical aggression. It is important that students and parents understand what this policy means.

No episode of aggression, verbal or physical, goes unaddressed at East Lyme Middle School. When teachers, counselors, and administrators become aware that a student has harmed another in word or in deed, the episode is addressed. In some cases, and based on the severity of the incident, this response may be educational rather than punitive, and in any case of repeated aggression consequences are progressive in nature. Parents are informed when students are involved in aggressive behavior. Consequences for aggression may include: detention, in-school or out-of-school suspension, notification of parents and/or police, and expulsion from school.

COMMUNICATION

All District and School information is available on the website; www.eastlymeschools.org

Board of Education

Kevin Seery, Chairman	Elizabeth Groeber, Secretary
Mary Broderick	Laura Greenstein
Jaime Lynn Ellis	Melissa Ford
Richard Steel	Tim Hagen
Al Littlefield	Marlene Nickerson

Central Office (860) 739-3966

Dr. James Lombardo, Superintendent
TBA, Assistant Superintendent
Dr. Connie Berglund, Director of Special Education
Don Meltabarger, Business Director
Dr. Karen Costello, Administrator for Program Improvement

School Contacts (860) 739-4491 Fax: (860) 691-5400

Judy A. DeLeeuw, Principal (860) 691-5509
TBA, Assistant Principal (860) 691-5506
Rodney Mosier, Assistant Principal (860) 691-5508

Bus Company First Student (860) 739-1569

School Hours

Normal	8:30 am – 2:45 pm
Shortened Session	8:30 am – 12:45 pm
90 Minute Delay	10:00 am – 2:45 pm
Two Hour Delay	10:30 am – 2:45 pm

Early Closings

East Lyme School District uses Amfax Parent Reach notification system in times of emergency. Phone numbers and email addresses for parents are updated annually from the Parent Information Sheet that parents are required to fill out in the beginning of each school year. (Please note that if there is privacy manager service on a phone line, calls will not go through.)

Emergency Closings

Emergency school closings and delayed openings will be announced beginning at 6:00 – 6:30 am on the following TV and radio stations:

WTNH	Channel 8	New Haven
WVIT	Channel 30	Hartford
WFSB	Channel 3	Hartford
	Channel 19	East Lyme
WICH/WCTY	1310AM / 97.7FM	Norwich
WTIC	1510AM / 100.9FM	New London
WSUB	980 / 102.3 / 104.7 / Q105	
WDRC	103FM	Connecticut
www.ctweather.com		
www.eastlymeschools.org		

Newsletter

An East Lyme Middle School newsletter is posted on the website every Friday. Please check the website for upcoming events and information.

School Calendar 2009-2010 – Holidays and Recesses

Opening Day for Students	August 31
Back to School Night – Sound	September 15
Back to School Night – Ocean	September 22
Back to School Night – Bay	September 24
Labor Day	September 7
Columbus Day	October 12
Taste of Arts	October 29
Thanksgiving	November 25 - 27
Winter Break	December 24- January 1
Martin Luther King Day	January 18
February Break	February 15-19
Good Friday	April 2
Memorial Day	May 31
Spring Break	April 12 – 16
Grade 8 Class Day	June - TBA
Final Day	June - TBA
<u>Shortened Sessions</u>	December 23, June 17
Professional Development Days for Teachers	Aug 26, 27 & 28 Nov 3, March 22

Jewish Holidays

The observance of Rosh Hashanah and Yom Kippur starts at sundown the night before. Homework and tests will be deferred on these days.

Snow Days

This calendar provides for no snow days. If snow/emergency days are needed, they will be made up in this order: June 18, 21 thru 25. If no snow days are required, the last day of school will be June 17. If one snow day is required the last day of school will be June 18. If two days are necessary, the last day of school will be June 21.

East Lyme Public Schools - 2009 - 2010 Calendar

AUGUST-SEPTEMBER 2009							FEBRUARY 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29	1	2	3	4	5	6	
30	31	1	2	3	4	5	7	8	9	10	11	12	13
6	7	8	9	10	11	12	14	15	16	17	18	19	20
13	14	15	16	17	18	19	21	22	23	24	25	26	27
20	21	22	23	24	25	26	28	29	30	31			
27	28	29	30										
08/25 - New Staff Orientation (No School) 08/26, 08/27, 08/28 - Staff PD Days (No School) 08/31 - First Day of School for Students 09/07 - Labor Day (No School) 09/16 - NEASC HS Accreditation - 1/2 Day HS							02/15 thru 02/19 - February Break (No School)						
Student Contact Days: 22 Staff PDs: 3							Student Contact Days: 15						
OCTOBER 2009							MARCH 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30						28	29	30	31			
10/07 - NEASC HS Accreditation - 1/2 Day HS 10/12 - Columbus Day (No School)							03/22 - Staff PD (No School)						
Student Contact Days: 18 Staff PDs: 1							Student Contact Days: 22 Staff PDs: 1						
NOVEMBER 2009							APRIL 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30						28	29	30	31			
11/03 - Election/Staff PD/NEASC Day (No School) 11/11 - Veterans Day (School in Session) 11/25 - Early Dismissal 11/25 thru 11/27 - Thanksgiving (No School)							04/01 - BOE sets Graduation Date * 04/02 - Good Friday (No School) 04/12 thru 04/16 - Spring Break (No School) 04/19 - If Only ONE Snow Day used (No School)						
Student Contact Days: 17							Student Contact Days: 16						
DECEMBER 2009							MAY 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	
15	16	17	18	19	20	21	14	15	16	17	18	19	
22	23	24	25	26	27	28	21	22	23	24	25	26	
29	30						28	29	30	31			
12/09 - NEASC HS Accreditation - 1/2 Day HS 12/23 - Early Dismissal 12/24 thru 01/01 - Winter Break (No School)							05/28 - If NO Snow Days used (No School) 05/31 - Memorial Day (No School)						
Student Contact Days: 17							Student Contact Days: 20						
JANUARY 2010							JUNE 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28	29	30			
12/24 thru 01/01 - Winter Break (No School)							06/18 - Last Day of School - Early Dismissal * 06/21 thru 06/25 - Snow Day Make-up (If						
Student Contact Days: 19							Student Contact Days: 14						

