



Lyme-Old Lyme Middle School Parent-Student Handbook

Mr. Mark Ambruso
Principal

Mr. Noah Ventola
Assistant Principal

53 Lyme Street
Old Lyme, CT
06371

Telephone: (860) 434-2568

Fax: (860) 434-0717

District 18 Website: www.region18.org

For specific questions regarding
District 18 Board of Education Policies

“The Middle is the best place to be.”

Lyme – Old Lyme Middle School Handbook

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I. Introduction

Lyme – Old Lyme Public Schools

A Private School Experience in a Public School Setting
CHALLENGING*ACHIEVING*EXCELLING

We are committed to providing exemplary schools, partnering with the community, nurturing passion for lifelong learning, fostering global citizenship, and maximizing potential.

The Regional School District 18 Board of Education prohibits harassment and discrimination in educational programs, services, or employment 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 accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1991, the ADA Amendments Act of 2008, and appropriate state laws.

Core Values

R.O.A.R.S. represents the values that we explicitly teach and expect to be part of the fabric of everyday life at LOLMS. These core values drive our academic, social and emotional support systems of holistic child development.

Respect: Demonstrating the value of all people, places and things.

Ownership: Acting in a manner that illustrates school and community pride.

Advocacy: Championing yourself and others in all endeavors.

Responsibility: Taking control of one’s words and actions.

Safety: Making healthy and informed choices.

II. Communication

School Phone Numbers

Main Office: (860) 434-2568
Guidance: (860) 434-1628
Fax: (860) 434-0717
Attendance: (860) 434-2568

Superintendent: (860) 434-7238
Special Services: (860) 434-0487
Facilities: (860) 434-8182
M. & J. Bus Co (860) 434-1052

School Hours

Normal: 7:40 am - 2:10 pm
Early Closing: 7:40 am - 11:10 pm (no lunch)
Two Hour Delay: 9:40 am - 2:10 pm

Closings

In the event of an unplanned school delay, early dismissal or school closing, you will receive notification via an automated system. A call and email will apprise 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.

Information will also be posted on our website as well as the following TV and radio stations.

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

| | | |
|------|-------------------|--------------|
| WTNH | Channel 8 | New Haven |
| WVIT | Channel 30 | Hartford |
| WTIC | Channel 3/1080 AM | Hartford |
| WLIS | 1420 AM | Old Saybrook |
| WNLC | 1510 AM | New London |
| WTYD | 100.9 FM | New London |
| WSUB | 105.5 FM | New London |

Faculty and Staff

Administration

| | |
|------------------|---------------------|
| Mr. Mark Ambruso | Principal |
| Mr. Noah Ventola | Assistant Principal |

Pupil Personnel

| | |
|-------------------|---------------------|
| Mrs. Renee Molnar | School Counselor |
| Mrs. Katie Melia | School Psychologist |

Grade 6

| | |
|----------------------|--|
| Mr. Marc Vendetti | Language Arts, <i>Department Leader</i> |
| Ms. Rachel Carrion | World Language |
| Ms. Deborah House | Mathematics, <i>Team Leader</i> |
| Mrs. Paula Gaudet | Science, <i>Department Leader</i> |
| Mr. Mike Gilson | Social Studies |
| Mr. Philip Milnarik | Special Education, <i>Special Education Dept. Leader</i> |
| Mrs. Heather Mariani | Special Education (Grades 6-8) |

Grade 7

| | |
|------------------------|--|
| Mrs. Beth Goulding | Special Education |
| Mrs. Heather Saia | Social Studies, <i>Department Leader</i> |
| Ms. Jennifer Skelly | Science |
| Mrs. Mary Beth Hibson | Mathematics |
| Mrs. Leonore D'Onofrio | World Language |
| Ms. Olivia Hersant | Language Arts, <i>Team Leader (shared)</i> |

Grade 8

| | |
|-----------------------|---------------------------------------|
| Mrs. Jane Regan | Language Arts, <i>Team Leader</i> |
| Mr. Steven Bushnell | Social Studies |
| Mrs. Pam Russell | World Language |
| Mrs. Shannon Glorioso | Science |
| Mr. David Dander | Mathematics, <i>Department Leader</i> |
| Mrs. Mary Roth | Special Education |

Unified Arts Team

| | |
|-------------------------|--|
| Ms. Laura Gladd | Choral Music |
| Mrs. Jen Costigan | Technology Education |
| Mrs. Patricia Cournoyer | Health Education, <i>Department Leader</i> |
| Mrs. J'aime Ottaviano | Library Media Specialist |
| Mr. William Eydman | GAT/E Program (Talented & Gifted) |
| Ms. Jacqueline Grady | Family & Consumer Sciences |
| Mrs. Thelma Halloran | Art |
| Ms. Erin Crayton | Physical Education |
| Mr. Tim Gavin | Physical Education |
| Mrs. Carrie Wind | Instrumental Music |

Instructional Assistants

| | |
|----------------------|-------------------------|
| Mrs. Althea Caulkins | Mrs. Brittany Gerster |
| Ms. Charlot Pike | Mrs. Alexandra von Raab |
| Ms. Amy Powers | Mrs. Erin Mamone |

Mrs. Heather Graybill
Mrs. Colette Rugg
Mrs. Helen Scott
Mrs. Tricia Swaney
Ms. Debra Loper

Mrs. Donna Rogers
Ms. Beth Lambert
Ms. Carol DeMarco, Library
Mrs. Val Chapman

Programs and Services

Mrs. Juliette Evans-Case
Ms. Maureen Higgins
Ms. Sammee Ward
Mr. Michael Dauphinais
Ms. Kathleen Zingg
Ms. Pat Aldrich
Ms. Hildie Heck

Tutor
Tutor
School Nurse
Speech-Language Pathologist
Speech-Language Pathologist
Technology Facilitator
Athletic Director

Secretaries

Mrs. Lynn Flanagan
Ms. Steffie Raymond

Secretary
Secretary

Custodial Staff

Mr. Johnny Rivera
Mr. Dean Dorsey
Mr. Anthony (AJ) Job
Ms. Jennifer Sobolewski
Mr. Dennis Appleby

