Mission Statement

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

This agenda belongs to:

Name: __________________________________________

House/Team: ________________________________________

Homeroom: _________________________________________
August 2017

Dear East Lyme Middle School Students and Families,

I’d like to welcome you to the 2017-2018 school year here at ELMS! We are looking forward to a year that is filled with meaningful, challenging and rewarding experiences for all of our students. Your presence and active engagement in our school is valued and respected, and we want you to have an exceptional experience during the academic year.

It is extremely important that students, parents, and guardians clearly understand the policies and procedures of our school. This handbook provides the guidelines that will help our school community grow and flourish together. It is very important for you to read and discuss the contents of our student handbook. When everyone understands and adheres to the school expectations, a positive and safe climate is created where we can work together as a community.

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

Once you have the opportunity to review the Student Handbook with your child, parents must sign the back cover. Students must return the signed signature page to the homeroom teacher.

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

Sincerely,

Jason Bitgood
Principal

Jennifer L. Frost
Assistant Principal

Assistant Principal

The East Lyme Middle School, 31 Society Road, Niantic, Connecticut, 06357

860-739-4491  FAX: 860-691-5400  www.eastlymeschools.org
# EAST LYME SCHOOL DISTRICT
## EAST LYME, CT
### 2017 – 2018
#### SCHOOL CALENDAR

**FIRST DAY OF SCHOOL FOR STUDENTS**
- Aug 30

**HOLIDAYS AND VACATIONS**
- **Sep 4:** Labor Day
- **Oct 9:** Columbus Day
- **Nov 22 – 24:** Thanksgiving
- **Dec 25 – 29:** Holiday Recess
- **Jan 1:** New Years Day
- **Jan 15:** Martin Luther King Day
- **Feb 19:** President’s Day
- **Feb 20:** Winter Recess
- **Mar 30:** Good Friday
- **Apr 16-20:** Spring Recess
- **May 28:** Memorial Day

**STAFF PROFESSIONAL DEVELOPMENT AND PARENT/TEACHER CONFERENCES**
- **Aug 24:** New Staff Orientation Day
- **Aug 28-29:** (Staff Opening Ceremony and Planning Day)
- **Sep 5:** (PD – No school for students)
- **Oct 6:** (PD – No school for students)
- **Nov 7:** (PD Day and Elem/MS parent conferences – No school for students)
- **Nov 8:** (Elem/MS parent conferences – Half day for Elem and MS students and full day for HS students)
- **Dec 22:** (Half day for all students)
- **SBAC Testing Window 3/27 – 5/26:** CMT Science and CAPT

**CALENDAR BREAKDOWN (189 Days)**
- **Student Days:** 182
- **Staff PD/Non-Contact Days:** 7

**Regular School Hours**
- **Half-day Sessions**
- **HS:** 7:30 – 11:00
- **MS:** 8:30 – 11:45
- **Elem:** 9:05 – 12:35

- **Nov 8 is a full day for HS students**

**EL BOE Approved 1/23/17**

### February 2018
#### 18/114
- **S M T W T F S**
- **1 2 3 4 5 6 7**
- **8 9 10 11 12 13 14**
- **15 16 17 18 19 20 21**
- **22 23 24 25 26 27 28**

### March 2018
#### 20/134
- **S M T W T F S**
- **1 2 3 4 5 6 7**
- **8 9 10 11 12 13 14**
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**INTRODUCTION**

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

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

**Beliefs**

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

**School Philosophy**

We believe that the young adolescent, the evolving adult of tomorrow, is a unique person undergoing rapid and extensive changes. Each student experiences bursts of growth and new levels of ability which are exciting, yet confusing. Behavior, motivation, and values seem stable and consistent one day, but may be redefined the next. Recognizing this rapid, inconsistent growth process, we accept the responsibility for assisting and encouraging development in the creative, intellectual, social, emotional, and physical domains. Since each child grows and changes differently, the school must be responsive to individual need, ability, and interest.

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

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

**Middle School Teaming Philosophy**

The heart of teacher teaming lies in the spirit of cooperative planning, collaboration, communication, mutual respect, and sharing. Teachers who have the same students and share a common planning time, become interdependent and communicate directly in order to provide the best possible educational experience for their students. Successful teaming depends upon the motivation, skills, and abilities of teachers to work together to deliver an instructional program that responds to the physical, social, intellectual, emotional, and ethical developmental needs of early adolescents.

**Vision for Learning**

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

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

Students frequently work with one another in cooperative learning situations, assuming the role of worker and performer rather than that of the passive recipient. They are engaged in thought-provoking content, ideas, and activities in which the process of
learning is valued as much as the final product. The learning environment reaches beyond the school campus, bringing the world to the school and taking the student to the community whenever possible.
The context for learning drives teacher decisions about the types of instructional strategies to employ, the design of student learner activities, and the means of student assessment.