Calendar provides for TWO snow days.
 Needed snow/emergency days will be made up in this order:
 - If NO snow/emergency days are used - 04/19 and 05/28 are No School Days
 - If Only One snow/emergency day is used - 04/19 is No School Day
 - If additional snow/emergency days are needed: 06/21 thru 06/25, then Spring Break working backward from 04/16

Only State and Federal Holidays are observed.
 11/11 - In-School Veterans Day Observances will be provided District-Wide
 NOTE: * BOE is able to set Graduation Date after 04/02
 NOTE: * Summer vacations should not be planned until after Graduation Day should days in June be needed to make up snow/emergency days

Calendar Breakdown:
 184 = Student Contact days
 - 2 = Snow / Emergency Days (Planned)
 182 = TOTAL Student Contact Days
 5 = Total Teacher/Staff Professional Days (PDs)

TRANSPORTATION

Students have a right to safe transportation to and from school. Riding the bus is a privilege based on good behavior. Inappropriate behavior may result in the denial of this privilege. Bus routes and bus stops are prescribed by the District. Please call the Central Office for clarification or changes. Please direct discipline concerns to the Middle School Administration.

- Students must be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter
- Students must keep hands and heads inside the bus at all times
- Students must remember that loud talking and laughing divert the driver's attention and make safe driving difficult
- Horseplay is not permitted around or on the school bus or at the bus stops
- Students must never tamper with the bus
- Students must take extra care not to leave books, lunches, or other articles on the bus
- Students must NEVER throw anything in the bus or out the window
- Bus riders are not permitted to leave their seats while the bus is in motion
- Bus riders are expected to be courteous to fellow students and to the bus driver
- No articles of an injurious or objectionable nature are allowed on the bus
- The bus stop is considered school property. Accordingly, all school rules apply
- Students must get off at their designated stop unless prior written parental permission has been obtained

Permission to Ride Another Bus

All students are expected to ride on the bus designated for their neighborhood. When it becomes necessary for a student to ride on a bus other than the one assigned to them, the student *must bring* a note to school written by a parent/guardian requesting a change of bus for that day. The student will be handed a "Change of Bus" pass during the lunch period *only* if that particular bus is not overcrowded. The bus company informs the school as to which buses are already full. We will notify you via our newsletter as to which buses will accept extra students.

A.M. Drop Off and P.M. Pick Up

AM Drop Off: Parents who transport their children to school are asked to drop them off in the front of the building using *only* the front traffic loop. In the interest of safety, the parking area *is not* to be used for student drop off.

PM Pick Up: Parents who pick students up at the end of a school day are asked to meet them in the front of the building using *only* the front traffic loop.

Bicycles

Students may ride bicycles to school but must leave them outside the building in the bicycle rack located at the back entrance. The school will not be responsible for bicycles that are stolen or damaged while stored on the school grounds. Students should provide their own bicycle lock and chain. Students riding their bicycles home must wait for buses to leave before departing.

Late Buses

Late buses are available for those who remain after school for scheduled activities. These buses leave school at 4:00 p.m. on Monday, Tuesday, Wednesday, and Thursday during the school week, beginning usually during the second week of school. (Listen for announcements.) There are 3 or 4 buses that cover the 19 bus runs, and late bus routes are posted in the main office. Late runs are designed to transport students to a designated bus stop which meets state guidelines: 1.5 miles between home and a designated stop is the maximum for secondary school students.

If a student goes to the Youth Center after school, the student *must* get the 4:00 p.m. late bus at the Center. Students may *not* return to school for any reason once they go to the Youth Center. The middle school is *not* responsible for supervision when a youngster stays to visit the Youth Center or the public library.

Before School Care Program

Parents who need to drop their child off before 8:15am, may do so beginning at 7:30am. These students need to be dropped off in front of the cafeteria and enter through the cafeteria doors where there will be

adult supervision in order to ensure their safety. Students are not permitted to enter the main lobby or walk to their kivas before that time.

After School Care Program

East Lyme Middle School provides after school child care service for grades 5 through 8. This is a five day a week program running from 2:50 to 6:00 pm each school day. Students will be provided with a snack, structured homework/study time and a variety of recreational opportunities. For additional information and an application, please go to our school web page; www.eastlymeschools.org

PROCEDURES

Attendance

Annual Notification of Parental Obligations under C.G.S. 10-184

Student attendance is essential to the educational process. Connecticut Law requires that the school district annually provide you a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child seven years of age and older and under sixteen years of age to ensure that the child attends school regularly when school is in session – unless such parent or other person shows that the child is receiving equivalent instruction elsewhere. So we can inform you if your child is absent without a previous explanation, Connecticut law also requires that we obtain from you a telephone number or other means of contacting you during the school day. The East Lyme Board of Education also believes that school attendance is essential to the academic success of all our students. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents, child and family service agencies and, when necessary, the juvenile justice system, in order to address the problem when it arises.

An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency or other exceptional circumstance. A written excuse for such absences must be submitted to school officials by a child’s parent or guardian. The State of Connecticut defines as “truant” a child age seven through sixteen inclusive that has four unexcused absences in one year. A “habitual truant” is any child who has ten unexcused absences within one school year.

Absences

To report an absence, call the main office at 739-4491 before 8:30am. If we have not received a call by 8:45am we will call home to make certain your child is safe. When a student returns to school after an absence, a note signed by a parent or guardian which indicates the reason for the absence must be brought to the House Secretary.

Tardiness

Students must be in their homebase class at 8:30am or will otherwise be considered tardy and must report to the main office to obtain a late pass. During the course of a trimester, any student who has seven (7) tardies, excused or unexcused, will be issued an office detention, followed by a detention for each tardy thereafter within that same trimester.

Early Dismissal

To arrange early dismissal, a parent must write a note. This note should indicate the date, student’s name, dismissal time, and the name of the individual who will be picking up the student. The student *must bring* the note to the school receptionist prior to the first class of the day, and will be issued a dismissal pass. At the time of dismissal, the student must show the pass to the teacher and report to the reception office to await the arrival of the individual designated on the note. Students will not be allowed to wait outside the building or in the main lobby. This procedure allows the school to remain within legal guidelines and insures the maximum safety of our students.