Daytime
Evening
Evening
Evening
Evening (LOLMS and Lyme Consolidated)

Central Office

Mr. Ian Neviaser
Mrs. Michelle Dean
Mrs. Melissa Dougherty
Mr. John Rhodes
Mrs. Holly McCalla
Mrs. Kristen Cabral
Mrs. Jeanne DeLaura
Mrs. Eileen Griswold
Mrs. Susan Miller
Mr. Adam Eldridge
Ms. Jill Pilgrim
Ms. Jennifer Frazier
Mrs. Marcia Welsh

Superintendent
Director of Curriculum
Director of Special Services
Director of Facilities
Business Manager
Payroll
Secretary to Superintendent
Accounts Payable
Secretary to Director of Curriculum
Financial Accountant
Secretary to Director of Special Services
Secretary to Director of Special Services
Secretary to Director of Facilities

Steps in Communication

Channels of communication have been established by the Board of Education and, in order to avoid any misunderstanding, concerns of parents or residents should be made in the following sequence:



Members of the Board or Education will refer individuals to the Superintendent of Schools, 860-434-7238

III. Transportation

Walkers and Bikers

The student day begins at 7:40 am and supervision is provided beginning at 7:20 am. Students who report to school prior to 7:20 am are to be seated in the cafeteria. Students who arrive prior to 7:20 must be able to meet behavioral expectations or they may lose the privilege of early arrival to school. Parents will be notified of any discipline issues. **No student is allowed in the building until after 7:00 am.**

There is a bike rack behind the building for students. Bikers should follow all bicycle safety rules, including wearing a helmet. While on campus, bikers must travel directly to and from the bike rack to their destination. Horseplay, tricks, or dangerous riding is not acceptable. We urge student bicyclists and walkers to follow all safety rules and to use extreme caution when traveling in heavy car and bus traffic as well as inclement weather.

Parent Drop Off/Pick Up

The front of the building is for parent drop-off/pick-up. Students who are being dropped off by a parent will enter the building via the front entrance. Please do not pull into the faculty parking lot to drop off/pick up your child. Please do not block the driveway.

Bus Protocol

School bus transportation is provided for students living one mile or more from the school. Bus route schedules are typically published about one week before the opening of the school on the district website.

Buses usually arrive by 7:25 am and students will enter and exit the buses along the designated bus parking circle behind the middle school.

Students are permitted to ride their assigned bus only, unless they have a note from a parent/guardian.

All school rules apply to students while on the bus. Any student who commits an infraction is subject to discipline which can include suspension from the bus and/or school. All students must abide by the bus driver's rules and requests.

Late Buses

Late buses run on Monday, Tuesday, Wednesday, and Thursday afternoons at 4:00 pm for students who wish to participate in after-school activities and/or seek academic help. Students requiring transportation to a drop-off other than that closest to their home address via the late bus must bring a signed parental note.

If you have any questions, please call the bus company, M & J. at (860) 434-1052.

School Building After Hours

When students stay after school, they must have a designated destination. This might include a teacher classroom if they are getting extra help or participating in a club or other school-sponsored activity or the library. Students who stay after school but are not in a designated area will be asked to report to the main office. Repeated violations of this policy may result in disciplinary action. If students leave the building at the end of the school day, they are only allowed back into the building for a specific purpose (i.e. participation in a school-sponsored event), and returning students are required to check-in with the main office. After 2:30 students are not allowed in the Library Media Center after school study session unless they have administrative permission.

IV. Procedures

Attendance Policy and Student Absences

Please call the office to notify the school of your child's absence or tardiness, no later than 8:00 am. Call (860) 434-2568. You may leave a message after hours. If you are calling after hours, please dial extension 2000 to leave a message.

Connecticut State law requires parents to ensure that 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. Attendance records are part of a student's permanent record. Every attempt should be made to schedule appointments at times other than during school hours. A phone call or note documenting each absence or tardy arrival is required. **It is the parents' responsibility to notify the school office by 8:00 am** regarding their child's tardiness or absence. Parents must provide the reason for their child's absence.

State Defined Excused Absence

A student's absence from school shall be considered excused if documentation of the reason of absence has been provided to the school within ten school days of the student's return to school (in accordance with Section 10-210 of the Connecticut General Statutes) **and** meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. student's observation of a religious holiday;
 3. death in student's family or other emergency beyond the control of the family;
 4. mandated court appearances (documentation required);
 5. lack of transportation that is normally provided by a district other than the one the student attends;
 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with the Connecticut State Department of Education guidance.

Disciplinary Absences

Absences that are the result of a school or district disciplinary action are excused from these definitions.

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; or
- B. the absence meets the definition of a disciplinary absence.

An Important Note: Attendance during regular school hours is necessary if students wish to participate in any extra-curricular activities which take place after school or in the evening such as: sporting events, clubs, concerts, activity nights, and dances. The administration or designee may make exceptions in an emergency situation, otherwise the student will not be allowed to attend/participate.

Tardiness

Students must be **in class** at 7:40 am or they will be considered tardy. The tardy arrival of a student disrupts the educational process for all students in a classroom and efforts should be made to ensure a timely arrival to school. Tardy students must report to the main office to obtain a late pass. Students who demonstrate persistent tardiness or a regular pattern of tardy arrival will meet with an administrator to develop an improvement plan. Parents will also be notified. Tardiness that continues after the development of a plan may result in further disciplinary action, as deemed necessary by the administration.

Early Dismissal

Early dismissal should be avoided whenever possible. If a student must be dismissed early, a note should be sent to the office by the parent/guardian in the morning prior to the beginning of classes stating the time and reason for dismissal. Students must be picked up and signed out in the main office at the requested dismissal time by a parent or guardian.