**Scientific Research Based Interventions (SRBI)**

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

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

**Positive Behavior Intervention Support (PBIS)**

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

1. Respect yourself
2. Respect others
3. Respect environment

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

**Student-Led Conferences**

Student-led conferences incorporate the middle school philosophy “to increase student responsibility for their learning.” Students prepare a portfolio of learning created from their best work and identify their own learning goals based on their performance. Students share this work with their parents at their conference, while teachers circulate through the kiva to answer questions as they arise.

Although goal development has always been a component of student-led conferences, student annual goal development has also become a requirement of the State of Connecticut Secondary School Reform Legislation. As part of this legislation, all students are required to begin their Student Success Plans (SSP) in Grade 6. For the 2017-2018 school year student-led conferences will be held on the full day of November 7th, and half day sessions on November 8th, April 9th, and April 10th.

**Connections/Advisory**

Connections is our advisory program that fosters a sense of belonging for each student at East Lyme Middle School. The Connections groups are small, averaging 12 students per adult, allowing students to get to know each other and voice their ideas in a small, comfortable setting.

The groups meet two times per month for 30 minutes. Students participate in fun, hands-on activities related to school-wide monthly themes. Teachers integrate the themes with classroom activities, current events and daily discussions with students. The Connections curriculum was developed by a committee of teachers, school counselors, and administrators. Age-appropriate lesson plans developed by the committee are implemented by all ELMS staff based on monthly themes.

**Code of Conduct**

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

Each student has the RIGHT to:

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

**Zero Tolerance**

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.**

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

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

**COMMUNICATION**

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

**Board of Education**

| Timothy Hagen, Chairman | Al Littlefield, Secretary |
| Jaime Barr-Shelburn | Marlene Nickerson |
| Jill L. Carini | William Derry |
| Eric Bauman | Barbara Senges |
| John Kleinhans | Candice Carlson |
| Leigh Gianakos |

**Central Office  (860) 739-3966**

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

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

Jason Bitgood, Principal
Jennifer L. Frost, Assistant Principal
Claudine Kelly, Assistant Principal

Bus Company First Student (860) 739-1569

**School Hours**

| Normal | 8:30 am – 2:45 pm |
| Half Day Session | 8:30 am – 11:45 am |
| Two Hour Delay | 10:30 am – 2:45 pm |

**Early Closings**

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

**Emergency Closings and Snow Days**

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

| WTNH | Channel 8 | New Haven |
| WVIT | Channel 30 | Hartford |
| WFSB | Channel 3 | Hartford |
|       | Channel 19 | East Lyme |

www.ctweather.com
www.eastlymeschools.org
Digital Backpack
East Lyme Middle School news and events are posted in the digital backpack located on the East Lyme Public Schools website. Please check weekly for updates.

School Calendar 2017-2018 – Holidays and Recesses

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Professional Development (no school for students)</td>
<td>August 28-29</td>
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<tr>
<td>Opening Day for Students</td>
<td>August 30</td>
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<tr>
<td>Labor Day</td>
<td>September 4</td>
</tr>
<tr>
<td>Staff Professional Development (no school for students)</td>
<td>September 5</td>
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<tr>
<td>Back to School Night – Grades 5 &amp; 6</td>
<td>September 13</td>
</tr>
<tr>
<td>Back to School Night – Grades 7 &amp; 8</td>
<td>September 27</td>
</tr>
<tr>
<td>Staff Professional Development (no school for students)</td>
<td>October 6</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>October 9</td>
</tr>
<tr>
<td>Taste of Arts</td>
<td>October 25</td>
</tr>
<tr>
<td>Election Day / Student Led Conferences (no school for students)</td>
<td>November 7</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 22-24</td>
</tr>
<tr>
<td>Holiday Recess</td>
<td>December 25 - January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 15</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 19</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>February 20</td>
</tr>
<tr>
<td>Staff Professional Development (no school for students)</td>
<td>March 9</td>
</tr>
<tr>
<td>Good Friday</td>
<td>March 30</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>April 16-20</td>
</tr>
<tr>
<td>Staff Professional Development (no school for students)</td>
<td>May 25</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 28</td>
</tr>
</tbody>
</table>

Half Day Sessions (8:30 – 11:45)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Holiday Recess</td>
<td>December 22</td>
</tr>
<tr>
<td>Student-Led Conferences</td>
<td>November 8, April 9, April 10</td>
</tr>
<tr>
<td>Last Day of School</td>
<td>June - TBA</td>
</tr>
</tbody>
</table>

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

TRANSPORTATION

Students have a right to safe transportation to and from school. Riding the bus is a privilege based on good behavior. Inappropriate behavior on the bus or at the bus stop may result in the denial of this privilege, as well as consequences that may be given if the behavior occurs at school. Bus routes and bus stops are determined by the District. Please call the Central Office for clarification or changes. Please direct discipline concerns to the Middle School Administration.

