



East Lyme High School
Student/Parent Handbook
2021-2022

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LETTER FROM THE PRINCIPAL

Dear Students and Parents/Guardians:

Welcome to the East Lyme High School community, and welcome back to our returning students and families! We are excited to have everyone here and encourage you to be an active and engaged citizen. We want you to have a meaningful and enjoyable 2021-2022 school year.

All communities have rules and expectations, and East Lyme High School is no different. This handbook is a resource to help you understand the expectations and procedures of our community that enable us to thrive and prosper together. Please read this handbook thoroughly to familiarize yourself with our rules, procedures, and the East Lyme High School Vision of the Graduate. You will be responsible for following the rules and understanding the procedures and vision.

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

Wishing you a safe and successful 2021-2022 academic year,

Deb Roselli Kelly



Alma Mater
Alice Phillips,
Class of '69

To thee, our Alma Mater,
We make this solemn vow.
To know, to love, to serve thee,
The best that we know how.
Thou art our noble teacher,
Our true and guiding light;
We pledge our hearts and spirit,
To Thee Maroon and White.

As time goes by we'll treasure
The greatness of thy name,
And cherish in our memories,
These halls of Viking fame.
May those who are to follow,
And walk these halls as we,
Find warm and special places,
Within their hearts for thee.

ELHS MISSION STATEMENT

The East Lyme High School experience prepares students academically, emotionally, and socially to be positive forces in the world and to live purposeful, healthy, and satisfying lives.

ELHS VISION OF THE GRADUATE

East Lyme High School strives to graduate students that are:

Effective Communicators

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

Productive Collaborators

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

Deep Thinkers and Active Learners

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

Contributing Citizens

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

ELHS VISION STATEMENT

The East Lyme High School faculty and staff respect the integrity of each student. We acknowledge the uniqueness of individual needs, capabilities, and perspectives. We challenge all students to hold high expectations for their learning, moral values, and physical wellbeing. Equally compelling is our belief that students should make responsible decisions, be proud of their achievements, and accept the ramifications of their actions.

Providing a safe learning environment that addresses the needs, expands the abilities, and encourages the aspirations of all students is paramount. This school offers multiple opportunities for all students to obtain a comprehensive education by presenting diversified and flexible curricula. We are committed to providing the tools and inspiration necessary for our students to become life-long learners.

It is our conviction that education is a dynamic process. Therefore, our students prepare for the future not merely by acquiring knowledge but by creating their own learning opportunities, realizing their aptitudes, and attaining

their goals. In addition, our culture of trust fosters self-confidence and responsibility, thus inspiring students to be intrinsically motivated.

East Lyme High School recognizes the value of diversity and the universality of human experience. We ask students to examine their own beliefs and those of others to develop a sense of global awareness and responsibility, thereby promoting acceptance and respect for every member of society. By advocating participation, service, and leadership, we encourage exemplary citizenship in our students.

East Lyme Public Schools District Calendar – 2021-2022 School Year

ELHS Daily Block Schedule	
<u>Block</u>	<u>Time</u>
A1/B1	7:30-8:55
A2/B2	9:00-10:30
A3/B3	10:35-12:40
Lunch Wave #1	Lunch 10:35-11:05
	Class 11:10-12:40
Lunch Wave #2	Class 10:35-11:15
	Lunch 11:15-11:45
	Class 11:50-12:40
Lunch Wave #3	Class 10:40-12:10
	Lunch 12:10-12:40
A4/B4	12:45-2:10

Wednesday (Advisory Schedule)	
<u>Block</u>	<u>Time</u>
A1/B1	7:30-8:50
Advisory	8:55-9:25
A2/B2	9:30-10:50
A3/B3	10:55-12:50
Lunch Wave #1	Lunch 10:55-11:25
	Class 11:30-12:45
Lunch Wave #2	Class 10:55-11:35
	Lunch 11:35-12:05
	Class 12:10-12:45
Lunch Wave #3	Class 10:55-12:10
	Lunch 12:15-12:45
A4/B4	12:50-2:10

ACADEMIC INFORMATION

While East Lyme High School is a comprehensive high school that offers students many opportunities to reach their fullest potential, our primary goal is education.

Requirements for Graduation

All students must pass the following required courses (or the equivalent thereof) plus sufficient electives to total the credits necessary for graduation :

Graduation Requirements – Class of 2022	
English	4.0
Social Studies	3.5
Science	3.0
Mathematics	3.0
Health/Physical Education	1.5
Fine Arts	0.5
Vocational Education	0.5
World Language	2.0
Electives	7.0
Total Credits Required for Graduation	25

Graduation Requirements for Classes of 2023 and 2024	
English	4.0
Social Studies	3.5
Science	3.0
Mathematics	3.0
Health/Physical Education	2.0
Fine Arts	1.0
Vocational Education	1.0
World Languages	2.0
Mastery-Based Diploma Assessment	1.0
Electives	4.5
Total Credits Required for Graduation	25

All students in grades 9, 10 and 11 must carry a minimum of 6.5 class periods of work. Students in grade 12 must carry a minimum of 6.0 class periods of work. Senior CWE students who are earning work credit must have 7.0 total credits. Study hall is not included as a class period of work. A course must be satisfactorily completed for credit to be earned. **See important notes below:**

1. **Diplomas are awarded yearly in June.** A senior who fails to meet graduation requirements may complete the work through summer study, and the diploma will be awarded in August.
2. **Fine Arts:** includes any course in the Fine Arts department **EXCEPT:** Theater Appreciation, Speech Communication, Film or computer classes which **do not** satisfy the requirement.

3. **Vocational Education** includes all courses in Technology Education, Family and Consumer Sciences, Career Education.
4. **Mathematics Requirement:** One course in accounting may be substituted for one of the three required Mathematics credits.
5. **Demonstrate Successful Mastery of ELHS Performance Standards:** All Grade 11 students will take the SAT. The school will notify students and parents of the specific requirements for meeting the performance standards on the SAT once the State reports the performance thresholds. All Grade 11 students will also take the NGSS Science assessment.

Promotion Requirements

Promotion is based on the cumulative total of credits earned as follows:

To Grade 10	To Grade 11	To Grade 12
6.5	12.0	18.5

Policy on Promotion/Retention

The public schools of the district are dedicated to the continuous development of each student enrolled. Therefore, students shall be placed by the certified staff at the grade level best suited to them academically, socially, and emotionally. Students will typically progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents or guardian, but the final decision will rest with the school authorities (BOE Policy 5123).

Summer School

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

GRADING

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

Grade Point Average

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

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

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

Report Card			Weighted GPA				Not included in GPA	
Simple GPA	AP/ ECE (x1.15)	Honors (x1.1)	A-level (x1.05)	B/C-levels (x1.0)	P	Pass		
A+	97-100	4.33	4.98	4.76	4.55	4.33	I	Incomplete
A	93-96	4.0	4.6	4.4	4.2	4.0	AU	AUDIT
A-	90-92	3.67	4.22	4.04	3.85	3.67		
B+	87-89	3.33	3.83	3.66	3.50	3.33		
B	83-86	3.00	3.45	3.30	3.15	3.00		
B-	80-82	2.67	3.07	2.94	2.80	2.67		
C+	77-79	2.33	2.68	2.56	2.45	2.33		
C	73-76	2.00	2.30	2.20	2.10	2.00		
C-	70-72	1.67	1.92	1.84	1.75	1.67		
D+	67-69	1.33	1.53	1.46	1.40	1.33		
D	63-66	1.0	1.15	1.1	1.05	1.0		
D-	60-62	0.67	0.77	0.74	0.70	0.67		
F	Below 60	0.0	0.0	0.0	0.0	0.0		
WF		0.0	0.0	0.0	0.0	0.0		

Report Cards and Marking System

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

Incompletes

After two weeks, unresolved incompletes will be assigned a grade of "F" unless special arrangements have been made in writing. The building principal must approve all of these agreements.

Homework

Home study is a necessary part of each pupil's education program. Most academic courses are planned so that a student should expect about 30 minutes of out-of-class homework for each academic subject daily. (This includes time spent on homework in study period.) The amount of homework may vary depending on teacher expectations and course level. Some assignments are long-range in nature and require planned study time for their completion. Preplanning study eliminates the necessity of spending too much time completing an assignment the day before it is due. When a student is absent for three or more consecutive days, parents may request homework by emailing the student's teachers. In the case of a student's extended medical absence, parents may also request homework through the student's counselor. **Teachers have three days from the date of notification to turn in assignments to the appropriate office.**

Make-up Tests and Quizzes (Assessments)

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

Class Participation

Class participation is at the classroom teacher's discretion and must be clearly defined in course expectations and **posted on Google Classroom.** Participation **may** include the following areas:

- Classroom attendance and tardiness
- Obtaining classwork and homework the day after an absence
- Contributions to group projects
- Contributions to co-op groups
- Being prepared for class
- Positive behavior in the classroom

Course Audits

Students may audit courses only with the written permission of the instructor and the approval of the Principal. Students auditing courses are responsible for all homework, tests, quizzes, research assignments, midterms, final exams, and other assigned work. No credit is awarded for an audit in any course.

