

EAST LYME ELEMENTARY SCHOOL

Student/Parent Handbook

2018-2019



Flanders Elementary School
167 Boston Post Road
East Lyme, CT 06333

Phone: (860) 739-8475
Fax: (860) 739-1242

Principal: Linda Anania



Lillie B. Haynes
29 Society Road
Niantic, CT 06357

Phone: (860) 739-2922
Fax: (860) 739-1527

Principal: Melissa DeLoreto



Niantic Center
7 West Main Street
Niantic, CT 06357

Phone: (860) 739-3961
Fax: (860) 739-1258

Principal: Jeffrey Provost

Mission Statement

East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent and critical thinker.

Presented to BOE 9/4/18

East Lyme Elementary Schools

Dear East Lyme Elementary School Students and Families,

Welcome to an exciting year of learning at our elementary schools. We are sincere in our efforts to create a positive school environment where students are motivated to learn, take responsibility for their actions and behaviors, and are respectful. The elementary school staffs continue to work collaboratively across the three schools as partners to help all students achieve and succeed. As always, please feel free to contact our building main office if you have any questions, concerns, and/or suggestions.

We feel it is important to have strong lines of communication between our schools and home. Staff members are able to be reached by the building main phone or e-mail and are eager to receive your input and support. It is encouraged that you speak with your child's teacher to learn about the many ways you can partner with the school. We also encourage everyone to join building based PTA.

This handbook will provide you and your child with information about our elementary learning experience and about the expectations that we have for you, your child and ourselves. Please take a few minutes to read and discuss our handbook with your child. Also, our website, www.eastlymeschools.org has the school calendar, school hours, bus routes and other information pertaining to the East Lyme elementary schools.

Together, we look forward to this exciting year of challenge and growth where learning takes place in a warm and joyful atmosphere.

Sincerely,

Jeffrey Provost
Principal

Linda Anania
Principal

Melissa DeLoreto
Principal

EAST LYME ELEMENTARY SCHOOLS

<u>Table of Contents</u>	<u>Page</u>
<u>Communication</u>	
Board of Education	5
Central Office	5
School Contacts	5
School Hours	5
Early Closings	5
Emergency Closings and Snow Days	6
Digital Backpack	6
School Calendar	6 & 7
Before/After School Child Care	6
<u>Transportation</u>	
Permission to Ride another Bus	6
A.M. Drop Off and P.M. Pick Up	7
<u>Procedures</u>	
Attendance	7
Attendance Policy	7
Excused Absences	8
Unexcused Absences	8
Disciplinary Absences	8
Absences	8
Tardiness	8
Early Dismissal	8
Visitors	9
Safety Drills/Emergency Operations	9

<u>Table of Contents</u> (continued)	<u>Page</u>
<u>Student Support</u>	
Report Cards	9
Student Services	9
Section 504	9
<u>Health</u>	
Nurse	9
Health Examinations and Inoculations	10
(Board of Education Policy 5141.3)	
Administration of Medication	10
Severe Food Allergy	10
<u>Student Conduct</u>	11
 <u>Board of Education Policies</u>	
Alcohol/Drugs	11
Bullying	11
Weapons in the School	12
Sexual Harassment	12
School Climate	13
Policy/Mandated Reporters	13
Title IX Statement	13
Removal, Suspension, and Expulsion.....	13
Procedures	14
BOE policies to be accessed via website	16
<u>Parent/Student Signature Form Template</u>	18

COMMUNICATION

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

Board of Education

Timothy Hagen, Chairman	Jaime Barr-Shelburn, Secretary
Jill L. Carini	Leigh Gianakos
Eric Bauman	William Derry
John Kleinhans	Barbara Senges
Ryan Shrader	Candice Carlson

Central Office (860) 739-3966

Jeffrey Newton, Superintendent
 Amy Drowne, Assistant Superintendent for Curriculum, Instruction, and Assessment
 Kim Davis, Director of Student Services
 Cheryl Felix, Special Education Coordinator
 Jen VanDusen, Special Education Coordinator
 Maryanna Stevens, Director of Finance, Marketing, and Growth Management