- Students should be at their assigned bus stops 5-10 minutes prior to the scheduled pick up time and should wait until the bus comes to a complete stop before attempting to enter. Students must keep hands and heads inside the bus at all times.
- Students must remember that loud talking and laughing divert the driver’s attention and make safe driving difficult.
  Horseplay is not permitted around or on the school bus or at the bus stops.
- Students must never tamper with the bus.
- Students must take extra care not to leave books, lunches, or other articles on the bus.
- Students must NEVER throw anything in the bus or out the window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Bus riders are expected to be courteous to fellow students and to the bus driver.
- No articles of an injurious or objectionable nature are allowed on the bus.
- The bus stop is considered school property. Accordingly, all school rules apply.
- Students must get off at their designated stop unless prior written parental permission has been obtained.
- Drinking and/or eating is prohibited.

Inappropriate bus behavior will not be tolerated. Progressive discipline will be implemented and can include suspension and/or expulsion from the bus.

Permission to Ride another Bus
All students are expected to ride on the bus designated for their neighborhood. When it becomes necessary for a student to ride on a bus other than the one assigned to them, the student must bring a note to school written by a parent/guardian requesting a change of bus for that day. The student will be handed a “Change of Bus” pass, which has been approved by the office, during the lunch period. Students may not ride another bus without a bus pass.

Permission to ride another bus is at the discretion of the administration based on bus capacity and other safety concerns.
Procedures for Student Drop Off In The Morning
Parents transporting their children to school must drop off in the back of the building only between 8:15 – 8:30 AM.

Procedures for Student Pickup End of Day
The pickup zone is limited for student safety. Parents should enter the service road behind East Lyme Middle School to pick up their child, continue to pull your car forward as cars depart, and follow the directions of the supervising teachers. Students must remain on the sidewalk and not walk in between cars.

Bicycles
Students may ride bicycles to school but must leave them outside the building in the bicycle rack located at the front entrance. The school will not be responsible for bicycles that are stolen or damaged while stored on the school grounds. Students should provide their own bicycle lock and chain. Students riding their bicycles must walk their bicycles on and off school property.

Late Buses
Late buses are available for those who remain after school for scheduled activities. These buses leave school at 4:00 p.m. on Monday, Tuesday, Wednesday, and Thursday during the school week, beginning the second week of school. (Listen for announcements.) There are 3 buses that cover the 19 bus runs, and late bus routes are posted in the main office. Late runs are designed to transport students to a designated bus stop which meets state guidelines: 1.5 miles between home and a designated stop is the maximum for secondary school students. After 3:30pm parent pick-up is in the front of the school.
If a student goes to the Youth Center after school, the student must get the 4:00 p.m. late bus at the Center. Students may not return to school for any reason once they go to the Youth Center. The middle school is not responsible for supervision when a youngster stays to visit the Youth Center, public library, or Parks and Recreation activities.

PROCEDURES

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

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

On June 27, 2012, the State Board of Education adopted definitions for excused and unexcused absences for use by schools. The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action). **Excused Absences** A student’s absence* from school shall be considered excused if written documentation† of the reason for the absence has been submitted within ten school days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation; and

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

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

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

For more information here is a link to “Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention.”

Absences
To report an absence, call the main office at 739-4491 before 8:30am. If we have not received a call by 8:45am we will call home to make certain your child is safe. If we are unable to contact you, a call will be made to the emergency contacts. If we do not make contact and/or do not receive a call back confirming your child is safe we will call the police. Tardiness
Students must be in their homebase class at 8:30am or will otherwise be considered tardy and must report to the main office to obtain a late pass.

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

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

Vacations
Families are encouraged to schedule family vacations during school vacation periods. When this is not possible, parents must assume responsibility for their student’s lost instruction. It is the student’s responsibility to secure information about work missed, and this work must be turned in to the teacher for grading. Students are also responsible for making up all tests missed during such absences. Whenever possible, teachers may prepare schoolwork for students to do while they are away. Written notification detailing dates of absence and a request for homework assignments must be submitted to the school three weeks in advance in order to notify all teachers.

