



**East Lyme High School
2020-2021**

Student/Parent Handbook

**Deb Kelly - Interim Principal
Henry E. Kydd III – Assistant Principal
David Fasulo – Interim Assistant Principal**

Attendance Office: 860-739-6946 Press 1

Special Education Office: x5510

**30 Chesterfield Road East Lyme, CT 06333
Main Telephone: 860-739-6946 Fax: 860-739-1241**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

PHONE _____

**EAST LYME
BOARD OF EDUCATION**

Dr. Timothy Hagen, Chairman

Eric Bauman
William Derry
Jaime Barr Shelburn

Jill Carini
Leigh Gianakos
Barry Sheckley

Candice Carlson
John Kleinhans
Catherine Steele

Superintendent of Schools

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

**SALEM
BOARD OF EDUCATION**

Sean Reith, Chairman

Tiffany Cunningham
Tamara Morocco
Sue Spang

Jennifer D’Aiuto
Samuel Rindell

Ryan Little
Jennifer Rucci
LaVan Norwood

Superintendent of Schools

Joseph Onofrio II – Superintendent
Donna Gittleman – Director of Student Services
Joan Phillips – Principal
Daniel Driscoll – Assistant Principal

Table of Contents

A

Academic Awards 17
Academic Eligibility 34
Academic Integrity 23-24
Accidents 35
Accountabilities 35
Advisory 35
Age of Majority 35-36
Alcohol/Drugs 22
Alma Mater 5
Announcements 36
Attendance Appeal 20
Athletic Appeal 34
Assault 22, 24
Athletics 33-34
Athletic Awards 17
Attendance 18-21
Attire 36

B

Board of Education 2
BOE Policies 41
Breakfast 36
Breathalyzer 22, 35
Bulletin Boards 36
Bullying 22-23
Buses 39-40
BYOD Policy/ AUP 24

C

Care of School Property 24
Cell Phones 24
Change of Address/Phone 36
Cheating 23
Class Advisors 17
Class Cuts 20-21
Class Dues 37
Class Officers 17
Class Participation 14
Code of Conduct 21
College & Career 16
Collusion 24
Contests for Students 37
Course Audits 14
Course Scheduling 15

D

Detentions 26-27
Disciplinary Structure 31
Dismissal 20-21
Drugs 22

E

Emergency Drills 37
Exams 14
Excused Absences 19
Expulsion 32
Extended Absences 19
Extracurricular Activities 33

F

Faculty Contact Info 8
Field Trips 37

G

Gambling 25
Grade Point Average 13
Grading System 13
Graduation 11-12

H

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

I

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

L

Leave School Grounds w/o
Permission 25
Library/Media 16
Lockers 38
Lost and Found 38
Lunch 38
Lunch Detention 27

M

Make-up assessments 14
Medication Admin 38-39
Morning Show 36

N

Nat'l Honor Soc. 18
Naviance 16
No Child Left Behind 41
Nurse 38

O

Out of School Misconduct 21

P

Parental Overrides 15
Parking 40
PE Attire 36
Phys Exam Info 39
Plagiarism 23
Principal's Letter 5
Promotion 12
Public Display of Affection 25

R

Removal 28
Reporting Absences 20
REACH 7

S

Safety Plan 37
Saturday Detention 27
Schedules 10
Schedule Changes 15
School Calendar 9
School Counseling 17

School Publications 39
Search & Seizure 21
Sr Early Dismissal/Late
Arrival 39
Sexual Harass. 25
Smoking/Tobacco 26
Social Events (Dances) 34
Sports Rules and Regs 33
Student Senate 17
Study Halls 16
Summer School 12
Suspension ISS/ OSS 27-29

T

Tardy 20
Teacher Detention 27
Telephones 39
Textbooks 39
Theft 26
Title IX Statement 41
Transfer 16
Transportation 39-40
Trespassing 26
Truancy 18

U

Unexcused Absences 18-20

V

Vacations 19
Vandalism 26
Vehicles 40
Violence 23
Vision Statement 6
Visitors 40

W

Weapons 23
Withdrawal 16
Working Papers 40

Z

Zero Tolerance 21

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 a seasoned veteran of our community, you should know that your presence in the school as an active and engaged citizen is highly valued, and we want you to have as meaningful and enjoyable a 2020-2021 year as possible.

