



**East Lyme High School  
2017-2018**

**Student/Parent Handbook**

**Michael Susi - Principal**

**Laurie Zaneski– Assistant Principal grades 12 & 10**

**Deb Kelly – Assistant Principal grades 11 & 9**

**TBD– Director Coastal Connections**

**Attendance Office 860-739-6946 Press 1**

**Special Education Office x2510**

**30 Chesterfield Road East Lyme, CT 06333**

**Main Telephone: 860-739-6946 Fax: 860-739-1241**

**elpsk12.org**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

PHONE \_\_\_\_\_

**Mission Statement**

“The East Lyme High School experience prepares students academically, emotionally, and socially to be positive forces in the world and to live responsible, purposeful, and healthy lives.”

**EAST LYME  
BOARD OF EDUCATION**

Tim Hagen, Chairman  
Al Littlefield, Secretary

Eric Bauman  
William Derry  
Barbara Senges

Jill Carini  
Leigh Gianakos

Candice Carlson  
John Kleinhans  
Jaime Barr Shelburn

**Superintendent of Schools**

Mr. Jeffrey R. Newton- Superintendent  
Mrs. Amy Drowne - Assistant Superintendent  
Mrs. Kim Davis –Director of Special Services

**SALEM  
BOARD OF EDUCATION**

Michael J. Siebert, Chairman  
Mary Ann Pudimat, Vice Chairman & Treasurer  
Pamela Reed Munro, Secretary

Sarah Bernhardson  
Ryan Little

Jennifer D’Aiuto  
Sean Reith

George Jackson  
Samuel Rindell

**Superintendent of Schools**

Joseph Onofrio II – Superintendent  
Donna Gittleman – Director of Student Services  
Joan Phillips – Principal  
Kim Fentress – Assistant Principal



EAST LYME HIGH SCHOOL  
STUDENT HANDBOOK

AWARENESS STATEMENT

Dear Parent/Guardian:

The ELHS 2017-18 Student Handbook and Planner is the official notification for the standards of conduct at ELHS. This handbook provides information about school rules and procedures, as well as commonly referenced policies and regulations of the Board of Education. It does not provide complete policies or regulations, which are available by visiting [www.eastlymeschools.org](http://www.eastlymeschools.org) and clicking on the “Board of Education” link. Please take time to read the handbook pages carefully.

My signature below indicates that I have received, read and understand the policies and procedures with in the East Lyme High School Student Handbook; including the Student Code of Conduct and the attendance policies.

Student’s name: \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this page to your advisor or A200.

\*Failure to sign or return this form does not affect the student’s responsibility to act in accordance with the policies outlined in the handbook.

Graduation Year: 2018      2019      2020      2021



## Table of Contents

### A

Academic Awards 18  
Academic Eligibility 33  
Academic Integrity 26  
Accidents 35  
Accountabilities 35  
Advisory 35  
Age of Majority 35  
Alcohol/Drugs 22, 23  
Alma Mater 6  
Announcements 35  
Attendance Appeal 21  
Assault 22, 24  
Athletics 33  
Athletic Awards 18  
Attendance 19-22  
Attire 36  
Audits 14

### B

Board of Education 2  
BOE Policies 41  
Breakfast 36  
Breathalyzer 23, 34  
Bulletin Boards 36  
Bullying 23-24  
Buses 39-40  
BYOD Policy/ AUP 27

### C

Care of School Property 27  
Cell Phones 27  
Change of Address/Phone 36  
Cheating 26  
Class Advisors 18  
Class Cuts 21  
Class Dues 36  
Class Officers 18  
Class Participation 14  
Code of Conduct 22  
College & Career 16  
Contests for Students 36  
Course Scheduling 15

### D

Dances 34  
Detentions 29-30  
Disciplinary Action 29-32  
Dismissal 22  
Drugs 23

### E

Electronic Resources 27  
Email Addresses 8  
Emergency Drills 37  
Exams 14  
Excused Absences 20  
Expulsion 32  
Extended Absences 20  
Extracurricular Activities 33

### F

Faculty Contact Info 8  
Field Trips 37  
Food Delivery 27

### G

Gambling 27  
Grade Point Average 13  
Grading System 13  
Graduation 11

### H

Handicapped Students 41  
Hazing 22  
Health Room 38  
Homebound Tutor 15  
Homeless Students 41  
Homework 14  
Honor Roll 14

### I

Identification Cards 37  
Incompletes 14  
Independent Study 15  
Infinite Campus 16  
Injuries 35  
Insurance 37

### L

Learner Expectations 7  
Leave School  
    Grounds w/o Perm 27  
Library/Media 17  
Lockers 38

Lost and Found 38  
Lunch 38

Lunch Detention 29

### M

Mandated Reporters 41  
Medication Admin 38  
Morning Show 35

### N

Nat'l Honor Soc. 19  
Naviance 17  
No Child Left Behind 41  
Nurse 38

### O

Out of School Miscon. 23

### P

Parental Overrides 15  
Parking 40  
PE Attire 36  
Phys Exam Info 39  
Plagiarism 26  
Principal's Letter 6  
Progressive Discipline 30  
Promotion 12  
Public Display of Affection 27

### R

Removal 31  
Reporting Absences 21

### S

Safety Plan 37  
Saturday Detention 30  
Schedules 10  
Schedule Changes 15  
School Calendar 9  
School Can/Delay 39  
School Counseling 17  
School Publications 39  
Search & Seizure 22  
Sr Early Dismissal/Late Arrival 39  
Sexual Harass. 28  
Smoking/Tobacco 29  
Social Events 34  
Sports Rules and Regs 33  
Student Appeal Process  
    3student records  
Student Study Center 17  
Student Records 41  
Student Senate 18  
Study Halls 16  
Summer School 12  
Suspension ISS/ OSS 30-32

### T

Tobacco 29  
Tardy 21  
Teacher Detention 29  
Technology Use/ AUP 27  
Telephones 39  
Textbooks 39  
Theft 26  
Title IX Statement 41  
Transfer 16  
Transportation 39  
Trespassing 29  
Truancy 21

### U

Unexcused Absences 21

### V

Vacations 20  
Vandalism 29  
Vehicles 40  
Violence 24  
Vision Statement 17  
Visitors 40

### W

Warning 29  
Weapons 24  
Withdrawal 16  
Working Papers 40

### Z

Zero Tolerance 22

## LETTER FROM THE PRINCIPAL

Dear Students and Parents:

I want to welcome you to the East Lyme High School community! Whether you are brand new to the school or you are seasoned veterans of the community, you should know that your presence in the school as active and engaged citizens is highly valued, and we want you to have as meaningful and enjoyable a 2017-2018 year as possible.

All communities have rules and expectations, and East Lyme High School is no different. Within this handbook we have tried to chronicle for you all the major expectations and procedures we have as a community that enable us to thrive and prosper together. It is very important for you to read this handbook thoroughly either to orient yourselves to our rules and procedures or else to familiarize yourself with the school's mission and expectations. With a clearer understanding of what the school's expectations are, we can better cohere as a community and minimize the chances of problems occurring.

East Lyme High School is a wonderful place: vibrant, energetic, nurturing, rich. It is our goal for all students to be challenged meaningfully, to grow personally, and to achieve academic, athletic, artistic or civic fulfillment. The staff at the high school is dedicated to making this happen for every student, and in partnership with the families and with the community; we have every reason to believe that it can.

I want to wish you all the best for the 2017-2018 school year, and please know that there is always someone here to help you.

*Michael Susi*

Alma Mater  
By Alice Phillips,  
Class of '69

To thee, our Alma Mater,  
We make this solemn vow.  
To know, to love, to serve thee,  
The best that we know how.  
Thou art our noble teacher,  
Our true and guiding light;  
We pledge our hearts and spirit,  
To Thee Maroon and White.

As time goes by we'll treasure  
The greatness of thy name,  
And cherish in our memories,  
These halls of Viking fame.  
May those who are to follow,  
And walk these halls as we,  
Find warm and special places,  
Within their hearts for thee.

## **ELHS VISION STATEMENT**

The East Lyme High School faculty and staff respect the integrity of each student. We acknowledge the uniqueness of individual needs, capabilities and perspectives. We challenge all students to hold high expectations for their learning, moral values and physical wellbeing. Equally compelling is our belief that students should make responsible decisions, be proud of their achievements, and accept the ramifications of their actions.

Providing a safe learning environment that addresses the needs, expands the abilities and encourages the aspirations of all students is paramount. By presenting diversified and flexible curricula, this school offers multiple opportunities for all students to obtain a comprehensive education. We are committed to providing the tools and inspiration necessary for our students to become life-long learners.

It is our conviction that education is a dynamic process. Therefore, our students prepare for the future not merely by acquiring knowledge but by creating their own learning opportunities, realizing their aptitudes, and attaining their goals. Our culture of trust fosters self-confidence and responsibility, thus inspiring students to be intrinsically motivated.

East Lyme High School recognizes the value of diversity and the universality of human experience. We ask students to examine their own beliefs and those of others in order to develop a sense of global awareness and responsibility, thereby promoting an acceptance of and respect for every member of society. By advocating participation, service, and leadership, we encourage exemplary citizenship in our students.

The East Lyme High School experience prepares students academically, emotionally and socially to be positive forces in the world and to live purposeful, healthy and satisfying lives.

### **Learner Expectations**

Students and graduates of East Lyme High School will:

#### **Academic**

- Reading, listening and viewing actively and critically for a variety of purposes
- Writing, speaking and presenting effectively
- Demonstrating flexibility and creativity in problem solving

#### **Social & Civic**

- Demonstrate respect for self and others
- Contribute positively in a variety of settings

## ELHS Voice Mail Numbers

Dial **860-739-6946** then enter the 4-digit extension of the person you would like to reach.