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

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

Lost and Found
Lost and found items should be brought to the House office where they will be held for two weeks before being donated to charity. Students should also check with the receptionist, the stage in the cafeteria, and the gymnasium for lost items. Lockers
Every student is issued a team locker and given the combination. Students must not share the combination with anyone. Combination locks are used on gym lockers and issued only to individual students and should not be shared with friends. Everything placed in a locker is the student’s responsibility. Please note that students have “joint locker ownership” with the school. This means the administration reserves the right to inspect any locker at any time.

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

Teams
Program of Studies Grades 5 – 8

| Language Arts | Mathematics |
| Social Studies | Science |

Life Arts

| Life Skills | Music |
| Art | Choir |
| Technology Education | Band |
Homework

Homework is an important part of life at ELMS. Homework demands organization, attention to directions, and a desire to succeed in school. Teachers may assign homework on a regular basis. Specific homework policies will be given to students by their teachers. Students are encouraged to record daily homework assignments in their daily planner. ELMS has been piloting the use of homework Apps such as Remind.com. Information about how to access homework assignments is presented by the teams at Back To School nights.

Board of Education Policy 6154 concerning homework states: “The Board recognizes the many benefits of homework assignments to augment the classroom learning experience and issues this policy to ensure that guidelines for assigning homework at various levels are established by the administration. The classroom remains to be the primary instructional center in the system, and each program should seek to use the allotted classroom time, and available school facilities to the fullest extent to achieve the curriculum objectives. Homework, which is relevant to the program objectives, may be – and even should be – assigned when it is a necessary and effective means to augment the classroom learning experience and to provide an opportunity for independent study. The amount of required homework and the frequency of homework assignments must be justifiable, with consideration being given both to the age of the student and his personal time endeavors such as after-school jobs, assorted extracurricular and recreational activities, and voluntary and self-motivated reading or study. Homework assignments should not depend on essential resources other than those available in the school. The administration is authorized to establish homework guidelines for the system which are consistent with this policy.”

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

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

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

- If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student
- Students should understand not only what to do, but also how to do it
- Homework should grow from classroom problems, projects, and concerns
- Assignments should make use of a variety of skills

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
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<tbody>
<tr>
<td>5</td>
<td>50 min</td>
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<tr>
<td>6</td>
<td>60 min</td>
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<tr>
<td>7</td>
<td>70 min</td>
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<tr>
<td>8</td>
<td>80 min</td>
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</tbody>
</table>

Report Cards

East Lyme Middle School utilizes Infinite Campus as our progress reporting/report card platform. The report card depicts:

- Your child’s academic grades in each subject area
- Your child’s academic behaviors in the areas of homework, cooperation and participation, and classroom work habits
- Subject area comments which explain curriculum work accomplished during the trimester

The academic behaviors are assessed using a four-point rubric. The descriptors of the four-point rubric may be viewed on the portal.

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

Honor Roll

Student success and achievement are important at ELMS. All students are encouraged to put forth their best effort in every class. In the 7th and 8th grades we celebrate student achievement by publishing our Honor Roll in the New London Day and the East Lyme Times.

Special Services

East Lyme Public Schools provide a continuum of services and programs for students with disabilities based on their specifically identified needs. Students receive instruction in academic courses from certified special education teachers in individual and small group settings. They also receive support to reinforce the regular classroom curriculum. Related services are offered to support a student’s special education program when necessary. They include: speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health services, and homebound instruction.

Section 504

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

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

- Orientation and transition programs
- Student schedules
- Short term individual counseling
- Academic monitoring
- Progress reports, report card progress, honor roll, etc.
- Scheduling and facilitating meetings for parents
- Implementing our Advisory/Connections Program
- Crisis team participation
- Resource for teachers, parents and students
- Participation in team meetings
- Peer Mediation

Middle school students may experience different kinds of challenges and decisions. Topics that have come up many times in the past years have included, “What to do about…”

- Getting better grades in school
- Getting along with classmates, sometimes feeling alone or “not part of the group”
- Wanting to be popular, yet not giving up the ability to decide for oneself – how much to let others influence your decision
- The use of alcohol and drugs
- Wanting more, to be free of parents’ control, yet not wanting to be cut off from them or to have constant battles with them

The kinds of physical changes that occur in the middle school years

- The discomfort and pain of living with some family problems like divorce
- Selecting a high school
- Relating to the opposite sex in appropriate and mature ways

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

Group Counseling Services

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

Media Center

The East Lyme Middle School Media Center is available for student use from 8:15 a.m. until the end of each school day. Students are expected to follow all of the media center expectations for respecting themselves, others and the media center environment. Students are responsible for all materials that are borrowed from the media center and will be charged the full price of any lost or damaged material.