All communities have rules and expectations, and East Lyme High School is no different. This handbook is a resource to help you understand the expectations and procedures we have as a community that enable us to thrive and prosper together. It is vital that you read this handbook thoroughly to familiarize yourself with our rules, procedures, and the East Lyme High School Vision of the Graduate. If each of our students has an awareness of these expectations, then collectively we can maintain a positive school environment.

East Lyme High School is a wonderful place to grow and learn. Over the course of your four years here we hope that you will grow personally, be challenged regularly, and find academic, athletic, artistic, and civic fulfillment. The staff at the high school is dedicated to each student that walks through our doors, and seeks to partner with student families, and the East Lyme and Salem communities, to graduate young men and women ready for the world outside our hallways.

Wishing you a safe and successful 2020-2021 academic year,

Deb Roselli Kelly

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 MISSION STATEMENT

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.

ELHS VISION OF THE GRADUATE

East Lyme High School strives to graduate students that are:

Effective Communicators

- able to write and speak clearly for a variety of purposes
- adept at conveying ideas with mindfulness and purpose
- confident in advocating for solutions, suggestions, theories, actions, and oneself
- skilled at academic and interpersonal discourse across multiple forms of media and digital platforms

Productive Collaborators

- ready to work effectively and respectfully for a diverse audience and with a diverse team
- able to adapt and perform a variety of roles and responsibilities within a group
- capable of sharing ownership of the successes and failures of a group
- able to deliver cooperative and responsible contributions to groups

Deep Thinkers and Active Learners

- able to respond to both success and failure with reflection and resilience
- competent at posing and pursuing substantive questions
- effective at interpreting, critiquing, and synthesizing information
- ready to identify and solve problems by exploring resolution and designing solutions
- designers of innovative ideas, products, and original content
- proficient in a variety of subject areas and are well-rounded students

Contributing Citizens

- willing to become community servants and leaders aware of the needs and issues of society
- capable of establishing persistent positive relationships aimed at caring for local organizations and programs
- generous with their knowledge and skills by caring for their community
- caretakers of a diverse array of school clubs and civic organizations
- capable of being openminded and respectful towards the perspectives of others
- practitioners of habits that promote physical and mental well-being
- adept at executing ethical, informed, and responsible decisions

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.

