

# **EAST LYME MIDDLE SCHOOL**

## **Student Handbook**

### **2020-2021**

31 Society Road, Niantic, CT 06357  
(860) 739-4491 FAX: (860) 691-5400  
[www.eastlymeschools.org](http://www.eastlymeschools.org)

*Connecticut Association of Schools Middle School of the Year 2012-2013*  
*New England League of Middle Schools Spotlight School 2003-2020*  
*2000 National Blue Ribbon School of Excellence*

**Jason Bitgood**, Principal

**Jennifer L. Frost**, Assistant Principal  
**Claudine Kelly**, Assistant Principal

### **Mission Statement**

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

*This agenda belongs to:*

Name: \_\_\_\_\_

House/Team: \_\_\_\_\_

Homeroom: \_\_\_\_\_

# East Lyme Public Schools Academic Calendar 2020-2021

### August 2020 (1)

S	M	T	W	Th	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	29
30	31					

### September 2020 (20)

S	M	T	W	Th	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	29	30			

### October 2020 (20)

S	M	T	W	Th	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	29	30	31

### Important Dates

**FIRST DAY OF SCHOOL FOR STUDENTS**  
 Aug 31

**HOLIDAYS AND VACATIONS**  
 Sep 7: Labor Day  
 Oct 12: Columbus Day  
 Nov 25-27: Thanksgiving Break  
 \*Dec 23 (Half day)  
 Dec 24 - 31: Holiday Recess  
 Jan 1: New Year's Day  
 Jan 18: Martin Luther King Day  
 Feb 15-16: President's Day Recess  
 April 2: Good Friday  
 Apr 12-16: Spring Recess  
 May 31: Memorial Day

**STAFF PROFESSIONAL LEARNING**  
 Aug 20: New Staff Orientation Day  
 Aug 24-28: (Planning, Professional Development, and Opening Activities - No school for students)  
 Sept 4 (PD Day-No school for students)  
 Oct 9 (PD Day-No school for students)  
 Jan 15 (PD Day-No school for students)

### November 2020 (17)

S	M	T	W	Th	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
29	30					

### December 2020 (17)

S	M	T	W	Th	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	29	30	31		

### January 2021 (18)

S	M	T	W	Th	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	29	30
31						

### February 2021 (17)

S	M	T	W	Th	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 2021 (22)

S	M	T	W	Th	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	29	30	*31		

### April 2021 (16)

S	M	T	W	Th	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	29	30	

### May 2021 (19)

S	M	T	W	Th	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	29
30	31					

### June 2021 (13)

S	M	T	W	Th	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	29	30			

### \*LAST DAY OF SCHOOL

Jun 17, 2021: Half day (This is the last school day if no snow/emergency days are needed.)  
 Additional snow/emergency days will be made up at the end of the school year.

Regular School Hours  
 HS 7:30 - 2:10  
 MS 8:30 - 2:45  
 Elem 9:05 - 3:35

\*Half-day Sessions  
 7:30 - 11:00  
 8:30 - 11:45  
 9:05 - 12:35

**PARENT/TEACHER CONFERENCES**  
 Nov 3 (Elem/MS/HS parent conferences - No school for students)  
 \*Nov 4 (Elem/MS/HS parent conferences - half day for all students)  
 Mar 31 (Elem/MS/HS parent conferences - half day for all students)  
 \*Apr 1 (Elem/MS/HS parent conferences/meetings- half day for all students)

\*\*\*The Calendar provides for 3 make-up days during the academic year to be utilized for school cancellations if necessary. If there are no cancellations, school will be closed on February 17, March 15, and May 28.

