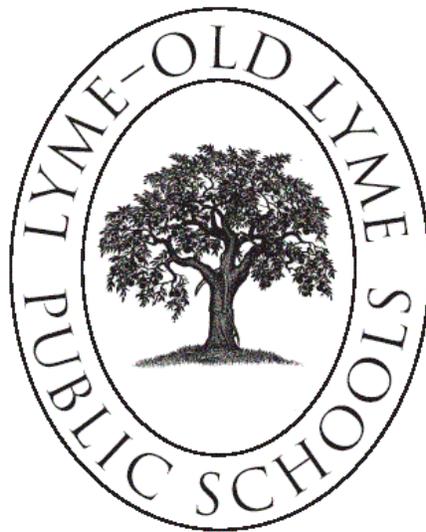


Lyme – Old Lyme
High School

2019 - 2020



Parent – Student
Handbook

LYME – OLD LYME HIGH SCHOOL

69 Lyme Street
Old Lyme, Connecticut 06371

Main Office

Main Number: 434-1651
Main Fax: 434-8234

High School Administration

James Wygonik, Principal
wygonikj@region18.org

Jeanne Manfredi, Assistant Principal
manfredij@Region18.org

School Counseling Office

Main Number: 434-2255
Main Fax: 434-4455

Tracy Lenz, Director of School Counseling
lenzt@region18.org
All Grades: A – C

Joanna Williams, Counselor
williamsj@region18.org
All Grades: D – Mi

Colleen Rodriguez, Counselor
rodriguezC@region18.org
All Grades: Mo – Z

Attendance Hotline

434-4444 ext. 1098

Anonymous Incident Reporting Hotline

For any concern and/or any incident of bullying or harassment:

<https://lolhs.region18.org/our-school/bullying>

Navigate to: <http://www.region18.org/> then follow links to
Lyme-Old Lyme High School → Student Life

Athletic Director

Hilda Heck
434-1651 x1014

School Web Page:

<http://www.region18.org/lolhs>

*Note: The Parent/Student Handbook is found online at our website Navigate to:
<http://www.region18.org/> then follow links to
Lyme-Old Lyme High School → Student Life*

BELL SCHEDULE 2019-20

LYME-OLD LYME HIGH SCHOOL

Period	A	B	C	D
Period 1 7:40 – 8:37	1	1	1	3
Period 2 8:40 – 9:37	2	2	2	4
9:40 – 9:45	Homeroom			
Period 3 9:48 – 10:44	3	3	5	5
Period 4 10:47 – 11:11: First Lunch 11:14 – 12:10: Class 10:47 – 11:44: Class 11:47 – 12:10: Second Lunch	4	4	6	6
Period 5 12:13 – 1:10	5	7	7	7
Period 6 1:13 – 2:10	6	8	8	8

Wednesday Schedule	
Period 1	7:40 – 8:32
Period 2	8:35 – 9:27
Advisory	9:30 – 10:02
Period 3	10:05 – 10:57
Period 4	11:00 – 11:24
First Lunch	11:27 – 12:19
Class	11:00 – 11:52
Second Lunch	11:55 – 12:19
Period 5	12:22 – 1:15
Period 6	1:18 – 2:10

Two-Hour Delay Schedule	
Period 1	9:40 – 10:17
Period 2	10:21 – 10:58
Period 3	11:02 – 11:39
Period 4	11:43 – 12:07
First Lunch	12:11 – 12:48
Class	11:43 – 12:20
Second Lunch	12:24 – 12:48
Period 5	12:52 – 1:29
Period 6	1:33 – 2:10

Half-Day Schedule	
Period 1	7:40 – 8:11
Period 2	8:15 – 8:45
Homeroom	8:48 – 8:53
Period 3	8:56 – 9:27
Period 4	9:30 – 10:01
Period 5	10:04 – 10:36
Period 6	10:39 – 11:10



WELCOME

Welcome to the 2019-20 school year at Lyme/Old Lyme High School. The goal of our school is to offer students a first-class education and our expectation is that students will seize the opportunities provided and find success in their curricular and extra-curricular endeavors. Students, families, faculty, administration and staff will work in partnership to achieve these goals.

Students come to school prepared to learn, communicate your needs and aspirations to your teachers and participate fully in everything you study and do and you will find a greater joy in your successes. Remember, this is your school. You should work to make it an institution of which you are proud.

Parents and families, we encourage you to become involved in your son's/daughter's school life. We invite you to attend events, become involved in the parent organization and volunteer groups and contact us when you are looking for information, have concerns or have ideas for us.

We ask that parents and students familiarize themselves with this handbook. It is a guide to help you navigate through the school year.

We wish you a successful and fun-filled year and look forward to helping you achieve your goals.



James Wygonik
Principal



Jeanne Manfredi
Assistant Principal

TABLE OF CONTENTS

Compliance Notice	2
Core Beliefs	3
Core Values	3
21st Century Learning Expectations	4
Directory	
District Administration	5
High School Administration	5
High School Faculty	5
High School Staff	6
School Counseling Office Services	6-7
Evening Parent Programs	7
Student Records Policy	7
Tests / Testing Dates	7
Working Papers	7
Library Media Center	7
District Issued Laptop - Student Expectations	8
Special Services	9
Compliance Notice	9
Special Education	9
Section 504	9
Lymes' Youth Services Bureau	9
Academics	9-11
Graduation Ceremony Requirements	9
Awarding of Diplomas	9
Report Cards	9
Minimum Requirements for Grade Classification	9
Minimum Graduation Requirements	10
Mid-term and Final Exams	10
Grading Policy	11
Honor Roll	11
Senior Honors	11
National Honor Society	11
Academic Letters	11
Fifth Year Seniors	11
UCONN Early College Experience	11
Virtual High School	12
Vocational Technical / Agricultural Options	12
College Board Advanced Placement Program	12
School-to-Career	12
Advisory Program	12
Summer School	12
Health Education	13
Study Halls	13
Honor Flag	13
Make-Up Work / Incompletes	13
Tests and Examinations / Research Papers	13
Field Trips	13
Academic Integrity	14
Honor Code	14
Plagiarism	14
Cheating / Academic Stealing	15
Academic Misrepresentation, Committing a Fraud or Assisting in a Fraud	15
Attendance	15-18
Connecticut State Guidelines	15
Unexcused Absences	16
Credit Withheld Policy	16
Definitions and Consequences	16-18
Returning to School	18
Class Officers, Dues and Activities	18
Officers and Elections	18
Dues	18
Outstanding Obligations	19
Class Rings	19
Extracurricular Activities	19
Interscholastic Athletic Teams	19
School Sponsored Clubs or Interest Groups	19
Fund-raising Activities	19
Social Activities	20

Health Services	20-21
Medication Administration	21
Medical Exclusion for Physical Education Class	21
Physical Examination Policy	21
Athletic Physicals	21
Medical Clearance from an Injury or Illness	21
Student Illness or Injury	21
Emergency Epinephrine Administration	22
Student Conduct	22-24
Prohibited Behavior / Items / Other Behavior	22
Disciplinary Action	23-24
Special Education Students (Discipline)	24
Bullying	24
Harassment	25
Leaving School Grounds	25
Student Use of School Property	25
Acceptable Use of Technology	26
Cellphone and Electronic Media Use	26
Protecting Against Theft	26
Cafeteria	26
Hall Passes	26
Student Attire	26
Parent Programs and Events	27
Friends of Music	27
Parent Advisory Board	27
Old Lyme Rowing Association	27
Wildcat Booster Club	27
School Procedures	27
Bus Transportation	27
Deliveries to Students	28
Lockers	28
Parking	29
Visitors	29
General Information	28
Emergency Closing of School	28
Emergency Response Plans	28
Board of Education Policies	29
Publicity and Photographs	29
Accreditation Statement	29

COMPLIANCE NOTICE

The *Regional School District 18 Board of Education* prohibits harassment and discrimination on the basis of race, color, religion, ancestry, age, marital status, military or veteran status, national origin, sex, gender identity or expression, sexual orientation, or past or present physical or mental disability in its programs, activities, and employment, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1991, the ADA Amendments Act of 2008, the Boy Scouts of America Equal Access Act, and appropriate state laws.

CORE BELIEFS

The Lyme-Old Lyme High School learning community is committed to the **BELIEFS** that students' learning potential is maximized when:

SCHOOL CULTURE

- a safe and inclusive environment is created and maintained for all and by all.
- collaboration among members of the learning community consistently occurs.
- individual and collective efforts and growth are celebrated and promoted.
- authentic relationships between students and faculty are nurtured and encouraged.
- a balance is achieved between academic, extracurricular and social responsibilities

CURRICULUM

- diversity of instructional activities and programming promotes achievement for all.
- curriculum is designed to foster higher level thinking and problem solving.
- learning objectives and essential questions are clearly articulated and utilized.
- digital literacy skills are integrated.

INSTRUCTION

- instruction is rigorous and student-centered.
- high standards and academic expectations are maintained by all for all.
- students and faculty practice collaboration with individual integrity.
- descriptive feedback is consistently provided.

CORE VALUES

As a collective learning community, we **VALUE** opportunities to strengthen and develop:

Accountability

by taking ownership, demonstrating responsibility, and fulfilling the expectations of one's role and actions.

Respect

by expressing worth or honor towards a person, property, or circumstance that is guaranteed for all, by all.

Integrity

by adhering to strict moral principles governed by honesty, pride, and responsibility.

Perseverance

by demonstrating continued effort and determination to achieve success

21ST CENTURY LEARNING EXPECTATIONS

The teachers and administration of LOLHS have identified the following **21st Century Learning Expectations** valued by our community:

- ✿ **Collaboration** – to understand and exhibit civic and personal responsibility
- ✿ **Communication** – to express self through a variety of modalities
- ✿ **Critical Thinking** – to use logical reasoning and/or technology to solve problems
- ✿ **Creativity and Innovation** – to demonstrate ideas and/or feelings through creative and innovative applications

These four skill areas will serve as our Performance Graduation Expectations (PGEs), and rubrics have been developed to assess student achievement over the course of their high school career in each of these areas. Performance Graduation Expectations represent the 21st Century Skills and concepts that every graduate from Lyme-Old Lyme High School is expected to *demonstrate* and *know*.

Our mission is to help students develop these skills during their four years of high school. The faculty is committed to providing students with opportunities for development, and the scoring rubrics will be used as a tool to communicate students' progress as they demonstrate growth on the four-point rubric scale. The goal for each student is to demonstrate mastery of each skill area and earn a four on each PGE rubric by the end of his/her high school career.

The rubric score that a student earns for a Performance Graduation Expectation is independent from the student's grade in a specific course. The major component of any student's PGE score is the quality of that student's performance in meeting the specific expectation identified in the PGE and its performance standard. Ratings are designed to reflect performance standards that would apply beyond the given classroom and/or our school.