CORE VALUES

Responsibility

Empathy

Achievement

Collaboration

Honesty

ELHS Voice Mail Numbers

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

Principal

Deb Kelly x 5579

Assistant Principals

H. Kydd x 5530

D. Fasulo x 5528

Art

E Gada x 2116

R Michaud x 2112

Career Education

N. Greene x 2103

English x 5570

*R Ainscough x 2228

A. Kydd x 2244

J Beale x 2225

K Buckley x 2240

A Catsam x 2246

J Hallowell x 2549

E. Archer x 2550

S Mahon x 2238

S. Nazzaro x 2234

M O'Neill x 2547

K Rand x 2237

K Reith x 2201

R Kenny x 2235

C Sablone x 2236

J. Teixeira x 2248

N Trusler x 2239

Family & Consumer

Science

C Foster x 2318

F. Gianakos x 2117

M. Goldreich x 2115

J Hildebrand x 2118

School Counseling x 5580

N. Barnes x 5536

C. Bryant x 5537

E. Cacace x 5529

A. Kosswig x 5562

E. Maiese x 5535

*L Ramaccia x 5531

Health & PE

R Bagos x 2285

J Biggs x 5521

J Brush x 5566

J Handler x 5568

K Thompson x 5569

*S. Hargis x 5519

Library/Media

J. Barber x 5516

Mathematics x 5539

L Machnik x 3210

B Bergeron x 3211

P Ferryman x 3107

*M Gross x 3111

L Hansen x 3208

S Hargis x 2540

K Nelson x 3110

M O'Grady x 2543

S Smith x 3108

S Sojkowski x 3200

R Templeton x 3207

P. Zipsper x 2538

Music

K Carlson x 3130

A. Fadrowski x 3131

*A Maiese x 3330

School Psychologists

K Konesky x 5558

C Mountain x 5532

Science x 5575

*L Ashburn x 3205

H Buckley x 3202

T. Dowd x 2546

S Harfenist x 3203

J Hiltz x 3104

K Kotzan x 3201

R. O'Reilly x 2545

R. Mauthe x 2230

LM Miodonka/Jehan x 3102

D Nazzaro x 3105

L Singer x 3204

V. Thomson x 3103

M. Turano x 3100

Social Studies x 5554

S Griffith x 2207

H. Hernandez x 2245

*K Izzo x 5523

S Jenkins x 2212

G King x 2209

M LaConti x 2204

M LoPresto x 2206

A. Maddux x 2552

J. Raub x 2218

W Reed x.2210

J. Delucia x2553

Special Education x 5510

H Adams x 3114

D Brown x 2250

*P Christensen x 2241

J. Phelps x 2122

T. Hespeler x 2102

M Jennings x 2341

C Kargusang x 3126

B Provost x 2101

V Rose x 2114

D Sdao x 3209

S. Sharron x 2247

C. Switaj/Dickinson x 3206

Tech Education x 2113

F. Clark x 2108

C. Prytko x 2105

R. Redding x 2110

Technology Instructional

Coach

Saglio x 2263

Video Productions

*G Place x 3106

World Language x 5585

L Barry x 2232

K Burton-Jones x 2220

N Casey x 2224

*J Garcia x 2223

M Guinez x 2221

L. Hanley x 2226

S Izadi x 2214

C Meier x 2222

R Miller x 2211

F Willson x 2106

Coastal Connections

860-739-3966 (ex. 5614)

M Bass-Mathematics

W Burkhardt-Science/Sped

D Crowley-English

J Kapusta-Social Studies

D. Fasulo-Director

Attendance Office Press 1

OTHER

A200 fax 860-691-4623

A250 fax 860-691-5076

Athletic Director x 5519

Athletic Office x 5520

Accounts Payable x 5513

Cafeteria x 5526

College & Career x 5564

Custodial Dept. x5561

Library/Media x 5587

Main Office x 5500

Main Office fax -

860-739-1241

Nurse x 5525

Pool 860-691-4681

Registrar x 5512

Safety Officer x 5533

Social Worker x 5216

Special Ed Coordinator

- C. Felix x 5281

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**

Transportation:

EL (860)739-1569

Salem (860) 537-262

East Lyme High School School Calendar – 2020/2021

Opening Day for Students	August 31
Back-to-School Night	TBD
Graduation Date	(decision on date made April 1 per state law)
*Final Day	June 17 (TBD)

Holidays/Recesses

Labor Day	September 7
Rosh Hashanah	Sept.18-Sept. 20
Yom Kippur	Sept. 27-Sept 28
Columbus Day	October 12
Thanksgiving Recess	Nov. 25-27
Holiday Recess	Dec. 24–Jan. 1
New Year's Day	January 1
Martin Luther King Day	January 18
President's Day Recess	February 15-16
Good Friday	April 2
Spring Recess	April 12-16
Memorial Day	May 31

No School for Students

(Professional Development Days for Teachers) Aug. 24, 25, 26, 27, 28, Sept. 4, Oct. 9, Jan.15,

Parent/Teacher Conferences

Nov. 3 (no school), Nov. 4 (1/2 day),
Mar. 31(1/2 day), April 1(1/2 day for students)

SNOW DAYS – The calendar provides for 3 make-up days during the academic year to be utilized for school cancellations if necessary. If there are not cancellations, school will be closed on February 17, March 15, and May 28.