Extended Vacations

Family vacations that do not coincide with the school calendar vacations are strongly discouraged. Written notification detailing dates and times of absence must be submitted to the office. Teachers are not required to prepare work for students in advance of their vacation when school is in session. Teachers will provide students with the work owed upon their return to school and are not obligated to reteach information to students who have taken a vacation while school is in session.

It is possible that a student may fall behind in their work following an extended vacation. They will be subject to the normal classroom grading standards and procedures.

Make-Up Work

When absent, students should check Canvas (Grade 7 & 8) or Google Classroom (Grade 6) for their assignments, and they can email teachers directly with any questions or concerns. To request work for an extended absence, please contact your child's team leader (Grade 6: Ms. House (housed@region18.org), Grade 7: Mrs. Hibson (hibsonm@region18.org) or Ms. Hersant (hersanto@region18.org), Grade 8: Mrs. Regan (reganj@region18.org)).

Visitors

All doors are locked during the school day, and visitors are only given access to the building after screening by office staff. Upon entering the vestibule at the main entrance and pressing the button, office staff will ask the purpose of your visit and allow entrance accordingly. Once in, visitors must report immediately to the main office to sign in, and obtain a visitor's pass. Students who do not attend Lyme-Old Lyme Middle School (LOLMS) will not be allowed visitation during the school day, unless authorized by the administration.

Lockers

Students are assigned **one** locker at the beginning of each academic year. Students who purchase locks for their lockers are required to leave a spare key and/or combination with their homeroom teacher. This backup will be available if a student forgets or loses his/her key.

Student Valuables

Students should not have large amounts of money or other valuables in school. Smartphones / Tablets / iPads / electronic games and devices are not permitted to be used during school hours at LOLMS unless permitted by staff for academic purposes. Students will be directed to place any unauthorized devices in their locker until the end of the school day. LOLMS assumes no responsibility for lost, stolen, or damaged devices brought to school. Students are also reminded not to leave valuables in classrooms or lockers; items of significant monetary or sentimental value should be kept at home for safekeeping.

Lost and Found

Lost and Found is located in the main lobby. If you have lost something, report it at once to the office. Unclaimed items will be donated to charitable organizations throughout the year.

Cafeteria

Students may bring their own lunch to school or they may purchase a hot lunch or a sandwich lunch for \$3.50. Milk, ice cream, snacks and a variety of sandwiches, salads, and beverages are also available for purchase in the cafeteria.

If a student should forget his or her lunch or lunch money, s/he will be able to charge a meal up to a negative balance of -\$10.00. If a student has a negative balance of -\$10.00 or more they will be able to get a cheese sandwich, fruit, and a milk.

Parents can check Power School to see account balances and Mosaic to see what items are being purchased by their child. The District recommends that all students have a positive balance on their account.

Checks should be made out to Region 18 Lunch Program or you can pay online payment through My School Bucks. Any questions or concerns please call Gary Holland, Director of Dining services at 860-434-4442 or email at hollandg@region18.org.

Emergency Drills

Drills are required by state law. Students are taught lockdown procedures and they should be aware of the fire exits for each of their classrooms. When leaving the room, students are expected to be quiet, follow teacher directions, and proceed to the designated area. Directions for evacuating the building can be found in each room. In addition to lockdown and fire drills, we periodically conduct other drills for emergency preparation.

Telephone

There is a telephone in every classroom for students to use either before or after school hours. Teachers will allow use of the phone per request, as long as it is during an appropriate time. Students may use the telephone in the main office on an as needed basis.

Closed Campus

LOLMS is a closed campus. Once students arrive on campus, they must stay and can not leave without a prearranged early release, or their parent or guardian comes to pick them up and signs them out at the attendance office. This applies to the normal school day and certain evening events, such as dances and other school sponsored activities where parents/guardians are not present.

V. School Policies

Team Teaching

The LOLMS functions under a team concept. Each teaching team works collaboratively and assumes responsibility for their assigned students to support transitions and the education of the 'whole child'. Teams work in a collegial manner to find and share instructional strategies that enhance opportunities for student success. Each grade level provides a comprehensive instructional program that builds upon skills, connects curriculum areas, promotes critical problem solving and provides students with strategies for active learning. The Unified Arts programs are a component of each student's schedule and are an integral component of a well-balanced educational program.

Parents are encouraged to come to school to meet with the teachers during an appropriate time. If you have questions, concerns, or a problem, we urge you to begin with your child's teacher. Very often your questions and/or concerns can be solved with direct communication with the teacher. Teachers are available to meet with parents individually before or after school or as a team during designated times during the school day. Parents can arrange meetings by calling or emailing the teacher / team leader directly.

Physical Education Program

The Physical Education Program is based on the care and development of the mind and body. Educational objectives introduce a variety of skills, activities, games, and sports to encourage students to be life-long participants in fitness and physical activity.

Students are required to dress in proper physical education attire (neat, clean and appropriate short/sweatpants, T-shirt/sweatshirt and athletic sneakers). Clothing worn to school that day is not acceptable for physical education attire. Team uniforms are also not acceptable. Proper athletic footwear is required for physical education and field days. Sneakers should be appropriately sized and able to be securely fastened. Laces and/or Velcro should completely cover the top of the foot to provide stability and support. Open heeled and/or open toed footwear (such as flip flops, Croc's, water shoes, or sandals) are NOT safe for physical education. Students will be allowed 5 minutes at the beginning and end of class to change in the locker rooms.

For a minor injury, a signed note from a parent or guardian will excuse a student for up to 2 days. For an injury lasting longer than 2 days, a note from a doctor must be on file with the PE teacher. If the note does not indicate a date of return to activity, another doctor's note must be on file to clear the child to participate.

It is the student's responsibility to keep their belongings locked up in a locker. If a student does not choose to use a lock, it is at their own risk. The school is not responsible for lost, damaged or stolen items. Locks and items in the locker must be removed at the end of each year. PE clothes and sneakers may be stored in the hallway lockers. It is suggested that these items be brought home at least every 2 weeks to be cleaned.