The media center is a resource for students to find books for free reading and to support their classwork. The media center also offers many online resources such as ebooks, digital audiobooks and online databases. These resources can be accessed on the media center webpage.

East Lyme District Website

Visit the East Lyme Middle School website to find Class Projects Pages, Student Research Help Page, Internet Resources and much more! URL: www.eastlymeschools.org

Homework Support

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

Extra Help

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

HEALTH Nurse

The school nurse will be in the building during the day for routine health matters, telephone calls, conferences, and meetings. Health Room hours will be posted at the beginning of the school year.
Screenings for hearing, vision, and scoliosis are carried out throughout the year in accordance with East Lyme School Policies. Only First Aid will be administered by school personnel, and students will not be treated for injuries occurring in places other than in school or on school grounds. After First Aid, a physician must provide any further treatment.

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

If a student should become ill or incur a minor injury which, in the opinion of the school nurse, warrants removal from school, a parent will be called. School personnel will be responsible for transportation.

**Health Examinations and Inoculations** (Board of Education Policy 5141.3) “The Board of Education recognizes the importance of periodic health assessments according to state health regulations. To determine health status, facilitate the removal of handicaps to learning, and find whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments. The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206. Parents wishing their children exempt or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian. No record of any student’s medical assessment may be open to the public.”

**Students are required to have a physical during their 6th grade year prior to entering their 7th grade. In addition, prior to entering 7th grade, students are required to have Meningitis, 2nd Varicella, and Tdap inoculations. In order to play sports at East Lyme Middle School a physical is required every two years.**

**Administration of Medication**

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

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

**Severe Food Allergy**

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

Our school policy for any student who experiences a severe food allergy is as follows:

- A letter will go home to all students in his/her classroom requesting alternative snacks/foods be provided, snacks that do not contain the allergen. This request would also include all classroom celebrations and parties.
- The classroom teacher, parent, physician and school nurse will collaborate to develop an emergency action plan for the student with a severe food allergy. The parent will provide medication that will be used if accidental ingestion occurs. The medication and required forms will be given to the School Nurse by the parent.
- All staff members will be aware of the student who has a severe food allergy.
- The school food service supervisor will be notified of all students who experience food allergies.
- The parent will notify the bus company of the student’s allergy.
- A video by the Food Allergy Network is available for the teacher to show classmates at parent/teacher discretion.

**Additional Resources:**

- [www.cdc.gov/healthyschools/foodallergies/index.htm](http://www.cdc.gov/healthyschools/foodallergies/index.htm)
- [www.foodallergy.org/CDC](http://www.foodallergy.org/CDC)
- [http://www.cdc.gov/nchs/data/databriefs/db121.pdf](http://www.cdc.gov/nchs/data/databriefs/db121.pdf)
- [http://www2.ed.gov/about/offices/list/ocr/504faq.html](http://www2.ed.gov/about/offices/list/ocr/504faq.html)
- [https://www.foodallergy.org/its-not-a-joke](https://www.foodallergy.org/its-not-a-joke)

**Athletic Health Provision**

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

**School Insurance**

Middle 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 insurance 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.

**ACTIVITIES**

**Social Events**

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

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

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

**Assemblies**

School assemblies provide opportunities for large groups of students to enjoy the same experience. Students are expected to act in a courteous and polite manner at all times. Appropriate hand clapping is the acceptable manner in which appreciation may be shown. Remember, each student is personally responsible for representing ELMS in a positive respectful manner. Consequently, students should consider the following when attending assemblies:

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

**Field Trips**

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

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

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

**Clubs**

Students at all grade levels are encouraged to become actively involved in ELMS and participate in extra-curricular activities. Opportunities may include but are not limited to:

| Art Club | Volleyball Club | Track & Field |
| Jazz Band | Jr. Math Club | Cross Country |
| Flute Ensemble | Jr. Leaders Club | Basketball |
| Leaders Club | Science Club | Math Counts |
| Video Journalism | Game Club | Wellness Club |
| Yearbook (8th Grade) | Guitar Club | Service Club |

**Intramurals**

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

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

**STUDENT CONDUCT**

**Hallways**

For the safety of yourself and others, students must walk at all times, keep to the right to avoid congestion, and not block the hallways. When attending a class or activity outside of the kiva, students are to travel on their house floor as much as possible. Running, shouting, and pushing are not permitted. Gathering in the halls or stairwells during passing time is not permitted.