### Principal

Michael Susi x5511

### Assistant Principals

D. Kelly x5590

L Zaneski x5590

### Art

E Gada x2116

R Michaud x2112

### Career Education

M Manifold x2103

### English x2570

\*R Ainscough x2228

J Barber x2244

J Beale x2225

J Buchan x2234

K. Buckley x2240

A Catsam x2246

J Hallowell x2547

A Kydd x2550

S Mahon x2238

S. Nazzaro x2236

M Parker x2248

K Rand x2237

K Reith x2121

R Kenny x3206

C Sablone x2549

N Trusler x2239

### Family & Consumer

#### Science

L Adams x2247

C Foster x2318

F. Gianakos x 2115

M. Goldreich x 2117

J Hildebrand x2118

### Global Language x2585

\*L Barry x2232

K Burton x2220

N Casey x2224

TBD x2323

J Garcia x2223

M Guinez x2221

S Izadi x2214

M Lorince x2218

C Meier x2222

R Miller x2211

F Willson x2226

### School Counseling x2580

N. Barnes x5536

C. Bryant x 5537

E. Cacace x5529

A. Kosswig x5562

E. Maiese x 5535

\*L Ramaccia x5531

### Health & PE

R Bagos x2285

J Biggs x5521

J Carney-Brush x5566

A. Fabry x5588

J Handler x5568

K Thompson x5569

### Library/Media

\*K Sasso x2516

### Mathematics x2539

L Allyn x3200

B Bergeron x3211

P Ferryman x2538

M Gross x3111

\*L Hansen x3208

\*S Hargis x2540

L Johansen x3108

K Nelson x 2543

M O'Grady x3110

L Plummer x3107

S Smith x 3200

S Sobjkowski x2542

R Templeton x3207

### Music

K Carlson x3130

A. Fadowski x3131

\*A Maiese x3330

### School Psychologists

K Konesky x5558

C Mountain x5532

### Science x2575

L Ashburn x3205

TBDx3100

H Buckley x3202

S Harfenist x2544

J Hiltz x3103

K Kotzan x3201

M Kuhlwein x 2546

R. Mauthe

TBDx2230

LM Miodonka x3102

D Nazzaro x3105

B Normand x2545

\*L Singer x3204

V. Thomson

### Social Studies x2554

TBDx2206

TBDx2207

S Griffith x2210

RA Hardy x2551

H. Hernandez

K Izzo x2552

S Jenkins x2212

G King x2209

\*H Kydd x2245

M LaConti x2208

M LoPresto x2201

J. Raub

W Reed x.2553

S Saglio x2204

### Special Education x2510

H Adams x2216

D Brown x2122

\*P Christensen x2563

C Felix x3109

C Ingraham x2316

M Jennings x2341

C Kargusang x2235

H Merkle x210

B Provost x2101

V Rose x2120

D Sdao x3209

### Technology Education

P Ciccone x2106

F. Clark x2108

M. Murphy x2110

R. Redding x 2111

### Video Productions

\*G Place x3106

### Coastal Connections

#### **860-691-4424**

M Bass-Mathematics

W Burkhardt-Science/Sped

D Crowley-English

J Kapusta-Social Studies

TBD-Director

### Attendance Office Press 1

### OTHER

**A200 fax 860-691-4623**

**A250 fax 860-691-5076**

**AD x 5519**

**Athletic Office x 5520**

**Accounts Payable x 5513**

**Cafeteria x5526**

**College & Career x5564**

**ISS 860-739-3966 x5623**

**Library/Media x5587**

**Main Office x5500**

**Nurse x5525**

**Pool 860-691-4681**

**Registrar x5512**

**Safety Officer x5533**

**Student Study Center**

**x3206**

### Email Addresses of

#### Faculty and Staff: a list of

faculty is located on the

school's web page or

firstname.lastname@

elpsk12.org

### \*Curriculum and

Instructional Leader

## East Lyme High School School Calendar - 2017/2018

Opening Day for Students	August 30
Back-to-School Night	September (TBD)
Graduation Date (decision on date made April 1 per state law)	
*Final Day	June 15 (TBD)

### Holidays

Labor Day	September 4
Columbus Day	October 9
Christmas	December 25
New Year's Day	January 1
Martin Luther King Day	January 15
Presidents' Day	February 19
Good Friday	March 30
Memorial Day	May 28

### Recesses

Thanksgiving	November 22-24
Holiday Recess	Dec. 25 – Jan. 1
Winter Recess	February 19-20
Spring Recess	April 16-20

### No School for Students

(Professional Development Days for Teachers)	Aug. 28, 29, Sept. 5, Oct. 6, Nov. 7, March 9, May 25
--	--

### Half Day Sessions

Dec. 22, April 9 & 10, June 15

**\*SNOW DAYS** – June 15, 2018 is a half day. This is the last school day if no snow/emergency days are needed. Additional snow/emergency days will be made up at the end of the school year.

**JEWISH HOLIDAYS** - The observance of Rosh Hashanah and Yom Kippur start at sundown the night before. **Homework and tests will be deferred on these days.**

**ELHS Daily Block Schedule**

<b>Block A/E</b>	<b>7:30 - 8:55</b>
<b>Block B/F</b>	<b>9:00 - 10:31</b>
<b>Lunch</b>	<b>10:31 - 11:15</b>
<b>Block C/G</b>	<b>11:15 - 12:40</b>
<b>Block D/H</b>	<b>12:45 - 2:10</b>

**Early Dismissal No Lunch**

<b>A/E</b>	<b>7:30-8:18</b>
<b>B/F</b>	<b>8:24-9:12</b>
<b>C/G</b>	<b>9:18-10:06</b>
<b>D/H</b>	<b>10:12-11:00</b>

**Advisory “X Block” Schedule**

<b>A/E</b>	<b>7:30-8:50</b>
<b>“X”</b>	<b>8:55-9:20</b>
<b>B/F</b>	<b>9:25-10:45</b>
<b>Lunch</b>	<b>10:45-11:25</b>
<b>C/G</b>	<b>11:25-12:45</b>
<b>D/H</b>	<b>12:50-2:10</b>

**Delayed Start schedules**

If school is delayed due to inclement weather the following schedule will apply:

\*For a 60 minute delay, start time 8:30 a.m.

\*2 hour delay, start time 9:30 a.m.

## ACADEMIC INFORMATION

While East Lyme High School is a comprehensive high school which offers the student many opportunities to reach his or her fullest potential, our main goal is education.

### GRADUATION

#### **Requirements for Graduation**

All students must pass the following required courses (or the equivalent thereof) plus sufficient electives to total the credits necessary for graduation:

#### **Graduation Requirements for Classes of 2018, 2019 and 2020**

English	4.0
Social Studies	3.0
Science	3.0
Mathematics	3.0
Global Languages	2.0
Health/Physical Education	2.0
Fine Arts	0.5
Vocational Education	0.5
Electives	7.0
<b><u>Total Credits Required for Graduation</u></b>	<b><u>25</u></b>

#### **Graduation Requirements for Classes of 2021**

English	4.0
Social Studies*	3.5
Science	3.0
Mathematics	3.0
Global Languages	2.0
Health/Physical Education*	1.5
Fine Arts	0.5
Vocational Education	0.5
Electives	7.0
<b><u>Total Credits Required for Graduation</u></b>	<b><u>25</u></b>

All students in grades 9, 10 and 11 must carry a minimum of 6.5 class periods of work. Students in grade 12 must carry a minimum of 6.0 class periods of work. Senior CWE students who are earning work credit must have 7.0 total credits. Study hall is not included as a class period of work. A course must be satisfactorily completed for credit to be earned.

- Note 1: Diplomas are awarded yearly in June.** A senior who fails to meet graduation requirements may complete the work through summer study, and the diploma will be awarded in August.
- Note 2: 0.5 Fine Arts:** includes any course in the Fine Arts department **EXCEPT:** Theater Appreciation, Speech Communication, Film or computer classes which **do not** satisfy the requirement.
- Note 3: 0.5 Vocational Education** includes all courses in Technology Education, Family and Consumer Sciences, Career Education.
- Note 4: Mathematics Requirement:** One course in accounting may be substituted for one of the three required Mathematics credits.
- Note 5:** Prior to graduation, students must complete all 21 goals of the **ELPS Student Technology Competencies** as described in the Program of Studies booklet. Information is also available on the ELPS website.

**Note 6: Demonstrate Successful Mastery of ELHS Performance Standards:** All Grade 11 students will take the SAT. The school will notify students and parents of the specific requirements for meeting the performance standards on the SAT once the State reports the performance thresholds. Students in the Class of 2020 will be tested their junior year (2018-2019) using the NGSS Science assessment. All subsequent classes will take the NGSS Science assessment.

Students in the Class of 2018 and 2019 have taken the Science CAPT and must fulfill a graduation requirement by (1) achieving level “3” Proficiency or by successfully exhibiting an individual Science Portfolio of work.

### Promotion Requirements

Promotion is based on the cumulative total of credits earned as follows:

To Grade 10	To Grade 11	To Grade 12
6.5	12.0	18.5

### Policy on Promotion/Retention

The public schools of the district are dedicated to the best total and continuous development of each student enrolled. Students shall be placed by the certified staff at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student’s parents or guardian, but the final decision will rest with the school authorities (BOE Policy 5123).

### Summer School

East Lyme High School offers a CREDIT RECOVERY PROGRAM to provide students the opportunity to earn credit for required courses in which they were unsuccessful during the academic school year. The East Lyme Board of Education guidelines state: “in order to be eligible for summer school, per class, a student must have completed 60% of the work during the school year, had a class attendance of 60% or better, and must have had an overall grade average of 50% or higher. A recommendation by the classroom teacher or school is mandatory.” East Lyme High School recognizes that students who have struggled throughout a given school year oftentimes require a more structured approach to instruction that targets the student’s individualized learning needs. In an effort to maintain a level of valued traditionalism, the Administration at ELHS strongly believe that struggling students greatly benefit from direct instruction. As such, all students attending summer school will be required to attend face-to-face in-class instruction 3 days per week (Monday-Wednesday). Further mandatory homework will be assigned as well throughout the summer session; such additional academic work will be completed by the students, independently. The grade earned in summer school will be recorded on the student’s transcript.

East Lyme High School is also pleased to offer an ENRICHMENT PROGRAM to students wishing to improve their skills or knowledge base in academic areas where they have previously received credit. Such courses are offered on a Pass/Fail basis only, and while they will be included on a student’s transcript as such, they will NOT be included or play a role in a student’s GPA.

## GRADING

<b>A+</b>	97-100	4.33	<b>A</b>	93-96	4.0	<b>A-</b>	90-92	3.67
<b>B+</b>	87-89	3.33	<b>B</b>	83-86	3.0	<b>B-</b>	80-82	2.67
<b>C+</b>	77-79	2.33	<b>C</b>	73-76	2.0	<b>C-</b>	70-72	1.67
<b>D+</b>	67-69	1.33	<b>D</b>	63-66	1.0	<b>D-</b>	60-62	0.67
<b>F</b>	Below 60	0.0	<b>WF</b>	Withdraw Failing	0.0			
<b>AU</b>	AUDIT	N/A	<b>P</b>	Pass	N/A	<b>I</b>	Incomplete	N/A

### Grade Point Average

Both an unweighted and weighted GPA will be calculated for each student and reported in the second semester of junior year and after each subsequent semester. The unweighted GPA is a simple average of all courses (see grid). The weighted GPA is based on grades earned in leveled classes with multipliers of 1.05, 1.1 and 1.15 applied to grades in A-level, Honors and AP/UConn ECE courses, respectively. A class rank will not be reported.

		Simple GPA	Weighted GPA				Not included in GPA	
Report Card			AP/ECE (x1.15)	Honors (x1.1)	A-level (x1.05)	B/C-levels (x1.0)	P	Pass
<b>A+</b>	97-100	4.33	4.98	4.76	4.55	4.33	<b>I</b>	Incomplete
<b>A</b>	93-96	4.0	4.6	4.4	4.2	4.0	<b>AU</b>	AUDIT
<b>A-</b>	90-92	3.67	4.22	4.04	3.85	3.67		
<b>B+</b>	87-89	3.33	3.83	3.66	3.50	3.33		
<b>B</b>	83-86	3.00	3.45	3.30	3.15	3.00		
<b>B-</b>	80-82	2.67	3.07	2.94	2.80	2.67		
<b>C+</b>	77-79	2.33	2.68	2.56	2.45	2.33		
<b>C</b>	73-76	2.00	2.30	2.20	2.10	2.00		
<b>C-</b>	70-72	1.67	1.92	1.84	1.75	1.67		
<b>D+</b>	67-69	1.33	1.53	1.46	1.40	1.33		
<b>D</b>	63-66	1.0	1.15	1.1	1.05	1.0		
<b>D-</b>	60-62	0.67	0.77	0.74	0.70	0.67		
<b>F</b>	Below 60	0.0	0.0	0.0	0.0	0.0		
<b>WF</b>		0.0	0.0	0.0	0.0	0.0		

### Grading System

Class work, homework, class participation, and assessment grades are included in the computation of the student's grades. The passing grade in all subjects at East Lyme high school is 60. Grades are reported quarterly by means of the report card.

**Class participation is a valued component of a student's education at ELHS and will be clearly defined in each teacher's Class Expectation document. Parents should expect a call from the teacher if a student has an "F" or a precipitous grade drop.**

## Incompletes

After two weeks, any and all incompletes will be assigned a grade of "F" unless special arrangements have been made previously in writing. The building principal must approve all arrangements.

## Homework

Home study is a necessary part of each pupil's education program. Most academic courses are planned so that a student should expect about 30 minutes of out-of-class homework for each academic subject daily. (This includes time spent on homework in study period.) The amount of homework may vary depending on teacher expectations and course level. Some assignments are long range in nature and require planned study time for the completion. Preplanning study eliminates the necessity of spending too much time in completing an assignment the day before it is due. When a student is absent for three or more consecutive days parents may request homework by e-mailing the student's teachers. In the case of a student's extended medical absence, parents may also request homework through the student's counselor. **Teachers have three days from date of notification to turn in assignments to the appropriate office.**

**All papers in all subject areas must be prepared on a computer.** This includes research papers, lab reports, themes, etc. Students should be aware that computer labs are available for their use during the school day as well as before and after school. Many classrooms also have computers that are available to students.