\*\*189 Work Days -Teachers

Approved Modified Calendar by BOE on 7-28-20 (180 days)  
 Approved by BOE on 2-3-20

# EAST LYME MIDDLE SCHOOL

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**COMMUNICATION**

All District and School information is available on the website; [www.eastlymeschools.org](http://www.eastlymeschools.org)

**Board of Education**

Timothy Hagen, Chairman	Berry Sheckley
Jaime Barr-Shelburn	Leigh Gianakos
Jill L. Carini	William Derry
Eric Bauman	Catherine Steel
John Kleinhans	Candice Carlson

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

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

**District Wide**

Christopher Olsen, Director of Safety and Security  
 Christian Urban, Director of Food Service  
 Theresa Landry, First Student Bus Company (860) 739-1569

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

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

**School Hours**

Regular School Day	8:30 am – 2:45pm
Early Release Day	8:30 am – 11:45 am
Two Hour Delayed Opening	10:30 am – 2:45 pm
Three Hour Delayed Opening	11:30 am – 2:45 pm

**Early Closings**

East Lyme School District uses Infinite Campus notification system in times of emergency. Phone numbers and email addresses for parents/guardians are updated annually from the Pupil Information Form that is required to be filled 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 by 6:30 am on the following TV and radio stations.

WTNH	Channel 8	WICH/WCTY	1310 AM / 97.7 FM
WVIT	Channel 30	WTIC	1510 AM / 100.9 FM
WFSB	Channel 3	WSUB	980 AM / 102.3 FM //
<a href="http://www.ctweather.com">www.ctweather.com</a>			104.7 FM / 105.5 FM
<a href="http://www.eastlymeschools.org">www.eastlymeschools.org</a>		WDRC	103 FM

**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 2020-2021 – Holidays and Recesses**

See attached East Lyme Public Schools BOE approved school calendar on page 3.

### About ELMS

- 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.

### MTSS

Multi-tiered System of Supports (MTSS) is a framework for addressing all students' academic and social-emotional needs. This tiered continuum of evidence-based instruction is responsive to individual students needs in order to maximize achievement.

Tier 1 - For MTSS, our school implements tier 1, or instructional practices. These evidence-based practices help all students learn in the general education classroom. Once these practices are in place, staff use assessment data to determine which students need additional supports.

Tiers 2 & 3 - For students struggling in English/Language Arts (ELA), mathematics and/or social-emotionally, additional and targeted support is provided. The intensity and frequency of supports increase for tiers 2 and 3. The appropriate level of support for each student is determined by assessment data.

East Lyme Public Schools believes in the following practices which act as the foundation for our multi-tiered system of support for all students:

Data-Based Decision Making and Problem Solving - Assessments provide data that can be used to determine the success of a practice or student support. If the data shows a weakness in a practice, or shows that a student is not responding to supports, staff can develop a plan of action to address the area of concern.

Universal Screening - Universal screening is the act of assessing all students in a consistent and regular manner. Universal screening is typically conducted three times a year to identify which students may be in need of academic and/or social-emotional supports.

Continuous Progress Monitoring - In addition to tier 1, staff use progress monitoring for all students in tiers 2 and 3. These students are assessed more frequently and the assessments match their targeted area(s) of need. The frequent and relevant feedback provided by progress monitoring allows staff to adjust instruction, as needed, and in a timely manner.

### **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 ensure 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

### **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, draw on student experience, knowledge, skill development, and necessitate some form of performance or product to demonstrate their competence. Students also demonstrate communication skills, facility in social interaction, analytic capabilities, problem solving skills, decision-making, civic responsibility, skills in developing and maintaining wellness, and skill in using technology as a tool for learning.

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

The context for learning drives teacher decisions about the types of instructional strategies to employ, the design of student learner activities, and the means of student assessment.

### **Building Structure**

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.

#### **Program of Studies Grades 5 – 8**

Language Arts	Mathematics
Social Studies	Science
<b><u>Life Arts</u></b>	
Life Skills	General Music
Art	Choir
Technology Education	Band
Physical Education	Orchestra
French	Spanish

#### **Positive Behavior Intervention Support (PBIS)**

East Lyme Middle School has 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.

- Respect yourself
- Respect others
- 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 / guardians at their conference, while teachers circulate through the kiva to answer questions as they arise. For the 2020-2021 school year student-led conferences will be held on the full day of November 3<sup>rd</sup>, and half day sessions on November 4<sup>th</sup>, March 31st, and April 1<sup>st</sup>.