When a student is to be dismissed during the day and a note has not been submitted, the parent must report to the school receptionist to request the student’s dismissal. If someone other than a parent is requesting the student’s dismissal, they must show identification and written authorization by the parent. The student will not be released without parental permission.

Extended Vacation

Whenever possible, families are encouraged to schedule family vacations during school vacation periods. When this is not possible, parents must assume responsibility for their student’s lost instruction. Teachers

will not be responsible for providing special make-up sessions for work missed during such absences or to re-teach lessons. It is the student's responsibility to secure information about work missed, and this work must be turned in to the teacher for grading. Students are also responsible for making up all tests missed during such absences. Whenever possible, teachers may prepare schoolwork for students to do while they are away. *Written notification detailing dates of absence and a request for homework assignments must be submitted to the Guidance Department three weeks in advance in order to notify all teachers.*

Visitors

Without exception, visitors are required to report to the greeter desk or main reception office upon entering the building. Only under unusual circumstances and with prior approval of the principal and classroom teachers, will students be allowed to have visitors other than parents or guardians during the day.

Safety Drills

Ten safety drills are required by law. During a fire drill it is necessary that every student be familiar with the fire exits for each of his/her classrooms. In leaving the room, students are expected to be quiet, follow teachers' directions, and walk to the designated area. Students should consider fire drills as a serious exercise designed to save lives; therefore, responsible behavior is expected during drills. During a lock down drill, students must remain in the classroom and wait for teacher/principal direction.

Lost and Found

Lost and found items should be brought to the House office where they will be held for two weeks before being donated to charity. Students should also check with the receptionist, the stage in the cafeteria, and the gymnasium for lost items.

Lockers

Every student is issued a team locker and given the combination. Students must not share the combination with anyone. Combination locks are used on gym lockers and issued only to individual students and should not be shared with friends. Everything placed in a locker is the student's responsibility. Please note that students have "joint locker ownership" with the school. This means the administration reserves the right to inspect any locker at any time.

Passes

When classes are in session, students need a pass to go to any part of the building. Passes are issued by teachers, administrators, or members of the office staff. Passes must be filled out completely in ink and have the signature of the person issuing the pass. Remember - a request for a pass does not mean automatic approval of the pass. Your teacher makes the final decision.

TEAMS

Program of Studies Grades 5 - 8

Team Subjects:

Language Arts	Mathematics
Social Studies	Science

Special Areas:

Life Skills	Music
Art	Vocal-Performing
Technology Education	Band
Physical Education	Orchestra
French	Library Skills
Spanish	

Homework

Homework is an important part of life at ELMS. Homework demands organization, attention to directions, and a desire to succeed in school. Teachers may assign homework on a regular basis. Specific homework policies will be given to students by their teachers. Students are encouraged to record daily homework assignments in their daily planner and to call the Homework Hotline when needed.

Board of Education Policy 6154 concerning homework states: "The Board recognizes the many benefits of homework assignments to augment the classroom learning experience and issues this policy to ensure that guidelines for assigning homework at various levels are established by the administration. The classroom remains to be the primary instructional center in the system, and each program should seek to

use the allotted classroom time, and available school facilities, to the fullest extent. Homework, which is relevant to the program objectives, may be – and even should be – assigned when it is a necessary and effective means to augment the classroom learning experience and to provide an opportunity for independent study.

The amount of required homework and the frequency of homework assignments must be justifiable, with consideration being given both to the age of the student and his personal time endeavors such as after-school jobs, assorted extracurricular and recreational activities, and voluntary and self-motivated reading or study. Homework assignments should not depend on essential resources other than those available in the school. The administration is authorized to establish homework guidelines for the system which are consistent with this policy.”

East Lyme Middle School staff embraces responsible homework expectations. The immediate purpose of a specific homework assignment may be to:

- Strengthen basic skills
- Extend classroom learning
- Encourage and further interests
- Reinforce independent study skills
- Develop initiative, responsibility, and self-direction
- Stimulate worthwhile use of leisure time
- Acquaint parents with the work students do in school

Homework assignments shall be planned in accordance with the following principles:

- If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student
- Students should understand not only what to do, but also how to do it
- Homework should grow from classroom problems, projects, and concerns
- Assignments should make use of a variety of skills
- Every homework assignment must be properly corrected and/or evaluated in keeping with the purpose of the assignment. To the extent possible such corrections/evaluations shall be shared with the students involved in a timely fashion
- When a student’s grade is being adversely affected by poor homework performance, the teacher shall communicate orally, or in writing, in a timely fashion with parents/guardians concerning the problem.

Guidelines for homework time (in addition to nightly reading):

Grade 5	-	50 min	Grade 7	-	70 min
Grade 6	-	60 min	Grade 8	-	80 min

Report Cards/Progress Reports

East Lyme Middle School practices differentiated instruction, which is a highly effective teaching practice that addresses students’ diverse learning needs. In order to communicate clearly when teachers differentiate, we believe that a student’s progress report and report card, address both understanding (mastery) and progress (personal growth).

Students will receive a report card at the end of each trimester. The first two report cards will be distributed to students, and they are responsible for having the envelope signed and returned. Progress reports are issued mid-way through each trimester. Once again, it is the responsibility of the student to bring it home, get the envelope signed by a parent/guardian and return the envelope to school.

Honor Roll

Student success and achievement are important at ELMS. All students are encouraged to put forth their best effort in every class. In the 7th and 8th grades we celebrate student achievement by recognizing student performance with an honor roll that is displayed in the school and published in the New London Day and the East Lyme Times.

Special Services

East Lyme Public Schools provide a continuum of services and programs for disabled children based on their specifically identified needs. Students receive instruction in basic academic courses from certified special education teachers in individual and small group settings. They also receive support to reinforce the regular classroom curriculum.

Related services are offered to support a student's special education program when necessary. They include: speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health services, and homebound instruction.

Section 504

East Lyme Schools are in full compliance with Section 504 of the Rehabilitation Act of 1973. Section 504 provides necessary accommodations for students who have a disability that substantially limits a major life activity.