District Wide

Christopher Olsen, Director of Security & Safety
 Christian Urban, Director of Food Service

School Contacts

Flanders Elementary School	Linda Anania, Principal	(860)739-8475
Lillie B. Haynes School	Melissa DeLoreto, Principal	(860)739-2922
Niantic Center	Jeffrey Provost, Principal	(860)739-3961
East Lyme Middle School	Jason Bitgood, Principal	(860)739-4491
East Lyme High School	Michael Susi, Principal	(860) 739-6946
First Student Bus Company	Theresa Landry	(860) 739-1569

School Hours

Regular School Day	9:05 am – 3:35 pm
Early Release Day	9:05 am – 12:35 pm
Two Hour Delay	11:05am – 3:35 pm

Early Closings

East Lyme School District uses Infinite Campus notification system in times of emergency. Phone numbers and email addresses for parents are updated annually from the Pupil Information Form 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 and Snow Days

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

WTNH	Channel 8
WVIT	Channel 30
WFSB	Channel 3

www.ctweather.com

www.eastlymeschools.org

Digital Backpack

East Lyme elementary schools news and events are posted in the digital backpack located on the East Lyme Public Schools website. Please check weekly for updates.

School Calendar – Holidays and Recesses

See attached East Lyme Public Schools BOE approved school calendar ([District Calendar](#))

Before and After School Care Program and Tuition-Based Child Care Options for Vacation and Professional Development Days

Before and after school care programs are available at each elementary school. Tuition-based child care is also offered for kindergarten through grade 4 students during vacation days and full professional development days and is located at Flanders Elementary School. Contact Andrea Scott, Before/After School Care Coordinator at andrea.scott@elpsk12.org.

TRANSPORTATION

Students have a right to safe transportation to and from school. Riding the bus is a privilege based on good behavior.

Inappropriate behavior on the bus or at the bus stop may result in the denial of this privilege, as well as consequences that may be given if the behavior occurs at school. Bus routes and bus stops are determined by the District. Please call the Central Office for clarification or changes. Please direct discipline concerns to the Elementary School Administration.

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.

Procedures for Morning Arrival

Students arriving by bus enter the building starting at 8:50 am and go directly to their classroom. If parents plan to drop off children at the drop-off area, they must stay in the auto line and wait for a staff member to escort their child from the car to safety on the sidewalk. Students arriving after 9:05 am must be signed in by a parent/guardian in the main office.

Procedures for Student Pickup End of Day

Parents/guardians wishing to pick up their child or children at regular dismissal time (3:35pm) should use the student sign out sheets located in the cafeteria. ***Proof of photo identification must be presented prior to the student being released for the school day to the approved adult.***

PROCEDURES

Attendance

East Lyme Board of Education adopted the revised Attendance/Excuses/Dismissal/Truancy/Tardiness Policy on March 14, 2016 that reflects the new Connecticut State Department of Education guidelines and definitions which can be found on the East Lyme Public School website.

Attendance Policy

Connecticut State Law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly. East Lyme Schools recognizes that daily attendance is a key factor in student success that will provide students with skills necessary for success beyond the high school experience. Learning experiences that occur in the classroom cannot be duplicated, therefore any absence from school is an educational loss to the student. It is very important that students develop good habits of attendance and punctuality. In addition, attendance records are part of a student's permanent record which may be passed on to colleges and places of employment seeking references. All students are expected to attend school. Every attempt to schedule appointments with doctors, dentists, etc. should be made at a time other than during school hours. It is the parents' responsibility to notify the building main office staff regarding a child's absence or tardiness to school, stating the reason for the absence.

On June 27, 2012, the State Board of Education adopted definitions for excused and unexcused absences for use by schools.