DIRECTORY

ADMINISTRATION, FACULTY AND STAFF

DISTRICT ADMINISTRATION

Mr. Ian Neviasser	Superintendent of Schools
Mrs. Michelle Dean	Curriculum Director
Mr. John Rhodes	Facilities Director
Mrs. Hilda Heck	Athletic Director
Mrs. Melissa Dougherty	Director of Special Services
Mrs. Holly McCalla	Business Manager

HIGH SCHOOL ADMINISTRATION

Mr. James Wygonik	Principal
Ms. Jeanne Manfredi	Assistant Principal

Parent Concern Communication Process:

Teacher/School Counselor → High School Administrator → Superintendent

HIGH SCHOOL FACULTY

Faculty can be reached by calling 860.434.1651 or through email. Faculty e-mail are comprised of the last name followed by their first initial of their first name @region18.org. For example, Mary Jones would be jonesm@region18.org

Art

Allik, William, Dept. Chair
Raiti, Adam

Business, Computer, Technology

Education

Traver, Leslie, Dept. Chair
Derry, William
Goss, Jonathan
Hedwall, Joanne

English

Duhamel, Karen, Dept. Chair
Baklik, Courtney
Burke, Jennifer
Carbone, Courtney
Cleveland, Elizabeth
Ressler, Jill

Social Studies

D'Aquila, Aron, Dept. Chair
Todd, Christina
Eckhart, Brett
Hylas, Sarah
Kelly, Emily

Science

Kelley, Dawn, Dept. Chair
Corah, Christine
Fisler, Richard
Fried, Heather
Lillie, Brett
Walter, Lucy

School Counseling

Lenz, Tracy, Dept. Chair
Kania, Marci (School Psychologist)
Rodriguez, Colleen
Williams, Joanna
Elizabeth Shoudy (School to Career / Transition Coordinator)

Library/Information Science -Media Center

Trost, Lucy, District Coordinator

Math

Leen, Barbara, Dept. Chair
Cox, Emma
Geletkanycz, Erin
Kaczor, Kirk
Rahr, Lauren
Zubek, Louis

Music

Pekar, Kristine, Dept. Chair
Wilson, Jay

Physical Education

Cournoyer, Patty, District Coordinator
Cohen, Philip
Rayder, William

Special Education

Macione, Emily, Dept. Chair
Dauphinais, Michael
Winski, Megan
O'Connor, Leslie
Viscio, Adrienne

World Languages

McGannon, John, Dept. Chair
Vazquez-Caballero, Juan Jose
Lefevre, Maureen
Motes, James
Wang, John

HIGH SCHOOL STAFF

Athletic Department

Heck, Hilda - Athletic Director

Ward, Samantha -Athletic Trainer

Technology Support

Noyes, Tammy

Liefeld, Andrew

Ordonez, Hugo

Raucci, Andrew

District Technology Specialist

District Computer Technician

High School Tech Facilitator /Specialist

District Technology and Integration Specialist

Aides / Tutors

DeMarco, Carol - Library/Media

Daly, Lisa – TASC Tutor

Briana McKinnon – TASC Tutor

Norton, James - Tutor

Instructional Assistants

Santi, Jennifer

Gadbois, Allan

Wohlke, Gina

Jamerson, Ed

Couture, Patricia

Niles, Elaine

Lipp, Karen

Thurrott, Haley

Dente, Charles

Champion, Kelsey

Secretaries

Colonni, Dawn - Principal

Houde, Glynis - School Counseling

Bugbee, Patricia - Assistant Principal

Bolton, Jo - High School Secretary

Health

Maus, Ellen - Nurse Coordinator

Dr. Anthony Corrao - Dental Advisor

Seckla, Melissa - School Nurse

Dr. Vijay Sikand - School Physician

Custodians

Atkins, Brendan

Dorsey, Dean

Garvin, Cece

Lenz, Jody

Fazzino, Phil

Food Service Director - Chartwells

Holland, Gary

Campus Security

Belval, Raymond

SCHOOL COUNSELING

Counseling Staff

Tracy Lenz, counselor

Joanna Williams, counselor

Colleen Rodriguez, counselor

Marci Kania, school psychologist

Caseloads

All Grades: A – C

All Grades: D – Mi

All Grades: Mo – Z

SCHOOL COUNSELING OFFICE SERVICES

The School Counseling Department at Lyme-Old Lyme High School is an integral part of the total educational experience through which students are committed, with pride and purpose, to becoming skilled problem solvers, effective communicators and contributing citizens. The school counselors assist students in meeting their academic, personal, and career goals and responsibilities. The School counselors not only confer with students individually, but provide a myriad of services to assist students: implementation of a comprehensive school counseling program through classroom presentations, individual planning, responsive services, collaboration within and outside the school community and communication with parents/guardians.

School counseling programs and events are updated and publicized through the School Counseling web page, PowerSchool, and on-going communications with parents and students. The Naviance: Family Connection, online post-high school planning tool, is a valuable resource and communication tool for both students and parents in regards to the various aspects of post high school planning including college and career searches, self-assessment questionnaires, financial aid, scholarships, and resume building.

Students are encouraged to take full advantage of our school counseling services and should feel free to contact their school counselor regularly for assistance. Students can do this by making an appointment with their school Counselor through the School Counseling Secretary, Mrs. Houde, who will give the student a pass for the scheduled day and time of the appointment.

EVENING PARENT PROGRAMS

Please see the district calendar for the most up to date information and dates.

Senior Parent Night	September 10, 2019
Back to School Open House Night	September 12, 2019
Freshman Parent Night	September 17, 2019
Financial Aid Night for Senior Parents	September 24, 2019
Sophomore Parent Night	October 3, 2019
Junior Parent Night	October 22, 2019
Report Card Night	November 7, 2019
Naviance Training for Junior Parents	January 14, 2020

STUDENT RECORDS POLICY

Pupil records, commonly called cumulative records, shall be maintained for the purpose of providing continuing and cumulative information about each student. Such information is collected only for legitimate educational purposes, such as providing a record of educational progress, planning for future instructional programs and guidance in making future educational and employment plans.

Pupil records are the confidential property of the school and are available only to the pupil, his parents or legal guardian, and those school personnel who have a legitimate educational interest in the pupil. These records will be shared with other agencies or professional persons only with written permission of the pupil (if of age) or his parents or legal guardian, or where courts or other agencies with subpoena power make appropriate demand for them. Sec. 438 (A) (1) of the Federal Regulations states forty-five (45) days as a maximum period of time for the school to grant access to records.

Student and/or parents wishing to review cumulative records should contact the guidance counselor for an appointment.

TESTS AND TESTING DATES

<i>Career Technical Education Exam</i>	TBA
<i>ASVAB</i>	October 2, 2019
<i>Advanced Placement testing</i>	May 4 to May 15, 2020
<i>PSAT</i>	October 16, 2019
<i>SAT - State Testing (mandatory)</i>	March 25, 2020
<i>SAT I/II - (Saturdays)</i>	Contact the School Counseling office or visit the
<i>ACT - (Saturdays)</i>	School Counseling link on our website
<i>SCHOOL CODE FOR C.E.E.B.</i>	070600

WORKING PAPERS

Students who desire employment and who have not yet reached their 18th birthday but are over 16 may require working papers to gain employment. Usually, jobs in business and industry for this age group require working papers. Labor regulations specify the kind of jobs that underage students may hold. Students who are 14 or 15 years old may obtain working papers for permitted occupations. When a student who is under 18 obtains working papers, the employer stipulates that hazards do not exist and he/she is eligible for employment. Students seeking working papers should obtain from their employer a letter describing the job description. The letter should be on business stationery. Documentation should be submitted to Elizabeth Shoudy in the School Counseling Office.

LIBRARY/INFORMATION SCIENCE MEDIA CENTER

Library Hours

Monday – Friday 7:20 – 2:30pm

The goal of the Lyme-Old Lyme Library Media Center is to encourage reading, inspire lifelong learning and to provide free access to a variety of resources and technology. As such, the LOLHS-LMC offers a variety of resources and services to students and staff. Our collection is made up of books, e-books, DVDs, periodicals, online databases and software. Students and staff are encouraged to borrow materials from the library media center and utilize our services for course-related work and to pursue individual interest. If you would like to reserve a space to hold meetings or group discussions, please schedule through the main office. The library is to be used for quiet study and collaboration with peers; however, it should not be used as a social alternative to study hall. Students are expected to sign-in and out of the library. While in the library, students are asked to be respectful of others and to use technology

appropriately. Food and drink (other than water) are not allowed. Students who violate such expectations may be subject to disciplinary actions. In an effort to maintain our collection for the use of all students and staff please return items in a timely fashion.

DISTRICT ISSUED LAPTOP – STUDENT EXPECTATIONS

The Lyme – Old Lyme School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of the Lyme-Old Lyme School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

Student/Parent Expectations

- Students will be expected to use and take care of this laptop throughout their tenure with the Lyme-Old Lyme School District. Students will be expected to return their laptop in good working condition upon request or when leaving the district.
- The student issued laptop is the property of the Lyme – Old Lyme School District and is on loan to the student.
- The use of electronic resources is a privilege, not a right, and may be revoked at any time.
- The student/parent will be held financially responsible for the replacement and/or repair of the device if damaged/or lost.
- In order to safeguard this laptop while in your child’s possession you may wish to consider the following at your own expense:
 - Insurance
 - Parents may wish to contact your personal insurance agent regarding options for protecting the district issued laptop.
 - Device Protection
 - Parents may also wish to purchase backpacks with padded laptop compartments, and/or a padded laptop sleeve for a 12” laptop.

Student Responsibility

Each student is responsible for bringing their fully charged laptop and charger to school daily. If there is a technical issue with the computer that renders it unusable, it is the responsibility of the student to report the issue to the technology team in the Library Media Center. Teacher and/or administrative consequences may result if students consistently fail to bring their charged laptop to class.

Availability of Loaners

A small number of loaner laptops will be available for those rare times a laptop is under repair. Loaners will not be provided if laptop is forgotten or uncharged. Teacher and/or administrative consequences may result if students consistently fail to bring their charged laptop to class.

Acceptable Use Guidelines for Before, During and After School Hours

It is understood that the use of electronic information resources must be in support of education, research, and the educational goals and objectives of the Lyme – Old Lyme School District.

- A school issued computer is not private; all electronic mail and all files stored on the Lyme – Old Lyme equipment, the network, or cloud services are property of the district and may be subject to review and monitoring.
- It is the student’s personal responsibility to report any misuse of the network to the system administrator.
- Students will not submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students will abide by all copyright regulations. •
- Students will not reveal home addresses or personal phone numbers of myself or others. •
- Students will not use the network in any way that disrupts the use of the network by others.
- Students will not use the network for commercial purposes.
- Students will follow all of the rules of the Lyme – Old Lyme School District while using electronic information resources.
- Students will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.

District Consequences: The use of district technology is a privilege and not a right. Students are expected to use all technology, including district issued laptops, in accordance with these guidelines, the District Acceptable Use Policy and any applicable laws. Failure to use district technology appropriately will result in the following consequences, as determined by district staff and administration.

- Limit student use or access privileges
- Loss of the privilege of taking a district issued laptop home
- Financial restitution
- Disciplinary action or restorative practice
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

SPECIAL SERVICES

COMPLIANCE NOTICE

The *Regional School District 18 Board of Education* prohibits harassment and discrimination on the basis of race, color, religion, ancestry, age, marital status, military or veteran status, national origin, sex, gender identity or expression, sexual orientation, or past or present physical or mental disability in its programs, activities, and employment, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1991, the ADA Amendments Act of 2008, the Boy Scouts of America Equal Access Act, and appropriate state laws.