Guidance

The Guidance and Counseling offices are primarily a support-based service designed to help students be successful during their middle school experience. Duties that the department oversees and coordinates include:

- Orientation and transition programs
- Student schedules
- Standardized testing programs (e.g., Connecticut Mastery Test, OLSAT)
- Short term individual counseling
- Academic monitoring
- Progress reports, report card progress, honor roll, etc.
- Scheduling and facilitating meetings for parents
- Helping with coordinating PPT meetings
- Crisis team participation
- Resource for teachers, parents and students
- Participation in team meetings
- Peer Mediation

As middle school students, they may experience different kinds of challenges and decisions. Topics that have come up many times in the past years have included, "What to do about..."

- Getting better grades in school
- Getting along with classmates, sometimes feeling alone or "not part of the group"
- Wanting to be popular, yet not giving up the ability to decide for oneself – how much to let others influence your decision
- The use of alcohol and drugs
- Wanting more, to be free of parents' control, yet not wanting to be cut off from them or to have constant battles with them
- The kinds of physical changes that occur in the middle school years
- The discomfort and pain of living with some family problems like divorce
- Selecting a high school
- Relating to the opposite sex in appropriate and mature ways

Making decisions about these things is rarely easy. Guidance counselors are available to help with these and other concerns students may have during their stay at East Lyme Middle School. Their method is not to give the answers or solve someone's problem. Counselors can help students to gain confidence and insight so they can decide on the best choices. *Students interested in meeting with their Counselor should report to the House Counseling Office prior to period 1 to request an appointment.*

Group Counseling Services

Our guidance staff provides group counseling sessions to students who may benefit from assistance with conflict resolution, anger management, social skills, organizational skills, peer relations, and other issues that may get in the way of student success at school.

Media Center

The Media Center is available for student use from 8:15 a.m. until 3:15 p.m. Students are admitted to the media center with passes from their teachers or with passes issued by the library staff for study hall use. Library materials and equipment should be used in a responsible manner. Fines are not issued for overdue books; however, students may not take out another book until overdue books are returned. A lost or damaged book must be paid for promptly.

Free reading is an integral part of the curriculum and occurs frequently. Students are required to read fiction or non-fiction texts consistently throughout the school year. Students are encouraged to swap paperbacks with their classmates and to visit the Media Center to check out a good book.

On-Line Resources for Students

Country Reports

Visit this site to find maps, photographs and helpful information about countries around the world.

URL: www.countryreports.org

User Name: eastlyme

Password: students will be given the password

Brainpop

Visit Brainpop to view short animated clips about topics in all subject areas from math to history. Test your knowledge with quick interactive quizzes!

URL: www.brainpop.com

User Name: eastlyme

Password: students will be given the password

iconn.org

iconn.org is an excellent resource with links to newspaper articles, magazines, movie clips, encyclopedias, biographies and so much more!

URL: www.iconn.org

At home, the password is your public library barcode number.

E-Library

E-library is an excellent resource for your research. At school, log on to E-library and you will instantly have access to all resources.

At home, after you log on, you will be prompted to enter a user name and password.

URL: www.elibrary.com/education

User Name: students will be given the password

East Lyme District Website

Visit the East Lyme Middle School website to find Class Projects Pages, Student Resources and much more!

URL: www.eastlymeschools.org

Homework Club

Homework club provides students with an opportunity to complete homework in a structured setting with support if needed. Students are recommended by the team if seen as benefitting from after school homework club.

Extra Help

Teachers at East Lyme Middle School may make themselves available for extra help after school. Students need to make prior arrangements with teachers to schedule extra help. It is necessary for students to get written permission from home to stay after school. In some cases permission may be given over the telephone. Asking for extra help is the responsibility of the student. Students experiencing any type of academic difficulty are strongly advised to seek extra help. A late bus is available for students staying for this reason.

Homework Hotline

To access the homework hotline during school hours dial directly:

Sound House

Sea Hawks 691-5465

Osprey 691-5475

Big Blue 691-5480

Ocean House

Mariners 691-5430

Seadogs (5/6) 691-5435

Seadogs (7/8) 691-5436

Blue Crabs 691-5440

<u>Bay House</u>	
Neptunes	691-5445
Waves	691-5450
Breakers	691-5455
Whelks	691-5460
<u>World Language</u>	
French	691-5421
Spanish	691-5420

Connecticut Mastery Test

Students in grades three through eight participate in the Connecticut Mastery Testing. These tests are administered in March, and at East Lyme Middle School all of our students are involved in this testing. Tests are generally administered one per day over a two week period.

Connecticut State legislation states that all students “shall” participate in these tests, and for the teachers at the Middle School, the tests help to identify how well we are meeting the needs of our students in some specific and important academic areas.

OLSAT

The OLSAT, administered in grade 7, is a measure of abstract thinking and reasoning ability. The OLSAT is a group administered, multi-choice, computer scored IQ test that measures verbal, quantitative, and special reasoning ability. The test provides verbal and non-verbal scores from which a total score is derived, called a School Ability Index (SAI). The SAI is a normalized standard score with a mean of 100 and standard deviation of 16.

HEALTH

Nurse

The school nurse will be in the building during the day for routine health matters, telephone calls, conferences, and meetings. Health Room hours will be posted at the beginning of the school year.

Screenings for hearing, vision, and scoliosis are carried out throughout the year in accordance with East Lyme School Policies.

Only First Aid will be administered by school personnel, and students will not be treated for injuries occurring in places other than in school or on school grounds. After First Aid, a physician must provide any further treatment.

The Health Room is available for students who are ill, injured, or have a health concern. Students must have a pass from a teacher to go to the Health Room except in the case of an emergency.

If a student should become ill or incur a minor injury which, in the opinion of the school nurse, warrants removal from school, a parent will be called to transport the child home. School personnel will not be able to provide transportation.

Health Examinations and Inoculations (Board of Education Policy 5141.3)

“The Board of Education recognizes the importance of periodic health assessments according to state health regulations. To determine health status, facilitate the removal of handicaps to learning, and find whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments. The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206. Parents wishing their children exempt or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian. No record of any student’s medical assessment may be open to the public.”