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

Excused Absences

A student's absence from school shall be considered excused if written documentation† of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student's observance of a religious holiday;
 - 3. death in the student's family or other emergency beyond the control of the student's family;
 - 4. mandated court appearances (additional documentation required);
 - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

Absences

To report an absence, call the building main office before 8:50 am. If we have not received a call by 10:05am we will call home to make certain your child is safe. If we are unable to contact you, a call will be made to the emergency contacts.

Tardiness

A student arriving after 9:05 am is required to obtain a tardy pass from the main office before reporting to his/her classroom. All students must be walked in to the building by an adult.

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 main office prior to the start of the day. At the time of dismissal, the student must show the pass to the teacher and report to the main 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 main office to request the student's dismissal. **Any adult requesting the student's dismissal, must show identification and written authorization by the parent.** The student will not be released without parental permission.

Visitors

Without exception, visitors are required to buzz-in and report to the safety and security staff or main reception office upon entering the building. Students are not allowed to have visitors other than parents or guardians during the day.

Safety Drills/Emergency Operations

Safety drills are required by law. During a safety drill it is necessary that every student be familiar with the appropriate procedures for each of his/her classrooms. Students are expected to be quiet and follow teachers' directions. Students should consider safety drills serious and therefore, responsible behavior is expected during all drills. Safety drills include but are not limited to fire drills and lockdowns.

Report Cards

East Lyme elementary schools utilize Infinite Campus as our progress reporting/report card platform. The report card depicts:

- Your child's academic grades in each subject area
- Your child's academic behaviors and classroom work habits
- Subject area comments which explain curriculum work accomplished

*Infinite Campus may be accessed via East Lyme Public Schools website.

Student Services

East Lyme Public Schools provide a continuum of services and programs for students with disabilities based on their specifically identified needs. Students receive instruction in 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.

HEALTH

Nurse

The school nurse will be in the building during the day for routine health matters, telephone calls, conferences, and meetings. 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. 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

Severe Food Allergy

Nut/peanut products are the most common food allergy. No nut/peanut products will be consumed in the classrooms or on the busses. The cafeteria will allow nut/peanut products and designated tables are available for students to use with food allergies

Our school policy for any student who experiences a severe food allergy, celiac, and any other medically diagnosed allergy is as follows:

- A letter will go home to all students in his/her classroom requesting alternative snacks/foods be provided, snacks that do not contain the allergen. This request would also include all classroom celebrations and parties.
- The classroom teacher, parent, physician and school nurse will collaborate to develop an emergency action plan for the student with a severe food allergy. The parent will provide medication that will be used if accidental ingestion occurs. The medication and required forms will be given to the School Nurse by the parent.
- All staff members will be aware of the student who has a severe food allergy.
- The school food service supervisor will be notified of all students who experience food allergies. The parent will provide safe snacks for the student to have on hand in the classroom for unexpected classroom celebrations. The parent will notify the bus company of the student’s allergy.
- A video by the Food Allergy Network is available for the teacher to show classmates at parent/teacher discretion. Additional Resources:
- <https://www.cdc.gov/healthyschools/foodallergies/index.htm>
- <https://www.cdc.gov/nchs/products/databriefs.htm>
- <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-504faq-201109.html>

- <https://www.foodallergy.org/sites/default/files/migrated-files/file/field-guide.pdf>
- <https://www.foodallergy.org/its-not-a-joke>

STUDENT CONDUCT

- Show concern for the physical safety of yourself and others. Walking is safer than running in halls and on sidewalks.
- Take care of school property
- Show concern for the feelings of others.
- Always be where you are supposed to be, doing what you are supposed to be doing.
- Obey the safety rules.

BOARD OF EDUCATION POLICIES

East Lyme Public Schools Board of Education policies are available on the website at www.eastlymeschools.org. We will provide a copy upon request.