**Cafeteria**

Lunch will take place in our school cafeteria. Students may provide their own lunch or they may purchase one. If a child fails to bring the necessary funds for a lunch, the student will be allowed to charge up to an accumulated maximum of $10.00. Students are expected to clean up after themselves and demonstrate proper behavior. Students may not leave the cafeteria consuming food or drink. Food should be finished in the cafeteria. Weather permitting; students will have the opportunity to go outside for a portion of the lunch period. On cold days, students are required to wear a jacket, sweatshirt, or sweater in order to go outside. No physical contact is allowed for games during recess. It is important that all students are quiet during lunch announcements both in the cafeteria and on the patio.

**School Property**

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

**Valuables**

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

**Lavatories**

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

- No food shall be eaten in the lavatory
- The individual stall is confined to use by one person at a time and no more than 3 people in a restroom at a time
  - Report all damages to the House Office
- Report to the nurse’s office if ill
- Keep the lavatory clean at all times

**Citation Expectations**

East Lyme Middle School students are required to provide properly sourced citations for their work. All students will be provided with yearly instruction on the use of Noodletools, an online note taking and citation tool. A Noodletools How to Guide is available on the media center webpage.

**Dress Code**

Students are expected to be appropriately dressed at all times. Clothing which is too tight or revealing is prohibited. Any form of dress which is considered contrary to good hygiene, which is distracting and disruptive, or which is detrimental to the purpose or conduct of the school, will not be allowed. Specifically, any clothing which advertises alcohol or drugs or clothing with obscene or questionable language is not permitted.

Half-shirts, net shirts (see-through), cropped tops, halter tops, tube tops, or any top that does not cover the upper body are not permitted. Shirts must cover to pants. Students are not permitted to wear costumes to school, which include dressing in police or military attire. No exposed underwear is permitted. Appropriate skirt/short length is required.

Inappropriate footwear is also not allowed. Sneakers with wheels are not to be worn in school. Pajamas and slippers are not to be worn to school.

Students are not to wear hats, hoods, or sunglasses in school. Facial piercing jewelry is strongly discouraged.

**Students not conforming to the above standards will be asked to change clothes or call home. Hats, Backpacks, and Jackets**

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

**Electronic Devices**

Electronic devices may not be used during the school day. Cell phones must be turned off and may not be used or carried by students during the school day. If students bring a cell phone to school, they must keep it in their lockers. If a student does not follow these guidelines the teacher will take the cell phone or other electronic devices and turn it over to administration. **First offense:** The cell phone or electronic device will be returned to the student at the end of the day with a warning.
Second offense: The student’s parent will be required to pick up the cell phone or other electronic devices. I-Pods, MP3 players and electronic devices are allowed to be used on the bus only. No personal electronic devices with wifi capability is allowed in the classroom without teacher permission.

Substitutes
Substitute teachers are guests in our school, and should be treated with respect. Students are expected to behave appropriately and responsibly. If a student misbehaves they will be redirected. If the behavior continues they will be sent to the office to meet with an administrator. Any student sent from class by a substitute teacher may be issued a detention or serve an in-school suspension.

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

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

Infractions and Consequences
Depending on the severity of the offense and the number of times the offense has been committed, one or more of the following actions will be taken by staff and/or administration:
- Student record examination
- Confiscation of offending items
- Verbal warning
- Detained during or after class
- Assignment to a new seat or class
- Counselor referral
- Discussing problem with teacher(s) or guidance counselor
- Notification to parents
- Parent conference
- Financial restitution
- Lunch detention
- After-school detention
- Outside counseling referral
- In-school suspension
- Suspension from bus transportation
- Police referral
- Community service to make restitution
- Out-of-school suspension
- Referral to superintendent
- Court referral
- Possible expulsion

Detentions
Students may be required to serve a detention during the lunch period or after school for violating school or classroom rules. There are two types of detentions: Administrator (office detention) and teacher (team detention). Office Detentions are issued by the principal or an assistant principal. Students on detention will report to the Main Office by 3:00 p.m. to meet the Detention Supervisor.
- No talking will be allowed during detention and students will be expected to sit quietly. Inappropriate behavior during a detention will result in two additional detentions
- Detention will last for 55 minutes, and late bus passes will be issued Monday, Tuesday, and Thursday

Teacher Detentions are issued by individual teachers for continued infractions of classroom rules. Parents will be notified by telephone. The detention will be served on the specified day under teacher supervision.

In-School Suspension
In-School Suspension (ISS) is assigned for serious offenses, except for those that pose an immediate danger to persons or property, or that are so disruptive to the educational process that the suspension must be served out of school. In-School Suspension may also be assigned to students who are tardy, misbehave, or cut detentions. Inappropriate behavior during an in-school suspension will result in an additional day of in-school suspension.