Exams

Examinations are given at the conclusion of each semester. All examinations, except in selected classes, are two hours of in-class time. Therefore, all students must arrive on time and remain in class for the entire duration of the exam period. **Normally, no excuse for missing an exam other than illness will be accepted. The principal/assistant Principal or designee must give such permission.**

- Student/parent contacts Assistant Principal
- Permission to reschedule exam given/not given
- Email sent by Assistant Principal to teacher, counselor, and attendance secretary with decision
- If allowed to make up the exam, the student is instructed to contact their teacher to schedule

If an absence from an exam is unexcused, a "0" will be recorded for the exam grade, and no course credit will be given if the exam is the final for the course. In addition, at the teacher's discretion, seniors may be exempt from taking a final exam if they have achieved an 85 average before the exam and complete all assignments.

Students taking an AP test will not be required to sit for a final exam.

Honor Roll

The honor roll is computed at the end of each quarter based on quarter grades in all subjects using the simple GPA. High honors require a 3.75 average consisting of A's and B's only. Honors require a 3.0 average with no Ds or Fs.

Academic Appeal Process

Academic Appeal If a student believes that a classroom decision is unfair (a question about a grade or a late report), the student has the right of appeal by asking (1) to speak with the teacher during non-class time; (2) then, if necessary, asking to speak with their school counselor; (3) then, if necessary, asking to speak with an assistant principal; (4) then, if necessary, the student may ask to speak to the Principal.

SCHEDULING

Course Scheduling

Students are given course registration info during the second semester and should meet with teachers to determine recommended courses for the following year. Classes are then scheduled according to the spaces available and the time the course is offered.

Students will receive their new schedules over the summer. An appointment can be made by calling the Counseling Office at 739-6946 x5580 or by emailing your school counselor to make schedule changes.

- **Schedule changes** will only be allowed through the add/drop period, which occurs during each semester's first six school days. **New classes will not be added after this time.**
- Level changes require the permission of the teacher.
- **Schedule changes** based on instructor or time preference are not permitted.
- Withdrawals or level changes requested after the add/drop period will require completing a Schedule Change Form that requires a teacher, parent, and student signature.
- **Students who drop a class after October 1/March 1** (second-semester classes) **will receive a WF (Withdraw Failing) on their record.** Waiving the WF requires teacher and administrative approval.
- Transcripts will be re-sent to colleges whenever a change is made to a senior's schedule.
- All students in grades 9-11 must maintain 6.5 credits.
- **Students in Grade 12 must maintain 6.0 credits.** A class drop will not be allowed if it causes the student to go below the minimum required credits.

A W/F (Withdraw Failing) carries the same consequence as a failing grade for academic GPA and athletic eligibility.

Parental Overrides

If a parent and student choose to appeal the recommendation of a teacher for level placement in a course, they must follow the outlined procedure:

- Turn in an override form with all necessary signatures **by the date that all schedule requests are due.**

- Override forms received after the assigned date will be considered individually, after the master schedule is developed, depending on class sections and size.
- If a student/parent overrides a class against a faculty recommendation, parents and students understand that a future level change may not be possible and that changes to course overrides are not eligible for grade adjustment as outlined on the Course Override Contract. ***No student can have more than TWO parent overrides per academic year.**

Homebound Tutoring

Students absent from school for an extended period (in excess of 10 school days) may be eligible for homebound tutoring. This service is available at no cost to the parents or students, providing the following specific requirements are met: authorized medical note, Student Study Team recommendation, and Principal's approval.

Independent Study, Aides, Classroom Assistants

Students who wish to enroll in an Independent Study or receive credit for any class not listed in the Program of Studies must complete an Independent Study Request Form. This form must be signed by the student, their parent/guardian, the overseeing teacher, the department CIL, and the student's counselor. The form must be submitted to the Principal for approval and will not be added to a student's schedule until that is completed. Independent Study classes, aides, assistants will be graded P/F unless otherwise approved by the Principal.

Study Halls

Students will be assigned to a study hall where they may do homework, work together on school projects, and sign out to other study areas such as the computer labs, library, or meet with appropriate staff members. Disciplinary action will be issued to any student not attending study hall or visiting more than one destination per sign out from study hall. A Study Hall is not an acceptable reason for late arrival or to be dismissed from school.

Withdrawal or Transfer from ELHS

The procedure for withdrawal or transferring from East Lyme High School is as follows:

1. After meeting with the school counselor, the student must obtain a withdrawal or transfer checkout sheet from the Registrar.
2. Have the form filled out by all teachers. Return all schoolbooks and property (be sure all accountabilities are paid).
3. Have the form signed by a parent/legal guardian.
4. Take the completed form to the school counselor for signature and then to the Registrar for final clearance.
5. Turn in student I.D. card to the main office.

(NOTE: State law requires attendance in school until the student becomes 18 years of age. Any student considering the possibility of leaving school must see their school counselor as soon as possible.)

RESOURCES

Google Classroom

Google Classroom is a blended learning platform for schools aiming to simplify creating, distributing, and grading assignments in a paperless way. Teachers will invite students to be a part of their classroom and use this platform to instruct and communicate with their students.

Infinite Campus

[Infinite Campus](#) (IC) is a school-to-parent-to-student secure web portal. IC enables parents to access demographic data, accounts due, attendance, schedules, grades in progress, homework and assignments, and report cards online. In addition, teachers are expected to update grade books biweekly.

Library/Media Center

The Frances Hart Ewers Memorial Library provides various resources and services for parents, students, and staff. The library contains a well-rounded collection of books, magazines, databases, reference material, and media. Students and staff are welcome to check out as many books as they would like. We do not charge late fees, but a replacement fee will be charged if the item is not returned. The library provides several databases for research and digital magazines, audiobooks, and ebooks. Students and staff may borrow Kindles for ebooks or iPods for audiobooks. Students are encouraged to use the library for course-related work and to pursue individual interests. Students are asked to be respectful of others and to use the technologies appropriately. Food and drink (other than water) are not allowed. The library staff is always available to assist students.

Visit our [Library LibGuides](#) page for a variety of valuable resources and links for parents and students.

Hours are Monday – Friday, 7 am – 3 pm. Follow us on Twitter [@elhslib](#) or Instagram [elhs.library](#) for news and upcoming event information.

Naviance

Family Connection from [Naviance](#) is a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that families can use to help make decisions about college and careers. Students can build a resume, complete online surveys, and request transcripts. They can also compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted to colleges in the past. Parents and students will receive log-in information during the summer before freshman year.

School Counseling

The ELHS School Counseling program is modeled after the Connecticut Comprehensive School Counseling Program, which provides an updated focus on key student competencies based on the American School Counselor Association (ASCA) national standards. The program components are as follows:

- *[The School Counseling Curriculum](#)*
- *[Individual Student Planning](#)*
- *[Responsive Services](#)*
- *[Collaboration within and outside the School Community](#)*

Each student is assigned a school counselor based on their last name. **Please refer to the [ELHS Counseling Page](#) for the alpha breakdown.**

Students can make appointments with counselors in the counseling office (A200) before and after school, during lunch, and between classes. Appointments must be scheduled for study hall or lunch. Students must not miss class time to see counselors except in emergency/crisis situations.

STUDENT RECOGNITION & LEADERSHIP

Academic Awards

All students have the opportunity to earn East Lyme High School academic awards. These awards are presented to recognize the student's efforts in or contribution to specific subject areas. East Lyme High School presents academic awards at two evening ceremonies in the spring, one for seniors and one for underclassmen.

Athletic Awards

At the end of each sport season, certificates will be awarded to each athlete for years of participation at the Varsity, JV, or Freshman levels. In addition, Varsity "EL" Letters, graduation numerals, pins, and bars are available for purchase through the Athletic Office.

Class Officers/Student Senate

East Lyme High School has a tradition of student leadership, which has contributed much to the school's operation.

Therefore, each student is encouraged to run for positions of leadership.

Class Officers

Each class elects four officers in the spring of the school year. The officers are responsible for the social functions of their class and for the orientation and growth of a class treasury, which is usually applied in the senior year to defray senior activity expenses partially. Petitions are available in the Main Office for students who wish to run for office. An announcement will be made on the Morning Show for at least four days to make students aware that petitions are available. There will be four positions open for nominations: president, vice president, secretary, and treasurer. After the vote is taken, the ballots will be returned to the class advisor's mailbox. The Senate advisor will tally election ballots.