SPECIAL EDUCATION

Lyme-Old Lyme Public Schools provides a continuum of services and programs for students with disabilities based on identified needs and in a variety of settings. Related services are provided to support special education programs as needed and as determined by the IEP team. Services may include speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health services, and homebound instruction.

SECTION 504

Lyme-Old Lyme Public Schools are in full compliance with Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. As outlined in Board Policy #3515, Section 504 provides necessary accommodations for students who have a disability which substantially limits a major life activity. Questions should be directed to the District's 504 Coordinator/Director of Special Services, at 860-434-0487.

LYMES' YOUTH SERVICE BUREAU

The Lymes' Youth Service Bureau is a youth-serving agency for ages birth-19 in Lyme and Old Lyme. There are a number of after school and evening programs available to students and their families. Please refer to the LYSB brochure, or call, 860-434-7208 for specific information.

ACADEMICS

GRADUATION CEREMONY REQUIREMENTS

To participate in the graduation ceremony each senior must have earned the minimum number of credits (total credits, distributional credits, and senior year credits) required for graduation by the Board of Education. A senior who is unable to earn the credits required for a diploma as a result of an unforeseen emergency or health problem in the last two marking periods may request an exception to this policy from the Superintendent of Schools.

AWARDING OF DIPLOMAS/AWARDS

Only students who have met all academic requirements for graduation are eligible to participate in the graduation ceremony under the Board of Education policy in Regional School District 18. The graduation ceremony and graduation-related activities are managed by district and school personnel. Awards are determined by the Award Committee made up of teachers and school administrators. Senior activities, such as the senior banquet and senior trip is coordinated and managed by the class advisor and class officers.

REPORT CARDS

The school year is divided into four quarters. Parents have access to progress reports and report cards through the Power School Parent Portal. Requests for hard copies of progress reports/report cards should be made to Glynis Houde in the School Counseling Office. Please see the high school website for dates of progress reports, end of marking periods, and report cards.

MINIMUM REQUIREMENTS FOR GRADE CLASSIFICATION

To be promoted to grade 10 in Regional District #18, a student must have successfully completed a minimum of five course credits. To be promoted to grade 11, a student must have successfully completed a minimum of eleven course credits, including English 9. To be promoted to grade 12, a student must have successfully completed a minimum of seventeen course credits including English 9 and 10.

These requirements shall not be construed to preclude a student from participation in the two-in-one program, the early graduation program, the A.F.S. student exchange program, or a duly authorized special education program (I.E.P.).

MINIMUM GRADUATION REQUIREMENTS

Per State of Connecticut Public Act 42.12, commencing with the class of 2023, and for each graduating class thereafter, the following twenty-five (25) credits are necessary to graduate:

Graduation Requirements Class of 2020-2022		Graduation Requirements Class of 2023 & beyond	
English	4 Credits	Humanities: 9 Credits	
Math	3 Credits	• English	4 Credits
Social Studies	3 Credits: including .5 Civics and 1.0 US History	• Social Studies	3 Credits: including .5 Civics and 1.0 US History
Science	3 Credits:	• Fine Arts	1 Credit
Vocational/Fine Arts	1 Credit	• Humanities Electives	1 Credit
PE/Health	2 Credits	Science, Technology, Engineering and Mathematics: 9 Credits	
Additional Electives	7 Credits	• Mathematics	3 Credits
Total	23 Credits	• Science	3 Credits
		• Science, Technology, Engineering, Business and Mathematics Electives	3 Credits
		World Language	1 Credit
		Physical Education and Wellness	1 Credit
		Health & Safety Education	1 Credit
		Mastery-Based Diploma Assessment Performance	1 Credit
		Electives	3 Credits
		Total	25 Credits

MID-TERM AND FINAL EXAMS

Dates

Please be advised that school examination dates may change as a result of school closures. Please check our school website for dates/times as they can be subject to change.

General information

- Parents MUST call the school immediately when a student has an illness that will result in the student missing an exam.
- Parents MUST request alternative arrangements with administration for an exam that will be missed for extenuating circumstances, e.g. funeral, college orientation, etc.
- Students who are absent and not excused from an exam will receive a zero on that exam.
- Students more than 15 minutes late to an exam will not be admitted to the exam without administrative permission.
- Students must remain in the exam room for the full exam period
- Student must have all phones turned off, in their bags/backpacks or placed in a common location designated by the teacher during the exam
- Students may study in the cafeteria during periods when they have no exams.
- There is no lunch served on exam days.
- Attendance is not necessary if a student has no exam scheduled.
- Bus transportation is provided after exams, please check exam schedule for dates and times.
- If a snow day occurs, the exam originally scheduled for the snow day is administered the next school day.
- Seniors with a cumulative 90 average from the start of the course, **may be exempt** from mid-term/final exams at the discretion of the teacher.
- If a student is removed from an exam, he/she will be suspended for the remainder of the exam period. That means that any mid-terms exams missed will have to be made up after school during the second semester. For final exams, students may have to come in during the summer to make up exams.
- **Cheating and plagiarism** (see Academic Integrity section of the handbook) on assigned work, quiz, test, examination or research paper in any course will result in academic consequences and/or disciplinary intervention.

GRADING POLICY

1. Grades should be recorded numerically.
2. Grade weighting for Advanced Placement, UCONN ECE and Level 1 classes for G.P.A.:

Advanced Placement and UCONN ECE

1.1

Level 1

1.05

All Other Courses

1.0

Independent Study/Work Study/Career Exploration course made by arrangement will receive a P for Pass and an N for no grade unless other arrangements have been made.

HONOR ROLL

The honor roll is determined at the end of each quarter and not by end of the year grades.

- **High Honors** – 90 average or better, no grade below an 84 will be permitted (Based on grades in at least five subjects).
- **Honors** - 85 average or better, no grade below a 77 will be permitted (Based on grades in at least five subjects).

Any student with a "Credit Withheld" or "Incomplete" will not be eligible for the honor roll. Courses deviating from standard 9-12 curriculum (e.g. individualized courses) and some independent study courses do not count toward honor roll calculation.

SENIOR HONORS

To be eligible for senior honors (valedictorian, salutatorian, honor essayist) a student must be enrolled in Lyme-Old Lyme High School by the second semester of his/her sophomore year in order to complete the required four semesters by the end of the first semester of his/her senior year.

NATIONAL HONOR SOCIETY

SELECTION: To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at LOLHS the equivalent of one semester. Students will be required to have a cumulative scholastic average of at least a 90%. Application packets and acceptance criteria are given to students who meet the initial academic standard. Candidates will be evaluated on the basis of service, leadership, and character by a committee of staff. The selection of each member to the chapter is made by a majority vote of the faculty committee.

DISMISSAL: Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The faculty council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

NON-SELECTION: The principal shall be a part of the local school district appeal process for non-selection or dismissal cases. He/she will hear concerns from students and/or parents. Following such discussion, if the principal believes some kind of technical error has been made, he/she may ask the faculty council to reconvene in order to review the situation. Technical errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the like. In the absence of any specific evidence to the contrary, however, the principal assumes that the members of the council are exercising their discretion in a legitimate manner and with the good faith expected of them.

ACADEMIC LETTERS

Lyme-Old Lyme High School will award the school "Academic Letter" to each student who achieves a cumulative GPA (Grade Point Average) of 90 or better after six semesters. A student has up to seven semesters to earn this honor. To be eligible a student must have spent the preceding three semesters at LOLHS. Students may receive the letter only once.

FIFTH YEAR SENIORS

Any student who returns to Lyme-Old Lyme High School for a fifth year will be required to enroll in a full-day program.

UCONN EARLY COLLEGE EXPERIENCE

UConn Early College Experience (ECE) provides academically motivated students with the opportunity to take university courses while in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree.

UConn ECE instructors are high school teachers certified as adjunct professors by the University. UConn ECE faculty fosters independent learning, creativity and critical thinking—all-important for success in college. Lyme-Old Lyme High School offers UConn ECE courses in Art, Biology, Physics, Music History, Music Theory, French and Spanish. To support rigorous learning, University of Connecticut academic resources, including library and online classroom access, are available to all UConn ECE students.

UConn ECE students must successfully complete the course with a grade of C or above in order to receive university credit per university requirements. UConn credits may be transferable to many colleges and universities. Add/drop practices are based on University of Connecticut deadlines and policies. For additional program information visit: www.ece.uconn.edu

Students are charged \$25 per credit hour plus an additional \$15.00 processing fee per university requirements. There are processes in place for families who demonstrate financial need; please see your School Counselor for more information.

VIRTUAL HIGH SCHOOL

Virtual High School (VHS) is just one way for students to expand their academic experiences and earn credits toward graduation requirements. Students may elect to participate in a variety of rich and challenging courses which take place entirely over the internet. Over 150 semester courses are offered in Arts, Business, English, Language Arts, Foreign Language, Life Skills, Math, Science, Social Studies, Technology, and Pre-AP courses as well as AP full year courses. VHS provides quality online high school courses taught by highly qualified high school teachers from around the world. All VHS classes are teacher facilitated with activities that are student-centered, whole class discussion and group activities. Class sizes are limited to 20. LOLHS students may not take a course via VHS if it is offered through our in-school curriculum. VHS is intended to supplement and expand our present offerings. If you would like to learn more about VHS and view the course catalogue, please visit the website by going to www.govhs.org. Lyme-Old Lyme High School Program of Studies 2016-17 Applications are found on the Region 18 website, in the School Counseling Office and must be submitted to Mrs. Trost. For further information and deadline dates, please contact Mrs. Trost at trostl@region18.org.

VOCATIONAL TECHNICAL/AGRICULTURAL OPTIONS

Students interested in full-time involvement in trade, technical or agricultural programs should consider making applications to Ella Grasso Southeastern Regional School in Groton or the Ledyard High School Vo-Ag Program. For further information, contact the school counseling department. Students may apply to area magnet schools: Marine Science Magnet School, Hartford School of Performing Arts, New London Science and Technology Magnet School, or Three Rivers Middle College Magnet School (grades 11/12 only).

COLLEGE BOARD ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) program is an educational experience where students complete college-level studies in secondary school. Colleges may grant credit and/or course placement to students who complete the AP Examination and score in accordance specific guidelines set forth by the college. The following courses are offered by Lyme/Old Lyme High School under the College Board's Advanced Placement (AP) Program:

- Biology
- Calculus (AB)
- Chemistry
- Chinese Language
- English Literature and Composition
- European History
- French Language
- Music Theory
- Physics (B)
- Psychology
- Spanish Language
- Statistics
- Studio Art: Drawing
- United States History

SPECIAL NOTE: AP students are required to take the national AP exam in May in order to obtain AP course credit on their high school transcript. As there is a cost associated with the National AP Exam, it is important to note that there are processes in place for families demonstrate financial need; please see your school counselor for more information.

All students enrolled in AP courses will be asked to complete a Final Commitment Form in December. Students who do not commit to taking the May AP exam will be asked to select one or more non-advanced placement course options instead.