## Class Participation

Class participation is at the discretion of the classroom teacher and must be clearly defined in class expectations and **posted on Google Classroom.** Participation **may** include the following areas:

- Classroom attendance and tardiness
- Obtaining class work and homework the day after an absence
- Contributions to group projects
- Contributions to co-op groups
- Being prepared for class
- Positive behavior in the classroom

## Course Audits

Students may audit courses only with the written permission of the instructor and the approval of the principal. Students auditing courses are responsible for all homework, tests, quizzes, research assignments, midterms, final exams and all other assigned work. No credit is awarded for an audit in any course.

## Exams

Examinations are given at the conclusion of each semester. All examinations, except in selected classes, are two hours of in-class time. All students must arrive on time and remain in class for the full duration of the exam period. **Normally, no excuse for missing an exam other than illness will be accepted. The principal/assistant principal or designee must give such permission.**

- Student/parent contacts Assistant Principal
- Permission to reschedule exam given/not given
- If allowed to make-up, student is instructed to contact teacher
- Email sent to teacher with outcome – counselor and Attendance Secretary– counselor assistance offered, if necessary, in email.

**In cases where an absence from an exam is unexcused, a "0" will be recorded for the exam grade, and no course credit will be given if the exam is the final for the course.**

**At the teacher's discretion, seniors may be exempt from taking a final exam if they have achieved an 85 average prior to the exam and complete all assignments.**

Students taking the AP test will not be required to sit for a final exam.

## Honor Roll

The honor roll is computed at the end of each quarter based on quarter grades in all subjects. High honors require a 3.75 average consisting of A's and B's only. Honors require a 3.0 average with no Ds or Fs.

# SCHEDULING

## **Course Scheduling**

Students are given course registration info during second semester and should meet with teachers to determine recommended courses for the following year. A parent signature is required. Classes are then scheduled according to the spaces available and the time the course is offered.

Students will receive their new schedules over the summer. To make schedule changes, an appointment can be made by calling the Counseling Office at 739-6946 x5580 or by emailing your school counselor.

- Schedule changes will only be allowed through the add/drop period, which occurs during the first six schools days of each semester. **New classes will not be added after this time.**
- Level changes require the permission of the teacher.
- Schedule changes based on instructor or time preference are not permitted.
- Withdrawals or level changes requested after the add/drop period will require the completion of a Schedule Change Form which requires a teacher, parent, and student signature.
- **Students who drop a class after October 1/March 1 for second semester classes will receive a WF (Withdraw Failing) on their record.** Waiving the WF requires teacher and administrative approval.
- Transcripts will be re-sent to colleges whenever a change is made to a senior's schedule.
- All students in grades 9-11 must maintain 6.5 credits and students in grade 12 must maintain 6.0 credits. A class drop will not be allowed if it causes the student to go below the minimum required credits.

*A W/F (Withdraw Failing) carries the same consequence as a failing grade for academic GPA and athletic eligibility.*

## Parental Overrides:

If a parent and student choose to appeal the recommendation of a teacher for level placement in a particular course, they must follow the outlined procedure:

- Turn in an override form with all necessary signatures **by the date that all schedule requests are due.**
- Override forms received after the assigned date will be considered on an individual basis, after the master schedule is developed, depending on class sections and size.
- If a student/parent overrides a class, against a faculty recommendation, parents and students understand that a future level change may not be possible and that changes to course overrides are not eligible for grade adjustment as outlined on the Course Override Contract.

**\*No student can have more than TWO parent overrides per academic year.\***

## **Homebound Tutoring**

Students who are absent from school for an extended period of time (in excess of 10 school days) may be eligible for homebound tutoring. This service is available at no cost to the parents or students providing the following specific requirements are met: authorized medical note, Student Study Team recommendation, and principal's approval. Further information about this service may be obtained by calling the school counselor.

## **Independent Study, Aides, Classroom Assistants**

Students who wish to enroll in an Independent Study or receive credit for any class not listed in the Program of Studies must complete an Independent Study Request Form signed by the student, his/her parent/guardian, the overseeing teacher, the department CIL, the student's counselor. The form must be submitted to the Principal for approval and will not be added to a student's schedule until that is completed. Independent Study classes, aides, assistants will be graded P/F unless otherwise approved by Principal.

## Study Halls

**Grade 9 students are assigned to a Structured Study Hall for the first semester of the school year.** Following the first semester, students in grade 9 that are eligible for extracurricular activities will be offered a social study hall. **Any freshman not eligible for extracurricular activities (those who receive an F or more than two D's) will remain in the structured study hall and will be reviewed again at the end of the third quarter.**

Students in grades 10, 11, and 12 will be assigned to a social study hall where they may do homework, work together on school projects, and sign out to other study areas such as the computer labs, library, or meet with appropriate staff members. **Students receiving an F or more than two D's at the end of any quarter will be reassigned to a Structured Study for the entire following quarter and seniors will forfeit their privilege of late arrival or early dismissal.** *Students may be moved into a structured study hall in the middle of a quarter based on recommendations from the SRBI committee.*

Students in Structured Study Hall may use the library, computer labs, or meet with specific teachers providing they have a pass or email from a teacher listing their destination, assignment, and anticipated length of time needed. This note must be obtained prior to the structured study hall block. This policy is designed to help students who are struggling academically to improve their status. Disciplinary action will be issued to any student not attending study hall or to any student visiting more than one destination per sign out from study hall.

## Withdrawal or Transfer from ELHS

The procedure for withdrawal or transferring from East Lyme High School is as follows:

1. After meeting with the school counselor the student must obtain a withdrawal or transfer checkout sheet from the registrar.
2. Have the form filled out by all teachers. Return all schoolbooks and property (be sure all accountabilities are paid).
3. Have form signed by parent/legal guardian.
4. Take the completed form to the school counselor for signature and then to the registrar for final clearance.
5. Turn in student I.D. card to the attendance clerk.

**(NOTE:** State law requires attendance in school until the student becomes 18 years of age. Any student considering the possibility of leaving school must see their school counselor as soon as possible.)

## RESOURCES

### College and Career Center

The College and Career Center, located in the library, administers services for grades 9-12 students and their parents. Services include college and vocational counseling, coordinating college admissions, scholarships, testing programs, and post high school planning.

### Google Classroom

Google Classroom is a blended learning platform for schools that aims to simplify creating, distributing, and grading assignments in a paperless way. Teachers can invite students to be a part of their classroom and communicate easily through this resource.

### Infinite Campus

Infinite Campus (IC) is a school to parent to student secure web portal. IC enables parents to access demographic data, accounts due, attendance, schedules, grades in progress, homework and assignments, and report cards on line. Teachers are expected to update grade books biweekly.

## Library/Media Center

The **Frances Hart Ewers Memorial Library** provides a variety of resources and services for students and staff. The library contains a well-rounded collection of books, magazines, software, reference material and media. As a member of the LION network, our students may borrow books and media from other libraries within the LION Consortium for research and pleasure reading. The library provides many databases for research, as well as, digital magazines, audio books and e-books. Students and staff may borrow Kindles and Sony ebook readers. Students are encouraged to use the library for course-related work and to pursue individual interests. LibGuides supports students' use of databases and the Internet for their research. Our LibGuides Homepage provides many resources and links for parents and students: <http://eastlyme.libguides.com>. Students also have an opportunity to participate in our Student Advisory Board and have a voice in book selection, creating ways to communicate with the ELHS community and planning library events. Students are asked to be respectful of others and to use the technologies appropriately. Food and drink (other than water) are not allowed. The library staff is always available to assist students. Hours are Monday – Thursday, 7 a.m. – 3 p.m., Friday 7 a.m. – 2:45 p.m. Follow us on Twitter @elhslib for news and upcoming event information.

### Naviance

Family Connection from Naviance is a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that families can use to help in making decisions about colleges, and careers. Students can build a resume, complete on-line surveys, request transcripts, compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted to colleges in the past. Naviance is used to assign and track required aspects of Student Success Plans. Parents and students will receive log-in information during the summer before freshman year.

### School Counseling

The ELHS School Counseling program is modeled after the Connecticut Comprehensive School Counseling Program which provides an updated focus on key student competencies based on the American School Counselor Association (ASCA) national standards. The program components are as follows:

- *The School Counseling Curriculum*
- *Individual Student Planning*
- *Responsive Services*
- *Collaboration within and outside the School Community*

Additional information can be found in the Program of Studies.

Each student is assigned a school counselor based on last name:

Elizabeth Maiese	A - Cho
Emily Cacace	Chr - Go
Allison Kosswig	Gr - L
Christy Bryant	M - P
Lisa Ramaccia(CIL)	Q - Sm
Nadine Barnes	Sn - Z

Students can make appointments with counselors in the counseling office (A200) before and after school, during lunch, and between classes. Appointments must be scheduled for study hall or lunch. Students must not miss class time to see counselors except in emergency.

### Student Study Center

**The SSC is now located in B209** and is available to all students all hours of the school day, including study halls and lunch. Students can go to the SSC for math support, to make-up or take tests, quizzes, and exams as arranged with the teacher, **or during Study Hall blocks. After school testing is available by appointment only.**

- Assessments are administered and proctored by SSC staff.
- **Cell phones are forbidden and calculators are available for student use.**
- Test and quizzes must remain in SSC after student completion and must be picked up by the teacher.

# STUDENT RECOGNITION & LEADERSHIP

## **Academic Awards**

All students have the opportunity to earn East Lyme High School academic awards. These awards are presented in recognition of the student's efforts in, or contribution to, certain subject areas. East Lyme High School presents academic awards at two evening ceremonies in the spring: a Senior Awards ceremony which includes additional awards presented by community and corporate organizations, and an Underclassman Awards Ceremony recognizing students who are the recipients of annual awards for excellence in achievement and dedication.

## **Athletic Awards**

At the end of each sport season, certificates will be awarded to each athlete for years of participation at the Varsity, JV, or Freshman levels. Varsity "EL" Letters, graduation numerals, pins and bars are available for purchase through the Athletic Office.

## **Class Officers/Student Senate**

East Lyme High School has a tradition of student leadership, which has contributed much to the operation of the school. Each student is encouraged to run for positions of leadership.

### **Class Officers**

Each class elects four officers in the spring of the school year. The officers are responsible for the social functions of their class and for the orientation and growth of a class treasury, which is usually applied, in the senior year to partially defray senior activity expenses. Petitions are available in the Main Office for students who wish to run for office. An announcement will be made on the Morning Show for at least four days to make petitions available. There will be four positions open for nominations: president, vice president, secretary, and treasurer. After the vote is taken, the ballots will be returned to the class advisor's mailbox. Counting of ballots will be done by senate advisor.

### **Class Advisors**

<u>Class</u>	<u>Teacher's Name</u>
2018	Mrs. Nadine Barnes and Mrs. Beth Provost
2019	Mrs. Mary Jennings and Ms. Allison Kosswig
2020	Mrs. Abigail Catsam and Ms. Melissa Parker
2021	Mr. Jeffrey Beale and Mr. Daniel Nazzaro

### **Student Senate**

The Student Senate was created as a vehicle through which students could share in the decision making process that governs the school community. The senate works on several major fundraisers and events to make the school a more enjoyable and successful place. The senate consists of 40 members. They are elected by the students in each grade. In order to ensure the success of the senate's many functions, each senator is required to be an active participant in the organization.