Administration of Medication

Medication may be given to a student at school ONLY if a special parent/physician form is signed by the student’s parent and the physician. A student may self-administer medication ONLY provided that all of the following conditions are met:

- A physician provides a written order for self administration
- There is written authorization from the student’s parent or guardian
- The school nurse has evaluated the situation and deemed it to be appropriate and safe

Athletic Health Provision

Every year a comprehensive physical examination is required of all students (grades 5-8) participating in our intramural or interscholastic athletic program. A State of Connecticut HAR-3 examination form, available from the school or a physician, must be on file in the health office before a student will be allowed to begin the chosen activity. In addition, each student participating in extracurricular athletic programs will be required to submit the following:

- A completed and signed Health History Questionnaire
- A completed and signed Parent Permissions Form. (Required prior to participation in each program)

School Insurance

School accident insurance is offered for purchase in September. There are two accident plans which cover students while participating in school activities. If parents choose not to purchase either plan, then they are responsible for medical expenses with school-connected accidents.

ACTIVITIES

Social Events

Social events are scheduled periodically during the school year. Only East Lyme Middle School students may attend these events. During any event, students may not leave the building and return. If a student leaves the event, they must leave the school grounds as well. Students are expected to dress appropriately for all social events. Standards of dress, admission costs and other pertinent instructions will be announced prior to the event.

Students attending concerts, musicals, special team project nights, and other special school functions must be accompanied by an adult, otherwise, they will be asked to leave the school grounds. Parents will be called for immediate pick-up and students may be subjected to disciplinary action.

Note: All school rules are in effect for all social and after school and evening events. Any student absent from school on the day of the social event will not be admitted. Students may be excluded from any event due to disciplinary concerns.

Assemblies

School assemblies provide opportunities for large groups of students to enjoy the same experience. Students are expected to act in a courteous and polite manner at all times. Appropriate hand clapping is the acceptable manner in which appreciation may be shown. Standing ovations and the use of "Bravo!" are appropriate on occasions. Remember, each student is personally responsible for the impression made by ELMS as a whole. Consequently, students should consider the following when attending assemblies:

- Talking during a performance is inconsiderate of those who wish to listen and is disrespectful to the performer
- "Booing" of performers is definitely forbidden
- Directions related to entering and leaving the assembly space should be carefully followed
- Students may not leave an assembly until excused by the person in charge

Field Trips

The East Lyme Middle School faculty provides field experiences to enrich learning, and we believe that all students benefit from these field trips. Students participating in field trips are representing East Lyme Middle School, their families and themselves, when they are away from school. School pride and spirit should be demonstrated by good conduct and polite behavior. Students are expected to follow school rules and adult direction and remain with their assigned groups at all times and follow the directions from the group leader.

Teachers who have concerns whether a student should attend a trip are to notify the House Administrator who will review each student's complete disciplinary record and teacher concerns and render a decision. Students who pose supervisory or safety concerns may be deemed ineligible for the trip. Failure to behave appropriately on a field trip may result in parental intervention, and disciplinary action and may lose the privilege of participating in future trips. Any student who does not attend a trip is expected to attend school on the date of the trip. The school will provide a full day of learning for those students.

It is important to note that field trip fees may not be refunded due to illness or disciplinary action. A refund depends on the travel firm's policy regarding cancellation and refunds.

Clubs

Students at all grade levels are encouraged to become actively involved in ELMS and participate in extra-curricular activities. Opportunities might include:

Art Club	Volleyball Club
Jazz Band	Jr. Math Club
Flute Ensemble	Jr. Leaders Club
Leaders Club	Chess Club
MathCounts	School Store
Video Club	Game Club
Wellness Club	Yearbook
Guitar Club	Peer Helpers
Morning News Program	

Intramurals

East Lyme Middle School boasts an active intramural program for boys and girls in all grades. Students are encouraged to participate in these activities regardless of their skills. All students should listen to daily announcements, check the school website and the newsletter for sign-up information. Possible activities include soccer, basketball, and volleyball.

Athletics

East Lyme Middle School offers cross country for students who would like to participate in interscholastic sports. The team is open to all grades for boys and girls. Students are reminded that participation in a sport is a privilege and not a right; good academic and behavioral standing come before participation on a team. Athletes must receive passing grades in all subjects on their schedules and may not receive any grade of F or any more than two D's in a marking period. At progress report time, these standards translate to the requirement that a student receive no more than one unsatisfactory grade on a progress report. A student who fails to meet these standards will be removed from all athletic teams for a period of four weeks, during which time the student is expected to concentrate on schoolwork. At the end of the four-week period, in light of significant academic improvement, the student may be returned to the team. A student who receives a combination of two in or out-of-school suspensions during any marking period will likewise be removed from all athletic teams for a period of four weeks. At the end of the four-week period, in light of behavioral improvement, the student may be returned to the team. Students must also be reminded that choosing to participate on a team means choosing to represent East Lyme Middle School. At all times, the behavior of athletes must embody the values of the school community. If at any time, or in any way, the behavior of an athlete fails to embody those values, the student may lose the privilege of participation.

STUDENT CONDUCT

Hallways

For the safety of yourself and others, students must walk at all times. Keep to the right to avoid congestion and do not block the hallways. Running, shouting, and pushing are not permitted. Gathering in the halls or stairwells during passing time is not permitted.

Cafeteria Behavior

Lunch will take place in our school cafeteria. Students may provide their own lunch or they may purchase one. If a student should forget lunch money, they may charge lunch for one day. Students are expected to clean up after themselves and demonstrate proper behavior. Students may not leave the cafeteria consuming food or drink. Food should be finished in the cafeteria. Weather permitting; students will have the opportunity to go outside for a portion of the lunch period. On cold days, students are required to wear a jacket, sweatshirt, or sweater in order to go outside. No physical contact is allowed for games during recess. It is important that all students are quiet during lunch announcements both in the cafeteria and on the patio.

School Property

The Town of East Lyme has provided the students at East Lyme Middle School with a fully equipped educational facility. It is the responsibility of the administration, staff and the students to protect this property from abuse. Please show your pride by keeping the building as neat and clean as possible.