Class Advisors

<u>Class</u>	<u>Teacher's Name</u>
2022	Mr. Hamilton Hernandez and Mr. Aaron Maddux
2023	Mr. Jeffrey Handler and Mrs. Lauren Machnik
2024	Ms. Jennifer Brush and Ms. Kim Thompson
2025	Ms. Christy Bryant and Ms. Joanna Hildebrand

Student Senate

The Student Senate was created as a vehicle through which students could share in the school community's decision-making process. In addition, the Senate works on several major fundraisers and events to make the school a more enjoyable and successful place. The Senate consists of 40 members. To ensure the success of the Senate's many functions, each senator is required to be an active participant in the organization.

Senate Advisors - Stephanie Jenkins and Mary Jennings

National Honor Society

Selection to the National Honor Society is a privilege, not a right. **Students with a cumulative weighted grade point average (GPA) of 3.6 or higher will be eligible for membership consideration during their junior year.** Academically eligible students not selected in their junior year may reapply in the fall and spring of their senior year. Membership is granted only to those chosen by the NHS Faculty Council who meet service, leadership, and character requirements. Applications will include:

- Service to the community or school in two areas supported by signed references
- Demonstration of leadership in two areas supported by signed references
- Demonstration of strong, positive character in two areas supported by signed references

All students should understand that accountability for their actions plays an essential role in the selection process for the National Honor Society. Therefore, any student with a serious, documented violation of the ELHS Code of Conduct (including but not limited to cheating, plagiarism, vandalism, drug and alcohol violations, and harassment) will be denied membership in the National Honor Society. In turn, violations of the ELHS Code of Conduct will be grounds for dismissal from the National Honor Society.

Criteria for Membership in the National Honor Society

Leadership:

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

Service:

- Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to

- offer assistance
- b. Puts service to others above self-interest, gives time, effort, talents, not for personal gain but for the class, school, or community as a whole
- c. Volunteer's time and talent to the school or community (Service is not based on work, projects, or activities for which a grade or pay is given.)
- d. Cheerfully and enthusiastically renders any requested service

Character:

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

ATTENDANCE POLICY

Connecticut State Law (CT General Statute 10-198a) requires parents to make sure that their children between the ages of 5 and 18 attend school regularly. This statute allows a parent to excuse nine absences for their child in a school year. East Lyme Schools recognizes that daily attendance is a critical factor in student success that will provide students with skills necessary for success beyond the high school experience. Learning experiences in the classroom cannot be duplicated; therefore, any absence from school is an educational loss to the student.

Students must develop good habits of attendance and punctuality. **Attendance records are part of a student's permanent record that may be passed on to colleges and places of employment seeking references.**

All students are expected to attend school. Every attempt to schedule appointments with doctors, dentists, etc., should be made at times other than during school hours. The parent's responsibility is to notify the ELHS attendance secretary regarding a child's absence or tardiness to school, stating the reason for the absence. ELHS should be contacted before 9:00 am on the day of the absence at (860) 739-6946 – press 1 for the attendance secretary. **A note documenting each absence is requested when the student returns to school and should be turned in to the attendance office.**

Definitions

Absence: Failure to attend class. Missing more than 15 minutes of any class will count as an absence.

Class Cut: Failure to attend class or study hall while the student is listed as attending school.

Tardiness: Unauthorized failure to report to school prior to 7:30 or to a class prior to the start of the block.

Excused Absences

Excused absences are included in a student's total number of absences. Acceptable reasons for excused absences are as follows:

- Medical appointments as well as illness of or injury to the student (documentation may be required)
- Death in the immediate family
- Religious observance
- Documented court appearance/probation appointment
- Family emergency (administrative approval)
- Participation in a school-sponsored activity
- College visit-limited to juniors (2 days per year) and seniors (3 days per year)
- College Orientation
- AP Tests

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

Students who participate in "Skip Days" or the equivalent are assigned discipline, and the absence is unexcused. Excuses such as "went to the beach" or for "personal reasons" are not acceptable.

School-related activities, including assemblies or special in-school programs when attendance is authorized, school-sponsored field trips, and early dismissal for interscholastic sporting events, will not count in the absence limits.

Homebound students: Students on homebound instruction are not considered absent from school.

Extended Absences/Vacations

Taking vacation outside of the regular schedule is discouraged. Teachers are not responsible for providing work before the absence or special make-up sessions for work missed during such absences. It is the student's responsibility to obtain information about work missed, and all missed work that can be made up must be turned in to the teacher for grading. Students may have as many class days to make up work as class days missed for the vacation. Any days missed due to vacations/trips outside of school vacations will count toward the allowable limit of absences a student can accumulate during the semester (6) or year (12). In advance of any planned absence, a parent must sign and return the Parental Acknowledgement of Attendance Policy, which may be obtained from the Counseling Office. This form **does not excuse** absences from a vacation but serves to acknowledge that the parent(s) are verifying their child's absence.

Attendance Requirements for Course Credit

To receive credit for a course, students must earn a passing grade and adhere to the following:

1. Credit for a year-long course (1 credit) will be withheld when a student exceeds 12 absences. Credit for a semester course (1/2 credit) will be withheld when a student exceeds 6 absences. **Course credit withheld for excessive absences WILL NOT be awarded toward graduation.**
2. Parents will be notified in writing following the 4th absence for semester courses and the 10th absence in a full credit course.
3. The student and their family and their school counselor will be notified in writing when credit is withheld.
4. A student who will have course credit withheld due to excessive absences may appeal to the Appeals Committee. Students or their parents are responsible for initiating the appeal and requesting a hearing. All appeals must be made in writing to the Principal.
5. For a student who loses credit due to absences, the grade earned will appear on the report card with a comment explaining that **no credit was earned due to failing to meet the Attendance Policy.**
6. Forms for the appeal process are available in the Attendance Office. It is the student's responsibility to have these forms completed for the Appeals Review.

Attendance Appeal Process

Any student wishing to explain the circumstances affecting their absence record may, upon notification of loss of credit, request a review of the documentation of the Attendance Appeals committee (consisting of an administrator and four teachers). The student will present their appeal information to the committee. The administrator will be the deciding vote in the case of a split decision. Appeals will be held in January for the first semester and in June for the second semester and full-year courses.

Upon review of the student's appeal, the committee may:

- Affirm loss of credit
- Restore credit

All cuts (class, study hall, and detention) and tardiness will be considered part of the appeal process. Therefore, they will be a **significant factor** in the deliberations of the Attendance Appeals committee.

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

Reporting Attendance

To report absences, tardies to school, and dismissals, parents must contact the attendance office at 860-739-6946 and press 1 for the attendance secretary. If you reach voicemail, please state your name, phone number, the student's name, grade, and reason for the absence.

For any absence from school, a parent/guardian **must** call the attendance office on the day of the absence for the absence to be considered for a possible excusal. An absence not validated by a parent/guardian by the end of the school day of the absence shall be treated as an unexcused absence.

Parents must send a note with the student for tardies or dismissals that includes the student's name, date and time of the tardy/dismissal, the reason for the tardy/dismissal, parent/guardian signature, and a telephone number for verification. **Students must be in school for two full blocks to participate in all afterschool activities.**

1. **Unexcused Absences and Truancy:** Unexcused absences do not have the approval of the school administration. Connecticut law defines a "truant" as a child between the age of five to 18 who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year (CGS § 10-198a). A "habitual truant" is a child from age five to 18 who has 20 unexcused absences from school during a school year (§ 10-200). Students may only receive up to 50% credit for all work missed when they are absent unexcused. Students may also be assigned a Saturday morning detention or lose exam exemption.
2. **Class Cuts:** A class cut is any unauthorized absence over 15 minutes from a class.
 - a. **Class Cut** - A parent will be contacted, and the student will receive a Saturday Morning Detention. Students may only receive up to 50% credit for all work missed during the cut class (i.e., tests, quizzes, research papers, projects, or homework due).
 - b. **Subsequent Cuts** - A parent will be contacted, and the student may be assigned to Saturday Morning Detention or an In-School Suspension.
 - c. Any student who cuts a class is ineligible for exam exemption.
3. **Tardies:** Tardiness is late arrival to class or school.
 - a. **Tardy to School:**
 - i. Students who arrive after 7:30 am must sign in at the main entrance and then go directly to class.
 - ii. Any tardy to school that is more than 15 minutes that is not validated by verbal or written confirmation from a parent/guardian by the end of that school day is considered a class cut.
 - iii. Every 5 tardies in a semester will result in lunch detention. At 15 tardies in a semester, the student will serve a Saturday Morning Detention. Tardy totals will start at zero for the second semester.
 - b. **Tardy to Class:** Refer to classroom expectations. A classroom teacher may assign a teacher lunch detention at three tardies to class.
 - c. **Tardy to Study Hall:**
 - i. There is no penalty for the first 2 tardies to study hall in a quarter that are less than 15 minutes. Upon the third tardy that is less than 15 minutes in a quarter, the study hall teacher will submit an Office Referral Report.
 - ii. If students arrive at the study hall more than 15 minutes late, the study hall teacher will submit an Office Referral Report. **Note:** For block A and E study hall tardies, refer to Tardy to School section for consequences.
4. **Dismissal:** Although a parent may dismiss their child from school at any time, the administration reserves the right to determine whether the dismissal is excused. A Study Hall is not an acceptable reason for late

arrival or to be dismissed from school. Students becoming ill during the school day must be dismissed by the school nurse.