Homework Policy

Homework is any activity or assignment performed outside the classroom that is directly connected to standards being taught in the classroom. Homework is an integral part of learning that supports practice, time management, collaboration, and academic achievement. As a community, we value teaching and learning and therefore value:

- Student independence on homework completion.
- Relevant and meaningful homework.
- Feedback to support teaching/learning.
- Clear and consistent expectations.
- The need for balance.

Student Guidelines

- Complete homework with best effort.
- Use resources to access homework assignments (Planner, Canvas).
- Seek clarification from teachers when unclear about homework/concepts.
- Use class time or study time provided for completing classwork and/or starting homework.
- Use resources to complete homework (LOLMS after school Homework Help, teacher office hours).

Teacher Guidelines

- Provide clear directions/expectations for homework.
- Team communication on assigned work/assessments/projects.
- Provide a consistent means of communicating homework to students.
- Communicate how / what types of feedback students will receive on homework.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Ensure homework is meaningful and reinforces standards being taught in the classroom.

Parent Guidelines

- Create the conditions for homework completion appropriate for your child.
- Teach techniques develop good personal study habits.
- Help with origination.
- Help to instill advocacy skills/encourage students to self-advocate and communicate directly with teachers.
- Contact teachers if concerns persist.

Homework Quantity

Homework is assigned on a regular basis. Assignments are designed so most students can complete all homework, including time for studying and preparing for exams in the average minutes shown. LOLMS recognizes that every learner is different and the need for balance. If you have questions/concerns regarding your child, please contact the teacher or Team Leader.

Grade 6 – 60 minutes

Grade 7 – 70 minutes

Grade 8 – 80 minutes

Please note that students taking an extra class that requires practice, such as band, should expect to exceed the daily minutes in a proportional manner. Also, for accelerated math, students should expect homework for that class to be consistent with a time expectation for the higher grade level.

Schoolwork Completion

If a student regularly does not complete his or her schoolwork (classwork, homework, projects, etc.), teachers may request that the student stay after school to complete the assigned work. These “after school study sessions” are not intended to be punitive in nature. Rather they are intended to ensure that students keep up with their schoolwork. If the student completes the work, he or she will not be expected to stay. These study sessions may be held during lunch or activity period.

Grade Reporting

Information regarding your child’s academic performance is available at any time on the district PowerSchool link, which is accessible through our district website (www.region18.org). Students and parents may monitor progress

in each class throughout the marking period as they wish. Report cards are posted in PowerSchool after each of the four marking periods (November, January, April, June).

Parents may contact teachers at any time during the school year for progress reports on their child. Parents may also arrange a meeting with their child’s teacher or team of teachers by contacting the teacher or the team leader.

Testing/Grading & Assessment (Board Policy #3340)

Standardized tests are given to students in all grades to assess individual growth and for curriculum revision. Each test is selected for a specific purpose and the outcomes are recorded, charted and filed.

Marking Periods, Progress Report Dates, and Report Card Dates, 2019 - 2020

| <i>MARKING PERIODS</i> | <i>MID-TERM PROGRESS REPORT DATES</i> | <i>REPORT CARD DISTRIBUTION DATE</i> |
|--------------------------------------|---|--|
| <u>Aug. 27th - Nov. 1st</u> | <u>Sept. 30th</u> 3:00pm View in PowerSchool | <u>Nov. 8th</u> 3:00pm View in PowerSchool |
| <u>Nov. 4th – Jan. 27th**</u> | <u>Dec. 9th**</u> 3:00pm View in PowerSchool | <u>Feb. 3rd**</u> 3:00pm View in PowerSchool |
| <u>Jan. 27th – Apr. 7th**</u> | <u>Mar. 5th**</u> 3:00pm View in PowerSchool | <u>Apr. 19th**</u> 3:00pm View in PowerSchool |
| <u>Apr. 7th - June 21st**</u> | <u>May 18th**</u> 3:00pm View in PowerSchool | <u>View in PowerSchool</u> (By the end of June) |

****Contingent on snow days. Dates will be adjusted to account for school cancellations. Current dates as of 1/16/20.**

Honor Roll Requirements

HIGH HONORS

A- average or above, no incompletes, and no grades below a B

HONORS

B average or above, no incompletes, and no grades below a B-

GRADING SYSTEM

| | | | |
|----|--------|----|-------|
| A+ | 97-100 | C+ | 77-79 |
| A | 93-96 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |
| B- | 80-82 | D- | 60-62 |

Special Services and Special Education

Lyme-Old Lyme Public Schools provide a continuum of services and programs for students with disabilities based on their specifically identified needs. These programs range from self-contained classes in which students receive instruction in fundamental academic courses from certified special education teachers to individual and small group instruction designed to supplement or reinforce the regular classroom curriculum.

Related services are provided to support a student's special education program as needed. They 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.

School Counseling Department

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

- ◆ Orientation and transition programs
- ◆ Student schedules
- ◆ LOLMS Mentoring Program (in conjunction with administrative team)

- ◆ Short-term individual counseling
- ◆ Academic monitoring
- ◆ Progress reports, report cards, honor roll, etc.
- ◆ Scheduling and facilitating meetings for parents.
- ◆ Crisis team participation
- ◆ Resource for teachers, parents, and students
- ◆ Participation in team meetings

Additionally, the School Counseling Office offers lunchtime discussion groups during which students can connect with the faculty and their peers. The discussions focus on adolescent issues that tend to come up in a typical middle school. The range of topics has included interpersonal communication, social media, self-esteem, executive functioning skills, divorce, peer pressure, as well as many other relevant topics that young teens face on a regular basis.

The School Psychologist is also a member of the School Counseling Department, who reviews student referrals and helps in the facilitation of the PPT process, and offers lunchtime discussion groups.

Extra Help

Students who are experiencing difficulty academically are urged to seek extra help. Teachers make every effort to be available after-school in order to assist students who need extra help. We recommend communication via the student assignment book, email, or a phone call to keep all parties informed of the arrangement and progress. The school library is open after school with a teacher on duty on Tuesday, Wednesday and Thursday afternoons.