Valuables

Students are asked to leave large sums of money and other items of personal value at home. If this is not possible, protect your valuables by leaving them in the House Office. Teachers and the school administration cannot accept responsibility for lost money, clothing, or valuables left in your locker or carried from class to class. If a student experiences a problem with a locker, he or she should notify the office, homebase teacher, or physical education teacher.

Lavatories

Every effort is made by the school to keep the lavatories clean and sanitary. Soap and paper towels are provided. We ask that you follow these simple rules:

- No food shall be eaten in the lavatory
- The individual stall is confined to use by one person at a time
- Report all damages to the House Office
- Report to the nurse's office if ill
- Keep the lavatory clean at all times

Plagiarism

Plagiarism is "using someone's words or ideas in your writing without letting your readers know where they came from." (Quoted from web page of Bemidji State University Writing Resource Center.)

Plagiarism occurs when quotation marks are not placed around the specific word(s), thoughts or pictures of another author/artist without citing your source.

Cite the Source

Books:

Last Name of Author, First Name. Title of Book. City of publisher: Publisher, Copyright year.

Example:

Smith, Thomas. Vanishing Wildlife of North America. Atlanta: National Geographic Society, 1974.

E-Library:

Author or editor (if known). "Title of Article." Publication (magazine or book name). Date of Publication. E-Library. Date accessed <URL>.

Example:

"British Columbia." Compton's by Britannica. Dec. 2005. E-Library. 8 Feb 2008 <<http://www.elibrary.com>>.

Website:

Author (if named). Web Page Title (always there). Date page posted online (if found). Date you accessed it <URL>.

Example:

Africans in America: Revolution. 1999. 5/19/08 <<http://www.pbs.org/wgbh/aia/part2/title.html>>.

The 5 W's of Evaluating a Web Site

Not all web sites are accurate!! Ask yourself these questions:

1. Who wrote the page and are they an expert in the field?
2. What does the author say is the purpose of the site?
3. When was the site created, updated, or last worked on?
4. Where does the information come from?
5. Why is the information useful?

Electric Library is a very reliable source & a good place to start online research.

Dress Code

Students are expected to be appropriately dressed at all times. Clothing which is too tight or revealing is prohibited. Any form of dress which is considered contrary to good hygiene, which is distracting and disruptive, or which is detrimental to the purpose or conduct of the school, will not be allowed. Specifically, shirts which advertise alcohol or drugs are not permitted or those with obscene or questionable language. Half-shirts, net shirts (see-through), cropped tops, halter tops, tube tops, or any top that does not cover the upper body are not permitted. Shirts must cover to pants. No exposed underwear is permitted. Appropriate skirt/short length is required. Inappropriate footwear is also not allowed. Boots or sneakers with black soles which are capable of making marks on the floor are not to be worn in the building.

Sneakers with wheels are not to be worn in school. Pajamas and slippers are not to be worn to school. Any applied hair color or make-up the East Lyme faculty finds distracting will not be permitted. Students are not to wear hats in school. No facial piercing jewelry can be worn at school. Students not conforming to the above standards will be asked to change clothes or call home.

Hats, Backpacks and Jackets

Students are to place hats, backpacks and any jacket or coat designed for outdoor wear in their lockers prior to their first class of each day. Hats may be worn only on special school or team spirit days. If a teacher asks a student to remove his/her hat in a particular class on a spirit day, the student is expected to do so. Also, backpacks may not be taken from class to class. Students may however take their jacket, sweater and/or sweatshirt to the cafeteria for outdoor time when it is cold outside.

Electronic Devices

Electronic devices may not be used during the school day. Cell phones must be turned off and may not be used or carried by students during the school day. If students must bring a cell phone to school, they must keep it in their lockers. If a student does not follow these guidelines the teacher will take the cell phone and turn it over to administration. *First offense:* The cell phone will be returned to the student at the end of the day with a warning. *Second offense:* The student's parent will be required to pick up the cell phone. I-Pods, MP3 players and electronic devices are allowed to be used on the bus only.

Substitutes

Substitute teachers are guests in our school, and should be treated with respect. Students are expected to behave appropriately and responsibly. Simple class rules include allowing others the opportunity to learn, respecting property and others in the classroom, raising one's hand to speak, and getting permission to leave the student's seat or the classroom. Therefore, we want all substitutes to have a pleasant and successful day teaching at East Lyme Middle School.

If a student chooses to violate these responsibilities, the following will occur: A student will get two warnings. The third time the student is spoken to will result in the student being sent to the office. If behavior at any time becomes disruptive or offensive, the substitute will immediately send the student to the office. Any student sent from class by a substitute teacher will serve an in-school suspension.

Gum Chewing

Chewing gum at East Lyme Middle School is *not allowed*. Students will be asked to place gum in the trash. Students who continue to ignore/disobey this rule will be issued a detention for insubordination.

Study Hall

Students who have a study hall in their daily schedule are expected to arrive with appropriate study materials and a free reading book. During this period a quiet atmosphere is to be maintained at all times. Each student is required to carry out a personal plan which may include: studying for tests or quizzes, working on assignments, organizing notebooks, completing research for class or a project in the media center, or word processing in the computer lab. When all assignments are completed, students are to free read.

Infractions and Consequences

Depending on the severity of the offense and the number of times the offense has been committed, one or more of the following actions will be taken by staff and/or administration:

- Student record examination
- Confiscation of offending items
- Verbal warning
- Detained during or after class
- Assignment to a new seat or class
- Counselor referral
- Discussing problem with teacher(s) or guidance counselor
- Notification to parents
- Parent conference
- Financial restitution
- Lunch detention
- After-school detention
- Outside counseling referral

- In-school suspension
- Suspension from bus transportation
- Police referral
- Community service to make restitution
- Out-of-school suspension
- Referral to superintendent
- Court referral
- Possible expulsion

Detentions

Students may be required to serve a detention during the lunch period or after school for violating school or classroom rules. There are two types of detentions: Administrator (office detention) and teacher (team detention). Office Detentions are issued by the principal or an assistant principal. Students on detention will report to the Main Office by 3:00 p.m. to meet the Detention Supervisor.