SCHOOL-TO-CAREER

The School-to-Career program is in place to provide all students with the opportunity to investigate careers they might wish to pursue. Students may have the opportunity to intern, job shadow, work, or have a mentor in their career of choice. This opportunity is provided to students through a Career Exploration course, which is offered as an independent study or as an elective. The program at the high school is intended to be a continuation of the research already done by students in grades K-8 through developmental guidance and other career exploration opportunities.

ADVISORY PROGRAM

The Lyme-Old Lyme High School Advisory Program is designed to break down our larger community into smaller communities where all students have a consistent mentor and group over the course of their high school career. During Advisory, students and advisors are offered ongoing opportunities to participate in developmental programming that is directly connected to our mission of creating a community of learners committed, with pride and purpose, to developing skilled problem solvers, effective communicators, and contributing citizens. Advisory meets twice a month for 30 minutes.

SUMMER SCHOOL

Any student in Lyme-Old Lyme High school who has failed a course for the year may attend an approved summer school program. It is necessary for the student to pass the subject for at least half the marking periods of the course during the school year.

Work done in summer school will be accepted for high school credit under the following condition:

1. Approval of the summer school by the school counseling department. Said approval must be obtained prior to summer school enrollment.
2. A maximum of two credits may be earned.

3. Successful completion of a departmental exam, in some cases, such as mathematics.

No high school credit will be granted for:

1. Summer school subjects not approved before they are taken.
2. Work done on a tutorial basis without prior approval by the school administration.

Summer school subjects may also be taken for personal or enrichment use. They may include new subjects or subjects in which pupils wish to improve their mastery of a subject. In such cases, no high school credit will be given nor will high school grades be changed. The fact that these subjects are taken and a notation of grades received will be recorded on a pupil's permanent report card in high school.

HEALTH EDUCATION

Health education is an approved and required curriculum taught to all students in Regional District #18. In the high school, the state mandated health education program is delivered through an integrated physical education/health program staffed by teachers certified in both physical education and health education. In accordance with Public Act 88-112, instruction on Acquired Immune Deficiency Syndrome is included in the program. Parents/guardians have the right to have their child exempt from that portion of health instruction dealing with AIDS. This must be done in written request, submitted to the building principal.

STUDY HALLS

Grades 9 - 12 are assigned to study hall in the commons or in a classroom for all periods when not in class. Study hall teachers shall monitor study halls so that students can read, work, and study without interference or unnecessary distraction. The teacher may conduct a silent study hall if students cannot demonstrate proper behavior.

HONOR FLAG

The honor flag symbolizes the spirit of teamwork, achievement, and the collective efforts at Lyme-Old Lyme High School which support our Core Values and Beliefs. The honor flag is flown on occasions to recognize outstanding student "stand-outs" and/or accomplishments by individuals and by groups. An announcement is made during homeroom and it is posted on the TV screens.

MAKE-UP WORK/INCOMPLETES

Work missed due to absence or suspension from school must be made up promptly by the student. Student must make up one day's work within two days. Any student who misses a class for any reason--field trip in or out of school, guidance appointment, time in the nurse's office, tardiness--but is in the building that day, is required to report to any class he/she has missed, or will miss, and turn in homework and obtain assignment for the next day.

Absent students are responsible for getting all missed notes and assignments. Student should consult CANVAS and/or email their teachers when they are not in class. If necessary, parents can arrange through the school counseling office to have assignments sent home for extended illness of three or more days. Upon a student's return to school/class, students must verify make-up requirements and time frames.

If a student misses enough class time to warrant an incomplete grade for a marking period, the student has 10 days to make up the work missed in order to have the grade changed incorporating the made up work. If the work is not completed within those ten days, the missing work will be given a zero and the marking period grade will be calculated accordingly.

TESTS AND EXAMINATIONS / RESEARCH PAPERS

Tests and examinations are extremely important learning activities and are essential to the accurate evaluation of the student's performance. Consequently, the school will not condone absence from tests and examinations except for the most compelling reasons.

Mid-year and final examinations count one-fifth of the semester grade in most courses, and therefore, should be viewed with great importance by students and parents. Unauthorized absence from these examinations can result in severe grade penalty. Adjustment of a student's mid-year or final examination schedule can be made only by a school administrator acting in advance upon a written parental request stating the reason.

FIELD TRIPS

The school encourages faculty-sponsored field trip activities for the educational and social enrichment of the student body. A field trip is open to students in good academic and disciplinary standing at the time a trip is held. Students may be denied the opportunity to

attend a field trip due to poor grades and/or negative behavioral patterns. Students are required to adhere to all school rules and remain with the group at all times. No student is permitted to travel separately; all students must travel under school jurisdiction (including athletic trips). If an emergency arises, exceptions may be handled in writing to an administrator who may then give permission for other travel arrangements. Under no circumstances will students be permitted to drive other students. Please see the attendance policy regarding field trip days.

ACADEMIC INTEGRITY

The community of Lyme-Old High School demands high standards of academic integrity. Cheating and/or plagiarism on assigned work, homework, class work, reports, research papers, tests, or examinations, will result in serious consequences. Issues involving violations of academic integrity may also be a violation of Policy 3600. (See also "Tests and Examinations").

LOLHS HONOR CODE

Lyme-Old Lyme High School is committed to the academic, social and ethical development of each member of our learning community. We believe in a culture focused on learning in order to succeed. We believe in taking ownership and pride in our actions and choices by demonstrating our Core Values of *Accountability, Integrity, Respect, and Perseverance*. In addition to abiding by the rules set forth in the student handbook, LOLHS Honor Code is founded on the following pillars of character:

- ✿ **Honesty is demonstrated by:**
 - Refusing to lie, plagiarize, steal, or deceive in any way
 - Using truthful words
 - Being truthful in your actions

- ✿ **Responsibility is demonstrated by:**
 - Modeling the core values and beliefs of the LOLHS at all times
 - Advocating for self and others
 - Not participating actively or passively in wrong doing
 - Following through on academic and co-curricular commitments
 - Taking action against wrongdoing
 - Taking ownership of one's work, words and actions

- ✿ **Trust is demonstrated by:**
 - Believing that others will act in an honest manner
 - Relying on the integrity and character of others
 - Fostering a collaborative relationship amongst students, faculty and staff, parents, and the broader community

HONOR CODE: ROLES AND RESPONSIBILITIES

Of Students:

- Have knowledge and understanding of the Honor Code
- Produce authentic work
- Be a positive advocate for self and others
- Take responsibility for your own learning
- Promote and model behavior reflected in the Honor Code

Of Teachers:

- Communicate and reinforce clear standards and ethical practices.
 - Publish in course expectations
 - Clarify expectations for all assignments
 - Structure assessment conditions that promote authentic student work

- Develop, model, and sustain the characteristics outlined in the Honor Code
- Proactively communicate with students and parents

Of Parents:

- Have a knowledge and understanding of the Honor Code
- Model and support the standards of honesty, responsibility and trust
- Support their child in advocating for themselves.
- Support faculty and administration in upholding the Honor Code

PLAGIARISM

Plagiarism is the act of presenting someone else's words, work, or ideas as one's own.

Plagiarism encompasses, but is not limited to the following:

- use of quotations, ideas, or work without proper citation
- copying other's work (e.g. class work, homework, etc.) and submitting as one's own
- having a parent or other person write an essay or do a project
- cutting and pasting information from the Internet without proper citation

CHEATING / ACADEMIC STEALING

Cheating / Academic Stealing is the act of attempting to give, receive or take someone else's work with or without their permission in an attempt to gain an academic advantage.

Cheating encompasses, but is not limited to the following:

- copying another's assignment/homework/class work/test answers
- allowing one's work to be copied by another student
- obtaining a copy of a teacher's answer key or teacher resources
- misuse of technology during an examination
- unauthorized collaboration on assignments and take home tests/quizzes/projects
- using prewritten materials when prewriting is not permitted, e.g. being given a test essay planner and writing out the actual essay for submission during the test period
- passing information during an assessment

NOTE: Keep your integrity during testing periods by looking at your own work and avoiding behaviors that draw suspicion such as looking at another's paper, unauthorized use of your phone or technology.

ACADEMIC MISREPRESENTATION, COMMITTING A FRAUD OR ASSISTING IN A FRAUD

Deliberately attempting to deceive another individual, and/or giving a false impression, without regard for the truth.

Academic misrepresentation, committing a fraud or assisting in a fraud encompasses, but is not limited to the following:

- **sharing, either physically or electronically, your own work to be copied or plagiarized**
- forging a signature
- an attempt to deceive an individual in an oral or written statement
- accessing a teacher's gradebook in an attempt to modify or record a grade
- feigning illness to attempt to attain additional time to prepare for assignments and assessments
- use of a single assignment for multiple submission within or between academic classes or years

Consequences for plagiarism, cheating, academic misrepresentation will be a zero on the assessment/ assignment. Multiple offenses may result in further disciplinary action.

ATTENDANCE

Attendance Hotline available 24 hours per day at 860-434-4444 ext. 1098

Connecticut State Law requires parents to ensure their children between the ages of 5 and 18 attend school regularly. Direct instruction and learning experiences that occur in the classroom cannot be duplicated; therefore, it is important students develop good punctuality and attendance habits. Attendance records are part of a student's transcript, which is passed on to colleges, and places of employment seeking references. Every attempt to schedule appointments with doctors, dentists, etc. should be made at times other than during school hours. **It is the parents' responsibility to notify the attendance secretary** regarding an absence or tardy stating the reason for the absence. The office should be contacted before 9:00 a.m. on the day of the absence. **A phone call or note documenting each absence or tardy is requested on or before the student returns to school so we are able to keep accurate records.** Students are ineligible for participation in all school activities on dates when they are absent or suspended in or out of school (e.g. athletic contests, dances, promos, club activities, field trips, etc.)

CT STATE DEFINED SCHOOL ABSENCE

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 (1) through nine (9), 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 10th absence, and all absences thereafter, a student's absences from school are considered excused only 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 observation of a religious holiday;
3. death in 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; 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 of an excused absence. (as defined above)
- B. the absence meets the definition of a disciplinary absence, such as truancy.

Note:

- State defined guidelines above are based on full year courses. **Semester courses will follow same guidelines with four allowable, excused absences.** On the 5th and all absences thereafter, a student's absences from school are considered excused only for the reasons delineated in section B above (page 15)
- Absences that are the result of school or district disciplinary action are excused from these definitions.
- Students who participate in "Skip Days" are unexcused unless documentation is provided that supports CT State excusable absences. Excuses such as "went to the beach", "over slept", "car trouble", are not acceptable.