- a. At the beginning of the school day, any student needing an approved early dismissal must present the attendance secretary with a note which includes the student's full name, the reason for the dismissal, the time to be dismissed, a telephone number for verification, and a parent/guardian signature. Notes for recurring dismissals are not acceptable.
- b. A parent/guardian may call the attendance secretary at 860-739-6946 and Press 1 to dismiss the child in an emergency. Parents/guardians will need to come into the school and ask for their student at the security desk if they need to dismiss their child after 1:30.
- c. The student must sign out at the Security Desk at the front entrance upon leaving school. Leaving the school by any other exit will be considered an unexcused/unauthorized dismissal.
- d. All students returning to school from a prior dismissal must sign in at the Security Desk at the front entrance immediately upon reentering the school building.

CODE OF CONDUCT

East Lyme High School is a learning community dedicated to providing a high-quality education in a safe and supportive environment. The success of this mission depends upon the cooperative and enthusiastic participation of all members of the school community. To this end, the school has established clear procedures and expectations for all community members to follow. More specifically, students are expected to attend classes regularly and promptly, meet all academic expectations, respect other students' personal and property rights, know and follow basic school rules and regulations, and, generally, behave civilly and decently at all times. Behavior, which does not follow these expectations, compromises our community's standards and will not be tolerated. Students must understand that they will be held accountable for their actions and that appropriate disciplinary action will be taken when school rules and expectations are not followed. At the beginning of each school year and at such other times as it may deem appropriate, the school administration shall provide an effective means of informing all students, parents, and/or guardians of policies governing student conduct.

Zero Tolerance

Actions which threaten the basic safety of others or compromise the fundamental principles of the community are entirely unacceptable and will be considered "Zero Tolerance" behaviors. **Zero tolerance is defined as any such activity that has the reasonable likelihood of threatening the health, safety, or welfare of school property, individuals thereon, or the educational process.**

For any of these offenses, which are listed below, the following consequences will be exacted:

- parents contacted immediately,
 - police notification
 - the student(s) may receive a suspension which could result in expulsion
-
- Possession of a weapon(s), drugs/alcohol, drug paraphernalia
 - Threats involving possible bodily harm
 - Vandalism
 - Assault
 - Initiation or Hazing
 - Pulling a false alarm
 - Bomb Threat
 - Hate Crimes

"Search and Seizure"

The US Supreme Court has ruled that the 4th Amendment allows school officials to search students without complying with the strict "probable cause" standard imposed upon law enforcement officers. Any student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated a state/federal law or the school's rules. In addition, a student's person and belongings may be subject to

search if there is reasonable suspicion the student may have in their possession any illegal items that may be harmful to themselves or others. As part of an overall effort to maintain safe schools, the Superintendent of Schools may authorize the use of Connecticut-certified narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy.

Out of School Misconduct

Under [BOE Policy 5144](#), students are subject to discipline up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and violates a publicized Board policy, even if such misconduct occurs off school property and during non-school time. In compliance with judicial decisions, the Board considers conduct that is "seriously disruptive of the educational process" to mean behavior that "markedly interrupts or severely impedes the day-to-day operation of the school" in addition to such conduct also being a violation of publicized school policy. Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons
2. Use, possession, sale, or distribution of illegal or prescription drugs or alcohol
3. Violent conduct
4. Making a bomb threat
5. Threatening to harm or kill another student or member of the staff

Alcohol/Drugs

Any student who, while on school grounds, during a school session or anywhere else at a school-sponsored activity, is deemed to be under the influence of or is found to be in possession, using, dispensing, selling, or directly aiding others in the procurement of a controlled substance or alcohol shall be subject to disciplinary action according to established board policy ([BOE Policy 5131.6](#)). The school administration will notify the student's parents/guardians, and they will be required to pick up their child from school or the school-sponsored event. School administration will notify the police, and the student will be suspended and considered for expulsion according to [BOE Policy 5114](#). The use of a breathalyzer at school functions may be used to maintain a safe environment.

Bullying

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

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

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

Bullying is disruptive to the educational process, whether it occurs physically, verbally, or via social media or other electronic platforms ([BOE Policy 5131.9](#)). Therefore, bullying is not acceptable behavior in this district and is prohibited. Students that engage in any act of bullying at school, a school function, or in connection with any district-sponsored activity are subject to appropriate disciplinary action up to and including suspension, expulsion, or referral to law enforcement officials.

Please see [BOE Policy 5131.9](#) for further details on the Bullying Policy, Safe School Climate Plan, and the Bullying Complaint Process.

Violence

East Lyme High School must be a place where students, staff, and visitors feel safe and secure. To ensure this positive school environment, the school will not tolerate violence of any kind at any time on school grounds, bus stops, or school-sponsored activities. Fights, assaults, bullying, or any other form of physical intimidation are unacceptable and will result in suspension, possibly expulsion, and police notification. Similarly, disrespectful language, verbal intimidation, hazing, harassment, or hate crimes of any kind will not be tolerated. They, too, will merit severe consequences, which will likely include parent conferences, out-of-school suspensions, possibly expulsion, and police notification ([BOE Policy 5114](#)).

Weapons in the School

Students are forbidden from bringing weapons onto school grounds or to any school-sponsored activities at any time. A weapon is any object that is capable of inflicting serious injury, including but not limited to the following:

- Firearms of any type
- Knives or jack knives (including camping knives, brass knuckles or similar dangerous items as defined by state law), razors, ice picks, chemical weapons, explosive devices (e.g. mace, ammunition, etc.), or any facsimile of items mentioned above

A student having in their possession, or in a desk or locker or anywhere on school property, or where any school-sponsored activities are occurring, any of the weapons listed above shall be subject to both school discipline and law enforcement intervention ([BOE Policy 5114](#)). In addition, any student using such a weapon to threaten or inflict injury on another will be referred by school administration to the police for criminal prosecution. In all cases involving possible weapons violations, the school administration and police department will cooperate to determine the best course of action. Upon determination of reasonable suspicion, principals may authorize any legal means available to discover or confiscate weapons including, but not limited to:

- Unannounced inspections of students' lockers
- Inspection of students' automobiles driven to school and parked on school property
- Inspections of the contents of pockets or any clothing or equipment in which contraband may be hidden

Academic Integrity

Academic dishonesty in any form is considered a violation of the basic academic expectations of ELHS. Examples of violations may include, but are not limited to the following:

- **Plagiarism** – Stealing another's ideas, design, words, writing, or academic work and implying that it is original. **Examples:** Having a parent or another person write an essay and submit it as one's own work, cutting and pasting content from the Internet, or failing to credit the author of an original work by not citing your sources.
- **Cheating** – Deliberately seeking personal gain in academic, extracurricular, or other schoolwork to gain an unfair advantage. **Examples:** Unauthorized exchange of information during a test, using unauthorized materials to complete an examination or assignment, unpermitted collaboration on assignments (including copying another student's work), sharing test questions, etc.
- **Lying or Committing a Fraud** – To make a statement one knows is false, with the intent to deceive or disregard the truth; to give a false impression. **Examples:** Fabrication of data or information, listing sources in a bibliography not used in the academic exercise, changing a grade in a teacher's grade book, etc.
- **Multiple Submissions** – Submitting substantial portions of any academic exercise more than once without prior authorization and teacher approval. **Examples:** Turning in the same paper for Freshman English and Sophomore English.
- **Stealing** – Taking or appropriating the schoolwork or materials of another student or instructional materials without permission to do so and with the intent to keep or improperly use said materials. **Examples:** Stealing copies of tests or quizzes, stealing another student's homework.
- **Collusion** - The act of collaborating with someone else on an assessment exercise that is intended to be wholly your own work or the act of assisting someone else in committing plagiarism.