**Senate Advisors** -Stephanie Jenkins and Wil Reed

### **National Honor Society**

Selection to the National Honor Society is a privilege, not a right. **Students with a cumulative weighted grade point average (GPA) of 3.6 or higher will be eligible for membership consideration during their junior year.** Academically eligible students, not selected in their junior year, may reapply in the fall and spring of their senior year. Membership is granted only to those students selected by the NHS Faculty Council who meet the requirements of service, leadership and character. Applications will include:

- Service to the community and/or school in two areas with a minimum of two signed referrals
- Demonstration of leadership in two areas with a minimum of two signed referrals
- Demonstration of strong, positive character in two areas

All students should understand that accountability for their actions plays an important role in the selection process for National Honor Society. Any student with a serious, documented violation of the ELHS Code of Conduct (including but not limited to cheating, plagiarism, vandalism, drug and alcohol violations, and harassment) will be denied membership in the National Honor Society. In turn, violations of the ELHS Code of Conduct will be grounds for dismissal from the National Honor Society.

Criteria for Membership in the National Honor Society

Leadership:

- a. Successfully holds offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- b. Leads others
- c. Is a forerunner in the classroom, at work, and in school or community activities
- d. Is able to delegate authority

Service:

- a. Puts service to others above self-interest, gives time, effort, talents, not for personal gain but for the class, school, or community as a whole
- b. Volunteer's time and talent to the school and/or community (Service is not based on work, projects, or activities for which a grade or pay is given.)
- c. Does committee and staff work without complaint

Character:

- a. Takes criticism willingly and accepts recommendations graciously
- b. Upholds principles of morality and ethics
- c. Cooperates by complying with school regulations
- d. Demonstrates the highest standards of honesty, integrity, and reliability
- e. Shows courtesy, concern and respect for others
- f. Displays perseverance and application to studies
- g. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.

National Honor Society Advisor-Henry Kydd

## ATTENDANCE POLICY

**Connecticut State Law (CT General Statute 10-198a) requires parents to make sure that their children between the ages of 5 and 18 attend school regularly.** This statute allows a parent to excuse 9 absences for their child in a school year. 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. **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 times other than during school hours. It is the parents' responsibility to notify the ELHS attendance secretary regarding a child's absence or tardiness to school, stating the reason for the absence. ELHS should be contacted before 9:00 a.m. on the day of the absence at (860) 739-6946 – press 1 for the attendance secretary.

**A note documenting each absence is requested when the student returns to school and should be turned in to the attendance office**

**Definitions:**

**Absence:** Failure to attend class. Missing more than 15 minutes of any class will count as an absence.

**Class Cut:** Failure to attend class or study hall while the student is listed as being in attendance in school.

**Tardiness:** Unauthorized failure to report to school prior to 7:30 or to a class prior to the start of the block.

## **Excused Absences**

Excused absences are included in a student's total number of absences. Acceptable reasons for excused absences are as follows:

1. Medical appointments as well as illness of or injury to the student (documentation may be required)
2. Death in the immediate family
3. Religious observance
4. Documented court appearance/Probation appointment

5. Family emergency that cannot be handled outside of school (administrative approval)
6. Participation in a school-sponsored activity
7. College visit-limited to juniors (2 days per year) and seniors (3 days per year).
8. College Orientation
9. AP Tests

**Note:** Students who are absent from school WILL NOT be allowed to participate in after school activities on the day of the absence (students absent on Friday will not participate in any Friday or Saturday events, including dances, proms, drama productions, and athletic contests). In extenuating circumstances the administration has the discretion to override this policy.

Students who participate in “Skip Days” or the equivalent are assigned discipline and the absence is unexcused. Excuses such as “went to the beach” or for “personal reasons” are not acceptable.

School-related activities including assemblies or special in-school programs when attendance is authorized, school sponsored field trips, and early dismissal for interscholastic sporting events will not count in the absence limits.

**Homebound students:** Students on homebound instruction are not considered absent from school.

### **Extended Absences/Vacations**

Taking vacation outside of the normal schedule is discouraged. Teachers are not responsible for providing work prior to the absence or special make up sessions for work missed during such absences. It is the student’s responsibility to obtain information about work missed, and all missed work that can be made up must be turned in to the teacher for grading. Students **may** have as many class days to make up work as class days missed for the vacation. Any days missed due to vacations/trips outside of school vacations will count toward the allowable limit of absences a student can accumulate during the semester (6) or year (12). In advance of any planned absence, a parent must sign and return the Parental Acknowledgement of Attendance Policy, which may be obtained from the Counseling Office. This form **does not excuse** absences from a vacation but serves as an acknowledgement that the parent(s) are verifying the absence of their child.

### **Attendance Requirements for Course Credit**

In order to receive credit for a course, students must earn a passing grade and adhere to the following:

1. Credit for a year-long course (1 credit) will be withheld when a student exceeds 12 absences. Credit for a semester course (1/2 credit) will be withheld when a student exceeds 6 absences. **Course credit withheld for excessive absences WILL NOT be awarded toward graduation.**
2. Parents will be notified in writing following the 4<sup>th</sup> absence for semester courses and the 10<sup>th</sup> absence in a full credit course.
3. Parents, the student, and his/her school counselor will be notified in writing when credit is withheld (see Number 1).
4. A student who will have course credit withheld due to excessive absences may appeal to the Appeals Committee. Students or their parents are responsible for initiating the appeal and requesting a hearing. All appeals must be made in writing to the student’s assistant principal.
5. For a student who loses credit due to absences, the grade earned will appear on the report card with a comment explaining that **no credit is earned due to failing to meet the Attendance Policy.**
6. Forms for the appeal process are available in the Attendance Office. It is the student’s responsibility to have these forms completed for the Appeals Review.

### **Attendance Appeal Process**

Any student wishing to explain the circumstances affecting his/her absence record may, upon notification of loss of credit, request a review of the documentation of the Attendance Appeals committee (consisting of an administrator, and four teachers). The student will present his/her appeal information to the committee. The administrator will be the deciding vote in the case of a split decision. Appeals will be held in January for the first semester and in June for second semester and full-year courses.

Upon review of the student’s appeal, the committee may:

- Affirm loss of credit
- Restore credit

All cuts (class, study hall, and detention), and tardiness will be considered as part of the appeal process and will be a **major factor** in the deliberations of the Attendance Appeals committee.

## Reporting Attendance

To report absences, tardies to school, and dismissals, parents must contact the attendance office at 860-739-6946 and press 1 for the attendance secretary. If you reach voicemail, please state your name (guardian), phone number, the student's name, grade, and reason for the absence.

For any absence from school, a parent/guardian **must** call the attendance office on the day of the absence in order for the absence to be considered for a possible excusal. An absence not validated by a parent/guardian by the end of the school day of the absence shall be treated as an unexcused absence.

For tardies or dismissals, parents must send a note with the student that includes the student's name, date and time of the tardy/dismissal, reason for the tardy/dismissal, parent/guardian signature, and a telephone number for verification.

1. **Unexcused Absences and Truancy:** Unexcused absences are those which do not have the approval of the school administration. Connecticut law defines a "truant" as a child between from the age of five to 18 who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year (CGS § 10-198a). A "habitual truant" is a child from age five to 18 who has 20 unexcused absences from school during a school year (§ 10-200). Students may only receive up to 50% credit for all work missed that day. Students may also be assigned a Saturday morning detention.
  2. **Class Cuts:** A class cut is any unauthorized absence over 15 minutes from a class.
    - a. **Class Cut** - A parent will be contacted and the student will receive a Saturday Morning Detention. Students may receive up to 50% credit for all work missed during the cut class (i.e. tests, quizzes, research papers, projects, or homework due).
    - b. **Subsequent Cuts** - A parent will be contacted and the student may be assigned to Saturday Morning Detention or an In-School Suspension.
    - c. **Any student who cuts a class is ineligible for exam exemption.**
  3. **Tardies:** Tardiness is late arrival to class or school.
    - a. **Tardy to School:**
      1. Students who arrive after 7:30am must sign in at the main entrance and then go directly to class.
      2. Any tardy to school that is more than 15 minutes that is not validated by verbal or written confirmation from a parent/guardian by the end of that school day is considered a class cut.
      3. **Every 5 tardies will result in a lunch detention. At 25 tardies the student will serve a Saturday Morning Detention.**
      4. Upon the student's third tardy to school, driving privileges may be suspended for a minimum of 5 days for those students who drive to school.
    - b. **Tardy to Class:**

Refer to classroom expectations. **A classroom teacher may assign a teacher lunch detention at three tardies to class.**
    - c. **Tardy to Study Hall:**
      - 1... There is no penalty for the first 2 tardies to study hall in a quarter that are less than 15 minutes. Upon the third tardy that is less than 15 minutes in a quarter, an Office Referral Report will be submitted by the study hall teacher.
      2. If students arrive to study hall more than 15 minutes late, an Office Referral Report will be submitted by the study hall teacher.
- Note:** For block A and E study hall tardies, refer to Tardy to School section regarding suspension of parking privileges and issuing office detentions.

**Students must be in school for two full blocks to participate in all afterschool activities.**

5. **Dismissal:** Although a parent may dismiss his/her child from school at any time, the administration reserves the right to determine whether the dismissal is excused. Having a study hall is not an acceptable reason to be dismissed from school. **Students becoming ill during the school day must be dismissed by the school nurse.**
  - a. At the beginning of the school day, any student needing an approved early dismissal must present the attendance secretary with a note which includes the student's full name, the reason for the dismissal, the time to be dismissed, a telephone number for verification, and a parent/guardian signature.
  - b. In an emergency situation a parent/guardian may call the attendance secretary at 860-739-6946 and Press 1 to dismiss the child. **Please understand that if your child needs to be dismissed after 1:30, you will need to come into the school and ask for the student at the security desk.**
  - c. The student must sign out at the Security Desk at the front entrance upon leaving school.
  - d. All students returning to school from a prior dismissal must sign in at the Security Desk at the front entrance immediately upon reentering the school building.

## CODE OF CONDUCT

East Lyme High School is a learning community dedicated to providing a high quality education in a safe and supportive environment. To ensure the success of this mission, however, requires the cooperative and enthusiastic participation of all members of the school community. To this end, the school has established clear procedures and expectations for all community members to follow. More specifically, students are expected to attend classes regularly and promptly, to meet all academic expectations, to respect the personal and property rights of others, to know and follow basic school rules and regulations, and, generally, to behave civilly and decently at all times. Behavior, which does not follow these expectations compromises the standards of the community, can be disruptive and hurtful to others will not be tolerated. Students must understand that they will be held accountable for their actions and that appropriate disciplinary action will be taken when school rules and expectations are not followed.

### **Zero Tolerance**

Actions which threaten the basic safety of others or compromise the fundamental principles of the community are completely unacceptable and will be considered "Zero Tolerance" behaviors. **Zero tolerance is defined as any such activity that has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.**

For any of these offenses, which are listed below, the following consequences may be exacted: parents will be contacted immediately, the police will be notified, and the students may receive a suspension which may result in expulsion:

- |   |                                       |
|---|---------------------------------------|
| -Possession of weapon(s)                | -Hate Crimes                          |
| -Possession of drugs/alcohol            | -Assault                              |
| -Possession of drug paraphernalia       | -Initiation or Hazing                 |
| -Threats involving possible bodily harm | -Pulling a false alarm or bomb threat |
| -Vandalism                              |                                       |

### **"Search and Seizure"**

The US Supreme Court has ruled that the 4th Amendment allows school officials to search students without complying with the strict "probable cause" standard imposed upon law enforcement officers. Any student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated a state/federal law or the rules of the school. The Superintendent of Schools may authorize, as part of an overall effort to maintain safe schools, the use of Connecticut certified narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy. A student's person, pockets, purse, electronic devices, book bag, locker, car, etc. may be subject to search in the event there is reasonable suspicion the student may have in his/her possession any items which may be harmful to him/or to others or which may be illegal such as drugs or alcohol.