CREDIT WITHHELD POLICY

1. Students will receive a warning letter **before** they reach the extent of their allowable absences.
 - Nine (9) allowable absences for full year course
 - Four (4) allowable absences for semester course
2. When students have exceeded the number of absences permitted in a class, they will receive a letter stating that they have had their credit withheld in that particular course. Students who receive a Credit Withheld (CW) letter are required to continue attending class and will receive a grade in the course.
3. Students may appeal the "CW" decision to the Credit Appeals Committee within ten days of notification. A student's intention to appeal a loss of credit must be made in writing to the assistant principal. The letter should include explanations of absences and documentation concerning the excessive absenteeism.
4. The purpose of the Credit Appeals Committee is to give students the opportunity to explain unusual or extenuating circumstances or provide documentation to explain absences (doctor's note, etc.).
5. The Credit Appeals Committee consists of the assistant principal, the student's school counselor, and multiple teachers. The Credit Appeals Committee may ask that the student and/or his/her parents to attend the hearing. Students should bring explanatory documentation and a letter of appeal to the meeting.
6. The principal has the authority to overturn a decision of the Credit Appeals Committee.
7. Credit withheld procedures are subject to modification when involving specialized, unique, or non -traditional courses such as compacted courses with a shortened number of classes (e.g. Alternate PE). In such cases, students and parents will be advised in advance of the attendance requirements applicable to the course.

DEFINITIONS, CODES AND CONSEQUENCES

LOLHS Attendance Policy: The policy adopted by Lyme-Old Lyme High School follows the CT State Department of Education guidelines. It is in place to help ensure students make educated decisions about attendance and tardies. Students should consider this before planning vacations, college visits, unless an interview is required, and class field trips.

Absence (A): Students who have not attended class and whose parent/guardian has not contacted the attendance secretary to confirm absence will be marked **A** in PowerSchool. Missing more than 10 minutes of any class will count as an absence and/or class cut.

Absence Excused (ABX): Students who have a documented reason (listed on page 15 such as a medical note, observation of a religious holiday, etc.) will be marked **ABX**. This is considered an excusable absence per state statutes and student will not be penalized. The absence will not count against credit for a course.

Absence per Parent (ABP): Students who have a note, documentation or phone call from the parent/guardian excusing the student for the day or period(s) will be marked **ABP**. This is considered an excusable absence per state statutes for the first nine (9) absences for a full year course or first four (4) for a semester course.

Class Cut (CUT): Students who fail to attend class or study hall while marked in attendance at school; arrive late 10 minutes or more to a class without a pass from staff; or are missing from class for 10 minutes or more without a pass will be marked as a **cutting the class (CUT)** in PowerSchool.

Class Cut – Progressive Discipline per Offense			
<u>1st</u> Office detention	<u>2nd</u> Saturday Detention/ possible loss of credit for course	<u>3rd</u> ISS/ possible loss of credit for course	<u>4th</u> Progressive discipline

Tardy (T): Students who fail to be in assigned classroom by 7:40 (first period of the day) or to a class prior to the start of the period with no note/pass/verification that documents an excusable reason. If a student is consistently late to a class, a teacher may take disciplinary action.

Tardy Excused (TDX): Students who arrive to school after 7:40 with a note/pass/verification that documents an excusable reason.

Tardy Unexcused (TDU): Students who arrive to school after 7:40 without a note/pass/verification that documents an excusable reason

- If a student arrives late to school and is late for the first period class, she/he must report to the office to receive a pass to enter into the classroom. **A teacher will not allow a student to enter class without this pass.** If a student arrives late to school with a parental call/note that documents an excusable reason for their absence, they will be recorded as absent excused but still be part of the credit withheld absence policy. **See maximum number and list of excusable absences from the State Department of Education on page 15.**
- A student arriving late (10 minutes or more) to a class without a pass from staff will be marked as cutting the class. Please refer to guidelines under **Class Cut (pg. 16)**.

Students exhibiting a pattern of tardiness or excessive tardies to school or class may be subject to the following as determined by administration:

- Parent notification and/or parent conference
- Before school/after school/Saturday detention
- Credit Withheld

Tardy to School/Class – Progressive Discipline			
<u>Up to 5 Tardies:</u> Teacher initiated disciplinary action and parent contact	<u>5 to 9 Tardies:</u> Morning or after school detention of 1 hour	<u>10 or more Tardies:</u> Saturday school (7:55 am to 12:00 pm)	<u>Continued/Excessive Tardies:</u> Warning notice of credit withheld, or credit withheld

Note: Every 5 tardies is equivalent to an absence and will be counted toward the credit withheld absence policy

Early Dismissal – Students dismissed from school prior to the end of the school day. Students are expected to make appointments after school hours whenever possible. Students will be dismissed from school only by the request of a parent or guardian.

- Requests for early dismissal are to be made prior to 9:00am. While the parent may ask that a student be dismissed from school, the administration determines whether the dismissal is excused or unexcused. Students dismissed after 11:00 a.m. may not return to school unless they provide a medical excuse or the reason is approved by an administrator.
- Students may not leave the building until they have received office permission for their early dismissal and until they have signed out in the office. Students who do leave without following the necessary process will be referred to administration for leaving school grounds without permission.
- Be aware that too many early dismissals could result in failure to meet attendance requirements and loss of credit.
- According to the State Department of Education, a student is considered to be “in attendance” if present at school or a school sponsored activity for at least half of the regular school day. As a result, a student must be in attendance for at least half the school day in order to be eligible to participate in after school activities unless prior permission has been granted by the school administration.

Attendance Policy/Credit Withheld: Attendance requirement for course credit. In order to receive credit for a course, students must earn a passing grade and adhere to the following:

- Credit for a year-long course (1 credit) will be withheld when a student exceeds 9 absences. Credit for a semester course (.50 credit) will be withheld when a student exceeds 4 absences. Course credit withheld for excessive absences WILL NOT be awarded toward graduation.
- Students and parents will be informed in writing when a student is either in-danger of losing credit or has lost credit for a course. This letter will include an absence/tardy report.

- Student who lose credit in a course will still earn a grade and are expected to attend class, complete work, and maintain appropriate behavior.
- Students may appeal the credit withheld by following the process delineated previously under the Credit Withheld Policy.
- Students with excessive tardies to class (over ten) are subject to credit withheld penalties.

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

Truancy (TRU): Truancy is defined as an absence from school without knowledge and approval of parent and administration.

Truancy – Progressive Discipline			
<u>1st</u> Saturday Detention and class cut for all missed classes	<u>2nd</u> ISS/Class cut in all missed classes/possible loss of credit	<u>3rd</u> Two days ISS/class cuts in missed classes/possible loss of credit/Intervention plan	<u>4th</u> See below regarding intervention plan

If measures recommended by an intervention team fail, a student under eighteen years of age who continues to be truant will be referred to juvenile court. Court referrals may result from four unexcused absences in a month or 10 unexcused absences during the school year. Problems involving truancy, tardiness, and other attendance issues will, if possible, be worked out between the school and the parent/guardian.

RETURNING TO SCHOOL

Each student has the responsibility email or meet with each classroom teacher upon returning to school to arrange make-up work resulting from an absence. Students involved in a school activity (field trip, sporting event, etc.) must take the initiative to meet with teacher(s) before missing class(es) in order to keep current in course work. Students are expected to prepare themselves to participate in the next day’s class. Students who miss a class because of a guidance appointment, office appointment, visit to the nurse, etc., are responsible for showing the teacher their pass and for that day’s work and assignment.

These attendance rules are subject to modification when involving specialized, unique, or non-traditional courses such as compacted courses with a shortened number of classes such as Alternate PE. In such cases, students and parents will be advised in advance of the attendance requirements applicable to the course.

CLASS OFFICERS, DUES AND ACTIVITIES

OFFICERS AND ELECTIONS

Class officers are elected for each school year. The officers include president, vice president, secretary, treasurer and historian. Co-officers may be allowed under certain circumstances with administrative approval only for the positions of president and vice-president. Write-in votes will not be recognized since the election process calls for eligible students to have turned in a petition. A student must win by a majority of the votes to win an election.

Class of 2020	President: Trevor Wells Vice President: Nick Fava Secretary: Claire Wholean Treasurer: Jeffy Joshy Historian: Chandler Munson Faculty Advisor: Ms. Emily Macione	Class of 2021	President: Lucas Wood-Muller Vice President: Emma Boardman Secretary: Schuyler Greenho Treasurer: Megan Cravinho Historian: Frankie Donato Faculty Advisors: Mrs. Heather Fried and Mrs. Lucy Trost
Class of 2022	President: Andrew Hedberg Vice President: Ellie Wells Secretary: James Creagan Treasurer: Mary Wholean Historian: Victoria Gage Faculty Advisor: Mr. Louis Zubek	Class of 2023	President: Alyssa Spooner Vice President: Tora Toriello Secretary: Monique Lavoie Treasurer: Anna Davis Historian: Amy Magalhaes Faculty Advisor: Mr. James Motes

DUES

Each class may establish a certain amount for yearly dues. Students that do not meet these obligations risk exclusion from certain class functions and activities.

OUTSTANDING OBLIGATIONS

Students must pay any outstanding obligations they owe due to lost or damaged books, sports equipment, uniforms, technology equipment, Chartwells, etc. Students who do not meet these obligations cannot apply for a parking permit or participate in any major school activities until they are met, including athletics.

CLASS RINGS

School rings may be ordered by anyone in the fall of his/her sophomore, junior or senior year. Rings will be distributed in late December or early January.

EXTRACURRICULAR ACTIVITIES

Lyme-Old Lyme High School recognizes the value of extra-curricular activities as part of a student's high school educational experience. For the purpose of Lyme-Old Lyme High School policies and regulations, extra-curricular activities are defined as those events and/or activities which complement our course curricula and which do not result in credit toward graduation. Student participation in such activities shall be voluntary.

Extra-curricular activities include but are not limited to, athletics, school sponsored clubs or interest groups, honor societies, trips, tours, competitions, performances, and/or similar activities.

Expectations and guidelines for students participating in extra-curricular activities are outlined in Board of Education policy #3600. Students and parents should familiarize themselves with this policy.

INTERSCHOLASTIC ATHLETIC TEAMS

	Boys, Girls	Boys	Girls
Fall	Cross Country, Soccer	Football <i>(Co-Op)</i>	Volleyball, Swimming <i>(Co-op)</i>
Winter	Basketball, Fencing, Indoor Track	Ice Hockey <i>(Co-Op)</i>	Gymnastics, Ice Hockey <i>(Co-Op)</i>
Spring	Crew, Golf, Lacrosse, Tennis, Track	Baseball	Softball

SCHOOL SPONSORED CLUBS OR INTEREST GROUPS

BELOW IS A LIST OF JUST SOME OF THE EXTRA-CURRICULAR ACTIVITIES AVAILABLE AT THE HIGH SCHOOL: Please access the [**GET INVOLVED!**](#) link (also found on the LOLHS Wildcat News) for specific information about each club (ie: advisor, meeting times, description of organization's activities, student expectations, etc.)