Students will receive consequences for academic dishonesty based on the type of assignment:

- Homework
- Assessments (Tests, Projects, Papers, Lab Reports, etc.)
- Midterm & Final Exams

The teacher(s) involved will determine the category under which the assignment in question falls. Consequences are cumulative for two consecutive academic years: Ninth/tenth grades and eleventh/twelfth grades. In addition, consequences are cumulative among all courses taken by a student during those two consecutive years. Offenses under each category are counted separately: Homework, Assessments, and Midterm & Final Exams. **Consequences relating to National Honor Society eligibility are for the duration of the student's high school career.**

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be prosecuted and required to pay for damage done or to replace the item. **In addition, accountabilities for the damage or loss of school property must be cleared before tickets to a prom are purchased, or transcripts can be forwarded. Accountabilities can be found on Infinite Campus under Fees.**

Electronic and Digital Device Resources

The use of East Lyme Public Schools (ELPS) technology resources and a student's personal device is the responsibility of the student and must be used in accordance with the Responsible Use Guidelines and Agreements of ELPS and must, on all occasions, relate to an educational purpose, task or communication. Network storage areas will be treated like school lockers. The building principal may direct network administrators to review files and communications to maintain system integrity and ensure that users use the system responsibly. ELPS district policy aims to teach its students digital citizenship and the appropriate use of technology. All students and their parents/guardians must read the district Responsible Use Guidelines (RUG) and sign and return the ELPS Responsible Use Agreement annually ([BOE Policy 6141.321](#)). This agreement must be returned before using district technology resources and bringing a cell phone or other digital device to school. ELPS and their employees are not responsible for the loss, damage, or theft of any electronic device brought to school by a student. All cell phone, smartwatch, electronic and digital device use in the classroom is to be used for academic purposes and with the approval and oversight of the classroom teacher. **Students do not have permission to use cell phones or any digital device in the classroom without teacher permission.**

Please see [BOE Policy 6141.321](#) for further details on the expectations surrounding responsible use of district technology resources.

Cell Phones and Digital Devices

Cell phones must be turned off and may NOT be used during the school day between 7:30 and 2:10 EXCEPT

- during lunch
- between classes

A smartwatch may not be used for communication or accessing information during a class and must be held to the same constraints as a cell phone. For example, a teacher may require a student to remove a smartwatch during an assessment. ***The school district will not require students to bring in devices that the school cannot provide. Therefore, no student will be penalized for not bringing their own devices to school.***

Food Delivery

Food delivery from outside vendors during lunch is not allowed. This policy does not prevent a parent from providing lunch for their child. Food deliveries from outside vendors violate our current contract with our food services provider and pose a potential safety risk to students with food allergies. This policy does not supersede any approved activity supporting the curricula and classroom culture.

Gambling

Gambling of any kind is not permitted on school property. Violations will result in disciplinary action.

Leaving School Grounds without Permission

Once a student has arrived on school grounds, either by bus or privately-owned vehicle, the student cannot leave before the end of the school day without a proper dismissal. Students who leave school grounds will serve a Saturday Morning Detention.

Public Displays of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning. Therefore students should refrain from inappropriate, intimate behaviors on campus or at school-related events & activities. **Students are expected to show good taste and conduct themselves respectfully at all times.**

Sex Discrimination and Sexual Harassment

Any form of sex discrimination or sexual harassment is prohibited in East Lyme Public schools, whether by students, Board employees, or third parties subject to the control of the Board. Students, Board employees, and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in sex discrimination or sexual harassment shall be subject to disciplinary action.

Definitions

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

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

See [BOE Policy 5145.5](#) for further details on Sexual Harassment, Sexual Violence, and the procedure for filing sexual harassment complaints.

Thefts

Students are responsible for the security of their property and property assigned or loaned to them. The staff and administration will assist when possible to resolve problems of theft. The school, however, assumes no liability for thefts. Therefore, students should use their lockers with locks and employ common sense when securing their property.

Tobacco Regulations

East Lyme High School is a smoke-free campus. **Therefore, the possession/use of any cigarette, smoking device, or tobacco product (including e-cigarettes, e-hookahs, lighters, vape cartridges, hookah pens, and vapor pens) is not permitted anywhere on school grounds or within the school building ([BOE Policy 5131.6](#)).** Possession/use by a student of the smoking or tobacco products mentioned above on school property will result in an automatic two-day in-school suspension. Additionally, any student observed on campus in the "act of smoking" (smoking device in hand, smoke/vapor emitting from the person) may be referred to local police, receive a court summons, and be required to pay a **\$60.00 fine** for violation of the Connecticut General Statutes.

Trespassing

Students are not to be on school property except during school and when attending school or community-

sponsored activities. Students found on campus at other times may be considered trespassers and subject to arrest. Individuals listed as absent are not permitted on campus for any reason without permission from the school administration. In addition, students who are suspended or expelled are precluded from being on the East Lyme Schools District property. These students are also prohibited from participating in any social, extracurricular, or sports activities on the grounds of East Lyme Public Schools as sponsored by the school district in whole or part in other locations and precluded from Salem School property.

Vandalism

The parent or guardian of any minor/un-emancipated child who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law (CT Gen. St. 52-572, [BOE Policy 5131.5](#)). This includes all property belonging to the school system that is lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

COURSES OF DISCIPLINARY ACTION

The primary responsibility of East Lyme High School is to provide students a rewarding education. As with any organization, there are rules, regulations, and an ELHS Code of Conduct that students must follow to maintain an environment conducive to learning. To maintain this learning environment, a sequence of corrective measures is in place to address a broad range of student behaviors. East Lyme High School is committed to implementing various instructional activities and actions geared toward positive student behavioral development at all levels of infractions. However, the administration will manage students' more severe or repetitive negative behaviors with a progressive discipline system in which consequences become increasingly severe.

1. **Warning:** A warning is a brief discussion between the first-time offender student and a teacher/administrator regarding less serious infractions. During the discussion, the student will be made aware that subsequent violation of the school rules will result in more severe school disciplinary procedures.
2. **Teacher Detention:** Any teacher may assign lunch detention any day or after-school detention from 2:15 pm to 3:15 pm any Monday through Thursday. This requirement takes precedence over any extracurricular or employment activity. Any student not attending teacher detention may receive up to two lunch detentions. Students must be given 24-hour notice of any afterschool teacher detention.
3. **Student/Parent Assistant Principal Conference:** Recognizing that parents have the primary right, responsibility, and obligation for the education of their children, East Lyme High School strives to complement, reinforce, and extend these family efforts. East Lyme High School is committed to enhancing mutual respect, student responsibility, and cooperation between school and home. Students and their families will set up a plan to prevent unwanted behaviors from occurring again through an individualized problem-solving process that incorporates appropriate alternative behavioral procedures. In cases of a more severe nature, parent/student/assistant principal conferences will be standard procedure.
4. **Lunch Detention:** Lunch detention is held in Room A248, Monday-Friday. Students will eat lunch AFTER they serve their detention.
 - a. Any student who reports to lunch detention late will be sent to the Assistant Principal's office and will be responsible for serving another lunch detention.
 - b. If a student misses lunch detention, they will be expected to make up that lunch detention.
 - c. Students are not permitted to eat or drink.
 - d. Students must sign in and sign out.
 - e. Students are not permitted to talk or to create a disturbance of any kind. In addition, students are expected to have work to do (homework or reading assignments).
 - f. A failure to obey any of the rules will result in the student reporting to the Assistant Principal's office for further disciplinary action.
5. **After School Detention:** Afterschool Detentions may be assigned for various offenses (see Discipline

Structure).

6. **Saturday Morning Detention:** Saturday Morning Detention (7:50 am to 11:00 am) is assigned for most repeated nonviolent offenses that are too serious to be addressed with lunch or afterschool detention. If the Saturday Morning Detention is not adhered to or does not bring about the needed change, suspension will follow. In addition, students who are tardy, misbehave, or cut Saturday Morning Detention will be suspended for two school days. **NOTE: Students who are either suspended or fail to serve an assigned Saturday Morning Detention cannot participate in any extracurricular activities on that day(s).**
7. **In-School Suspension:** In-School Suspension is assigned for all suspend-able offenses, except for those that pose an immediate danger to persons or property or are so disruptive to the educational process that the suspension must be served out of school. In-School Suspension may also be assigned to students who are tardy, misbehave, or cut Saturday Morning Detention. A student will serve 2 days of In-School Suspension for each missed Saturday Morning Detention.
8. **Progressive Discipline:** For students who do not respond to reasonable courses of disciplinary action and continue to violate ELHS's Code of Conduct, an escalation of school disciplinary procedures will result and a Juvenile Review Board referral may be filed.
9. **Home/School/Law Enforcement Relations:** Law enforcement officers of the East Lyme Police Department routinely visit our school to support efforts to create a healthy, safe, orderly, and cooperative school environment. With the support of parents and our local police, East Lyme High School affords students a productive and comprehensive approach to behavior management. Student behavior that jeopardizes the safety or wellbeing of any member of our school community will be referred to law enforcement officials.