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

ELHS Daily Block Schedule

<u>Block</u>	<u>Time</u>
Block A/E	7:30-8:50
Advisory	8:55-9:05
Block B/F	9:10-10:30
Block C/G <i>Lunch Wave #1</i>	Lunch 10:35-11:05
	Class 11:10-12:45
Block C/G <i>Lunch Wave #2</i>	Class 10:35-11:25
	Lunch 11:25-11:55
	Class 12:00-12:45
Block C/G <i>Lunch Wave #3</i>	Class 10:35-12:10
	Lunch 12:15-12:45
Block D/H	12:50-2:10

Wednesday 1/2 Day Schedule Hybrid Model – 2020-2021 School year

- A: 7:30 – 7:52
- B: 7:57 – 8:19
- C: 8:24 – 8:46
- D: 8:51 – 9:13
- E: 9:18 – 9:40
- F: 9:45 – 10:07
- G: 10:12 – 10:34
- H: 10:38 – 11:00

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.

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 – Class of 2021 and 2022

English	4.0
Social Studies	3.5
Science	3.0
Mathematics	3.0
Health/Physical Education	1.5
Fine Arts	0.5
Vocational Education	0.5
World Language	2.0
Electives	7.0
Total Credits Required for Graduation	25

Graduation Requirements for Classes of 2023 and 2024

English	4.0
Social Studies	3.5
Science	3.0
Mathematics	3.0
Health/Physical Education	2.0
Fine Arts	1.0
Vocational Education	1.0
World Languages	2.0
Mastery-Based Diploma Assessment	1.0
Electives	4.5
Total Credits Required for Graduation	25

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. **See important notes below:**

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.
2. **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.
3. **Vocational Education** includes all courses in Technology Education, Family and Consumer Sciences, Career Education.
4. **Mathematics Requirement:** One course in accounting may be substituted for one of the three required Mathematics credits.

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.
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. All Grade 11 students will also take the NGSS Science assessment.

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

Summer school opportunities are not guaranteed but may be available on an individual basis.

GRADING

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

Grade Point Average

Both an unweighted and weighted GPA will be calculated for each student after the first four semesters and after each subsequent semester. The unweighted, cumulative GPA is a simple average of all courses on a 4.0 scale. The weighted GPA is based on grades earned in leveled classes only (see grid). A class rank will not be reported.

Full Year Class	Q1	Q2	Midterm	Semester 1	Q3	Q4	Final Exam	Semester 2	Final Grade
1 credit	20%	20%	10%	50%	20%	20%	10%	50%	100%

Half Year Class	Q1	Q2	Final Exam	Final Grade
.5 credit	40%	40%	20%	100%

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
A+	97-100	4.33	4.98	4.76	4.55	4.33	I	Incomplete
A	93-96	4.0	4.6	4.4	4.2	4.0	AU	AUDIT
A-	90-92	3.67	4.22	4.04	3.85	3.67		
B+	87-89	3.33	3.83	3.66	3.50	3.33		
B	83-86	3.00	3.45	3.30	3.15	3.00		
B-	80-82	2.67	3.07	2.94	2.80	2.67		
C+	77-79	2.33	2.68	2.56	2.45	2.33		
C	73-76	2.00	2.30	2.20	2.10	2.00		
C-	70-72	1.67	1.92	1.84	1.75	1.67		
D+	67-69	1.33	1.53	1.46	1.40	1.33		
D	63-66	1.0	1.15	1.1	1.05	1.0		
D-	60-62	0.67	0.77	0.74	0.70	0.67		
F	Below 60	0.0	0.0	0.0	0.0	0.0		
WF		0.0	0.0	0.0	0.0	0.0		

Report Cards and Marking System

The school year is divided into four quarters for the purpose of issuing grades. Report cards are prepared shortly after the close of each marking period. Report cards are available on Infinite Campus. Hard copy report cards are available from the Registrar by request. The grade for each quarter is determined independently of the preceding quarter but the midyear and final averages are cumulative once the course has been completed. Class work, homework, class participation, and assessment grades are included in the computation of student's grades. **Class participation is a valued component of a student's education at ELHS and will be clearly defined in each teacher's course expectation document. Parents should expect a call from the teacher if a student has an "F" or a precipitous grade drop. The passing grade in all subjects at East Lyme High School is 60.** Additional reports may be issued at any time during a quarter. Grades for Honor Roll are based on the simple GPA.