Alcohol and Drugs and Tobacco

The East Lyme Board of Education (Board) recognizes the harmful effect that substance abuse can have on a student. For this reason, a student on school grounds or at a school-sponsored activity at any time or at any location who is under the influence of or possesses, uses, manufactures, dispenses, sells or aids in the procurement of tobacco, alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the Board policies and regulations. ([Board of Education Policy 5131.6](#))

Bullying

The East Lyme Board of Education ([BOE Policy 5131.9](#)) promotes a safe and caring school climate, conducive to teaching and learning, that is free from threat, harassment, and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or group of students directed more than once in a school year 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.

Bullying can take many forms and can include many different behaviors. Examples of conduct that could constitute bullying include:

- Physical violence and/or attacks;
- Verbal taunts, name-calling or put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics; Threats and intimidation (through words and/or gestures);
- Extortion or stealing of money and/or possessions.

Such conduct, whether occurring physically, verbally, or communicated through any electronic or other media ([BOE Policy 5131.9](#)) is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event, are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law

enforcement officials.

East Lyme Public Schools Board of Education bullying policy and complaint procedure is available on the website at www.eastlymeschools.org.

Weapons in the School

As stated in the East Lyme Board of Education [Policy 5114](#), 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)
- 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' desk/property
- Inspections of the contents of pockets or any clothing or equipment in which contraband may be concealed

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. East Lyme Public Schools Board of Education Sexual Discrimination and Sexual Harassment [Policy 5145.5](#) and complaint procedure is available on the website at www.eastlymeschools.org.

School Climate

If you have any questions or concerns regarding the school climate at East Lyme elementary school please contact the school's climate specialist/principal in each building.

Policy on Mandated Reporters

The East Lyme Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to Connecticut General Statute 17a-101, as amended, any certified personnel, paraprofessional, social worker, coach of intramural or interscholastic athletics, and/or school nurse in the school system who suspects child abuse or neglect must first report to the Department of Children and Families. ([BOE Policy 5141.4](#))

Title IX Statement

It is the policy of East Lyme Public Schools not to discriminate on the basis of sex, race, color, national origin or handicap in its education programs, activities, or employment policies as required by Title VI, IX, and Sections 504 of the 1972 Education Amendments. Inquiries regarding compliance with Title VI, IX, and 504 may be directed to the Assistant Superintendent of Schools, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (860-739-3966), or to the Director for the Office for Civil Rights, Department of Education, Washington, D.C.

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 ([BOE Policy 5114](#)) 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 "l". 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 for 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 House Office as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.
- 6. 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).
7. Expulsion - 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.
- a. Requests for expulsion are to be directed to the Board of Education through the superintendent of schools.
 - b. Upon receipt of any expulsion request, the superintendent shall conduct an inquiry within two school days of the request.
 - c. 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.
 - d. 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 must access and read the following policies available in their entirety on our website: www.eastlymeschools.org

[Attendance/Excuses/Dismissal/Truancy/Tardiness Policy 5113](#)

[Attendance/Excuses/Dismissal/Truancy/Tardiness Regulation 5113](#)

[Homeless Students Policy 5118.1](#)

[Conduct, Policy 5131](#)

[Promotion/Retention Policy 5123](#)

[Student Records; Confidentiality policy 5125](#)

[Vandalism, Policy 5131.5](#)

[Conduct/Video Cameras on School Bus, Regulation 5131.1](#) (in review)

[Transportation, Policy 3541](#)

[Alcohol, Drugs, Tobacco, Policy 5131.6](#)

[Suspension, Policy 5114](#)

[Suspension and Expulsion, Regulation 5114](#)

[Bullying Prevention and Intervention, Policy 5131.9](#)

[Search and Seizure Policy 5145.12](#)

[Sexual Discrimination and Sexual Harassment, Policy 5145.5](#)

[Information and Communication / Responsible Use Guidelines and Agreements 6141.321](#)

Receipt of Handbook Form Template

I/We _____ have received and read the School Handbook. We agree to comply with all of the procedures as they are outlined in this document and will address any questions to the appropriate recipient.

Child's Name: (HOMEROOM)

(SCHOOL

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

**Please return signed form to your
child's homeroom teacher by September 15th**