Removal, Suspension, and Expulsion

The East Lyme Board of Education affirms its commitment to the right of each child to obtain an education in an atmosphere conducive to learning. In connection with this right, each student's responsibility is to abide by the Board policies and school rules established to ensure an orderly educational process. Exclusion from school (removal, suspension, or expulsion) may be a necessary disciplinary action for students whose conduct endangers persons or property, seriously disrupts the educational process, or violates publicized Board policy ([BOE Policy 5114](#)) or school rules. In keeping with the mandates of Public Act 75-609 concerning exclusion for disciplinary purposes, the Board:

1. Authorizes teachers to remove a student from class when such student deliberately causes a serious disruption of the educational process with the classroom.
2. Authorizes the school's administration under its direction to suspend any student whose conduct endangers persons or property.
3. Retains for itself the authority to expel any student whose conduct endangers persons or property, seriously disrupts the educational process, or violates publicized Board policy or school rules. Whenever the Board expels a student, it shall offer such student an alternative educational program.
4. Authorizes the administration to establish administrative regulations concerning:
 - a. The definition of causes for exclusion
 - b. The publication of Board policies and school rules, the breaking of which may lead to exclusion
 - c. The definition of procedures to be followed if exclusion is deemed necessary

The policy on exclusion shall apply to all activities sponsored by the East Lyme Schools. These activities include field trips, interscholastic sports, intramural sports, newspaper publications, drama/music productions, all clubs, dances, and activities sponsored by East Lyme Schools.

Definitions:

- a. **"Removal"** means excluding a student from class when such student causes a serious disruption of the educational process within the classroom, provided no student shall be excluded from class more than six times in any year nor more than twice in one week unless student is referred to the building

principal or a designee and granted an informal hearing in accordance with the provisions of Connecticut General Statute.

- b. "**Suspension**" means an exclusion from school privileges for a student for disciplinary reasons by an authorized member of the administrative staff for not more than ten consecutive school days, or fifty school days in a school year provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. A student may be suspended for conduct as described below in section 2. If suspended, such suspension shall be an in-school suspension, except the Principal or designee may impose an out-of-school suspension.
- c. "**Expulsion**" means the exclusion of a student from school privileges for more than ten consecutive school days by the Board of Education for a period of time not to exceed one calendar year for reasons as defined in Connecticut General Statutes.
- d. "**Emergency**" means a situation under which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the student as possible.

See [BOE Policy 5114](#) for further details on Removal, Suspension, and Expulsion.

Discipline Appeals

If a student believes that a punishment they receive is unfair, they may start the appeal at the level at which the punishment was issued. (Example, if the punishment were teacher administered, then the appeal would begin there.) The student would then follow the procedure outlined for academic appeals (see page. 12)

Disciplinary Structure

This matrix is a guideline that administrators will utilize in deciding the discipline of students at ELHS. Discipline is at an administrator's discretion and will be based on a full investigation of the incident. When faced with repeated offenses, progressive discipline that builds upon these minimum consequences will be at the administrator's discretion.

INFRACTION	MINIMUM CONSEQUENCE
Possession of OTC Drugs	Warning, parent notification
Possession of prescription drugs in a valid container	2 Day ISS, parent notification, a parent must pick up medication
Possession of prescription medication, controlled substances, or illegal drugs or alcohol	Up to 10-day OSS, parent conference, drug & alcohol evaluation, possible expulsion, and police notification
Sale, distribution, or transfer of illegal or prescription drugs or alcohol	Automatic 10-day OSS, possible expulsion, parent conference, drug & alcohol evaluation, possible police notification
Use of alcohol/drugs or under the influence, on or off-campus	Up to 10-day OSS, possible expulsion, parent conference, possible police notification, drug & alcohol evaluation
Assault, physical altercation	Up to 10-day ISS, possible police notification, parent notification
Bullying	ISS, student/assistant principal conference & parent notification, possible expulsion, mediation, counseling
Cell phone/Electronic device	1 st offense: Teacher warning 2 nd offense: ORR filed 3 rd offense: Administrative Lunch Detention
Cheating/Plagiarism	1 st offense: Zero on assignment, ORR submitted to administration, warning in Infinite Campus documented, teacher notifies parent/guardian

Cheating/Plagiarism (con't)	2 nd offense: ORR submitted to administration, progressive discipline, cheating/plagiarism documented in student's behavior record, parent notification
Computer Violations	Saturday Morning Detention, possible loss of computer privileges, parent notification
Cutting class/study hall	Up to SMD (dependent upon time out of class), parent notification, 50% credit for all work missed during the cut class
Failure to make proper identification	After School Detention, parent notification
Failure to report to Teacher detention	ORR and Administrative lunch detention
Failure to report to Administrative lunch detention	Two lunch detentions
Failure to report to Saturday Morning Detention	Two days ISS, parent notification
False Alarm	Police notification, possible arrest, parent notification, possible ISS/OSS
Inappropriate behavior (language and gestures)	1 st offense: Administrative Lunch detention, Subsequent offenses: After School Detention, SMD, ISS
Insubordination/Disrespectful or Disruptive Behavior	1 st offense: Administrative Lunch Detention Subsequent offenses: After School, SMD, ISS
Leaving school grounds	Saturday Morning Detention, parent notification
Misrepresentation/Lying/Forgery	Saturday Morning Detention, parent notification
Parking violations	1 st offense: Warning 2 nd offense; Administrative Lunch detention Further offenses: After School Detention, Fine
Recording with electronic device/distribution of Recording	After School Detention, SMD, ISS, possible police notification
Sign-in/sign-out abuse	1 st offense: Teacher warning Subsequent offenses: ORR, Administrative Lunch detention, loss of late arrival/early dismissal
Possession, use or distribution of tobacco, cigarettes/e-cigarettes, etc	1 st offense: 2 days ISS, referral to substance abuse counselor, possible police notification. Subsequent offenses: progressive discipline
Tardiness	increments of 5 (per semester) – Administrative lunch detention 15 in a semester – Saturday Morning Detention, parent notification
Theft/Stealing/Possession of stolen property	Restitution, 2 days ISS, parent notification possible police notification
Threat, Intimidation, Harassment	Low level – Administrative lunch detention Medium level – Progressive Discipline, 2-day ISS, parent notification, possible risk assessment and behavior contract High level – 10-day OSS, notification of authorities and parent/guardian, possible expulsion
Unauthorized area of campus	Administrative Lunch Detention(s)

Vandalism	Saturday Morning Detention, restitution, parent contacted
Violation of proper attire regulations	Warning, parent notification if necessary
Weapons, Incendiary devices	10-Day OSS, parent conference, police notification, possible expulsion

ATHLETICS – GENERAL INFORMATION

Before participating in any practice or interscholastic athletic contest, all East Lyme students must have a comprehensive physical examination within a 13-month period preceding the first practice/try-out in which a student participates in any given year. In addition, parental permission must be authorized before each season the student participates on an athletic team. Registration is done online via the Family ID system found on the Athletics page of the ELHS website.

Should a student incur a sports injury requiring medical attention, the parent's insurer is the primary carrier. If the primary carrier does not cover the bills in total, the East Lyme Board of Education carries a "sports rider," which covers the balance of an interscholastic sports-related injury.

Athletic Department Offerings

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

Additional sports may be added to our list of offerings as interest develops. Likewise, sports programs may be suspended or canceled due to lack of interest or not having a certified coach available.

Sporting Equipment

Sports equipment is permitted in the gymnasiums only. Sports equipment should be left in a student's locker, gym locker, or another secure place during the school day.

Sports and Extracurricular Activities

Regulations and Rules

Each advisor or coach is responsible for upholding the rules and regulations below for the students under their supervisions.

1. Eligibility is governed by regulations established by the Connecticut Association of Secondary Schools and

East Lyme High School.

2. A student may not participate in marching band or any interscholastic sport unless they have had a physical examination, a signed parental permission form, and a medical release form.
3. Students participating in an interscholastic sport or sports club must be committed to following all the sport rules as delineated in each sports handbook.
4. No practices, games, contests, or activities shall be conducted on any Sunday unless specifically permitted by the Board of Education.
5. **Any student not in attendance in school for two or more blocks will not be permitted to participate in their contest, practice, or rehearsal on that day.** Only the coach or advisor of the activity can give prior approval of a student's absence for acceptable reasons such as a field trip, college interview, or a similar situation.
6. All students are expected to demonstrate ethical conduct during any activity. Failure to do so can result in suspension or removal from the team or club.
7. Students are responsible for the care and return of all equipment issued or loaned to them.
8. The use of alcohol or drugs is prohibited. Any student using or possessing alcohol or drugs in season will be ineligible to participate in the activity or athletics for the remainder of the year.
9. Discipline is the responsibility of the advisor or coach as it is for the classroom teacher. Punishment for violation of published training rules or regulations shall be reasonable and appropriate to the infraction. Suspension from a team or activity is temporary until reviewed by the athletic director or the Principal or designee.