BOARD OF EDUCATION POLICIES
East Lyme Public Schools Board of Education policies are available on the website at www.eastlymeschools.org. We will provide a copy upon request.
**Alcohol and Drugs and Tobacco**
The East Lyme Board of Education (Board) recognizes the harmful effect that substance abuse can have on a student. For this reason, a student on school grounds or at a school-sponsored activity at any time or at any location who is under the influence of or possesses, uses, manufactures, dispenses, sells or aids in the procurement of tobacco, alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the Board policies and regulations. (Board of Education Policy 5131.6)

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

Bullying is defined as any overt acts by a student or group of students directed more than once in a school year against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus.

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

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

Such conduct, whether occurring physically, verbally, or communicated through any electronic or other media (BOE Policy 5131.913) is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event, are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.

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

**Weapons in the School**
As stated in the East Lyme Board of Education Policy 5131.7, students are forbidden to bring weapons onto school grounds or to any school-sponsored activities at any time. A weapon is any object that is capable of inflicting serious injury, including but not limited to the following:

- Firearms of any type
- Knives or jack knives (including camping knives or similar dangerous items as defined by state law) □ Razors
- Ice picks or similar sharp pointed objects
- Chemical weapons or explosive devices (e.g. mace, ammunition, etc.)
- Any facsimile of items mentioned above

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

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

**Sexual Harassment**
Sexual harassment is prohibited in the school system.

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

1. When submission to, or rejection of, the conduct by the individual is used as the basis of an academic decision affecting the individual.
2. When the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, texting, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.
5. Continue to express sexual interest after being informed the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s), i.e., student to student, employee to employee.
Definitions
a. "Removal" means excluding a pupil from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided no pupil shall be excluded from class more than six times in any year or more than twice in one week unless such pupil referred to the building principal or designee and granted an informal hearing in accordance with the provisions of Section 3 of Public Act 75-609.
b. "Suspension" means the exclusion from school privileges for disciplinary reasons by an authorized member of the administrative staff for not more than 10 consecutive days, or 50 school days in a school year in which such suspension is imposed. A pupil may be suspended for conduct as described below in Section 2, "a" through "l". By law, (effective July 1, 2008) all suspensions are to be served in-school unless the offense poses an immediate danger to persons or property, or, it is so disruptive to the educational process that the suspension must be served out of school. In-School Suspension may be a maximum length of 10 days. Out of School Suspensions are served by the student off of school grounds and are assigned only for those deemed too serious for In-School Suspension.
c. "Expulsion" means the exclusion of a pupil from privileges for more than 10 consecutive school days by the Board of Education for reasons as defined in Connecticut General Statutes.
d. "Exclusion" means a situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the education process that a hearing may be delayed until a time as soon after the exclusion of the pupil as possible.
e. Procedures will be developed at each building to keep track of the number of infractions.

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

1. The use of obscene or profane language or gestures to a member of the school staff.

Policy on Mandated Reporters
The East Lyme Board of Education recognizes that a student’s mental and physical health will have an effect on the student’s ability to obtain the most benefit from attending school. In order to increase the student’s ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to Connecticut General Statute 17a-101, as amended, any certified personnel, paraprofessional, social worker, coach of intramural or interscholastic athletics, and/or school nurse in the school system who suspects child abuse or neglect must first report to the Department of Children and Families. (BOE Policy 5141.4) Title IX Statement
It is the policy of East Lyme Public Schools not to discriminate on the basis of sex, race, color, national origin or handicap in its education programs, activities, or employment policies as required by Title VI, IX, and Sections 504 of the 1972 Education Amendments. Inquiries regarding compliance with Title VI, IX, and 504 may be directed to the Assistant Superintendent of Schools, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (860-739-3966), or to the Director for the Office for civil Rights, Department of Education, Washington, D.C.

School Climate
If you have any questions or concerns regarding the school climate at East Lyme Middle School please contact the school’s climate specialist.
2. Deliberate refusal to obey a member of the school staff.
3. A walkout from or sit-in within a classroom or school building.
4. Deliberately violating publicized Board policy or school rules.
5. Other sections that fit the violations described under Connecticut General Statutes. **Procedures**

+1. Removal
   a. Whenever any teacher removes a pupil from the classroom, such teacher shall send him/her to the appropriate team office and shall immediately telephone the House Office as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.