### **Out of School Misconduct**

Under BOE Policy 5131.8 students are subject to discipline up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off school property and during non-school time. In compliance with judicial decisions, the Board considers conduct which is "seriously disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operation of the school" in addition to such conduct also being a violation of publicized school policy. Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale or distribution of dangerous weapons
2. Use, possession, sale or distribution of illegal or prescription drugs or alcohol
3. Violent conduct
4. Making a bomb threat
5. Threatening to harm or kill another student or member of the staff

### **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 (BOE Policy 5131.6). 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 (**Breathalyzer**) at school functions may be used.

## 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 a 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 5131.913) 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.

### Complaint Processes:

**Formal Written Complaints** – Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the **School Climate Specialist within 24 hours** for review and action in accordance with Section IV.

**Informal/Verbal Complaints by Students** - Students may make an informal complaint of conduct that they consider to be bullying by verbal report to a school's staff or administrator or other professional employee, such as a school counselor, school psychologist, nurse, social worker or therapist. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. **Staff members should promptly reduce the report to writing which shall be forwarded to the building's School Climate Specialist within 24 hours or one school day.**

**Anonymous Complaints** – Students who make informal complaint as set for the above may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report. **An Anonymous Tip Line has been established- 860-739-6946 x 4357 (HELP) for anonymous calls regarding community/parent/student concerns.**

### Remedial Actions:

**Non-disciplinary Interventions** – When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any contact that could be considered bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

**Disciplinary Interventions** – When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences including suspension and possible expulsion.

**Interventions for Bullied Students** – Intervention strategies for a bullied student may include counseling, increased supervision and monitoring of student to observe and intervene in bullying situations, encouragement of student to seek help when victimized or witnessing victimization, and/or peer mediation where appropriate.

## **Violence**

East Lyme High School must be a place where students, staff and visitors feel safe and secure. To ensure this positive school environment, the school will not tolerate violence of any kind at any time on school grounds, at bus stops, or at school sponsored activities. Fights, assaults, bullying, or any other form of physical intimidation are unacceptable and will result in suspension, possibly expulsion, and the police being notified. Similarly, disrespectful language, verbal intimidation, hazing, harassment and/or hate crimes of any kind will not be tolerated. They too will merit severe consequences which will likely include parent conferences, out-of school suspensions, possibly expulsion, and police notification. (BOE Policy 5144)

## **Weapons in the School**

Students are forbidden from bringing 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, brass knuckles 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 (BOE Policy 5131.9). 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

- Inspection of students' automobiles driven to school and parked on school property

- Inspections of the contents of pockets or any clothing or equipment in which contraband may be hidden.

## Disciplinary Structure

\*\*This matrix is a guideline that administrators will utilize in deciding the discipline of students at ELHS, but discipline is always at the discretion of the administrator once the incident is fully investigated. If a student is sent to A250 at the beginning of a block, teachers will send work for the student. A referral should be received during that block and at the latest, by the end of the school day.

### INFRACTION

### MINIMUM CONSEQUENCE

#### **Alcohol and Drugs**

Possession of OTC drugs  
Possession of prescription drugs in valid container

Warning, parent contacted  
2 Days ISS, parent contacted, parent must pick up medication

Possession of prescription medication, controlled substances, or illegal drugs or alcohol

Up to 10 days OSS, parent conference, drug & alcohol evaluation, possible police notification

Sale, distribution, or transfer of illegal or prescription drugs or alcohol

Automatic 10 day OSS, parent conference, drug & alcohol evaluation, possible police notification, possible expulsion

Use or under the influence

ISS, parent conference, possible police notification, drug & alcohol evaluation

#### **Assault, Physical altercation**

Up to 10-day ISS, possible police notification, parent contacted

#### **Bullying**

ISS, Conference & letter to parent, possible expulsion, mediation, counseling

#### **Cell phone/Electronic device**

Handbook, pg. 25

1<sup>st</sup> offense: Teacher informs office  
2<sup>nd</sup> offense: ORR filed  
3<sup>rd</sup> offense: Administrative Lunch Detention

#### **Cheating/Plagiarism**

Handbook Pg. 24

1<sup>st</sup> offense: Zero on assignment, teacher call parent/guardian

#### **Computer Violations**

Saturday Morning Detention, possible loss of computer privileges, parent contacted

#### **Cutting class/study hall**

Possible SMD, parent contacted, only receive up to 50% credit for all work missed during the cut class

#### **Failure to make proper identification**

Saturday Morning Detention, parent contacted

#### **Failure to report: Teacher detention**

Administrative lunch detention  
Saturday Morning Detention

ORR and Administrative lunch detention  
Two lunch detentions  
Two days ISS, parent contacted

#### **False Alarm**

Police notification, possible arrest, parent contacted, possible ISS/OSS

#### **Inappropriate behavior (language and gestures)**

Administrative Lunch detention  
ISS

#### **Insubordination/Disrespectful or Disruptive Behavior**

1<sup>st</sup> offense: Administrative Lunch Detention  
Subsequent offenses: SMD, ISS

#### **Leaving school grounds**

Saturday Morning Detention, parent contacted

#### **Misrepresentation/Lying/Forgery**

Saturday Morning Detention, parent contacted

#### **Parking violations**

1<sup>st</sup> offense: Warning  
2<sup>nd</sup> offense: Administrative Lunch detention  
Further offenses: Boot, Fine \$

#### **Sign-in/sign-out abuse**

1<sup>st</sup> offense: Warning  
Subsequent offenses: Administrative Lunch detention, loss of late arrival/early dismissal

#### **Smoking, tobacco, smoking paraphernalia**

Possession, use or distribution (pg. 29)

2 days ISS, possible police notification

<b>Tardiness</b>	@ increments of 5 – Administrative lunch detention @ 25 – Saturday Morning Detention, parent contacted
<b>Theft/Stealing/Possession of stolen property</b>	Restitution, 2 days ISS, possible police notification
<b>Threat, Intimidation, Harassment</b>	Low level – Administrative lunch detention Medium level - 2 day ISS, parent contacted, possible risk assessment and behavior contract High level – 10 day OSS, notification of authorities and parent/guardian, possible expulsion
<b>Truancy</b>	Saturday Morning Detention, parent/guardian contacted, possible referral to Juvenile Review Board
<b>Unauthorized area of campus</b>	Administrative Lunch Detention(s)
<b>Vandalism</b>	Saturday Morning Detention, restitution, parent contacted
<b>Violation of proper attire regulations</b>	Warning, parent notification if necessary
<b>Weapons, Incendiary devices</b>	10 Day OSS, parent conference, police notification Possible expulsion

## Academic Integrity Policy

Academic dishonesty in any form is considered a violation of the basic academic expectations of ELHS.

Examples of violations may include, but are not limited to the following:

- **Plagiarism** – The stealing of another’s ideas, design, words, writing, or academic work, and implying that it is original. Examples: Having a parent or another person write an essay and submit it as one’s own work, cutting and pasting content from the Internet or failing to give credit to the author of an original work by not citing your sources.
- **Cheating** – Deliberately seeking one’s own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage. Examples: Unauthorized exchange of information during a test or while others are taking a test, using unauthorized materials to complete an examination or assignment, **unpermitted collaboration on assignments**, (including copying another student’s work), sharing test questions, etc.
- **Lying or Committing a Fraud** – To make a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression. Examples: Fabrication of data or information, listing sources in a bibliography not used in the academic exercise, changing a grade in a teacher’s grade book.
- **Multiple Submissions** – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher. Examples: Turning in the same paper for Freshman English and Sophomore English.
- **Stealing** – Encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Example: Stealing copies of tests or quizzes, stealing another student’s homework.

Students will receive consequences for academic dishonesty based on the type of assignment: Homework, Other Assessments (Tests, Projects, Papers, Lab Reports, etc.) and Midterm & Final Exams. The teacher(s) involved will determine the category under which the assignment in question falls.

Consequences are cumulative for two consecutive academic years: Ninth/tenth grades and eleventh/twelfth grades. Consequences are cumulative among all courses taken by a student during those two consecutive years. Offenses under each category are counted separately: Homework, Other Assessments and Midterm & Final Exams. Consequences relating to National Honor Society eligibility are for the duration of the student’s high school career.

## Care of School Property

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be prosecuted and required to pay for damage done or to replace the item. Accountabilities for the damage or loss of school property must be cleared before transcripts will be forwarded.

## Electronic and Digital Device Resources

The use of East Lyme Public Schools (ELPS) technology resources and a student's own personal device is the responsibility of the student and must be used in accordance with the Acceptable Use Policy (AUP) of ELPS and must, on all occasions, be related to an educational purpose, task or communication. Network storage areas will be treated like school lockers. The building principal may direct network administrators to review files and communications to maintain system integrity and insure that users are using the system responsibly. To teach our students digital citizenship and the appropriate use of technology, ELPS has implemented a Bring Your Own Device Policy (BYOD) at East Lyme High School. All students and their parents/guardians are required to sign and return both an ELPS AUP and BYOD form annually (BOE Policy 6141.321), before using district technology resources and bringing a cell phone or other digital device to school. ELPS and their employees are not responsible for the loss, damage or theft of any electronic device brought to school by a student. All cell phone, **smart watch**, electronic and digital device use in the classroom is to be used for academic purposes and with the approval and oversight of the classroom teacher. Students do not have permission to use cell phones or any digital device in the classroom without teacher permission.

## Cell phones and Digital Devices

Cell phones must be turned off and may NOT be used during the school day between 7:30 and 2:10 **EXCEPT**

- **during lunch**
- **study hall in the commons**
- **between classes**

**A smart watch may not be used for communication or accessing information during a class and must be held to the same constraints as a cell phone. A teacher may require a student to remove a smart watch during an assessment.**

### Penalties:

- 1<sup>st</sup> Offense: The teacher will inform the team office.
- 2<sup>nd</sup> Offense: The teacher will submit an office referral report to the administration.
- 3<sup>rd</sup> and Subsequent Offenses: The teacher will complete an office referral report and the student will serve a lunch detention.

*The school district will not require students to bring in devices that the school cannot provide within its resources. No student will be penalized if a majority of students are using personally owned devices and a student chooses not to bring his/her own device to school.*

## Food Delivery

**Food delivery from outside vendors during lunch is not allowed. This policy does not prevent a parent from providing lunch for their child. Food deliveries from outside vendors violate our current contract with our food services provider and could pose a potential safety risk to students with food allergies.**

This policy does not supersede any approved activity supporting the curricula and classroom culture.

## Gambling

Gambling of any kind is not permitted on school property. Violations will result in disciplinary action.

## Leaving School Grounds without Permission

Once a student has arrived on school grounds, either by bus or privately owned vehicle, the student is not permitted to leave before the end of the school day without a proper dismissal. Students who leave school grounds will serve a Saturday Morning Detention.

## Public Displays of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

## 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, 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 above mentioned 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.

## Thefts

Students are responsible for the security of their own property and property assigned or loaned to them. The staff and administration will assist when possible to resolve problems of theft. The school, however, assumes no liability for thefts. Students should use their lockers with locks and employ vigilant common sense as well.

## Tobacco Regulations

East Lyme High School is a smoke-free campus. **The possession/use of any type of cigarette or smoking device (including e-cigarettes, e-hookahs, hookah pens, and vapor pens), tobacco products including chewing tobacco, is not permitted anywhere on school grounds or within the school building.** Possession/use by a student of the afore-mentioned smoking and/or tobacco products on school property will result in an automatic two day In School Suspension. Also, any student observed on campus in the “act of smoking,” as defined as smoking device in hand, smoke/vapor emitting from the person, and/or has triggered a smoke detector, may be referred to local police to receive a court summons to pay a **\$60.00 fine** for violation of the Connecticut General Statutes.