Academic Eligibility for Sports and Extracurricular Activities

Participation in sports and extracurricular activities is a privilege, not a right; therefore, students are expected to be good school and community citizens. Serious violations of school rules and community laws could result in the suspension of the privilege to participate (see suspension rules). All students involved in club, music, or athletic activities must conform to the eligibility requirements listed below:

- a. **Eligibility for Fall Sports:** A pupil cannot participate in extracurricular activities beyond the regular school day unless they are a full-time student. To be eligible for Fall sports/extracurricular activities, a pupil may not have an "F" and no more than two "Ds" as Final grades.
- b. **Eligibility During the School Year:** A pupil cannot participate in extracurricular activities beyond the regular school day unless they are a full-time student. During the school year, a pupil can have no "Fs" and no more than two "Ds" at the end of each quarter to either continue in the current season or be eligible to participate in a sport in the subsequent season. (Except Fall Sports, see 1 a.).
- c. **Ineligibility Appeal Process:** **All students have the right to appeal their athletic eligibility once in a school year and only twice during their four-year high school career. Any student past two appeals and attempting to appeal again must have permission from the Principal.** Any student wishing to appeal the loss of their athletic eligibility must:
 - i. Notify the Athletic Department office of their intent to appeal.
 - ii. Fill out an "Academic Appeal" form and submit it to the Athletic Department.
 - iii. Upon receiving the appeal documentation, the Athletic Department will collect teacher reports from the athlete's teachers.
 - iv. After all teacher reports have been submitted, the individual will sit in front of an appeals committee made up of members of the athletic department.
 - v. Upon completion of the appeal meeting, the athletic department will implement one of the following options:
 1. Reinstate the student
 2. Deny the appeal
 3. Reinstate the student with specific conditions

4. Deny the appeal at present, but revisit updated teacher reports after three weeks
- d. **All other CIAC eligibility rules apply.**

SOCIAL EVENTS

All students' social events are planned by student committees and supervised by the faculty sponsors of the classes, clubs, or activities. Students are expected to follow the ELHS Code of Conduct during all social activities.

Dance Guidelines

1. East Lyme High School students cannot bring guests to any dance except for the Junior and Senior proms.
2. East Lyme High School students wishing to bring a guest to prom who is not a current ELHS student must complete the prom permission slip and attach a photocopy of their license or school ID. The assistant principal must review and approve the permission slip before the date ticket sales end. The approved, completed form must be submitted when purchasing prom tickets. The guest is the student's sole responsibility, and disciplinary action can be taken with an East Lyme High School student for the guest's behavior.
3. No guest over the age of 20 will be allowed to attend the prom.
4. No middle school students are allowed.
5. **The utilization of a Breathalyzer is at the discretion of the administration.** Any student determined to have consumed alcohol or other drugs when admitted to the dance will be detained, reported to the policeman on duty, and their parents will be notified. Disciplinary action will be taken per Board of Education policy ([BOE Policy 5131.6](#)).
6. Students who break school rules or whose conduct is unacceptable will be removed from the dance, and their parents will be notified.
7. Student members of the organization sponsoring the dance must assist in the set-up and clean-up of school facilities.
8. Once a person leaves the dance, they shall not be readmitted. ELHS' **responsibility for students ends when they leave the dance.** No one will be permitted to loiter on the school grounds during or after a dance.
9. There must be at least four faculty chaperones and an administrator for any dance, excluding Homecoming and Proms, which require additional chaperones. The sponsoring organization must submit a list of chaperones to the assistant principal the day before the dance.
10. Students must be in attendance at school for a minimum of four hours on the day of the social event or, in the case of a Saturday event, the student must be in attendance at school for a minimum of four hours the school day before the social event or have administrative permission for an absence. In addition, students must attend Saturday detention if assigned to attend any Saturday activity or event.

STUDENT INFORMATION

Accidents/Injuries

A student who suffers an accident/injury in the school, on school grounds, or on the way to and from school should report the circumstances immediately to the teacher/adult in charge. For unsupervised accidents/injuries, the student will immediately inform the assistant principal, and an accident report will be completed. The accident report will be forwarded to the school nurse within 24 hours of the incident/injury. The student will be provided first aid by the school nurse or by other certified school personnel in the absence of the school nurse. Additional medical attention will be arranged if circumstances warrant it. The school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage carried by the Board of Education. Accident report forms for both insurance carried by the Board of Education and student insurance carried by the parent through the school may be obtained from the high school health or main office. If a student is not to receive medical attention due to religious beliefs, a statement to this effect must be filed with the school nurse.

Accountabilities

Students are accountable for all books, library materials, equipment, uniforms, and school property issued to them

by ELHS. **No student may participate in any school activity (including Homecoming and prom) if there are outstanding accountabilities.** In addition, if items are not returned or paid for at the end of the school year, the school reserves the right to withhold the issuance of a student's diploma until the account is cleared. ***Accountabilities are listed under 'FEES' on Infinite Campus.***

Advisory

The East Lyme High School Advisory program aims to promote reflection on the attributes of our Vision of the Graduate competencies. In addition, our Advisory program features lessons dedicated to social and emotional learning, diversity, equity, and inclusion, college and career planning, and the mastery-based diploma assessment. With the guidance of their advisors, our students work to develop the cross-curricular skills and knowledge that every graduate needs to be successful and live a healthy and productive life. In addition, the Advisory program enables faculty and students to establish relationships outside of the traditional academic classroom environment and opportunities to discuss personal, academic, and career goals. Students will stay with their Advisors throughout their high school career, connecting them with faculty members who are professionally responsible for and available to the students for their needs as learners and school community members.

Age of Majority

Any student in Connecticut who is 18 years old has reached the age of majority and, as a student, has certain responsibilities. Therefore, the Board of Education has established the following policy:

1. School regulations concerning all attendance matters (i.e., early dismissal, field trips, late arrival, etc.) shall continue to be handled as they were previously. In addition, eighteen-year-olds not living with parent(s) or guardian will be dealt with directly in attendance matters.
2. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. Therefore, all contacts and records shall continue to be maintained with the home.
3. The school recognizes the right of the 18-year-old to examine all personal records.
4. Any student at or above the age of majority, independent of parents or guardian, taking up residence in the town and enrolling in the school system shall submit a proper certificate of residency (Board of Education Policy 5111 and 5118).

Announcements (Morning Show)

The school announcements for the day/week will be broadcast to students and staff over the "Morning Show" at the beginning of the second block of the day. Students or groups who wish to have an announcement made should email the Morning Show by typing in **HS AMSHOW** on the address bar of Outlook before 7:45 am. Announcements submitted after this time may not be televised. Copy should be typed in ALL CAPS to ease transfer to the teleprompter.

Attire – Students

Students are expected to dress in a manner that exhibits common courtesy to others and conforms to health and safety standards. Any clothing deemed disruptive of the educational process by the faculty and administration is not allowed. Students wearing clothing deemed unacceptable will be asked to change or be sent home. The final decision as to what is appropriate and in good taste rests with the administration.

- a. Clothing must NOT be inappropriately revealing, oversized, or immodestly undersized (e.g. halter-tops, tank tops, off the shoulder or low-cut tops, spaghetti straps, bare midriffs, short shorts, and extremely short skirts).
- b. Clothing must be sufficient to conceal undergarments at all times. In addition, clothing or accessories that advertise or display tobacco, alcohol, drugs, obscene language, inappropriate slogans, gang affiliation, references to gangs, or images will not be permitted.
- c. Attire that promotes violence, racism, harassment, discrimination, or bigotry will not be allowed in school or at school functions.
- d. Shoes with non-marking soles must be worn at all times.
- e. Students may not wear sunglasses in school.
- f. Hats may be worn at the discretion of the classroom teacher.

- g. Hoods may not cover student's heads inside the school building.

Attire - Physical Education

Proper gym attire for physical education classes is necessary. Students should dress in a manner that allows for full participation in any scheduled physical education activities (t-shirts, shorts, warm-up suits, sneakers, etc.).

Bulletin Boards

Bulletin boards are primarily for the display of notices and posters about school activities. The main office window is also used for this purpose. The principal's office must approve all publicity, advertising plans or devices, and large signs to be used in or on the school building or about the grounds before posting or displaying.

Change of Address/Phone

Inform ELHS Main Office of any change of address or telephone number. If the change is temporary, please indicate this fact to the office. All address changes require three forms of proof of residency.