- No talking will be allowed during detention and students will be expected to sit quietly
- Detention will last for 55 minutes, and late bus passes will be issued Monday, Tuesday, and Thursday

Teacher Detentions are issued by individual teachers for continued infractions of classroom rules. When necessary, parents will be notified by telephone, or students will be issued a detention notice and asked to bring the notice to the attention of their parents. Parents are then requested to sign the notice and be sure that their child returns the notice to the teacher on the following school day. The detention will then be served on the specified day under teacher supervision.

In-School Suspension

In-School Suspension is assigned for serious offenses, except for those that pose an immediate danger to persons or property, or that are so disruptive to the educational process that the suspension must be served out of school. In-School Suspension may also be assigned to students who are tardy, misbehave, or cut detentions.

BOARD OF EDUCATION POLICIES

East Lyme Public Schools Board of Education policies are available on the website at www.eastlymeschools.org.

Alcohol/Drugs

Any student who, while on school grounds, during a school session or anywhere else at a school-sponsored activity, is deemed to be under the influence of or is found to be in possession, using, dispensing, selling or directly aiding others in the procurement of a controlled substance or alcohol shall be subject to disciplinary action pursuant to established board policy. This means parents/guardians and/or the police will be notified immediately of any offenses and asked to pick up the child from school or the school sponsored event. The student will be suspended and considered for expulsion pursuant to BOE Policy 5114. The use of breath testing at school functions may be used.

Bullying

East Lyme Board of Education promotes a safe and caring school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. BOE Policy 5131.9 defines bullying as "overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate while on school grounds or at a school sponsored activity". Students who engage in any act of bullying are subject to appropriate discipline action up to and including suspension, expulsion and/or referral to law enforcement officials in accordance with ELBOE policy 5141.9.

Weapons in the School

Students are forbidden to bring weapons onto school grounds or to any school-sponsored activities at any time. A weapon is any object that is capable of inflicting serious injury, including but not limited to the following:

- Firearms of any type
- Knives or jack knives (including camping knives or similar dangerous items as defined by state law)

- Razors
- Ice picks or similar sharp pointed objects
- Chemical weapons or explosive devices (e.g. mace, ammunition, etc.)
- Any facsimile of items mentioned above

A student having in his/her possession, or in a desk or locker or anywhere on school property, or where any school sponsored activities are occurring, any of the weapons listed above, shall be subject to both school discipline and law enforcement intervention. A student using such a weapon to threaten or inflict injury on another will be referred to the police for criminal prosecution. In all cases involving possible weapons violations, the school administration and police department will work cooperatively to determine the best course of action. Upon determination of reasonable suspicion, principals may authorize any legal means available to discover and/or confiscate weapons including, but not limited to:

- Unannounced inspections of students' lockers
- Inspections of the contents of pockets or any clothing or equipment in which contraband may be secreted

Sexual Harassment

Sexual harassment is prohibited in the school system.

Definition: Sexual harassment is defined as, but is not limited to:

1. When submission to, or rejection of, the conduct by the individual is used as the basis of an academic decision affecting the individual.
2. When the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, texting, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.
5. Continue to express sexual interest after being informed the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s), i.e., student to student, employee to employee.

Complaint Procedure:

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he/she has been subjected to sexual harassment, he/she should make a written complaint to the appropriate school personnel or the principal or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his/her rights.
3. The complaint should state:
 - a. The name of the complainant
 - b. The date of the complaint
 - c. The date of the alleged harassment
 - d. The name or names of the harasser or harassers
 - e. The location where such harassment occurred
 - f. A detailed statement of circumstances constituting the alleged harassment
4. Any student who makes an oral complaint of harassment to any of the abovementioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
6. All complaints are to be forwarded immediately to the principal or designee unless the individual is

the subject of the complaint in which case the complaint should be forwarded directly to the assistant superintendent.

7. If possible, within five working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality in so far as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.
8. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser and, as appropriate, to all others directly concerned.
9. If the student complainant is dissatisfied with the result of the investigation, he/she may file a written appeal to the assistant superintendent, who shall review the investigator's written report, the information collected by the investigator, together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The assistant superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the assistant superintendent shall respond to the complainant in writing as soon as possible. If after a thorough investigation, there is reasonable cause to believe that sexual harassment occurred, the district shall take all responsible actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include reassignment, transfer, or disciplinary action. The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur.

Removal, Suspension, and Expulsion

The East Lyme Board of Education affirms its commitment to the right of each child to obtain an education in an atmosphere conducive to learning. In connection with this right, there lies the responsibility on the part of each student to abide by the Board policies and school rules which were established to ensure an orderly educational process. Exclusion from school (removal, suspension, or expulsion) may be a necessary disciplinary action for students whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized Board policy and/or school rules. In keeping with the mandates of Public Act 75-609 concerning exclusion for disciplinary purposes, the Board:

1. Authorizes teachers in its employ to remove a student from class when such student deliberately causes a serious disruption of the educational process with the classroom.
2. Authorizes the administration of the school under its direction to suspend any student whose conduct endangers persons or property.
3. Retains for itself the authority to expel any student whose conduct endangers persons or property, seriously disrupts the educational process, or violates publicized Board policy and/or school rules, and whenever the board expels a student, it shall offer such student an alternative educational program.
4. Authorizes the administration to establish administrative regulations concerning:
 - a. The definition of causes for exclusion,
 - b. The publication of Board policies and school rules, the breaking of which may lead to exclusion, and,
 - c. The definition of procedures to be followed in the event that exclusion is deemed necessary.

The policy on exclusion shall apply to all activities sponsored by the East Lyme Schools. Included in these activities are field trips, interscholastic sports, intramural sports, newspaper publications, drama/music productions, all clubs, dances and activities sponsored by East Lyme Schools.