## Trespassing

Students are not to be on school property except during school and when attending school or community sponsored activities. Students found on campus at other times may be considered trespassers and subject to arrest. **Individuals listed as absent are not permitted on campus for any reason without permission from the school administration. Students who are suspended or expelled are precluded from being on the property of the East Lyme Schools District and/or participating in any social, extracurricular or sports activities on the grounds of East Lyme Public Schools as sponsored by the School District in whole or part in other locations and also precluded from Salem School property.**

## Vandalism

The parent or guardian of any minor/un-emancipated child who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law (CT Gen. St. 52-572, BOE Policy 5121.5). This includes all property belonging to the school system that is lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

## COURSES OF DISCIPLINARY ACTION

The primary responsibility of East Lyme High School is to provide students a rewarding education. As with any organization, there are rules, regulations, and an ELHS Code of Conduct that must be followed in order to maintain an environment that is conducive to learning. To attain this, a sequence of corrective measures has been developed to address a broad range of student behaviors. At all levels of infractions, East Lyme High School is committed to implement a variety of instructional activities and actions, which are geared toward positive student behavioral development. However, more serious or repetitive negative behaviors by students will result in a system of progressive discipline in which consequences become increasingly more severe.

**1. Warning:** A warning is a brief discussion between the student who is a first-time offender and a teacher/administrator regarding less serious infractions. During the discussion, the student is told that subsequent violation of the school rules will result in more severe school disciplinary procedures.

**2. Teacher Detention:** Any teacher may assign a lunch detention any day or an after school detention from 2:30 p.m. up to 3:30 p.m. any Monday through Thursday. This requirement takes precedence over any extra-curricular or employment activity. Any student not attending a teacher detention may receive up to two lunch detentions. Students must be given 24-hour notice of any after school teacher detention.

**3. Student/Parent Assistant Principal Conference:** Recognizing that parents have the primary right, responsibility, and obligation for the education of their children, East Lyme High School strives to complement, reinforce, and extend these family efforts. East Lyme High School is committed to enhancing mutual respect, student responsibility and cooperation between school and home. Through an individualized problem solving process which incorporates appropriate alternative behavioral procedures, students and their families will try to set up a productive plan to prevent unwanted behaviors from occurring again. In many cases of a more serious nature, parent/student/assistant principal conferences will be standard procedure.

**4. Lunch Detention:** Lunch detention is held in Room A248, Monday-Friday, from 10:35 – 10:56, unless there is a special schedule. Students will eat lunch AFTER detention.

1. Any student who comes in after 10:35 will be sent to the office of the assistant principal and will be responsible for another lunch detention.

2. If a student misses a lunch detention, he or she is expected to make up that lunch detention.

3. Students are not permitted to chew gum, eat, or drink.

4. Students must remove hats.

5. Students must sign in and sign out.
6. Students are not permitted to talk or to create a disturbance of any kind. Students are expected to have work to do - homework or reading assignments.
7. A failure to obey any of the rules will result in the student's being sent to the office of the assistant principal for further disciplinary action.
5. **Saturday Morning Detention:** Saturday Morning Detention (7:50 a.m. to 11:00 a.m.) will be assigned for most nonviolent offenses that are repeated or are too serious to be adequately addressed with a lunch detention. In certain cases, parents/guardians have the choice of determining whether their son/daughter serves a suspension or Saturday Morning Detention for more serious infractions. If the Saturday Morning Detention is not adhered to or does not bring about the needed change, suspension will follow. Students, who are tardy, misbehave or cut Saturday Morning Detention will be suspended for 2 school days. NOTE: Students who are either suspended and/or fail to serve an assigned Saturday Morning Detention cannot participate in any extracurricular activities on that day(s).
6. **In-School Suspension:** In-School Suspension is assigned for all suspend-able 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 Saturday Morning Detention. In such cases, a student will serve 2 days of In-School Suspension for each missed Saturday Morning Detention.
7. **Progressive Discipline:** For students who do not respond to reasonable courses of disciplinary action and continue to violate ELHS's Code of Conduct, an escalation of school disciplinary procedures will result and a FWSN referral may be filed.
8. **Progressive Suspension:** Following the fourth suspension for any one student in the school year, progressive discipline will be instituted. That is, upon the fifth suspension the student will be suspended for a minimum of three days, sixth suspension/four days, etc. Upon the eleventh suspension in one school year, a meeting will be scheduled with the Superintendent of Schools to determine if expulsion proceedings are necessary.
9. **Home/School/Law Enforcement Relations:** Law enforcement officers of the East Lyme Police Department routinely visit our school to support efforts to create a healthy, safe, orderly, and cooperative school environment. With the support of parents and our local police, East Lyme High School affords students a productive and comprehensive approach to behavior management. Student behavior that jeopardizes the safety or well-being of any member of our school community will be referred to law enforcement officials.

## **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.
  - 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 student from class when such student causes a serious disruption of the educational process within the classroom, provided no student shall be excluded from class more than six times in any year nor more than twice in one week unless student is referred to the building principal or a designee and granted an informal hearing in accordance with the provisions of Connecticut General Statute.

b. "**Suspension**" means an exclusion from school privileges for a student for disciplinary reasons by an authorized member of the administrative staff for not more than ten consecutive school days, or fifty school days in a school year provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. A student may be suspended for conduct as described below in section 2. **Suspension** (1-11). If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension.

c. "**Expulsion**" means the exclusion of a student from school privileges for more than ten consecutive school days by the Board of Education for a period of time not to exceed one calendar year for reasons as defined in Connecticut General Statutes.

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

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

a. Willfully striking or assaulting a student or any member of the school staff,

b. Theft,

c. The use, or delivery of obscene, profane, or offensive language, gestures or images,

d. Deliberate refusal to obey a member of the school staff

e. A walkout from or sit-in within a classroom or school building,

f. Blackmailing, extorting, threatening, or intimidating school staff or another student

g. Personal possession of a firearm, as defined in 18 U.S.C. 921, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3 such as a pistol, knife, blackjack, explosives, etc.

h. Unauthorized possession, distribution, selling or consumption of dangerous drugs, narcotics, or alcoholic beverages (Dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240)

i. The willful destruction of school property of staff members or other students.

j. Creating a serious disturbance which is significantly disruptive to the educational environment.

k. Any violation of school policies or rules.

## **Procedures**

### **1. Removal**

a. **Whenever any teacher removes a student from the classroom, such teacher shall send him to a designated area and shall immediately inform the building principal or a designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.**

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

### **2. Suspension**

a. The principal shall observe the following procedures in cases of suspension.

1) Unless an emergency situation requiring the student'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.

2) By telephone, the principal, or a designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.

3) Whether or not telephone contact is made with the parent or guardian, the principal, or a designee, shall forward a letter to such parent or guardian to the last address reported on school records and 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

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

5) 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.

6) 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.

7) 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.

8) Any student who is suspended shall be given an opportunity upon his return, to complete any class work, including but not limited to examinations which he or she missed while under suspension. This shall be allowed without penalty. 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.

9) The Superintendent of Schools shall report any unusually serious case of student suspension to the BOE at its first meeting following such action.

10) After the second suspension, a conference with the student, parent, school 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. Upon further suspension, the school principal may notify the superintendent of schools of possible expulsion proceedings.

11) No student shall be suspended more than ten times in a school year or for a total of more than fifty days whichever results in fewer days of expulsion, unless such student is granted a formal hearing before the BOE. (Ref. Public Act 75-609, Section 3). No pupil shall be placed in In School Suspension more than fifteen 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). Since the limits are set forth separately in separate statutes, however, it is reasonable to conclude that the limits on in-school and out-of-school suspension may be kept separate.

### **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 rule. The BOE shall expel any student found to be in possession of a dangerous weapon.

b. Requests for expulsion are to be directed to the BOE 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.

## **Student Appeal Process**

**Academic Appeal:** If a student believes that a classroom decision is unfair (a question about a grade or a late report), the student has the right of appeal by asking (1) to speak with the teacher during non-class time; (2) then, if necessary, asking to speak with his/her school counselor; (3) then, if necessary, asking to speak with an assistant principal; (4) then, if necessary, the student may ask to speak to the principal.

**Discipline Appeal:** If a student believes that a punishment given him/her is unfair, the student may start the appeal at the level at which the punishment was issued. (Example, if the punishment were teacher administered, then the appeal would begin there.) The student would then follow the procedure outlines for academic appeal.

**Eligibility Appeal (Athletics and Extra Curricular):** For eligibility appeal, refer to Eligibility for Extracurricular Activities.

## ATHLETICS – GENERAL INFORMATION

Before participating in any practice or interscholastic athletic contest, all East Lyme students are required to have a comprehensive physical examination within a 13 month period preceding the first practice/try-out in which a student participates in any given year. Parental permission must be authorized before the start of each season during which the student participates on an athletic team and registration is done on-line via the Family ID system found on the Athletics page of the ELHS website.

Sports currently offered for men are football, swimming, fencing, lacrosse, ice hockey, wrestling, soccer, cross country, basketball, baseball, tennis, crew, golf and track. For women the following sports are available: tennis, field hockey, soccer, cross-country, basketball, cheerleading, softball, track, swimming, fencing, lacrosse, golf, volleyball, gymnastics and crew. Additional sports may be added in our list of offerings as interest develops. Likewise, sports programs may be suspended or cancelled due to lack of interest or not having a certified coach available.

Should a student incur a sports injury requiring medical attention, the parent's personal insurer is the primary carrier. If the primary carrier does not cover the bills in total, the East Lyme Board of Education carries a "sports rider" which covers the balance of an interscholastic sports-related injury.

### Sporting Equipment

Sports equipment is permitted in the gymnasiums only. Sports equipment should be left in a student's locker, gym locker or other secure place during the school day.

### Sports and Extracurricular Activities

#### Regulations and Rules

It shall be the responsibility of each advisor or coach to administer the following regulations as they pertain to the students under their supervision.

1. Eligibility is governed by regulations established by the Connecticut Association of Secondary Schools and East Lyme High School.
2. A student may not participate in marching band or any interscholastic sport unless he or she has had a physical examination, a signed parental permission form, and a medical release form.
3. Students participating in an interscholastic sport or sport club must be committed to following all the rules of the sport as delineated in each sports handbook.
4. No practices, games, contests, or activities shall be conducted on any Sunday unless specifically permitted by the Board of Education.
5. **Any student not in attendance for two or more blocks on the day of practice, contest, rehearsal, or performance will not be permitted to participate that day of practice/rehearsal.** This means that an absence from school for illness or truancy eliminates any participation that day. Only the coach or advisor of the activity can give prior approval of a student's absence for acceptable reasons such as a field trip, college interview, or a similar situation.
6. All students are expected to demonstrate ethical conduct during any activity. Failure to do so can result in suspension or removal from the team or club.
7. Students are responsible for the care and return of all equipment issued or loaned to them.
8. The use of alcohol or drugs is prohibited. Any student using or possessing alcohol or drugs in season will be ineligible to participate in the activity or athletics for the remainder of the year.
9. Discipline is the responsibility of the advisor or coach as it is for the classroom teacher. Punishment for violation of published training rules or regulations shall be reasonable and appropriate to the infraction. Suspension from a team or activity is temporary until reviewed by the athletic director or the principal or designee.

### Academic Eligibility for Sports and Extracurricular Activities

Participation in sports and extracurricular activities is a privilege, not a right; therefore students are expected to be good school and community citizens. Serious violations of school rules and community laws could result in suspension of these privileges (see suspension Rules). All students involved in club, music or athletic activities must conform to current eligibility requirements.