### 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.

### ATTENDANCE

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

### Attendance Policy

**Connecticut State Law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly.** East Lyme Schools recognizes that daily attendance is a key factor in student success that will provide students with skills necessary for success beyond the high school experience. Learning experiences that occur in the classroom cannot be duplicated therefore any absence from school is an educational loss to the student. It is very important that students develop good habits of attendance and punctuality. In addition, attendance records are part of a student's permanent record which may be passed on to colleges and places of employment seeking references. All students are expected to attend school. Every attempt to schedule appointments with doctors, dentists, etc. should be made at a time other than during school hours. It is the parents' responsibility to notify the 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 such 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:
  - Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of absence);
  - Student's observance of a religious holiday;
  - Death in the student's family or other emergency beyond the control of the student's family; (May be requested pending nature of absence.)
  - Mandated court appearances (documentation required);
  - The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);

Extraordinary educational opportunities pre-approved by District administration and to be 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:

- The absence meets the definition of an excused absence and meets the documentation requirements; or
- *The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from the State Board of Education approved 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."

[http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines\\_excused\\_and\\_unexcused\\_absences.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf)

East Lyme School district uses Infinite Campus as an attendance platform for following state attendance guidelines.

Attendance letters are automatically generated once a student reaches 7, 12 or 18 absences regardless if the absence is excused or unexcused. A meeting with an ELMS Administrator will be required if a student reaches 18 absences.

### Absences

To report an absence, call the main office at 739-4491 before 8:30am. Infinite Campus will send out automated calls to parents/guardians when your child is absent from school one hour after the start of the school day if you have not already notified the school of the absence.

### Tardiness

Students must be in their home base class at 8:30am or will otherwise be considered tardy. A student arriving after 8:30am must report to the main office to obtain a late pass before going to class.

### 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 Safety and Security Officer prior to the first class of the day, and the student will be issued a dismissal pass. At the time of dismissal, the student must show the pass to the teacher and report to the main lobby to await the arrival of the individual designated on the note. Students will not be allowed to wait outside the building. 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 safety and security officer and show identification to request the student's dismissal. Any parent/guardian requesting the student's dismissal, must show identification. 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.

## TRANSPORTATION

### Buses

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 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

### 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/Guardians transporting their children to school must enter the service road behind East Lyme Middle School only **between 8:15 – 8:30 AM**. East Lyme Middle School does not provide before or after care services therefore, there is no adult supervision for students before 8:15 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 3:15pm 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 student stays to visit the Youth Center, public library, or Parks and Recreations activities.

## **STUDENT SERVICES**

### **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
- 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.

### **PROCEDURES**

#### **Visitors**

Without exception, visitors are required to buzz-in and report to the safety and security officer 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 Cafeteria where they will be held for two weeks before being donated to charity. Students should also check with the receptionist, the house secretary, 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. The teacher makes the final decision.

### **GRADING / ACADEMIC SUPPORTS**

#### **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
- Homework is assessed as an academic behavior and is not included as part of the academic grade.
- 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 Infinite Campus 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 7<sup>th</sup> and 8<sup>th</sup> grades, we celebrate student achievement by publishing our Honor Roll in the New London Day and the East Lyme Times.

#### **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 and on the team web page.

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):

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

### **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.

### **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.

### **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.

### **HEALTH Nurse**

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

Screenings for hearing, vision, and scoliosis are carried out throughout the year in accordance with East Lyme School Policies. Only First Aid will be administered by school personnel, and students will not be treated for injuries occurring in places other than in school or on school grounds. After First Aid, a physician must provide any further treatment.

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

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

### **Health Examinations and Inoculations (Board of Education Policy 5141.3)**

“The Board of Education recognizes the importance of periodic health assessments according to state health regulations. To determine health status, facilitate the removal of handicaps to learning, and find whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments. The Board of Education

adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206. Parents wishing their children exempt or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian. No record of any student's medical assessment may be open to the public."

**Students are required to have a physical during their 6<sup>th</sup> grade year prior to entering their 7<sup>th</sup> grade. In addition, prior to entering 7<sup>th</sup> grade, students are required to have Meningitis, 2<sup>nd</sup> 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

#### **Sunscreen**

In order for your child to apply sunscreen at school or on a school field trip, the student's parent or guardian must sign the Board's written authorization and submit it to the school nurse. The student and the student's parent or guardian, where applicable, must comply with individual school procedures concerning the possession and self-application of sunscreen in school.

#### **Student Nutrition and Physical Activity**

It is the policy of the East Lyme Board of Education to promote the health and well-being of all students. The East Lyme School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn.