Incompletes

After two weeks, unresolved 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.**

Make-up Tests and Quizzes (Assessments)

Students must make arrangements with their classroom teachers to make up any assessments missed due to absences.

Class Participation

Class participation is at the discretion of the classroom teacher and must be clearly defined in course 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 an 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 using the simple GPA. 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 school 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** (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.
- **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 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 (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, and 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

Students will be assigned to a 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. 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.

A Study Hall is not an acceptable reason for late arrival or to be dismissed from school.

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 will invite students to be a part of their classroom and use this platform to instruct and communicate with their students.

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 online. 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 parents, students, and staff. The library contains a well-rounded collection of books, magazines, databases, reference material and media. Students and staff are welcome to check out as many books as they would like. We do not charge late fees, but there will be a replacement fee charged if the item is not returned. The library provides a number of databases for research, as well as, digital magazines, audio books, and e-books. Students and staff may borrow Kindles for ebooks or iPods for audiobooks. Students are encouraged to use the library for course-related work and to pursue individual interests. 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.

Our Library LibGuides page provides many resources and links for parents and students, and can be found at: <http://eastlymehs.libguides.com/home>.

Hours are Monday – Friday, 7 a.m. – 3 p.m. Follow us on Twitter @elhslib or Instagram [elhs.library](#) 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. **Please refer to the ELHS Counseling Page (<https://www.eastlymeschools.org/high-school/counseling>) for the alpha breakdown.**

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/crisis situations.

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 students aware that petitions are 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>
2021	Mr. Jeffrey Beale and Mr. Daniel Nazzaro
2022	Mr. Hamilton Hernandez and Mr. Aaron Maddux
2023	Mr. Jeffrey Handler and Mrs. Lauren Machnik
2024	Ms. Jennifer Brush and Ms. Kim Thompson

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 Mary Jennings

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:

- a. Service to the community and/or school in two areas supported by signed references
- b. Demonstration of leadership in two areas supported by signed references
- c. Demonstration of strong, positive character in two areas supported by signed references

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. Is resourceful in proposing new solutions, applying principles, and making suggestions
- b. Demonstrates initiative in promoting activities
- c. Inspires positive behavior in others and is able to delegate authority
- d. Successfully holds offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- e. Leadership is demonstrated in a variety of ways consistently over time

Service:

- a. Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance
- b. 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
- c. 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.)
- d. Cheerfully and enthusiastically renders any requested service

Character:

- a. Takes criticism willingly and accepts recommendations graciously
- b. Demonstrates the highest standards of honesty, integrity, and reliability
- c. Regularly exhibits courtesy, concern and respect for others
- d. Displays personal responsibility
- e. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.

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 4th absence for semester courses and the 10th 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 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.

An appeal of the committee's decision may be made to the building principal.

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

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 or lose exam exemption.**
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:**
 - i. Students who arrive after 7:30am must sign in at the main entrance and then go directly to class.
 - ii. **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.**
 - iii. **Every 5 tardies in a semester will result in a lunch detention. At 15 tardies in a semester, the student will serve a Saturday Morning Detention. Tardy totals will start at zero for the second semester.**
 - 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:**
 - i. 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.
 - ii. 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 for consequences.
4. **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. **A Study Hall is not an acceptable**

reason for late arrival or 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. Notes for recurring dismissals are not acceptable. Exceptions may be discussed by teleconference with your student's assistant principal.
- b. In an emergency 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. Leaving the school by any other exit will be considered an unexcused/unauthorized dismissal.
- 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 our community and 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. 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.

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 5144** 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 shall include, but not be limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics (BOE Policy 5131.9).

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

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

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

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 of BOE Policy 5131.9.

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 an informal complaint as established 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 5114**).

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 5114**). 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

Academic Integrity

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 schoolwork 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 schoolwork or materials of another student or the instructional materials of a teacher. Example: Stealing copies of tests or quizzes, stealing another student's homework.
- **Collusion** - The act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism.

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 tickets to a prom may be purchased or transcripts can be forwarded.** Accountabilities can be found on Infinite Campus under Fees.