Learning Labs (also known as Scientific Research Based Intervention Programs/Response to Intervention)

Literacy Lab and Math Lab services are provided to students who qualify for additional supports in order to meet grade-level academic expectations. These supports are part of the general education program at LOLMS and they are intended to be temporary in nature. Students who are enrolled in Math Lab and/or Literacy Lab receive pullout instruction during their Directed Study periods. In addition, the Academic Lab is available to LOLMS students. The Academic Lab offers students academic coaching to ensure they are able to organize their school work and time effectively.

Override Procedure

At LOLMS, there is accelerated version of our 6th and 7th grade math classes. These two classes prepare students to take Algebra I, a high school level math class, in 8th grade. The accelerated math classes cover three years of our math curriculum in two years. Therefore, due to their pace, the accelerated math classes are extremely rigorous.

To qualify for Accelerated Math, students must:

- ◆ Achieve a score higher than 95% of same age peers on the January administration of the Aimsweb, which is a standardized, norm-referenced assessment that is administered regularly throughout the school year
- ◆ Achieve a score of 80% or better on a standardized curriculum-based assessment, which is based on the Lyme-Old Lyme math curriculum and has been developed by our math teachers
- ◆ Maintain an A- or better average in 5th grade math
- ◆ Be recommended by their 5th grade teacher for Accelerated Math

While we make every effort to ensure that students are properly placed, we do recognize the limitations of our approach. Therefore, there is a parental override process, which parents may decide to utilize. To learn more about the override process, please contact one of your building administrators or school counselor.

Schedule Changes

At LOLMS, we try to avoid schedule changes, but under certain circumstances schedule changes may be necessary. If a schedule change is requested, such a request must be (1) for substantive academic reasons; (2) due to conflicting responsibilities or (3) due to hardship situations. All such requests will require the completion of a schedule change form with signatures from teachers, parents, school counselors and administration. Requests will be reviewed by the appropriate school counselor on a case-by-case basis, with final approval given by the administration. Schedule change requests will be denied if they are simply to meet the personal preference of the student, or if class size limits or other scheduling parameters make the change impossible or ill advised.

District Issued Chromebook- 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 Chromebook throughout their tenure with the Lyme-Old Lyme School District. Students will be expected to return their Chromebook in good working condition upon request or when leaving the district.
- The student issued Chromebook 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 device 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 device.
 - Device Protection Parents may also wish to purchase backpacks with padded laptop compartments, and/or a padded laptop sleeve.

Student Responsibility

Each student is responsible for bringing their fully charged Chromebook and charger to school daily. If there is a technical issue with the Chromebook 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 Chromebook to class.

Availability of Loaners

A small number of loaner Chromebooks will be available for those rare times a Chromebook is under repair. Loaners will not be provided if Chromebook is forgotten or uncharged. Teacher and/or administrative consequences may result if students consistently fail to bring their charged Chromebook 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 Chromebook is not private; all electronic mail and all files stored on the Lyme – Old Lyme equipment, the network, or cloud services are the 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 Chromebooks, 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

VI. Health Services

School Nurse

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 from 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 lists requested 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.

Immunizations and Physicals

State regulations require each child to be immunized according to 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 6, with the result to be recorded on the **blue** State of Connecticut Health Assessment record with all mandatory screening items 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 and a Grade 6 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 females in grade 7. Parents/guardians will be notified in advance and will receive a written referral to a physician if a student shows evidence of a possible postural abnormality.

Physical Examination Policy

All students in grade 6 shall have a physical examination. All students in grade 6 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 6 and the end of the summer following grade 7, 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.

Student Illness

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 the use of a fever-reducing medication for a minimum of 24 hours before returning to school.
- ◆ Vomiting and/or diarrhea. Students should remain at home until they have 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 or evidence of pediculosis (head lice) found in the hair.
- ◆ Eye discomfort with itching, redness, pain, and discharge.

- ◆ Skin rash suggestive of a communicable disease.

Emergency Epinephrine Administration to students who may be exhibiting signs of a severe allergic reaction who have no previous history of anaphylaxis

Connecticut State Medication Regulations now require that our schools designate and train nonmedical qualified staff who have volunteered to administer emergency epinephrine in cartridge injectors to students 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.

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, or PA 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, parent, and school nurse.
- ◆ All medication, except those approved for transport by students for self-administration, shall be delivered to the school by the parent or other responsible adult and shall be received by the school nurse or, in her absence, the principal or designee.
- ◆ All medication, except for those approved for self-administration, will be administered by the nurse or trained staff.
- ◆ Students may not carry or maintain any unauthorized or unidentified 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. 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.

Health Education

Health Education is an approved and required curriculum taught to all students in Regional District #18. In accordance with Public Act 88-112 instructions on Acquired Immune Deficiency Syndrome are included in the program. Parents/guardians have the right to have their child excused from that portion of health curriculum dealing with AIDS. This must be done with a written request submitted to the building principal and health education instructor.

VII. Programs, Services, and Activities

Extracurricular Activities

LOLMS has an array of clubs and activities for student participation. A brochure will be available on-line and clubs and activities are announced during the daily "Wildcat News" broadcast and during lunch waves. Extracurricular offerings are subject to change based on staffing and student interests/participation levels.

Dances and Activity Night

Dances and social events, such as activity nights, are scheduled periodically during the school year. The PTO, a grade level team, or a particular club or organization usually sponsors the events. They are for LOLMS students only, and admission costs will be announced prior to the event. Tickets for these events must be purchased during school hours. Students must have a ride to and from the event, remain at the event until it is over, and be aware that all school rules are in effect during such an activity. Because teachers and staff members are giving up personal time to chaperone these events, it is critical that you arrange to pick up your children at dismissal time. Students attending LOLMS dances are expected to follow the dress code requirements.

Athletics - [Athletics at Region 18](#)

LOLMS participates in an interscholastic athletic program. All students are eligible to participate in the sports listed below. The Athletic Director will schedule mandatory parent meetings, concussion testing, tryout dates and program procedures. Schedules for all of these sports will be made available by the Athletic Director and given out to all students participating. The Athletic Director, Hilde Heck, can be reached at heckh@region18.org or at 860-434-1651 ext.1014.