- All food not distributed by the East Lyme Public School's School Lunch Program must be prepackaged from a retail agent and with a list of ingredients. Homemade goods are not acceptable.
- The East Lyme Board of Education discourages the use of food as reinforcement.

#### **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 provide safe snacks for the student to have on hand in the classroom for unexpected classroom celebrations.
- The parent will notify the bus company of the student's allergy.
- A video by the Food Allergy Network is available for the teacher to show classmates at parent/teacher discretion.

Additional Resources:

- [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://www2.ed.gov/about/offices/list/ocr/504faq.html>
- <http://www.foodallergy.org/document.doc?id=234>
- <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:

- Pick up an insurance form provided by the insurance company from the school nurse.
- Take the form home and have parent/guardian complete the lower section. Be sure to check payment authorization.
- 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.

## EXTRA-CURRICULAR 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 East Lyme Middle School 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. Stomping and other disruptive behaviors are not allowed.
- 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	Lego Robotics	Jazz Band	Math Counts
Jr. Leaders Club	Leaders Club	Science Club	Jr. Math Counts
Video Journalism	Wellness Club	Yearbook (8 <sup>th</sup> Grade)	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 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. A student who fails to meet these standards and or who receives a combination of two in or out-of-school suspensions during any marking period will be removed from all athletic teams. Removal from an athletic team will be handled on a case by case basis. 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

#### 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 serious misbehaviors.

Consequences for misbehavior may include: detention, in-school or out-of-school suspension, notification of parents and/or police, and expulsion from school.

#### Discipline

Students may be disciplined for conduct on school grounds, or at any school-sponsored activity, or during bus transportation that endangers persons or property; is seriously disruptive of the educational process, or that violates a publicized policy of the board. (Board of Education Regulation 5144)

Behaviors leading to disciplinary actions include but are not limited to

- Striking or assaulting a student, members of the school staff or other persons.
- Theft
- The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
- Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
- Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
- Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
- Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
- Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
- A walk-out from or sit-in within a classroom or school building or school grounds.
- Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
- Possession of any ammunition for any weapon
- Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
- Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- Trespassing on school grounds while on out-of-school suspension or expulsion.
- Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
- Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
- Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

- Inappropriate use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
- Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
- Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
- Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
- Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
- Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship
- Any action prohibited by any Federal or State law.
- Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### **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 (after school detention) and teacher (team detention). After School 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.

#### 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.

#### 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.

#### 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, home base 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

#### Dress Code

ELMS encourages students to dress in clothing appropriate to the school situation. In all matters relating to individual dress and grooming, students should exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

- is unsafe either for the student or those around the student
- is disruptive to school operations and the education process in general
- is contrary to law

Any clothing which advertises alcohol or drugs or clothing with obscene or questionable language is not permitted. Students are not permitted to wear costumes to school, which includes dressing in police or military attire. 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. **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 Wi-Fi capability are allowed in the classroom without teacher permission. It is inappropriate for students to take pictures or make audio or video recordings of teachers and other students without their knowledge and permission.

### **Gum Chewing**

Chewing gum at East Lyme Middle School is not allowed.

## **BOARD OF EDUCATION POLICIES and REGULATIONS**

East Lyme Public Schools Board of Education policies are available on the website at [www.eastlymeschools.org](http://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)

The following items are prohibited from school grounds: Possession of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages).

### **Bullying**

East Lyme Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- causes physical or emotional harm to such student or damage to such student's property;
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for such student;
- infringes on the rights of such student at school; or
- substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, hazing, 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.

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. (Board of Education Policy 5131.9)

### **Weapons in the School**

As stated in the East Lyme Board of Education Policy 5144, 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

Other items prohibited from school grounds include:

- Possession and/or use of a laser pointer
- Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters

### **Sex Discrimination and Sexual Harassment**

Sex discrimination and Sexual Harassment are prohibited in the school system.