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 ensure 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.

The school district will not require students to bring in devices that the school cannot provide. 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 Title IX Coordinator.
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 Title IX Coordinator, 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 Title IX Coordinator may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Title IX Coordinator 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, smoking device, or tobacco product (including e-cigarettes, e-hookahs, hookah pens, and vapor pens), 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 (including matches, lighters, vape cartridges, etc.) 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 5131.5). 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 2:15 p.m. up to 3:15 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.
 - a. 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.
 - b. If a student misses a lunch detention, he or she is expected to make up that lunch detention.
 - c. Students are not permitted to chew gum, eat, or drink.
 - d. Students must remove hats.
 - e. Students must sign in and sign out.
 - f. 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.
 - g. 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. **After School Detention:** After School Detentions will be assigned for a variety of offenses (see Discipline Structure), or when the administrator deems necessary.
6. **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 or an after-school detention. 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).**
7. **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.
8. **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.
9. **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.
10. **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. 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 for removal.
 - b. Procedures will be developed at each building to keep track of the number of infractions.
2. **Suspension** - The principal shall observe the following procedures in cases of suspension:

- a. 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.
- b. 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.
- c. 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
- d. Nothing will be placed on the student's record indicating suspension until after the hearing.
- e. Notice of the original suspension shall be transmitted by the principal or a designee, to the superintendent of schools by the close of the school day following the commencement of the suspension.
- f. Following a conference with the principal, or a designee, the student or his or her parent(s) may request the Superintendent of Schools, or a designee, to review the Principal's decision. Such review shall be completed with a written report issued to the student and his or her parent(s) or guardian and to the Board of Education within three days of such request. In reexamining the principal's decision, the superintendent shall review all pertinent data leading to the suspension.
- g. If a student is 18 years of age or older, any notice required by this policy shall be given to the student as well as the parent or guardian.
- h. 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.
- i. The Superintendent of Schools shall report any unusually serious case of student suspension to the BOE at its first meeting following such action.
- j. 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.
- k. 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. 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.

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
- Possession of prescription medication, controlled substances, or illegal drugs or alcohol
- Sale, distribution, or transfer of illegal or prescription drugs or alcohol
- Use or under the influence, on or off-campus

BOE Policy and Reg. 5131.6

Warning, parent notification
 2 Day-ISS, parent notification, parent must pick up medication
 Up to 10-day OSS, parent conference, drug & alcohol evaluation, possible expulsion and police notification
 Automatic 10-day OSS, possible expulsion, parent conference, drug & alcohol evaluation, possible police notification
 Up to 10-day OSS, possible expulsion, parent conference, possible police notification, drug & alcohol evaluation

Assault, Physical altercation

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

Bullying

ISS, student/assistant principal conference & parent notification, possible expulsion, mediation, counseling

Cell phone/Electronic device

1st offense: Teacher warning
 2nd offense: ORR filed
 3rd offense: Administrative Lunch Detention

Cheating/Plagiarism

1st offense: Zero on assignment, ORR submitted to administration, warning in Infinite Campus documented teacher notifies parent/guardian
 2nd offense: ORR submitted to administration, progressive discipline, cheating/plagiarism document in student's behavior record, parent notification

Computer Violations

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

Cutting class/study hall

Up to SMD (dependent upon time out of class), parent notification, 50% credit for all work missed during the cut class

Failure to make proper identification

After School Detention, parent notification

Failure to report:

- **Teacher detention**
- **Administrative lunch detention**
- **Saturday Morning Detention**

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

False Alarm

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

Inappropriate behavior (language and gestures)

1st offense: Administrative Lunch detention,
 Subsequent offenses: After School Detention, SMD, ISS