Fall Activities:

Boys Soccer
Girls Soccer
Cross Country (Boys/Girls)

Winter Activities:

Boys Basketball
Girls Basketball

Spring Activities:

Boys Baseball
Girls Softball
Track (Boys/Girls)

Our school's sport registration is offered via online registration through Familyid.com. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs, you will only ever need to update information and resubmit each athletic season.

***When completing the online registration, you will be fulfilling the requirement for the following

forms and agreements.

- Permission to Participate in Athletics
- Extracurricular Activities Notification Acknowledgement
- Medical Data Sheet
- Concussion and Head Injury Awareness & Consent Form
- Sudden Cardiac Arrest Consent Form

A parent/guardian should register by using this link: <http://www.familyid.com/lyme-old-lyme-public-schools>
At any time, you may log in at www.familyid.com to update your information and to check your registration(s) and athlete status. To view a completed registration, select the 'Registration' tab on the blue bar. For support with registration or questions regarding familyid Contact FamilyID at : support@familyid.com or 888-800-5583 x1 . Support is available 7 days per week and messages will be returned promptly.

Academic Requirements for Participation

Middle school students may not participate for a period of two weeks if they receive an F or two D's on their report card or progress report. If, at the end of two weeks, the student has brought the F grade to a passing level, they may resume play. If they continue to have two D's at that time, they will become ineligible until the next report card.

Transportation to and from athletic events

All students must ride the bus to and from an athletic event. In exceptional circumstances, if an athlete must ride with his/her parent(s), they must make such arrangements before the athletic event. Parents must send a note to the administration and the coach prior to the game indicating their transportation intentions.

Athletic Policies as noted on the District 18 website under the Board of Education Policies

1. Drugs and Alcohol

Any student using drugs or under the influence of alcohol (on or off school grounds) will forfeit his/her athletic eligibility for the remainder of the season.

2. Unsportsmanlike conduct

Any student-athlete involved in an act that the coach feels is detrimental to the school or any player who commits an act that is harmful to his/her teammates or to a member of the opposing team will:

- a. First Offense: 1 game suspension
- b. Second Offense: 1-week suspension from the team
- c. Third Offense: suspension for the remainder of the season

3. Appearance

All team members must look presentable. On days of games, boys and girls are encouraged to present a neat, well-groomed appearance.

4. Equipment

All athletes must pay for all equipment that is lost or stolen.

VIII. Community/Parent Connections

Lyme Youth Service Bureau

The Lyme Youth Service Bureau (LYSB) is a private, non-profit agency dedicated to enhancing the lives of youth and families. Located at 59 Lyme Street, in front of LOLMS, the LYSB is easily accessible to LOLMS students, and its middle school programs provide students with a safe, supervised after-school alternative. The After-School Program and Jr. Youth Advisory Council offer students a weekly opportunity to enjoy time with friends and become involved. Educational and recreational classes are offered throughout the year. In the past, these classes have included a baby-sitting class, cartooning, cycle mania and CPR certification. Low cost trips to places of interest and a job bank referral service are other programs available. For more information about these and other programs, please call the Lyme Youth Service Bureau at 860-434-7208.

Park and Recreation

The Lyme and Old Lyme Park and Recreation Departments offer many athletic programs throughout the year including a fall soccer league, winter basketball, spring baseball/softball, and a variety of summer activities. Information is always available through newspaper releases and flyers handed out in school. Further inquiry should be made to the Park and Recreation Department Offices at the Town Hall (860-434-1605 x 235).

Phoebe Griffin-Noyes Library

The Phoebe Griffin-Noyes Library, located at 2 Library Lane, is within walking distance of LOLMS and offers our students an additional resource area for research and reading enjoyment. The library is open to the public Monday-Saturday from 10:00 am to 5:00 pm, Wednesday from 10:00 am to 8:00 pm, and Sunday (October-May) from 1:00 pm to 4:00 pm. Summer hours are Monday-Friday from 9:00 am to 5:00 pm, Wednesday from 9:00 am to 8:00 pm, and Saturday from 10:00 am to 1:00 pm. We ask you to join us and the library staff to ensure the proper use of the facility. Please do not allow your child to loiter or cause disruptions in and around the building. Phoebe Griffin-Noyes reserves the right to remove students from their property if they are disruptive or acting without purpose.

PTO

All parents, guardians, teachers, and administrators are welcomed members of the PTO. This dedicated, active group strives to further the interests of the middle school students through shared understanding and sound cooperation among the major influences in their lives – home, school, and community. Each year specific programs are determined by the needs and desires of the PTO membership and the school community. We welcome and encourage your participation.

IX. Student Conduct

Substance Abuse (Condensed version of Board Policy #2200)

A student who, on school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of alcohol, drugs or mood-altering substances or who possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or drug and/or alcohol paraphernalia or any substance purported to be a restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures of District # 18 Policy #2200.

The administration and faculty of LOLMS will enforce the Regional District #18 Board of Education policies regarding harassment, dangerous weapons and instruments, illegal substances, and suspension and removal policies. Copies of these policies can be found on the District website, www.region18.org.

Positive Behavior Interventions and Supports (PBIS)

LOLMS students are expected to be good citizens and to embody our school's core values:

Respect, Ownership, Advocacy, Responsibility, and Safety (ROARS). Please refer to the positive behavior expectation chart on pages 27-28. As a school community we believe in promoting the positive choices and decision-making our students make on a daily basis.

Recognition Assemblies

At the end of the first three marking periods, each grade level will participate in a recognition assembly. The goal of these assemblies is to continue to build a community of prideful support. Students and staff will be recognized within our core values framework. Students will also be asked to share their personal talents, individually and collectively, in a "Student Showcase" forum. School-wide celebrations are also held throughout the year to recognize student kindness, special achievements, as well as to build school spirit and develop Wildcat pride.