Definitions

- a. "*Removal*" means excluding a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom, provided no pupil shall be excluded from class

more than six times in any year or more than twice in one week unless such pupil referred to the building principal or designee and granted an informal hearing in accordance with the provisions of Section 3 of Public Act 75-609.

b. "*Suspension*" means the exclusion from school privileges for disciplinary reasons by an authorized member of the administrative staff for not more than 10 consecutive days, or 50 school days in a school year in which such suspension is imposed. A pupil may be suspended for conduct as described below in Section 2,"a" through "1". By law, (effective July 1, 2008) all suspensions are to be served in-school unless the offense poses an immediate danger to persons or property, or, it is so disruptive to the educational process that the suspension must be served out of school. In-School Suspension may be a maximum length of 10 days. Out of School Suspensions are served by the student off of school grounds and are assigned only for those deemed too serious for In-School Suspension.

c. "*Expulsion*" means the exclusion of a pupil from privileges for more than 10 consecutive school days by the Board of Education for reasons as defined in Connecticut General Statutes.

d. "*Exclusion*" means a situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the education process that a hearing may be delayed until a time as soon after the exclusion of the pupil as possible.

e. Procedures will be developed at each building to keep track of the number of infractions.

The following breaches of conduct on school property, school transportation or at any school sponsored activity may lead to consideration of exclusion:

1. The use of obscene or profane language or gestures to a member of the school staff.
2. Deliberate refusal to obey a member of the school staff.
3. A walkout from or sit-in within a classroom or school building.
4. Deliberately violating publicized Board policy or school rules.
5. Other sections that fit the violations described under Connecticut General Statutes.

Procedures

1. Removal

a. Whenever any teacher removes a pupil from the classroom, such teacher shall send him/her to the appropriate team office and shall immediately telephone the assistant principal as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.

2. Suspension -The principal shall observe the following procedures in case of suspension:

a. Unless an emergency situation requiring the pupil's immediate suspension exists, no student shall be suspended without having an informal hearing before the principal or a designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency the informal hearing shall be held as soon after the suspension as possible.

b. By telephone, the principal, or a designee, shall make all possible attempts to immediately notify the parent or guardian or the student about the suspension and state the causes leading to the suspension.

c. Whether or not telephone contact is made with the parent or guardian, the principal, or a designee, shall forward a letter to such a parent or guardian to the last address reported on school records within one school day of the suspension action offering the parent or guardian an opportunity for a conference to discuss same. If telephone contact has not been made, the letter should include:

- The reason for the suspension,
- The duration of the suspension, and
- That the parent or guardian is responsible for supervision during the period of suspension

d. Nothing will be placed on the student's record indicating suspension until after the hearing.

e. Notice of the original suspension shall be transmitted by the principal or a designee, to the superintendent of schools by the close of the school day following the commencement of the suspension.

f. Following a conference with the principal, or a designee, the student or his or her parent(s) may request the superintendent of schools, or a designee, to review the principal's decision. Such review shall be completed with a written report issued to the student and his or her parent(s) or guardian and to the Board of Education within three days of such request. In reexamining the principal's decision, the superintendent shall review all pertinent data leading to the suspension.

g. If a student is 18 years of age or older, any notice required by this policy shall be given to the student as well as the parent or guardian.

h. During the suspension, whether served in-school or out of school, any pupil who is suspended shall be

given an opportunity to complete class work, including, but not limited to, examinations which he or she missed while under suspension. This shall be allowed without penalty.

i. After the second suspension, a conference with the student, parent, guidance counselor, and assistant principal will take place. After a fifth suspension, the principal will also meet with this group. At this meeting, expulsion proceedings will be explained. The eighth suspension will result in the principal notifying the superintendent of schools of possible expulsion proceedings.

j. The superintendent of schools shall report any unusually serious case of pupil suspension to the Board of Education at its first meeting following such action.

k. No pupil shall be suspended more than ten times or a total of 50 school days in a school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing before the Board of Education (ref. Public Act 75-609, Section 3).

3. Expulsion:

a. A principal may request expulsion of a pupil in a case where the principal has cause to believe the student's conduct endangers persons or property, is seriously disruptive of the education process, or is in violation of publicized board or school rules.

b. Requests for expulsion are to be directed to the Board of Education through the superintendent of schools.

c. Upon receipt of any expulsion request, the superintendent shall conduct an inquiry within two school days of the request.

d. If, after the inquiry, the superintendent, or his or her designee, determines that a student ought to be expelled, he or she shall forward such request to the Board of Education within five days of the request from the principal.

e. Except in an emergency situation requiring the student's immediate expulsion, the Board of Education shall, prior to expelling the student, conduct a hearing pursuant to the General Statutes

- The Board shall keep a verbatim record of the hearing and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
- The Board shall report its final decision in writing to the student stating the reasons on which the decision is based, and the penalty to be imposed, if any. Said decision shall be based solely on evidence derived at the hearing.
- The Board of Education shall mail a copy of its decision to the State Board of Education within five days of the effective date of such action, if any.

Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion. The school shall at the beginning of each school year and at such other times as it may deem appropriate provide for an effective means of informing all students, parents, and/or guardians of policies governing student conduct. These rules on exclusion shall apply to all activities sponsored by East Lyme schools. Included in these activities are field trips, interscholastic sports, intramural sports, newspaper publications, drama productions, music activities, dances, and all events sponsored by East Lyme Schools.

Parents and students should access and read the following policies:

- Conduct, Policy 5131
- Promotion/Retention Policy 5123
- Vandalism, Policy 5131.5
- Bus Conduct, Regulation 5131.1
- Alcohol, Drugs, Tobacco, Policy 5131.6
- Weapons and Dangerous Instruments, Policy 5131.7
- Out of School Misconduct, Policy 5131.8
- Bullying, Policy 5131.9
- Cyber bullying, Policy 5131.913
- Sexual Harassment, Policy 5145.5
- Internet User Policy 6141.321

EAST LYME MIDDLE SCHOOL
Student/Parent Signature Page
2009 - 2010

I have read and understand the policies, procedures and expectations outlined the East Lyme Middle School Student/Parent Handbook 2009-2010 and the East Lyme Public Schools' Website.

Parent/Guardian Name

Parent/Guardian Signature

I have read and understand the policies, procedures and expectations outlined the East Lyme Middle School Student/Parent Handbook 2009-2010 and the East Lyme Public Schools' Website.

Student Name

Student Signature

House / Kiva

This page *must* be returned to your Homebase teacher prior to September 4, 2009.