Insubordination/Disrespectful or Disruptive Behavior	1 st offense: Administrative Lunch Detention Subsequent offenses: After School, SMD, ISS
Leaving school grounds	Saturday Morning Detention, parent notification
Misrepresentation/Lying/Forgery	Saturday Morning Detention, parent notification
Parking violations	1 st offense: Warning 2 nd offense: Administrative Lunch detention Further offenses: After School Detention, Fine
Recording with electronic device/distribution of Recording	After School Detention, SMD, ISS, possible police notification 1 st offense: Teacher warning Subsequent offenses: ORR, Administrative Lunch detention, loss of late arrival/early dismissal
Sign-in/sign-out abuse	
Possession, use or distribution of tobacco, cigarettes/e-cigarettes, etc.	1 st offense: 2 days ISS, referral to substance abuse counselor, possible police notification. Subsequent offenses: progressive discipline
Tardiness	increments of 5 (per semester) – Administrative lunch detention 15 in a semester – Saturday Morning Detention, parent notification
Theft/Stealing/Possession of stolen property	Restitution, 2 days ISS, parent notification possible police notification
Threat, Intimidation, Harassment	Low level – Administrative lunch detention Medium level – Progressive Discipline, 2-day ISS, parent notification, possible risk assessment and behavior contract High level – 10-day OSS, notification of authorities and parent/guardian, possible expulsion
Truancy	Saturday Morning Detention, parent/guardian contacted, possible referral to Juvenile Review Board and/or DCF referral
Unauthorized area of campus	Administrative Lunch Detention(s)
Vandalism	Saturday Morning Detention, restitution, parent contacted
Violation of proper attire regulations	Warning, parent notification if necessary
Weapons, Incendiary devices	10-Day OSS, parent conference, police notification Possible expulsion

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.

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.

Athletic Department Offerings

Season	Boys	Girls	Co-Ed
Fall (August- November)	Football Soccer X-Country	Field Hockey Soccer X-Country Swimming Volleyball	Cheerleading
Winter (December- March)	Basketball Swimming Wrestling Ice Hockey Indoor Track	Basketball Indoor Track Gymnastics	Cheerleading Fencing Unified Basketball
Spring (March- June)	Baseball Track Tennis Lacrosse Crew Golf	Softball Track Tennis Lacrosse Crew Golf	

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.

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 the eligibility requirements listed below:

- a. **Eligibility for Fall Sports:** A pupil cannot participate in extracurricular activities beyond the regular school day unless he/she is a full-time student. To be eligible for Fall sports/extracurricular activities, a pupil may not have an “F” and/or no more than two “Ds” as Final grades.
- 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:** **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.** Any student wishing to appeal the loss of their athletic eligibility must:
 - i. Notify the Athletic Department office of their intent to appeal.
 - ii. Fill out an “Academic Appeal” form and turn in to the Athletic Department.
 - iii. Upon receiving documentation of the appeal, the Athletic Department will collect teacher reports from the athlete’s teachers.
 - iv. After all teachers have reported, the individual will sit in front of an appeals committee made up of members of the athletic department.
 - v. Upon completion of the appeal meeting the athletic department will implement one of the following options:
 1. Reinstate the student
 2. Deny the appeal
 3. Reinstate the student with specific conditions
 4. Deny the appeal at the present time, but revisit updated teacher reports after three weeks
- d. **All other CIAC eligibility rules apply.**

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 ticket sales end. 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 set-up and clean-up of school facilities.
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. *Accountabilities are listed under 'FEES' on Infinite Campus.*

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. 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 5111 and 5118).

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.
- h. Clothing that is commonly associated with gang affiliation, referencing gangs, or could be construed to as pertaining to gang affiliation should not be worn.

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 procedures will be provided to parents separately during this COVID-19 period.

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

Dues and accountabilities can be accessed on Infinite Campus under Fees.

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 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 – Expedient 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 site 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 (i.e. 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 will occur in three waves during Block C and Block G classes.

1. Wave #1 – 10:35-11:05
2. Wave #2 – 11:25-11:55
3. Wave #3 – 12:15-12:45

Students will remain in designated eating areas for the entirety of the lunch that they are assigned to.