Commendations

Teachers may recognize positive student behavior by providing the administration with details about a student's exemplary behavior. A commendation certificate is mailed home to the student's parent.

Restorative Practices

LOLMS employs Restorative Practices to support our students through situations that require administrative intervention. Students referred to administration for disciplinary reasons will meet with a school administrator to discuss concerns. Whenever possible and appropriate, LOLMS uses restorative practices to address student behaviors that require educational intervention. We encourage parents to take an active role in the process.

Detention

Detention for violation of school rules will be conducted from 2:15 - 3:45 pm Tuesday through Thursday. This is designated as a time of personal reflection and silent study. Most often, a child will be asked to complete a reflective assignment or develop a plan to restore a relationship broken by the student's actions and to participate in a post-conference with a teacher or administrator. Failure to report to an assigned detention without proper authorization will result in further disciplinary action.

In-School Suspension (ISS)

A student who habitually violates school rules or exhibits inappropriate behavior that is disruptive or dangerous may be assigned an in-school suspension at the discretion of the administrator. ISS provides a disciplinary alternative within the structured environment of the school day. Parents will be notified of a child's assignment to ISS. While in ISS the student will be provided with all academic work in a monitored and restricted setting. The student will also receive counseling and reflective, restorative work to complete before returning to the general

school setting. Students serving an ISS are not allowed to participate in school-related activities after school on the day(s) of their suspension.

Out of School Suspension (OSS)

Out of School Suspension is the exclusion from the school building and activities for disciplinary reasons by administrative staff 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. Students serving an OSS are not allowed to participate in school-related activities after school on the day(s) of their suspension.

Expulsion

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

Police Referral

Notification of student behavior/actions/violations to the local or state police may be necessary, depending upon the violation and/or the safety of the student and/or the school community (e.g. possession of illegal substances or weapons on school grounds).

Dress Code for Students, Grades 6-12

We take great pride in the appearance of our students and staff. Our dress reflects upon the quality of our school. LOLMS requires that:

- ◆ Head coverings including, but not limited to, hats, bandanas, and hoods may not be worn inside school buildings.
- ◆ Clothing must not be inappropriately revealing or immodestly undersized. Some examples of inappropriate clothing include halter-tops, off the shoulder or low-cut tops, spaghetti straps, bare midriffs, short shorts or short skirts. Clothing shall be sufficient to conceal undergarments at all times.
- ◆ Articles of clothing that advertise or condone tobacco, alcohol, drugs, obscene language, use slogans or images to promote violence, or which advertise or condone racism, harassment, discrimination or bigotry will not be permitted in school or at school functions.
- ◆ Any article of clothing or accessory, such as jewelry with spikes, dog collars, chains worn as belts, or other ornamental apparel that may cause injury to another student or mar the building may not be worn at school or at school functions.
- ◆ No sunglasses shall be worn in school except for medical reasons with a doctor's letter.
- ◆ Footwear shall not mar the building and must be worn at all times.

Students are expected to come to school or school-related functions well-groomed and dressed in an appropriate manner. Exceptions to the dress code may be granted for religion, health or special events as approved by the administration. 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 not conforming to the aforementioned standards will be asked to take corrective action. Failure to comply with administrative directives may result in subsequent disciplinary action. Students maintain the right to appeal administrative decisions to the Superintendent of Schools.

Technology Use

Regional School District 18 (RSD 18) 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 RSD 18 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.

Students will access such electronic media under staff supervision. The internet constitutes an unregulated collection of educational resources which constantly change, hence, it is not possible to predict or control exactly what resources users may locate.

Students or other users will refrain from intentionally accessing or downloading any text, picture or on-line conferencing that includes material considered to be indecent, vulgar or otherwise inappropriate; or advertises any product or service to minors that is prohibited by law; presents a clear and present danger; or will cause a commission of unlawful acts or the violation of lawful school regulations.

Users will not solicit or receive information or service which could result in unauthorized expense to RSD 18. Users will be polite, courteous, and concise and refrain from abusive content or language. Users will respect all copyrights and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates copyright laws.

Violations of the "Acceptable Use Policy" and any other administrative regulations for Internet/Computer Networks use will result in immediate suspension of all user privileges. Violators may also be subject to disciplinary action.

Regional School District 18 shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence or costs incurred by users. The District shall also not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Phones and Electronic Devices

LOLMS recognizes the need for students to be able to contact parents or guardians. Phones are available in classrooms for student use. If a parent prefers a student to carry a cell phone, they must be off during school hours. Students should not be calling or texting between the hours of 7:30 am-2:10 pm. Students who do not manage their phone/device use properly so will need to have their phone kept in the main office for the day and returned to them at 2:10 pm. Repeated offenses are subject to further action.

Electronic devices such as, but not limited to, Smartphones / iPads/ Tablets, must be placed in student lockers or backpacks following arrival to school. Staff will notify students when electronic devices will be allowed to be used during the school day for educational purposes. Regional School District 18 is not responsible for lost or stolen phones, iPods, or other such devices. If a student must carry them it is strongly recommended that they have a lock on their locker.

Academic Honesty

All students are expected to exhibit academic honesty as it relates to their school work. This includes, but is not limited to, homework, classroom assignments, tests and quizzes, written papers, altering grades, plagiarism, and other forms of academic theft as it may relate to school assignments.

LOLMS students are expected to do their own work at all times. It is important that students understand what academic dishonesty (cheating) is, and how it will be handled by teachers. Cheating is:

1. Any talking or exchanging information during a quiz or exam.
2. Having any item that could be utilized inappropriately on a quiz or exam.
3. Looking in the direction of another student's paper.
4. Presenting material as your own work, that is not your own.
5. Giving answers to someone on tests, quizzes or homework.

Any breaches of personal integrity outlined above are considered serious infractions of school rules, and will be taken very seriously by teachers and administrators. Actions will result in the student receiving no credit on the assignment or test, parent contact and conference, and referral to the administration.

X. Harassment Policies

Sexual Harassment Policy

It is the policy of RSD 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.