- Amnesty International
- Athletic Leadership Council
- Chess Club
- Chinese Club
- Community Service Club
- Debate Club
- DECA/ Student Store
- FIRST Robotics Team
- French Club
- High School Bowl
- Future Business Leaders of America (FBLA)
- Jazz Ensemble
- Latin Club
- Lymen (yearbook)
- Math Team
- Math Academic Center
- Mock Trial
- Model UN
- Newcomers Club
- Old Lyme Players
- PSG (Peer Support Group)
- Philosophy Club
- Physics Olympics
- Ping Pong Club
- Science Bowl
- Ski Club
- Spectrum
- Student Advisory Council
- Student Leaders
- The Osprey Online
- Unified Athletics
- WLYM
- REACH

FUND-RAISING ACTIVITIES

Various clubs, classes or organizations may engage in fund-raising activities necessary to help defray the cost of their operations. The number and the nature of those fund-raising activities are limited by school board policy and by the need to balance opportunities among various school organizations. In order to participate in a fund-raising activity, the faculty advisor of the organization or coach of the sport team must **submit a completed fund-raising form to the administration for approval at least two weeks prior to the activity.** Each fund-raising activity must have an approved form prior to the commencement of the activity and must be under the direction and supervision of a faculty advisor.

SOCIAL ACTIVITIES

The primary purpose of social activities is to provide wholesome recreation for the students of the high school. Although profits may result from the activities, they are not generally regarded as money-making events. Dances, movies, and concerts are restricted to Lyme-Old Lyme High School. For the Senior Ball and the Junior Prom, students may receive permission in advance by the school administration to bring one guest who is under twenty-one (21) years old. Students must list name, address, school, and age of the guest. The host student is responsible for his/her guest's conduct. Fees may be associated with services associated with the dance.

Once students arrive at a social event or athletic contest being held in the building, they are expected to remain in the building. Once they leave the building, they must leave the school grounds and will not be permitted to return. Students who leave school events early must notify chaperones. If a student is asked to leave an event for disciplinary reasons, the entrance fee will not be refunded and his/her attendance at future school activities may be revoked. Parents/guardians of students asked to leave because of poor conduct will be notified in a timely manner since they may be subject to disciplinary action by the school. It is absolutely essential that students respect the integrity of their high school activities by keeping them free of any alcohol or drugs. Use of a breathalyzer per Board of Education Policy # 2351 may be enforced by administration at any event on or off school grounds. Use or possession of alcohol/drugs at any school function will be dealt with according to the substance abuse regulations.

In conjunction with the Lyme-Old Lyme Community Task Force on teenage alcohol and drug abuse, LOLHS is committed to the following policies:

- Require students to arrive within one hour of starting time of dances and proms.
- Bands and DJs must be under contract prior to the dance.
- Require all guests to obtain advance approval from administration.
- Permit only guests/dates under the legal drinking age.
- Require all limousines to be registered in advance with the administration.
- Prohibit students and guests who leave a school event or prom from returning.
- Expect administrators, athletic staff and activity advisors to stress the incompatibility of alcohol (and drug) use with athletic values and performance.
- Expect administrators, athletic staff and activity advisors to actively enforce disciplinary action for substance abuse violations.
- If a determination of substance abuse is made, the student is put in the custody of the parent or the police.
- Review and publish annually Parent-Student Handbook policies on alcohol/drug abuse (Prohibitions and consequences for possession, transmission, use, regardless of location).

HEALTH SERVICES

Each school has a registered nurse on duty during school hours to attend to student health needs. First aid measures for illness and injury occurring in school will be performed according to the written standing orders approved and signed by our medical advisor. Treatment for injuries occurring at home and off school premises are the responsibility of the parent/guardian and family physician.

At the start of each school year or upon school entry, an updated "Health Services/Emergency Information" form is required for each student. This annual update provides your child's school with contact information and instructions in case of illness or injury during school hours. It requests names and contact phone numbers of other people who have **agreed** to be contacted if you are unavailable. It is the responsibility of the parent to arrange for pick-up of the student if deemed appropriate by the school nurse or administration. Your signature at the bottom of the form authorizes release of your child to the parties indicated, emergency medical transport and treatment, and permits information about your child to be shared by the school nurse with appropriate staff on a need to know basis.

State regulations require each child to be immunized according to the current immunization requirements. Proof of immunizations is to be provided to the health office **prior to** admission to school. The State also requires a physical examination for students in Grade 9, with the result to be recorded on the **blue** State of Connecticut Health Assessment Record and all mandatory (*) screening items are to be completed by the physician's office. The front page is to be completed by the parent/guardian and the completed form is to be given to the health office. New entrants from within the United States are to submit a school entry physical from their previous school(s) that addresses the identical screening items that are required in District 18. New entrants from outside of the United States must submit a recent physical examination completed, signed, and dated by a U.S. licensed physician within 12 months of entry.

Postural screenings will be conducted by the school nurse for males in Grade 9. Parents/guardians will be notified in advance and will receive a written physician referral if a student shows evidence of a possibly postural abnormality.

A student should remain at home from school with the following symptoms of communicable illness or disease:

- A temperature of 100 degrees or greater. Students should be fever-free without use of fever-reducing medication for a minimum of 24 hours before returning to school.
- Vomiting and/or diarrhea. Students should remain at home until they stopped vomiting for at least 24 hours and are able to tolerate fluids.
- Sore throat that is accompanied by fatigue, body aches, and fever.
- A persistent/disruptive cough lasting for more than a few days or with a fever.
- Live pediculosis (head lice) found in the hair.

- Eye discomfort with itching, redness, pain and discharge.
- Skin rash suggestive of a communicable disease.

MEDICATION ADMINISTRATION

State regulations and Board of Education policy mandate that medication shall be administered to students during school hours **only** when it is not possible to achieve the desired effects by administering the medication at home. If medication administration of prescribed or over the counter medication is necessary during school hours or school activities, the following criteria must be met:

- A medication authorization form for each medication is to be completed by the physician, dentist, APRN, PA or optometrist with written authorization by the parent/guardian and be on file in the health office. Medication authorization forms are available online at the district website www.region18.org, from the school health office, or from your child's physician. The forms are to be renewed annually.
- The medication must be in its original container, properly labeled with the student's name, medication name, time of administration, dosage, and not more than a 90-day supply. Any remaining medication is to be picked up at the close of the school year.
- Self-administration of medications for treatment of asthma and life-threatening allergies are appropriate when approved by the physician and the parent.
- All medications, except those approved for transport by students for self-administration, shall be delivered to the school by parent or other responsible adult and shall be received by the school nurse or, in her absence, the principle or designee.
- All medication, except those approved for self-administration, will be administered by the nurse or trained staff.
- Students may not carry or maintain any unauthorized or identified medication in school or on the school bus.

MEDICAL EXCLUSION FOR PHYSICAL EDUCATION CLASS

If a student is ill or injured and unable to participate in PE class, a parent may submit a written excuse that will be accepted for a maximum of two PE classes per semester. Students who require a longer exclusion from PE must have a physician's note excluding them from PE class that includes date parameters of a maximum of six weeks. Students requiring additional exclusion time will be required to obtain a written extension time from their physician.

PHYSICAL EXAMINATION POLICY

All students in grade 9 shall have a physical examination. All students in grade 9 shall have a physical examination by a physician, physician's assistant, or an advanced practice registered nurse; to include all mandated screening items such as height, weight, blood pressure, postural, vision, hearing, hemoglobin and/or hematocrit, chronic disease assessment, and any updated immunization records.

This examination shall take place between June 1st of the summer preceding grade 9 and the end of the summer following grade 10, allowing thirteen months to meet this requirement.

Noncompliance with this state required examination will ultimately result in exclusion of the student from classes. If the parent or guardian of any student is unable to pay for a physical examination, the expense thereof, shall, on the recommendation of the administration, be paid by the Board of Education.

The parent or guardian is responsible for presenting a completed physical examination form to the high school health office within the required time limits.

ATHLETIC PHYSICALS

For eligibility purposes, students must have an annual physical exam on file with the school nurse. This exam will expire after 13 months, at which time a student will become ineligible to participate in athletics without a new medical examination.

MEDICAL CLEARANCE FROM AN INJURY OR ILLNESS

If a student athlete suffers from an injury that is deemed serious as defined in the Lyme-Old Lyme Athletic Handbook and the injury results in the athlete missing competitions, he/she must present a note from a doctor to return to competition. Also, if the student athlete has a medical note excusing him/her from physical education class, he/she will not be eligible to participate in interscholastic competitions for the term that the medical note is in effect (please refer to the Lyme-Old Lyme Athletic Handbook pgs 6&10).

STUDENT ILLNESS OR INJURY

All students who become ill during the school day must report to the nurse. If a student is physically unable to do so, the nurse is to be notified immediately so she can get to the student without delay. **All medical dismissals should originate from the nurses office, not by a call home to parent/guardian by student.**

EMERGENCY EPINEPHRINE ADMINISTRATION

Ct State Medication Regulations require that our schools designate a trained nonmedical qualified staff who have volunteered to administer emergency epinephrine in cartridge injectors to student who are exhibiting signs of having a severe allergic reaction who have not been previously identified by a physician as having a severe allergy. It authorizes the emergency use of Epipens by nonmedical staff if the nurse is absent or unavailable during the school day hours on school grounds. The qualified staff must meet annual training requirements.

Any parent or guardian of a student who does **NOT** want epinephrine given to their child who has **NO PREVIOUS HISTORY OR DIAGNOSIS** in the event of a severe allergic reaction must submit a letter in writing to the school nurse.

STUDENT CONDUCT

The community of Lyme-Old High School holds high expectations for student behavior and conduct. As with any organization, there are rules, regulations, and an expected code of conduct that must be followed in order to maintain an environment that is conducive to learning. In order to assist the school administration and staff in their efforts to provide a positive productive school environment conducive to learning, the student body is expected to understand that they are responsible for their actions and that inappropriate behavior will not be tolerated. Students are expected to act in a responsible and appropriate manner during all school functions held on or off school grounds. Staff are committed to a variety of instructional activities which support positive student behavioral development. However, serious or repetitive negative behaviors by students will result in system of progressive discipline. Behavior that warrants intervention by staff and/or administration will be handled in a timely manner in accordance with any of the LOLHS progressive discipline policies. Administration reserves the right to handle every situation on an individual basis. It is the student's responsibility to be informed about and abide by school and Board of Education rules and policies, and continue to develop a moral and ethical sensibility.

PROHIBITED BEHAVIOR/ ITEMS / OTHER BEHAVIOR

Teacher/Administrator Intervention: Teachers and administration may intervene on behavior which they feel disrupts the educational process and smooth operation of Lyme-Old Lyme High School. The following are examples of behavior standards, items, or conduct, requiring intervention/disciplinary action that may include warnings, detention, ISS, suspension or expulsion depending on the infraction, severity, and frequency.