Application forms are available in the Main Office or online for those students who may qualify for Free or Reduced 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. Failure to report to the nurse or leaving school without permission from the nurse's office will result in disciplinary action. 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 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 4118.231), 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 1st and June 30 of the 9th 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 10th grader.**

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 school newspaper, the **Viking Saga** contains news, sports, editorials, and features written by a student staff. The yearbook, **Valhalla**, is produced in Yearbook 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

Senior students must earn quarterly grades in the "C" range or higher to be eligible for Senior Late Arrival/Early Dismissal privileges. **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). 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 (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 5131.11) 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 three afternoons a week (Tuesday, Wednesday, and Thursday). 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.

First Student (East Lyme) 860-739-1569

M&J Bus (Salem) 860-537-2622

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 (A250).

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.

Administration of Medication Policy and Regulations 5141.21
Alcohol, Drugs, Tobacco Policy and Regulations 5131.6
Attendance/Excuses/Dismissal/Truancy/Tardiness Policy and Regulations 5113
Bullying Policy 5131.9
Bus Conduct Policy 5131.11
Conduct Policy 5131
Confidentiality 5125
Cyberbullying Policy 5131.9
Homeless Students Policy 5118.1
Internet User Policy 6141.321
Mandated Reporter Policy/ Reporting of Child Abuse 5141.4
Off Campus Misconduct 5144
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, 5125.11
On-Campus Recruitment Policy 5145.14
Vandalism Policy 5131.5
Weapons and Dangerous Instruments Policy 5114
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.

Safety Contract

East Lyme High School

The National Science Teachers Association urges that students be required to review and sign a “contract” that defines acceptable behavior in a school science setting. The rules and behaviors outlined below will apply to “in school” as well as “out of school” (field trip) situations.

Basic rules are defined. The student reviews these basic rules plus the more detailed set on the reverse side of this contract. The student then signs the contract agreeing to abide by these rules and any additional safety directions provided by the science teacher.

Students should realize the implications of improper behavior. For example, students have been permanently removed from the lab setting (resulting in a failing grade) for unsafe or improper behavior. In addition, courts have ruled that students can be just as guilty of negligence as teachers in laboratory accidents. Therefore, the rules mentioned below should be considered very seriously by each student and their parent or guardian before signing this contract.

I will:

- Follow all instructions given by the instructor at all times
- Wear approved safety glasses per CT General Statute 214a
- Carry out good housekeeping practices.
- Know where to get help fast.
- Know the location of eye wash and fire extinguisher.
- Conduct myself in a mature and responsible manner at all times.
- Never conduct experiments without the supervision of my teacher.
- Never remove chemicals/equipment from the science laboratory.
- Thoroughly wash my hands after completing all science experiments.

I have read and agree to follow the safety regulations set forth above and on the reverse side of this contract. I will closely follow the oral and/or written instructions provided by the teacher. I will accept responsibility for my failure to adhere to the aforementioned safety regulations.

By signing for the Student Handbook, I acknowledge that I have also signed this contract.

LABORATORY SAFETY RULES

1. Wear proper eye protection at all times during laboratory activity. Consult with the instructor about your use of contact lenses. Know the location of eye wash equipment.
2. Confine or securely tie hair that reaches to the shoulders. Remember hair is very flammable. No Hats!
3. Do NOT smoke, eat, drink or chew gum in the laboratory. Dangerous chemicals may get in your mouth. Never taste anything in the lab unless specifically instructed to do so by your teacher. No chemicals are ever to be taken from the lab.
4. Do only the experiments assigned and in the manner prescribed. Unauthorized experiments are prohibited.
5. Never engage in horseplay or practical jokes.
6. Open-toed shoes are not permitted.
7. Appropriate clothing (chemical resistant aprons, long pants, etc) are required when working with hazardous materials.
8. Avoid inhaling chemical fumes; do not fill pipettes orally.
9. The instructor is to be notified immediately in case of accident, no matter how trivial it may appear.
10. Know the locations of fire extinguisher, fire blanket, eye wash, and safety shower.
11. Notify instructor immediately of any spills on your clothing or person.
12. Do not use the sink to discard matches, filter paper or insoluble solids. Use the waste can for solid disposal.
13. Do not return chemicals to their original containers unless you are specifically instructed to do so.
14. Adhere to all lab protocol and proper techniques when dealing with science equipment and chemicals as explained by your instructor.