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

- Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
- Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
- Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
- Touching of a sexual nature or telling sexual or dirty jokes.
- Transmitting or displaying emails or websites of a sexual nature.
- Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy. (Board of Education Policy 5145.5)

### **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 Jennifer Frost, Assistant Principal.

### **Policy on Mandated Reporters**

The East Lyme Board of Education recognizes that a student's safety, security, and mental and physical health are of utmost importance and we recognize the seriousness of reporting child abuse. The Board of Education authorizes the Superintendent of Schools to develop regulations to identify students who may be suffering from abuse or neglect or who have been placed in imminent danger of serious harm. Pursuant to Connecticut General Statutes 17a-101, as amended, all school employees and appointed volunteers in the school system who suspect child abuse or neglect must;

1. Within 12 hours, report such suspected abuse or neglect to the Principal and to the Department of Children and Families or to a law enforcement agency;
2. Within 48 hours, file a written report with the Principal who shall inform the Superintendent, notify the parents (if appropriate), and ensure that the appropriate written report is submitted to the Department of Children and Families. (Board of Education 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 Director of Student Services, Kimberly Davis, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (860-739-3966), or to the Director for the Office for civil Rights, Department of Education, Washington, D.C.

### **Removal, Suspension, and Expulsion**

The East Lyme Board of Education affirms its commitment to the right of each child to obtain an education in an atmosphere conducive to learning. In connection with this right, there lies the responsibility on the part of each student to abide by the Board policies and school rules which were established to ensure an orderly educational process. Exclusion from school (removal, suspension, or expulsion) may be a necessary disciplinary action for students whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized Board policy (BOE Policy 5114) and/or school rules.

1. 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 Statutes.

b. "Suspension" means an exclusion from school privileges for a student in grades three to twelve, inclusive, 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, a through k. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil grades three to twelve, inclusive. In grades preschool to two, inclusive, the principal or designee may determine that an out of school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

c. The term "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. The Board shall expel

d. The term "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.

2. 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.

### 3. Procedures Governing Removal

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

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

### 4. Procedures Governing Suspension

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

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

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

3) Whether or not telephone contact is made with the parent or guardian, the principal, or a designee, shall forward a letter to such parent or guardian to the last address reported on school records and offering the parent or guardian an opportunity for a conference to discuss same. If telephone contact has not been made, the letter should include

- a) the reason for the suspension,
- b) the duration of the suspension, and
- c) that the parent is responsible for student supervision during the period of suspension,

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

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

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

7) If a student is eighteen years of age or older any notice required by this policy shall be given to the student as well as the parents or guardians.

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

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

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

#### 5. Procedures Governing Expulsion

a. A principal may request expulsion of a student in grades three to twelve, inclusive, in a case where the principal has cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized Board or school rule. The Board shall expel any student in grades kindergarten to twelve, inclusive, found to be in possession of a dangerous weapon in school, on school transportation, on school grounds, or at a school-sponsored activity.

b. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no preschool program provider shall expel any child enrolled in such provider's preschool program, except an expulsion hearing shall be conducted, in accordance with the provisions of subdivision (2) of this subsection, whenever there is reason to believe that any child enrolled in such preschool program was in possession of a firearm, as defined in 18 USC 921, as amended from time to time, on or off school grounds or at a preschool program sponsored event. Such child shall be expelled for one calendar year if, at the expulsion hearing it is determined, that the child did so possess such a firearm. A preschool program provider may modify the period of expulsion for a child on a case-by-case basis.

c. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.

d. Upon receipt of an expulsion request, the Superintendent shall conduct an inquiry within two (2) school days of the request.

e. 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 (5) days of the request from the principal.

f. 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.

1) 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.

2) 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.

3) The Board of Education shall mail a copy of its decision to the State Board of Education within five (5) days of the effective date of such action, if any.

4) Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

6. Each school administrator 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.

7. These rules 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 productions and all clubs 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](http://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](#)

[Discipline and Punishment - Policy 5144](#)

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

[Bullying - Policy 5131.9](#)

[Search and Seizure - Policy 5145.12](#)

[Sexual Harassment - Policy 5145.5](#)

[Telecommunications-Internet / Responsible Use Policy - Policy 6141.321](#)

[Student Nutrition and Physical Activity \(Student Wellness Policy\) - Policy 6142.101\(a\)](#)

[Sunscreen Application in School – Policy 5141.23](#)

**EAST LYME MIDDLE SCHOOL**  
**Student Signature Page**  
**2020-2021**

Please click on the link and acknowledge that you have reviewed with your middle school child the [ELMS Student Handbook 2020-2021](#).