- Bus Misconduct (*swearing, throwing objects, distracting the driver, harassing behaviors, etc.*)
- Insubordination (*Refusing to participate in a reasonable request by an adult in the building*)
- Public use of obscenities or disrespect to a staff member
- Unauthorized visits to student parking areas/cars
- Leaving school grounds without permission
- Inappropriate Physical Contact: Pushing, shoving, projectiles at others, public displays of affection.
- Projectiles of any kind (Eg: snow balls, spit balls)
- Verbal assault /threatening: verbal, written, cyberbullying
- Bullying / Cyberbullying (intentional use of technology to harm, intimidate others and may create a hostile environment and/or disrupt the educational process)
- Sexual harassment
- Aggression, physical harm, fighting, physical altercation, assault, or posturing for a fight
- Use or possession of tobacco, tobacco products, lighters, vape pens (e-cigarettes), vaping pods or liquids, or any other smoking-related paraphernalia [*Note: Consequences for the first offense of use or possession of tobacco/ vape products will be one day of ISS as well as a 14 day suspension from sports and/ or other co-curricular activities. Additional offenses will result in progressive disciplinary action.*]
- Use or possession of prescription or illegal drugs, drug paraphernalia, alcohol, inhalants, or performance enhancing substances
- Sale or distribution of drugs [*Note: CIAC will impose sanctions beyond those applied by the District for student use, sale, or distribution of performance-enhancing substances including exclusion from athletic programs for one calendar year until the documented anniversary date of the offense.*]
- Possession of weapon, deadly weapon, dangerous instrument, firearm or facsimile or replica of firearm
- Arson
- Tampering with fire alarm or burglar alarm systems or equipment
- Vandalism
- Gambling
- Truancy
- Theft
- Gambling
- Falsification of school records
- Technology violations
- Use of cell phones and other hand-held devices may be used before and after school and during lunches and study halls only (*Unless given direct permission by a staff member*)
- Possession or distribution of pornographic material including pictures, printed items, magazines, and/or recordings

The above list is not all inclusive.

Prohibited items/games: Possession or use of cards (or games of chance), frisbees, squirt guns/water balloons, skateboards, unauthorized electronic devices, laser pointers (state law), lighters or other fire producing equipment, pocket knives, nitrous oxide canisters or any other propellant used for substance abuse. This list is not all inclusive

Other Misconduct: Other instances of student misbehavior or prohibited items which violate Board of Education policy not listed may result in disciplinary action. Prohibited items may be confiscated by staff members and will be given to the office. The administration will return the item to the student at the end of the day or to the parent depending on the circumstance and frequency of offense.

DISCIPLINARY ACTION

Progressive Discipline: Progressive discipline policies are procedures designed to provide a structured of corrective action to improve and prevent a recurrence of specific behaviors and/or actions.

Warning: A warning is a discussion between a student, teacher and/or administrator or parent regarding concerning behaviors/actions. The warning should include what actions will be taken if the behavior continues.

Removal from classroom: Teachers have the authorization to remove a student from class when such student deliberately causes a serious disruption of the educational process with the classroom. The student is sent to the Main Office and the teacher may also submit an office referral form to administration.

Teacher Detention: Any teacher may assign a lunch detention Monday through Friday, or may assign an after school detention Monday through Thursday. *This requirement takes precedence over any extra-curricular or employment activity.* Any student not attending a teacher detention will be referred to administration and receive an office detention to be documented as part of their discipline file. Students must be given 24-hour notice of any after school teacher detention.

Office Detention: Office detention is held Monday – Thursday after school from 2:30-3:30pm or before school from 6:40 – 7:35 am. School administrators will issue office detentions based on office referrals from staff or based on their own investigation/observation of student behavior. A student who does not attend an assigned office detention will be assigned two (2) office detentions. Progressive disciplinary action will follow.

Saturday Detention (8:00 a.m. to 12:00 noon): Saturday detentions will be assigned for most nonviolent offenses that are repeated or are too serious to be adequately addressed with a lunch detention, teacher detention or office detention. If a student skips Saturday Morning Detention or defies rules/misbehaves during the detention, two (2) Saturday Morning Detention or an in-school suspension will be assigned for the school day that follows the detention date.

Saturday Detention Student Rules

1. Students meet supervising teacher in the commons by 7:55am.
2. Students arriving late **will not be** allowed into Saturday Detention and will be required to serve an In-School Suspension per the student handbook policy.
3. Student's parent(s)/guardian are responsible for transportation to and from Saturday Detention. Parent/Guardian is responsible for transportation if a student is sent home early due to rule violation or illness.
4. Students who are ill the day of their Saturday Detention must present a medical note to a school administrator the following Monday who will then re-schedule the Saturday Detention. In the event of an emergency, a parent should call 860-434-1651 *1002 and leave a message for a school administrator. Failure to comply may result in an In-School Suspension or two Saturday Detentions per the handbook policy.
5. Students are responsible to bring enough work/reading materials for the assigned 4 hour time frame.
6. Sleeping, talking, video games, texting, etc. are not permitted. Use of media devices are strictly for work completion and are at the discretion of the teacher.
7. Students will be given a 15-minute break after two hours. Students are able to bring a snack for this time.
8. All handbook policies apply during Saturday Morning Detention. Failure to comply with school rules will result in dismissal from the Saturday Detention by the supervising teacher. The student will then be assigned an In-School Suspension by a school administrator upon the next school day.

Restorative Practices: Restorative Practice is an opportunity for a student to restore any harm that has been done to the school community, repair any relationships, and learn from this experience. This is in lieu of a traditional disciplinary response such as detention or Saturday School or even suspension depending on the offense. A student will follow a few steps through the restorative process which may include: a conference with administration and parent; a written response to reflective questions; a signed contract (student, parent/guardian and administration) delineating the tasks and time frame; a presentation to the Restorative Practice Board.

In-School Suspension (ISS): In-School Suspension is assigned for all suspendable 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. Students are supervised in the ISS room, have access to schoolwork, computers, breaks and lunch. ISS can be assigned for up to ten school days depending on the offense. Students may receive full-day, half-day, and even period-by-period ISS assignments dependent upon the type of infractions and situations. **Students who receive full-day or half-day ISS may not participate in after school activities on the day of the suspension.**

ISS Student Rules

1. No student visitors.
2. Students may not leave ISS room for any reason unless released by school administrator.
3. Lunch is arranged so that students in ISS will eat separate from the student body.
4. Students are allowed lavatory breaks as scheduled by ISS personnel.
5. All school rules regarding student conduct are strictly enforced.
6. A student removed from ISS for disciplinary reasons will be sent home and will be subject to further disciplinary action.
7. Students are required to meet with the school psychologist during the ISS period.

Out of School Suspension: Out of School Suspension is the exclusion from the school building and activities for disciplinary reasons up to, but no more than 10 consecutive 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 or for repeated behaviors that other disciplinary interventions have failed to address.

Police Referral: Notification of student behavior/actions/violations to local or state police. Depending on the violation, police involvement maybe necessary (eg: possession of illegal substances on school grounds, fighting).

Expulsion: Expulsion is the removal of a student from the school building and privileges for more than ten (10) consecutive school days by the Board of Education for reasons as defined the Board of Education Policy.

SPECIAL EDUCATION STUDENTS (DISCIPLINE)

1. Prior to administrative decision on suspension exceeding 10 days in a school year or expulsion, a Planning and Placement Team Meeting should be held to determine whether the behavior or student actions that violate the standards set forth in the Lyme Old Lyme Board of Education policy governing suspension and expulsion are the result of the student's disability. Under "emergency" situations, which for special education students shall be defined as a situation under which continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process, a student placement team meeting will be held as soon after the exclusion of such student as possible instead of prior to such exclusion.
2. If a PPT determines that the special education student's inappropriate behavior or actions are deemed not to be the result of the student's disability, suspension, or expulsion procedures shall be conducted in accordance with provisions of this policy for non-special education students. If the special education student is expelled, he/she must be offered an alternative educational opportunity consistent with his/her needs during the period of expulsion.
3. If such behavior, including possession of a weapon or dangerous instrument or distribution of illegal drugs, is actions deemed to be caused by the student's disability, no suspension or expulsion shall ensue. Instead, the PPT will attempt to modify the student's individual educational program (IEP) to prevent the recurrence of the undesirable behavior or actions for the protections of other students or the special education student.
4. However, if a situation exists in the judgment of the Director of Special Services, the Principal and the Superintendent of Schools under which the continued presence of the student in the school imposes such a danger to persons or property that a temporary suspension is necessary, for the safety of other district students or the special education student, to allow the district adequate time for developing an alternative program and/or placement for the special education student, such special education student may be excluded until such alternative program or placement is determined. Homebound instruction shall be offered for the student until an alternative program and/or placement is established. In these circumstances, the Superintendent of Schools shall immediately notify the School District's Legal Counsel and review the situation with him or her

BULLYING

Lyme-Old Lyme Public Schools strive to produce a safe, secure and happy school climate, conducive to teaching and learning, that is free from any types of bullying behavior. As such, bullying by students or staff members is strictly prohibited on school grounds; at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; at school bus stops; on school buses or other owned or leased school vehicles; or through the use of electronic devices owned, leased, or used by the school district.

Lyme-Old Lyme Public Schools also prohibit any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Definition of Bullying (Public Act 11-232):

"Bullying" means:

- (A) 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
- (B) A physical act or gesture by one or more students repeatedly directed at another student attending school in the same district, that:
 - i) causes physical or emotional harm to such student or damage to such student's property,
 - ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,

- iii) creates a hostile environment at school for such student,
- iv) infringes on the rights of such student at school, or
- v) substantially disrupts the education process or the orderly operation of a school.

Any person who believes he or she has been the victim of bullying should report such conduct immediately to a Lyme-Old Lyme Public Schools' staff member. Students may choose to anonymously report such conduct; however, students are encouraged to provide their name for the purpose of intervention. All such reports should be forwarded to the school administrator.

Parents or guardians of students may also choose to file written reports of suspected bullying. Such reports should be submitted to the school administrator.

An anonymous incident and/or bullying report can be filed by following these links on the district website:

For any concern and/or any incident of bullying or harassment:

Navigate to: <http://www.region18.org/> then follow links to Lyme-Old Lyme High School → Student Life
Incident/ Concern Bullying: <https://lolhs.region18.org/our-school/bullying>
Incident/ Concern: <https://lolhs.region18.org/our-school/new-page>

For more information, refer to the District website (www.region18.org) for the District's bullying policy (#2205), Safe School Climate Plan, and Bullying Prevention Plan. Questions and/or concerns related to bullying or the District's Safe School Climate Plan, can be addressed by the Safe School Climate Specialist at each building (the building principal) and/or the District's Safe School Climate Coordinator (the Director of Special Services).

HARASSMENT

Title IX, Title VI Compliance/Equity Officers:

District: Melissa Dougherty 860-434-0487

LOLHS: Tracy Lenz 860-434-1651

It is the policy of Regional School District #18 (Board Policy #2610) to maintain a learning and working environment which is free of any form of harassment. All harassing behaviors are prohibited including, but not limited to, those based on race, color, ethnicity, gender, sexual orientation, physical attributes or disabilities, religion, or other applicable unlawful standards. This includes use of electronic media, internet, and social media such as Facebook.

Regional School District #18, through the Superintendent, the Administration, the Board of Education or its designees, will act to investigate and resolve all complaints, either formal or informal, verbal or written, of such harassment or perceived harassment and will discipline or take appropriate action against any student, staff member, volunteer, or other persons identified above as subject to this policy, who is found to be in violation of this policy.

To assist in the investigation of such complaints, the Superintendent appoints a Compliance/Equity officer for the district (and each school). Grievance procedures and reporting forms are available on the district's website.

An anonymous harassment report can be filed by following these links on the district website:

Navigate to: <http://www.region18.org/> then follow links to
Lyme-Old Lyme High School → General Information → Anonymous Incident Reporting

LEAVING SCHOOL GROUNDS

Students may not leave school grounds without authorization from the school administration and a parent or guardian. Students who violate this policy will be subject to disciplinary action.