RSD 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 at www.region18.org.

Title IX, Title VI Compliance/Equity Officers:
District: Melissa Dougherty 860-434-0487
LOLMS: Sheri Staranchak 860-434-2568 ext. 2005

Bullying Prevention Plan

RSD 18 is committed to ensuring 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.

RSD 18 also prohibits 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:
 1. Causes physical or emotional harm to such student or damage to such student's property
 2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property
 3. Creates a hostile environment at school for such student,
 4. Infringes on the rights of such student at school, or
 5. 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 purposes 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 bullying report can be filed by following these links on the district website:

Lyme-Old Lyme Middle School to Counseling/Guidance to Bullying: Anonymous Reporting (this link will appear on the left, *after* clicking on Counseling/Guidance.

For more information, including the District's bullying policy (#2205), the Safe School Climate Plan, the Bullying Prevention Plan, refer to the District website (www.region18.org). 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).

XI. PBIS MATRIX

The following matrix explicitly states our **R.O.A.R.S.** expectations, by location, which will be modeled, taught and reinforced throughout the school year. We believe this will contribute to maintaining our positive school culture and climate at LOLMS.

| EXPECTATIONS | Bathroom & Locker Room | Offices | Classrooms | Hallways and Stairwells | Cafeteria | Buses |
|--|--|---|---|---|---|---|
| <p>Respect</p> <p>Demonstrate the value of people, places and things.</p> | <p>Keep all surfaces free of writing.</p> <p>Please flush toilets.</p> <p>Help keep our bathrooms and locker rooms appropriate for guests.</p> | <p>Value others' space and property.</p> <p>Use inside voices and appropriate language.</p> <p>Stop, listen and respond politely to adults.</p> | <p>Listen to and follow directions.</p> <p>Contribute to a positive learning environment.</p> <p>Choose appropriate language and actions.</p> <p>Value different ideas.</p> | <p>Value others' space and property.</p> <p>Use inside voices and appropriate language.</p> <p>Stop, listen and respond politely to adults.</p> | <p>Value others' space and property.</p> <p>Use inside voices and appropriate language.</p> <p>Stop and listen when lights are turned off.</p> <p>Use good table manners and sit until dismissed.</p> | <p>Value others' space and property</p> <p>Display common courtesy to riders & drivers.</p> <p>Use inside voices and positive language.</p> |
| <p>Ownership</p> <p>Act in a manner that shows Wildcat pride.</p> | <p>Report accidents.</p> <p>Clean up after use.</p> <p>Use facility in a timely manner.</p> <p>Refrain from cell phone use.</p> | <p>Enter office and wait to be welcomed.</p> <p>Sit down quietly when asked.</p> <p>Refrain from cell phone use.</p> | <p>Contribute to class discussions.</p> <p>Take pride in your work.</p> <p>Accept consequences for choices.</p> | <p>Use your locker only. Neatly place your belongings inside locker.</p> <p>Refrain from cell phone use.</p> | <p>Be aware of lunch balance.</p> <p>Accept consequences for choices.</p> <p>Refrain from cell phone use.</p> | <p>Choose an appropriate seat for yourself.</p> <p>Accept consequences for choices.</p> |
| <p>Advocacy</p> <p>Champion yourself and others.</p> | <p>Stand up for yourself and others.</p> <p>Be kind.</p> | <p>Stand up for yourself and others.</p> <p>Request help when needed.</p> | <p>Engage yourself and others in learning.</p> <p>Accept and offer appropriate feedback.</p> <p>Request help when needed.</p> | <p>Stand up for yourself and others.</p> <p>Be kind.</p> <p>Encourage positivity.</p> | <p>Stand up for others.</p> <p>Be kind.</p> <p>Encourage positivity.</p> <p>Be tolerant of personal food choices.</p> | <p>Stand up for yourself and others.</p> <p>Be kind.</p> <p>Encourage positivity.</p> |

R.O.A.R.S. matrix, cont.

| EXPECTATIONS | Bathroom & Locker Room | Offices | Classrooms | Hallways and Stairwells | Cafeteria | Buses |
|---|---|---|--|---|---|---|
| <p>Responsibility</p> <p>Take control of your words and actions.</p> | <p>Use facility and return to class promptly.</p> <p>Clean up after use.</p> <p>Immediately report problems to an adult.</p> | <p>Turn paperwork in to the main office in a timely manner.</p> <p>Have a purpose to your office visit.</p> | <p>Come to class on time.</p> <p>Be prepared with materials and required work.</p> <p>Be an active listener to teachers and peers.</p> <p>Be an active listener.</p> <p>Be an engaged learner.</p> | <p>Walk to your destination and take the most direct route.</p> <p>Keep the hallways clean.</p> | <p>Use lunch passes.</p> <p>Clean up after eating.</p> <p>Choose your seat for the duration of lunch.</p> | <p>Promptly board bus at dismissal.</p> <p>Clean up after yourself.</p> <p>Help a peer in need.</p> <p>Be an active listener to driver.</p> |
| <p>Safety</p> <p>Make healthy and informed choices.</p> | <p>Have permission to be here.</p> <p>Value personal hygiene.</p> <p>Wash your hands and throw trash in bin.</p> <p>Keep the floor dry.</p> | <p>Obey procedures and follow adult directions</p> <p>Use furniture and materials appropriately.</p> <p>Realize this is a workplace and understand confidentiality.</p> | <p>Report any unsafe behaviors to an adult.</p> <p>Be aware of the impact of your actions.</p> <p>Obey procedures and follow adult directions.</p> | <p>Demonstrate self- control. Walk on the right. Obey procedures and follow adult directions.</p> <p>Keep Hallway floors clear.</p> | <p>Listen carefully upon adult request.</p> <p>Be aware of the impact of your actions.</p> <p>Use designated entrance and exit.</p> <p>No more than 16 per table.</p> | <p>Report any unsafe behaviors to an adult.</p> <p>Obey procedures and follow adult directions.</p> <p>Remain seated for the entire trip.</p> |