2. Suspension
   - The principal shall observe the following procedures in case of suspension:
     a. Unless an emergency situation requiring the pupil's immediate suspension exists, no student shall be suspended without having an informal hearing before the principal or a designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency the informal hearing shall be held as soon after the suspension as possible.
     b. By telephone, the principal, or a designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the causes leading to the suspension.
     c. Whether or not telephone contact is made with the parent or guardian, the principal, or a designee, shall forward a letter to such a parent or guardian to the last address reported on school records within one school day of the suspension action offering the parent or guardian an opportunity for a conference to discuss same. If telephone contact has not been made, the letter should include:
        - The reason for the suspension,
        - The duration of the suspension, and
        - That the parent or guardian is responsible for supervision during the period of suspension.
   d. Nothing will be placed on the student's record indicating suspension until after the hearing.
   e. Notice of the original suspension shall be transmitted by the principal or a designee, to the superintendent of schools by the close of the school day following the commencement of the suspension.
   f. Following a conference with the principal, or a designee, the student or his or her parent(s) may request the superintendent of schools, or a designee, to review the principal's decision. Such review shall be completed with a written report issued to the student and his or her parent(s) or guardian and to the Board of Education within three days of such request. In reexamining the principal's decision, the superintendent shall review all pertinent data leading to the suspension.
   g. If a student is 18 years of age or older, any notice required by this policy shall be given to the student as well as the parent or guardian.
   h. During the suspension, whether served in-school or out of school, any pupil who is suspended shall be given an opportunity to complete class work, including, but not limited to, examinations which he or she missed while under suspension. This shall be allowed without penalty.
   i. After the second suspension, a conference with the student, parent, guidance counselor, and assistant principal will take place. After a fifth suspension, the principal will also meet with this group. At this meeting, expulsion proceedings will be explained. The eighth suspension will result in the principal notifying the superintendent of schools of possible expulsion proceedings.
   j. The superintendent of schools shall report any unusually serious case of pupil suspension to the Board of Education at its first meeting following such action.
   k. No pupil shall be suspended more than ten times or a total of 50 school days in a school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing before the Board of Education (ref. Public Act 75-609, Section 3).

3. Expulsion:
   a. A principal may request expulsion of a pupil in a case where the principal has cause to believe the student's conduct endangers persons or property, is seriously disruptive of the education process, or is in violation of publicized board or school rules.
   b. Requests for expulsion are to be directed to the Board of Education through the superintendent of schools.
   c. Upon receipt of any expulsion request, the superintendent shall conduct an inquiry within two school days of the request.
   d. If, after the inquiry, the superintendent, or his or her designee, determines that a student ought to be expelled, he or she shall forward such request to the Board of Education within five days of the request from the principal.
   e. Except in an emergency situation requiring the student's immediate expulsion, the Board of Education shall, prior to expelling the student, conduct a hearing pursuant to the General Statutes
      - The Board shall keep a verbatim record of the hearing and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
      - The Board shall report its final decision in writing to the student stating the reasons on which the decision is based, and the penalty to be imposed, if any. Said decision shall be based solely on evidence derived at the hearing.
      - The Board of Education shall mail a copy of its decision to the State Board of Education within five days of the effective date of such action, if any.

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

Parents and students must access and read the following policies available in their entirety on our website:
www.eastlymeschools.org

- Attendance/Excuses/Dismissal/Truancy/Tardiness Policy 5113
- Attendance/Excuses/Dismissal/Truancy/Tardiness Regulation 5113
- Homeless Students Policy 5118.1
- Conduct, Policy 5131
- Promotion/Retention Policy 5123
- Student Records Confidentiality policy 5125
- Vandalism, Policy 5131.5
- Bus Conduct, Regulation 5131.1
- Alcohol, Drugs, Tobacco, Policy 5131.6
- Weapons and Dangerous Instruments, Policy 5131.7
- Out of School Misconduct, Policy 5131.8
- Bullying, Policy 5131.9
- Bullying (Cyberbullying), Policy 5131.913
- Search and Seizure Policy 5145.12
- Sexual Harassment, Policy 5145.5
- Acceptable Use Policy for Computer, Network, Internet and E-Mail Services 6141.321
Dear ____________:

Parents: Please write a message of encouragement → From ____________

From ____________

Teacher: Something positive that you notice:

For every ELMS Student from the Ally Club!

YOU MATTER
Dear: ______________________

Have you told yourself you're amazing yet? You're amazing just the way you are. **Be Yourself**

You are awesome! Don't let anyone tell you otherwise!

Don’t Bully!!!!!!!!!!!!!!

Be An Ally!!!!!!!!!!!!!!!!!!
I have read and understand the policies, procedures, and expectations outlined in the East Lyme Middle School Student Handbook 2017-2018 and on the East Lyme Public Schools’ Website.

Parent/Guardian Name

Parent/Guardian Signature*

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

Student Name

Student Signature*

__________________________________________________________________________

House / Kiva

This page must be returned to your Homebase teacher by September 1, 2017.

*Signatures indicate you have read the handbook and the Board of Education Policies identified on page 21 of this handbook.