1. For purpose of the rule, the term "credit" refers to the traditional Carnegie Unit.
  - a. **Eligibility for Fall Sports:** To be eligible for Fall sports, a pupil may not have an "F" and/or no more than two "Ds" as Final grades. A student may attend summer school and acquire credits toward graduation which when combined with those earned during the preceding school year, equal the number of credits carried at the end of the preceding school year.

b. **Eligibility During the School Year:** A pupil cannot participate in extracurricular activities beyond the regular school day unless he/she is a full time student. During the school year a pupil can have no “Fs” and no more than two “Ds” at the end of each Quarter in order to be eligible to either continue in the current season or be eligible to participate in a sport in the subsequent season. (Except Fall Sports, see 1 a.).

c. **Ineligibility Appeal Process:** Any student wishing to appeal the loss of their athletic eligibility must:

- Notify the Athletic Department office of their intent to appeal.
- Fill out an “Academic Appeal” form and turn in to the Athletic Department.
- Upon receiving documentation of the appeal, the Athletic Department will collect teacher reports from the athlete’s teachers.
- After all teachers have reported, the individual will sit in front of an appeals committee made up of members of the athletic department.
- Upon completion of the appeal meeting the athletic department will rule:
  - 1) Reinstatement of the student
  - 2) Deny the appeal
  - 3) Reinstatement of the student with specific conditions
  - 4) Deny the appeal at the present time, but revisit updated teacher reports after three weeks

All students have the right to appeal their athletic ineligibility once in a school year, and only twice during their four year high school career. Any student past two appeals and attempting to appeal again, must have permission from the principal.

d. **All other CIAC eligibility rules apply.**

2. Eligibility rules apply to participation in all activities which take place beyond the normal school day.

## SOCIAL EVENTS

All social events involving the students are planned by student committees and supervised by the faculty sponsors of the classes, clubs, or activities. Students are expected to follow the ELHS Code of Conduct during all social activities. Reservation for space and time for such events must be approved by the principal for school calendar availability.

### **Dance Guidelines:**

1. East Lyme High School students are not allowed to bring guests to any dance with the exception of the Junior and Senior Proms.
2. East Lyme High School students wishing to bring a guest to Prom who is not a current ELHS student must complete the Prom Permission slip, attach a photocopy of his/her license and/or school ID, and have his/her assistant principal’s approval prior to the date that tickets go on sale or at least two weeks prior to the prom. The approved, completed form must be submitted when purchasing prom tickets. The guest is the sole responsibility of the student, and disciplinary action can be taken with an East Lyme High School student for the behavior of the guest.
3. No guest over the age of 20 will be allowed to attend the prom.
4. No middle school students are allowed.
5. **Utilization of a Breathalyzer is at the discretion of the administration.** Any student determined to have consumed alcohol or other drugs at the time he or she is admitted to the dance will be detained, reported to the policeman on duty, and parents will be notified. Disciplinary action will be taken per Board of Education policy (BOE Policy 5131.6).
6. Students who break school rules, or whose conduct is unacceptable, will be removed from the dance and their parents will be notified. Disciplinary action will be taken.
7. Student members of the organization sponsoring the dance are to assist in the setting up and cleaning up.
8. Once a person leaves the dance, he or she shall not be readmitted. **ELHS’ responsibility for students ends when they leave the dance.** No one will be permitted to loiter on the school grounds during or after a dance.
9. There must be at least four faculty chaperones and an administrator for any dance excluding Homecoming and Proms which require additional chaperones. A list of these individuals should be submitted to the assistant principal by the sponsoring organization on the day before the dance.
10. Students must be in attendance at school for a minimum of four hours on the day of the social event or, in the case of a Saturday event, the student must be in attendance at school for a minimum of four hours the school day prior to the social event or have administrative permission for an absence. Students must attend Saturday detention if assigned in order to attend any Saturday activity or event.

## STUDENT INFORMATION

### **Accidents/Injuries**

A student who suffers an accident/injury in the school, on school grounds, or on the way to and from school, should report the circumstances immediately to the teacher/adult in charge. For cases of unsupervised accidents/injuries, the student will immediately inform the assistant principal and an accident report will be completed. The accident report will be forwarded to the school nurse within 24 hours from the time of the incident/injury. The student will be provided first aid by the school nurse or by other certified school personnel in the absence of the school nurse. Additional medical attention will be arranged if circumstances appear to warrant it, but the school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage carried by the Board of Education. Accident report forms for both insurance carried by the Board of Education and student insurance carried by the parent through the school may be obtained from the high school health or main office. Students who because of religious beliefs are not to receive medical attention in the event of an accident must have filed a statement previously to this effect with the nurse.

### **Accountabilities**

Students are accountable for all books, library materials, equipment, uniforms, and school property issued to them, since they are being loaned by the school. **No student may participate in any school activity including the Homecoming Dance and proms if there is an outstanding accountability.** If the items are not returned or paid for at the end of the school year, the school reserves the right to withhold the issuance of a student's diploma until the accountability is cleared.

### **Advisory**

Advisory has been created as a way to deliver state-mandated Student Success Plans. Advisory enables faculty and students to gain rapport and opportunities to discuss personal, academic and career goals. Each faculty member is assigned a small group of students and will meet with them approximately twice a month. Students will stay with their Advisor throughout their high school career. This system provides every student with a faculty member who is professionally responsible for and available to the student. Student Success Plans are student-centered plans that engage every student, based on his or her unique interests and strengths, to understand the relevancy of education to achieve postsecondary educational and career goals. Our Advisory program, along with developmental school counseling curriculum and Freshman Academy, allows ELHS to meet guidelines set forth in the Student Success Plan initiative and provide students and faculty with outlined lessons, activities, and presentations.

### **Age of Majority**

Any student in Connecticut who is 18 years old has reached the age of majority and, as a student, has certain responsibilities. The Board of Education has established the following policy:

1. School regulations concerning all attendance matters (i.e. early dismissal, fieldtrips, late arrival, etc.) shall continue to be handled as they were previously. Eighteen-year-olds not living with parent(s) or guardian will be dealt with directly in attendance matters.
2. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home.
3. The school recognizes the right of the 18-year-old to examine all personal records.
4. Any student at or above the age of majority, who is independent of parents or guardian, taking up residence in the town and enrolling in the school system, shall submit a proper certificate of residency (Board of Education Policy 5145-4).

### **Announcements (Morning Show)**

The school announcements for the day/week will be broadcast to students and staff over the "Morning Show" at the beginning of the second block of the day. Students or groups who wish to have an announcement made should email the Morning Show by typing in **HS AMSHOW** on the address bar of Outlook before 7:45 am. Announcements submitted after this time may not be televised. Copy should be typed in ALL CAPS to ease transfer to the teleprompter.

## Attire – Students

Students are expected to dress in a manner which exhibits common courtesy to others and conforms to health and safety standards. Any clothing, in the opinion of the faculty and administration that disrupts the educational process is not allowed. Students wearing clothing deemed unacceptable will be asked to change or be sent home. The final decision as to what is appropriate and in good taste rests with the administration.

- a. Clothing must NOT be inappropriately revealing, oversized, or immodestly undersized (e.g. halter-tops, off the shoulder or low-cut tops, spaghetti straps, bare midriffs, short shorts and extremely short skirts).
- b. Clothing must be sufficient to conceal undergarments at all times. Clothing or accessories that advertise or display tobacco, alcohol, drugs, obscene language, inappropriate slogans or images will not be permitted.
- c. Attire that promotes violence, racism, harassment, discrimination, or bigotry will not be allowed in school or at school functions.
- d. Shoes with non-marking soles must be worn at all times.
- e. Students may not wear sunglasses in school.
- f. Hats may be worn at the discretion of the classroom teacher.
- g. **Hoods may not cover student’s heads inside the school building.**

## Attire - Physical Education

Proper gym attire for physical education classes is also necessary. T-shirts and shorts, warm-up suits, and sneakers can be worn.

## Breakfast

Breakfast will be sold to East Lyme High School students Monday – Friday from 7:00-8:00 a.m. and again between 9:00 and 9:30 a.m. in the cafeteria. Students who purchase breakfast will be required to remain in the cafeteria until they are finished eating.

## Bulletin Boards

Bulletin boards are primarily for the display of notices and posters pertaining to school activities. The main office window is also used for this purpose. All publicity, advertising plans or devices, and large signs to be used in or on the school building or about the grounds must be approved by the principal's office before posting or displaying.

## Change of Address/Phone

Inform ELHS Main Office of any change of address or telephone number. If the change is temporary, please indicate this fact to the office. All address changes require three forms of proof of residency.

## Class Dues

Class dues are necessary to pay for senior year activities which extend beyond required educational services. Dues are administratively determined and paid in annual installments which are **due and payable each year by November 1**. Failure to pay dues may result in restriction of participation in class activities during the junior and senior years. All class dues are applied towards senior expenses. All students who plan to graduate from ELHS are responsible for all class dues regardless of when they enroll at ELHS. If a student leaves before their senior year, all dues will be refunded minus any accountability. Exceptions can be made for hardship situations.

### Dues payment schedule

Freshman year	\$50.00
Sophomore year	\$50.00
Junior year	\$50.00

## Contests for Students

East Lyme High School will limit its participation in contests to those on the approved list as published by the National Association of Secondary School Principals. However, any project or paper that is produced in the regular curriculum may be entered in any exhibition or contest at the discretion of the instructor.

## Emergency Drills and Safety Plan

Emergency drills, including fire and lockdown drills are required by law at regular intervals and are an important part of safety prevention. Emergency Safety Plans and Exit Routes are posted in each room. It is essential that the all safety procedures are followed and that all safety precautions are taken. All occupants of the building are expected to comply with Safety Procedures during drills and events.

**Fire Alarms** – Expeditious evacuation of the building is expected. Meeting locations are determined by location within the building. If any fire alarm sounds during unstructured times, staff and students will immediately evacuate the building at the nearest exit and report to either the soccer/field hockey field or football field, (WHICHEVER IS CLOSEST). If you are within a classroom or other room, follow the directions for that specific area.

**Lockdown** - In the event of a lockdown alarm, all staff and students in the building should go to the nearest room and remain locked in until properly released. If you are in the building and you determine that it is safest to immediately exit the building immediately after the alarm sounds, then exit quickly and go to the nearest area of shelter and notify the police department of your location. Staff and students outside the building should not return to the building, unless directed to do so. Staff and students should either remain hidden where they are, or if safe to do so, may go to the Flanders fire house, Flanders Elementary school or any other sight that is safest to go to. Staff and students outside the building should only change locations if it is safe to do so based on what they see and hear.

As there are other types of emergency events, such as room evacuations, Shelter – in – Place, any other directions given regarding emergency events should be followed immediately and without question.

## Field Trips

Signed permissions slips and payment for field trips must be submitted prior to the day of the field trip or by the deadline stated on the permission slip. Since every student participating in a school sponsored activity is representing East Lyme High School, students are expected to be well groomed and neatly dressed and to follow the school's code of conduct on all field trips. Bags and/or luggage required for any field trip may be subject to search at the discretion of an administrator.

## Identification Cards

All students will be issued an East Lyme High School identification card. This card contains a barcode granting access to rest rooms and **should be carried at all times**. It is a viable form of identification for SAT and ACT exams as well as the ELHS library, dances and other school activities and should **NOT** be shared. There will be a nominal cost (\$3.00 for one, \$5.00 for two) for replacement of lost ID cards.

## Insurance

High school students are offered accident insurance as a school service. Enrollment takes place in September and the premium for this protection is paid entirely by the parents. Neither the school nor anyone connected with it profits in any way from the plan. If the claimant carries personal school insurance coverage obtained yearly, the following information should be used to file an insurance claim:

1. Pick up an insurance form provided by the insurance company from the school nurse.
2. Take the form home and have parent/guardian complete the lower section. Be sure to check payment authorization.
3. The form is now ready for the parent/guardian to take to the doctor or hospital. They will complete the reverse side of the form and send everything to the insurance company.

Should a student incur any injury while participating in interscholastic athletics, the parent's personal insurer is the prime carrier. If the prime carrier does not cover the bills in total, the East Lyme Board of Education carries a "sports rider" which covers the balance.