STUDENT USE OF SCHOOL PROPERTY

Books, lockers, desks, computers (and its networks), facilities and parking spaces, etc., are all school property that students have access to during their time at the school. Students are expected to make responsible use of school property assigned to them and are expected to return property in good condition. This shows due respect for the resources provided by the taxpaying community which supports the schools. The school will temporarily withhold transcripts and diplomas when necessary to recover money for lost or damaged property owed to the school.

ACCEPTABLE USE OF TECHNOLOGY

The Lyme – Old Lyme School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of the Lyme-Old Lyme School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. Students are expected to abide by all school rules regarding technology as well as policies and procedures outlined in Board Policy regarding the Acceptable Use Policy. Additionally, high school students and their parents will sign a Student/Parent Agreement which outlines the parent and student obligations and responsibilities regarding the use of district issued laptops.

CELLPHONE AND ELECTRONIC MEDIA USE

We ask students to be present and an active member of our school community. To that end, we require that cell phones be put away and silenced during the school day. Students may use cell phones prior to 7:40am and after 2:10pm. With permission from office personnel, students may use the office phone. Any personal device, such as an iPhone, iPad, Beats may be used before 7:40am, in study halls (per permission of teacher), during lunch, and after 2:10pm. Teachers may use their discretion regarding appropriate use of these devices within their respective classrooms. **Phones, iPads/tablets, earbuds/Beats/headphones cannot be used in the hallways and should be removed.**

PROTECTING AGAINST THEFT

LOLHS Administration strongly discourages students from bringing valuables to school, e.g. electronic devices, tablets, musical instruments, headphones, expensive jewelry, large amounts of money, etc. All thefts should be reported in writing to the main office immediately. Students should keep their school and P.E. lockers locked at all times to avoid problems with theft. Combination locks are available through the Physical Education department.

CAFETERIA

Students must report to and remain in the cafeteria for lunch. Food is not to be taken from the cafeteria and eaten in any other area. Federal Law prohibits student consumption or possession of commercially provided food in competition with the federally subsidized school lunch program. Students are prohibited from ordering take-out food or buying food and bringing it into school during the school day.

HALL PASSES

To ensure the safety of all students in the school, it is critical for us to know the whereabouts of each student. Every teacher has a Hall Pass with their name on it. Students leaving a class or study hall must have this hall pass when going from one destination to another. All students must ask permission to leave the classroom during class time. If a student is going to the another classroom, the nurse or guidance for an extended period of time, then a teacher is expected to write a pass for the student. Students are expected to provide information to any faculty or staff attempting to determine their point of origin or destination.

STUDENT ATTIRE

We take great pride in the appearance of our students believe that student dress reflects upon the quality of our school. Students are expected to come to school or school related functions well-groomed and dressed in an appropriate manner. Exceptions may be granted for religion, health, or special events. This policy not only applies to articles of clothing and jewelry worn on the person, but also to other articles brought onto school property or to a school function, such as book bags, backpacks and other articles. Students are expected to comply when asked by a staff member to adjust any clothing or to remove inappropriate items if possible. Students not conforming to the aforementioned standards will be referred to the administration for possible disciplinary action and parent/guardian notification. Failure to comply with administrative directives as well as subsequent violations will result in parent notification and/or disciplinary action.

In order to help create a positive learning environment the following expectations have been established:

- Clothing must NOT be inappropriately revealing, oversized, or immodestly undersized (e.g. halter-tops, off the shoulder or low-cut tops, spaghetti straps, bare midriffs, short shorts and extremely short skirts – recommended fingertip length).
- Clothing must conceal undergarments at all times. Clothing or accessories that advertise or display tobacco, alcohol, drugs, obscene language, inappropriate slogans or images will not be permitted.
- Attire that promotes violence, racism, harassment, discrimination, or bigotry will not be allowed in school or at school functions.
- Students may not wear sunglasses in school.
- Headphones, ear buds or any other electronic devices may not be worn or utilized as an accessory during the school day, except during lunch or study hall.
- Head coverings, including but not limited to hats, bandannas, hoods, etc. may not be worn inside school buildings upon arrival until dismissal, unless for documented medical reasons. In other words, take of your hats upon entering the building.

When a teacher or administrator notices that a student has not met the expectations of the guidelines set forth above, a student will be asked to remove, cover up, or change clothing by a teacher or administrator. Failure to comply to the request may result in further consequences and disciplinary actions which may include a warning, removal from class, detention, etc. (see page 23-24).

PARENT PROGRAMS AND EVENTS

The high school holds several major events aimed at getting large numbers of parents into the school setting and promoting close parent-teacher contact. Two such programs are the Open House and Report Card Conference Nights held in the fall of the first semester. Open House allows the parents to walk their student's schedule, meet the teachers and receive informational materials about the classes. Report Card Night enables parents to briefly conference with teachers at the end of the first marking period. Please see the Lyme – Old Lyme High School website for specific dates and times.

FRIENDS OF MUSIC

The mission of Friends of Music, a non-profit organization of parents and community members, is to promote the advancement of music education and performance for the students in the Lyme-Old Lyme Public Schools - Regional District #18 - through support to the music department at all levels and scholarship awards. Friends of Music meeting dates and contact information for the 2017/18 school year are posted on the Region 18 website under Parents → Parent Support Groups.

PARENT ADVISORY BOARD

The PAB, which is open to all interested parents, meets often to discuss school programs and matters of school concern, and to provide input for the faculty and the administration. The PAB also publishes a high school newsletter periodically. PAB participants are also encouraged to bring parent guests to PAB meetings as a way of engaging PAB membership and to connect with parents who do not have the time to commit to regular PAB attendance. PAB meeting dates and contact information for the 2017/18 school year are posted on the Region 18 website under Parents → Parent Support Groups.

OLD LYME ROWING ASSOCIATION

Old Lyme Rowing Association (OLRA), a non-profit 501(c)(3) corporation, is the parent organization of Lyme-Old Lyme High School Rowing (LOLHS) and Blood Street Sculls. OLRA supports the high school rowing team via fundraising and the purchase of rowing shells, oars and other equipment. OLRA also offers competitive and recreational rowing opportunities for juniors and adults across southeastern Connecticut throughout the rowing season under the banner of Blood Street Sculls. For more information contact boathouse@oldlymerowing.org

WILDCAT BOOSTER CLUB

We would like to invite you to join the Wildcat Boosters. The primary purposes of the organization are to support and enhance all the athletic programs and athletes of Lyme-Old Lyme High School. Your membership contribution will help us reach our fund-raising goals for this school year. Other fund-raising activities include the selling of Wildcat apparel and a concession stand at home basketball games. Recent purchases include equipment for several teams and funding for Shoreline Championship team jackets. We encourage and seek volunteers to aid in our efforts to augment the athletic budget. Wildcat Booster Club meeting dates and contact information for the 2017/18 school year are posted on the Region 18 website under Parents → Parent Support Groups.

SCHOOL PROCEDURES

BUS TRANSPORTATION

School bus transportation is provided for the student who lives one mile or more from the school. Proper bus conduct is a matter of safety to all. Riding the bus is a privilege and can be taken away from a student for misbehavior. Students who misbehave on the bus are subject to disciplinary action. Students are permitted to ride their assigned bus only. A student wishing to go home with another student must have parent permission in writing and approval by the main office.

Late buses run on Monday thru Thursday afternoons at 3:45-4:00 for students who wish to participate in co-curricular and curricular activities beyond the normal school day. Smoking is not permitted on school buses by any student or adult.

DELIVERIES TO STUDENTS

Students are not allowed to take delivery of take-out food, flowers, balloons, gifts, mail-order items, etc. Delivery of such items is a distraction to the educational process and should be made to a student's home.

LOCKERS

It is highly recommended that students use their lockers to keep their belongings. A locker is assigned to each freshman for his/her use during his/her high school years. The locker, however, remains the property of the school. As such, it is important that the student recognize that his/her locker may be searched by the administration without prior notice to the student. Students are not to share lockers or locker combinations with other students since the student assigned to the locker is held accountable for all its contents. Lockers should be locked at all times. P.E. lockers are included in this regulation.

PARKING

Driving and parking privileges are reserved for seniors, juniors and sophomores with a valid license. Freshmen are not permitted to park on school grounds during the school day under any circumstances. Driving and parking privileges may be revoked at any time by the administration for the failure to comply with the rules and regulations listed on the application form for parking privileges, for providing transportation for leaving school grounds without permission, or for violation of school rules. **All outstanding obligations must be rectified by students before they can apply for a parking permit. Students will be notified if obligations are outstanding.**

Each student will be required to register his/her motor vehicle and obtain a parking permit.

The rules and regulations for parking on school grounds are as follows:

1. The parking permit is to be placed on the rear-view mirror of the vehicle.
2. Students are to park only in the designated student parking area. Blue lines areas are for students and white lines areas are for faculty and staff. Students parking in unauthorized areas, e.g. fire lanes, may have their cars towed. Students risk losing their parking privileges for failure to adhere to the guidelines.
3. Students may not park in the Middle School or Center School parking lots. Parking off campus in the Art Academy residential parking area is strictly prohibited.
4. State and local motor vehicle and traffic laws are necessarily part of the high school motor vehicle regulations governing the use and parking of cars on the school grounds (speeding, reckless driving). Note: According to State law, mopeds may legally be driven only by a person 16 or older who has a valid driver's license. No vehicle may be brought onto school grounds by an unlicensed driver.
5. Students are not to loiter in the parking lot.
6. Students park at their own risk.

School administrators may suspend and/or revoke vehicle driving and parking privileges of any student who refuses to cooperate with safe driving and school parking rules.

VISITORS

All visitors must report directly to the reception area upon entering the building and be escorted by a staff member to and from their destination in the building. No exceptions will be made to this rule. All visitors require appointments and/or advance approval.

GENERAL INFORMATION

EMERGENCY CLOSING OF SCHOOL

In the event of an unplanned school delay, early dismissal or school closing, you will receive notification via our **CONNECT ED system**. An automated call and email will inform you of any changes in the usual openings or dismissals as well as any circumstances relating to your child's school routine. We will be using phone numbers and email addresses provided on our Student Information Sheet. Emergency school closings and delayed openings will be announced on local TV and radio stations, and can also be found on the school website: **www.region18.org**

EMERGENCY RESPONSE PLANS

The school provides the faculty and staff with emergency response plans to secure the building in a number of different situations. These plans are kept in each classroom. Faculty and staff are familiar with these plans and they are practiced though out the school year.

BOARD OF EDUCATION POLICIES

Board policies are available in their entirety on the District 18 website (www.region18.org) as well as Lyme Old Lyme High School Main Office.

PUBLICITY AND PHOTOGRAPHS

It is the practice of Region #18, Lyme-Old Lyme School District, to admit the press or media for all newsworthy events and activities open to the public and to permit the press or media to publish photos or stories without express written permission from parents.

ACCREDITATION STATEMENT

Lyme-Old Lyme High School is accredited by the New England Association of Schools and Colleges, Inc., a nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.