## Lockers

Each student is assigned a locker for the storage of books and equipment. This locker is owned by the East Lyme Board of Education. **It is the student's responsibility to see that his or her locker is kept locked and in order at all times.** Combinations must be kept confidential. The school has an obligation to maintain a proper environment. When there is a suspicion of a condition which endangers the health, welfare, or safety of any student, the school not only has the right, but the obligation, to examine locker contents. **Physical Education:** Students in PE classes should provide their own combination lock. The combination should be reported to the PE staff. Only a limited number of PE lockers are available. Locker rooms are locked while class is in session. **Corridor Lockers:** Students should try to get study materials for morning classes when arriving in the morning and materials needed for the afternoon classes after the lunch period. No one should leave classes to go to lockers except with special permission. **Athletic Lockers:** Members of athletic teams are permitted to use designated gym lockers to store their personal items, including athletic equipment during the season they participate. At the end of the season, students must remove all personal property from the locker. Failure to do so will require the Athletic Department to remove all items.

## Lost and Found

Students who find lost articles are asked to take them to the lost and found cabinet in the main office. Lost articles which are not claimed within a reasonable time will be given to a suitable charitable organization.

## Lunch

Lunch period in the block is a unique opportunity that allows students to schedule their own time for the 45 minutes. During this time period computer rooms, the library, and athletic facilities are available for student use, although food is not allowed in these areas. During lunch only, food is allowed in classroom areas with the permission of the teacher. The majority of the faculty will be available for extra-help. Clubs, classes, and activities will have scheduled meetings during this time. The entire campus, with the exception of the parking lot, wooded areas and the rear of the school grounds including the upper athletic fields, will be open for student use. Picnic tables are available for student use. The success of this program will rest with individual student responsibility. Students are expected to clean up their area. Individual students, who demonstrate a lack of maturity, as determined by an assistant principal, will be assigned disciplinary action.

**Application forms are available in the Main Office or online for those students who may qualify for Free or Reduced lunch.**

Students with special dietary needs may contact the Food Service Director. Point of Sale system (POS) is available for parents who would like to prepay their student's school lunch.

## Nurse/Health Room

In the event a student becomes ill during the school day, the student should obtain permission from the classroom teacher to see the school nurse. If the nurse is not in, the student should go to the main office where necessary action will be taken. Failure to report to the office or leaving school without permission from the office may result in disciplinary action. Students should not stay in the lavatories. The registered nurse is in the building from 7:30 a.m. to 2:10 p.m. daily. The nurse sees students who become ill during office hours and is available in case of injury during school hours. **Any student who needs to go home due to illness must be dismissed through the school nurse.** If a parent/guardian is inaccessible during the school day (i.e. vacation) then written authorization must be provided to the school nurse in the event a medical emergency arises.

In accordance with CT State Law and ELBOE (Policy 5141.2 and 4118.2), in order for a student to receive medication in school, the school nurse must have received a written doctor's order. The order must include the child's name and address; the name of the drug, dosage, and the condition for which the medicine is being administered, the duration of the order and the written authorization of the parent/guardian. Medication authorization forms are available in the nurse's office and in the main office. The parent/guardian must hand deliver to the school nurse the doctor's order and the medication. No student shall be allowed to carry any controlled substance under any circumstance. (See Drug and Alcohol Policy)

## Physical Examination Requirement

A comprehensive physical assessment must be done in grade 9, dated between July 1<sup>st</sup> and June 30 of the 9<sup>th</sup> grade year.

**If the student has not had the required physical completed and the form is not on file at ELHS, the student will not be permitted to enter ELHS as a 10<sup>th</sup> grader.**

For participation in sports, a physical must be done annually.

## School Cancellation/Delay

If weather or emergencies make it necessary to close school, to delay opening, or to close early, this will be announced on TV Channels 3, 8, and 30, starting about 6:00 a.m. School cancellations are also announced on the local radio stations, the school web site and by reverse 411 which will notify homes via the phone number provided on your child's personal information form.

## School Publications

The newspaper is written by a student staff. It contains news, sports, editorials, and features. Students are encouraged to join the staff of the **Viking Saga**. The yearbook, **Valhalla**, is produced in publications class and contains individual pictures of students, teachers, and staff. Photographs of extra-curricular activities and other school events are also included. The **Omnibus** is a school literary magazine made up of various literary pieces from English classes. The **Fine Arts Magazine** is a portable fine arts exhibit.

## Senior Late Arrival/ Early Dismissal Privilege

**Beginning in September 2017, Senior students must earn quarterly grades in the "C" range or higher to be eligible for Senior Late Arrival/Early Dismissal privileges. Students with any grade lower than a "C" range may petition the Academic Appeals Committee to be eligible for this privilege. Fourth Quarter grades from Junior year will be used to determine eligibility first quarter senior year.**

Students who qualify for late arrival/early dismissal may only be released for one block on a particular day (i.e. either A or D, E or H, never two blocks on one day). Permission slips for this privilege must be signed by the students' parents/guardians and turned into the Main Office.

Once signed out, a student must leave school grounds immediately, although members of athletic teams may return for practice. If a student chooses to remain in the building, s/he still must sign out in the main office and note his/her destination. The administration may revoke the privilege of any student who does not meet specified academic requirements or fails to follow the school's guidelines. Parents may revoke their child's privilege at any time by notifying the assistant principal's office.

## Telephones

Classroom telephones are the teacher's responsibility and may only be used with teacher permission. The office telephones are business phones and may be used by students with permission from staff in the case of extreme emergencies.

## Textbooks

All books are loaned to students by the East Lyme Public Schools. Each is held financially responsible for the return of his or her books in acceptable condition. Damaged or lost books must be paid for at a cost determined by the department. New books will not be issued until the student pays for missing/lost ones.

## Transportation

### Buses:

The following rules have been approved by the EL Board of Education (BOE Policy 5131.1) to help assure the safe transportation of students to and from school, field trips, and any related school activities:

1. Students are expected to behave in a way that ensures their safety and that of other students. Courtesy shall be shown at all times to schoolmates and drivers.
2. Students abusing or destroying property will be held responsible and the parents will pay for the cost of damage. CT laws hold parents liable for damage done by their children.
3. Students should be at their assigned bus stops 5-10 minutes prior to the scheduled pick up time.
4. Students are expected to observe rules for safety when waiting for the bus, boarding the bus, leaving the bus, and when crossing the highway. Students should always cross in front of the bus within view of the driver.
5. Students must remain seated while on the bus.

6. Eating is allowed only when permitted by the bus driver.
7. The bus is to be kept clean.
8. Heads, hands, and arms are to be kept inside the bus, and there is to be no shouting, throwing of objects, or spitting.
9. The driver has full authority, and if necessary, may assign seats.
10. Students must identify themselves upon request by the bus driver.
11. Once a student has entered the school bus, the rules of ELHS apply. Students creating disturbances shall be warned by the driver. The driver does not have the authority to remove students from the bus while on its route or prohibit any student from riding their regular bus. He/she does have the responsibility of reporting any infractions to the school principal or assistant principal. An administrator will notify the parents and the student if the bus privilege has been suspended. If necessary, the bus driver will call the police to address situations that endanger the lives of any passengers.
12. **Students must obtain a bus pass from the Main Office if they wish to ride a different bus. Students may only ride on a bus in the town where they live.**
13. **Late Buses:** Late buses run four nights a week. There are no late buses on Friday. In EL two buses serve the southern part of town and Niantic and one bus serves the northern part of town and Flanders. Also, one bus serves Salem with limited stops, if provided. Late buses leave ELHS at approximately 4:30 p.m.

### **Vehicles (Privately Owned)**

Student parking on school grounds is a privilege extended to students by the school administration. Students who park on ELHS property do so at their own risk. The EL Board of Education assumes no responsibility for damage to or theft from any vehicle parked or driven on ELHS property.

**Student parking permits are available to SENIORS and JUNIORS commencing typically one week prior to the start of school and continuing throughout the school year during regular business hours. Senior and Junior students are strongly encouraged to obtain a parking permit as soon as possible as the parking spots will be filled on a first come, first served basis. Sophomore and Freshman students are not allowed to park on campus during the regular school day hours until such time that available spots may be available for Sophomores.**

All students who park on ELHS property during the school day must purchase a parking permit from the Student Safety Officer. The cost of the parking permit is \$50. This privilege may be revoked by the school administration at any time for violations including but not limited to: student misconduct, disregard of student parking regulations, excessive tardiness to school (see section on Tardiness), leaving school grounds without permission, or any violation of CT Motor Vehicle Law. *Students are not allowed to park in any area except in the ELHS designated student parking lots. Students are not allowed to go to their vehicles during the school day, without specific permission to do so.* By agreeing to park his/her vehicle on ELBOE property, the student also agrees to allow the administration access to the vehicle and permits the administration to search the vehicle for materials that may be in violation of published Board of Education policies. Vehicles may be “booted” for any violation of this regulation and may be subject to a \$10.00 fine for the first offense and up to \$50.00 for all subsequent offenses.

### **Visitors/Guests**

Student guests are not encouraged at East Lyme High School; however, permission must be obtained from the building principal at least one day in advance of the anticipated visit. Signed parental permission slips for both students must be presented prior to the visitor's day of arrival. Student guests are expected to obey all East Lyme High School rules and remain with the student during the entire visitation.

All visitors to East Lyme High School, including guest speakers, must pre-authorize and sign in at the front security desk, obtain a visitor's badge, and wear the badge throughout the visit. Any person on campus without permission from the administration will be subject to arrest as a **trespasser**.

### **Working Papers**

All individuals under 18 years of age must have working papers issued by the school for employment. Each applicant must appear in person with evidence of age and a written signed statement from the employer on his/her letterhead stating the conditions of employment. Working Papers are issued in the attendance office.

## **BOARD OF EDUCATION POLICIES**

Parents and students must access and read the following policies available in their entirety on the ELPS website:  
[www.eastlymeschools.org](http://www.eastlymeschools.org).

Administration of Medication, Psychotropic Drug Medications Policy 5141.2/231  
Alcohol, Drugs, Tobacco Policy and Regulations 5131.6  
Attendance/Excuses/Dismissal/Truancy/Tardiness Policy and Regulations 5113  
Bullying Policy 5131.9  
Bus Conduct Policy 5131.1  
Conduct Policy 5131  
Confidentiality 5141.5  
Cyberbullying Policy 5131.913  
Homeless Students Policy 5118.1  
Internet User Policy 6141.321  
Mandated Reporters Policy 5141.4  
Out of School Misconduct Policy 5131.8  
Physical Exercise and Discipline of Students Policy 5144.4  
Physical Restraints/Seclusion Policy and Regulations 5144.1  
Promotion/Retention Policy 5123  
Search and Seizure Policy 5145.12  
Search & Seizure-Use of Dogs Policy 5145.122  
Sexual Harassment Policy 5145.5  
Student Records; Confidentiality 5125, 5125.1  
Uniform Treatment of Recruiters Policy 5145.14  
Vandalism Policy 5131.5  
Weapons and Dangerous Instruments Policy 5131.7  
Youth Suicide Prevention and Youth Suicide Attempts Policy and Regulations 5141.5

### **HANDICAPPED STUDENTS**

In accordance with Public Law 94-142, any student judged as handicapped or disabled by the District Committee on the Handicapped will receive all needed supportive services available to the school district.

### **HOMELESS STUDENTS**

In 1987, the General Assembly addressed the situation of Homeless children and NCLB set forth new rules. Conn. Gen. Stat.10-253(e) provides that students who reside in temporary shelters are entitled to free school privileges from the school district in which the shelter is located or from the school district where they would reside if not for the need for temporary shelter. Where it is not possible to identify the district where the student would otherwise be attending school, the district in which the temporary shelter is located must provide school accommodations to the student.

### **NO CHILD LEFT BEHIND - SECTION 9528**

Under the Armed Forces Recruiter Access to Students and Student Recruiting Information Act schools are now required to provide student directory-type information - including name, address, and phone number - to military recruiters and other institutes of higher education. The parent/guardian may annually deny such access of information by completing the section pertaining to the *No Child Left Behind Act of 2001* on the Pupil Information Card brought home by the student at the start of the school year.

### **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 **Mrs. Kim Davis, Director of Special Services**, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (739-3966), or to the Director for the Office for Civil Rights, Department of Education, Washington, D.C.