Class Dues

Class dues are necessary to pay for senior year activities which extend beyond required educational services. Dues are administratively determined and paid in annual installments **due and payable each year by November 1**. Failure to pay dues may restrict participation in class activities during the junior and senior years. All class dues are applied towards senior expenses. All students who plan to graduate from ELHS are responsible for all class dues regardless of when they enroll at ELHS. If a student leaves before their senior year, all dues will be refunded minus any accountability. Exceptions can be made for hardship situations.

Dues payment schedule

Freshman year	\$50.00
Sophomore year	\$50.00
Junior year	\$50.00

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

Contests for Students

East Lyme High School will limit participation in contests to those on the approved list as published by the National Association of Secondary School Principals. However, any project or paper produced by a student in the regular curriculum may be entered in any exhibition or contest at the instructor's discretion.

Emergency Drills and Safety Plan

Emergency drills, including fire and lockdown drills, are required by law regularly and are an essential part of safety and prevention planning. In addition, emergency safety plans and exit routes are posted in each room. All safety procedures and precautions must be followed and taken seriously. All occupants of the building are expected to comply with safety procedures during drills and events.

Fire Alarms – Expedient evacuation of the building by all occupants is expected. Meeting locations are determined by location within the building. If any fire alarm sounds during unstructured times, staff and students will immediately evacuate the building at the nearest exit and report to either the soccer/field hockey field or football field (WHICHEVER IS CLOSEST). If you are within a classroom or other room, follow the directions for that specific area.

Lockdown - In the event of a lockdown alarm, all staff and students in the building should go to the nearest room and remain locked in until properly released. If you are in the building and you determine that it is safest to exit the building immediately after the alarm sounds, leave quickly, go to the nearest shelter area, and notify the police department of your location. Staff and students outside the building should not return to the building unless

directed to do so. Staff and students should either remain hidden where they are, or if safe to do so, may go to the Flanders firehouse, Flanders elementary school, or any other safe and secure site. Based on what they see and hear, staff and students outside the building should only change locations if it is safe to do so.

As there are other types of emergency events (i.e., room evacuations, shelter-in-place), students and school personnel should follow additional safety directions provided by school security staff immediately and without question.

Field Trips

Students must submit signed permissions slips and payment for field trips before the day of the field trip or by the deadline stated on the permission slip. Since every student participating in a school-sponsored activity represents East Lyme High School, students are expected to be well-groomed and neatly dressed and follow the school's code of conduct on all field trips. Bags and luggage required for any field trip may be subject to search at the discretion of an administrator.

Foodservices

During the 2021-2022 school year, East Lyme Schools will participate in the USDA SSO program. All students K-12 will receive their first reimbursable meal for FREE (Breakfast and Lunch). Second meals and Ala carte purchases will be available during the High School Lunch and Breakfast periods. Funds may be placed on a student account for these extra purchases in the Infinite Campus Parent Portal. Cash and check will be accepted at the register. Students will remain in their designated eating areas for the entirety of the lunch and breakfast periods that they are assigned. Breakfast service will be grab and go when the students arrive in the morning. Application forms are available in the Main Office or online for those students who may qualify for Free or Reduced Lunch benefits. These forms remain important for other benefits during the school year.

Lunch will occur in three waves during Block A3 and B3 classes.

1. Wave #1 – 10:35-11:05
2. Wave #2 – 11:15-11:45
3. Wave #3 – 12:10-12:40

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

Identification Cards

All students will be issued an East Lyme High School identification card. This card contains a barcode and will be used to borrow books from the school library, and can serve as a viable form of identification for SAT and ACT exams, dances, and other school activities, and **should be carried by students at all times.** It is a viable form of identification for SAT and ACT exams, the ELHS library, dances, and other school activities and should **NOT** be shared. There will be a nominal cost (**\$3.00 for one, \$5.00 for two**) to replace lost ID cards.

Insurance

High school students are offered accident insurance as a school service. Enrollment takes place in September, and the premium for this protection is paid entirely by the parents. Neither the school nor anyone connected with it profits in any way from the plan. If the claimant carries personal school insurance coverage obtained yearly, the claimant should use the following information to file an insurance claim:

1. Pick up an insurance form provided by the insurance company from the school nurse.
2. Take the form home and have the parent/guardian complete the lower section. Be sure to check payment authorization.
3. The form is now ready for the parent/guardian to take to the doctor or hospital. Then, they will complete the reverse side of the document and send everything to the insurance company.

The parent's insurer is the prime carrier should a student incur any injury while participating in interscholastic athletics. If the prime carrier does not cover the bills in total, the East Lyme Board of Education carries a "sports

rider," which covers the balance.

Lockers

Each student is assigned a locker for the storage of books and equipment. The East Lyme Board of Education owns this locker. **It is the student's responsibility to see that their locker is locked and in order at all times.** Combinations must be kept confidential. The school must maintain a safe and healthy school environment. When there is a suspicion of a condition that endangers any student's health, welfare, or safety, the school not only has the right but the obligation to examine locker contents.

- **Physical Education:** Students in PE classes must use their own combination lock. The combination should be reported to the PE staff. Only a limited number of PE lockers are available. Locker rooms are locked while class is in session.
- **Corridor Lockers:** Students should try to get study materials for morning classes when arriving in the morning and materials needed for the afternoon classes after lunch. No one should leave classrooms to go to lockers except with special permission.
- **Athletic Lockers:** Members of athletic teams are permitted to use designated gym lockers to store their items, including athletic equipment, during the season they participate. At the end of the season, students must remove all personal property from the locker. Failure to do so will require the Athletic Department to remove all items.

Lost and Found

Students who find lost articles should take them to the lost and found cabinet in the main office. The school will donate lost items not claimed by students within a reasonable time to a suitable charitable organization.

Nurse/Health Room

If a student becomes ill during the school day, the student should obtain permission from the classroom teacher to see the school nurse. Failure to report to the nurse or leaving school without permission from the nurse's office will result in disciplinary action. The registered nurse is in the building from 7:30 a.m. to 2:10 p.m. daily. The nurse sees students who become ill and is available in case of injury during school hours. **Any student who needs to go home due to illness must be dismissed through the school nurse.** If a parent/guardian is inaccessible during the school day, then written authorization must be provided to the school nurse in the event a medical emergency arises.

In accordance with CT State Law and ([BOE Policy 5141.21](#)), for a student to receive medication in school, the school nurse must have received a written doctor's order. The order must include the child's name and address, the name of the drug, dosage, the condition for which the medicine is being administered, the duration of the order, and the written authorization of the parent/guardian. Medication authorization forms are available in the nurse's office and the main office. The parent/guardian must hand deliver to the school nurse the doctor's order and the medication. No student shall be allowed to carry any controlled substance under any circumstance ([BOE Policy 5131.6](#)).

Physical Examination Requirement

Student families must submit a copy of a comprehensive physical examination to ELHS for every student in grade 9, **dated between July 1st and June 30 of the 9th-grade year. If the student has not had the required physical completed and the form is not on file at ELHS, the student will not be permitted to enter ELHS as a 10th grader.**

School Cancellation/Delay

If weather or emergencies make it necessary to close school, delay opening, or close early, this will be announced on TV Channels 3, 8, and 30, starting about 6:00 a.m. In addition, information about school cancellations will be posted to the school website and sent out by reverse 411, which will notify homes via the phone number provided on your child's personal information form.

School Publications

The school newspaper, the *Viking Saga*, contains news, sports, editorials, and features written by a student staff. The ELHS yearbook, *Valhalla*, is produced in the Yearbook class and contains individual pictures of students, teachers, and staff. Photographs of extra-curricular activities and other school events are also included in the publication. The *Omnibus* is a school literary magazine made up of various literary pieces from English classes. Finally, the *Fine Arts Magazine* is a portable fine arts exhibit.

Senior Late Arrival/ Early Dismissal Privilege

Senior students must earn quarterly grades in the “C” range or higher to be eligible for Senior Late Arrival/Early Dismissal privileges. **Fourth Quarter grades from Junior year will be used to determine eligibility for first-quarter senior year.**

Students who qualify for late arrival/early dismissal may only be released for one block on a particular day (i.e., either A or D, E or H). Permission slips for this privilege must be signed by the students’ parents/guardians and turned into the Main Office.

Once signed out, a student must leave school grounds immediately (members of athletic teams may return for practice). If students choose to remain in the building, they must sign out in the main office and note their destination. The administration may revoke the privilege of any student who does not meet specified academic requirements or fails to follow the school's guidelines. **In addition, parents may withdraw their child's privilege at any time by notifying the assistant principal's office.**

Telephones

Classroom telephones are the teacher's responsibility and may only be used by students with teacher permission. The office telephones are business phones and may be used by students with authorization from staff in the case of extreme emergencies.

Textbooks

All books are loaned to students by the East Lyme Public Schools, and students will be held financially responsible for returning their books in acceptable condition. Students must pay for damaged or lost books at a cost determined by each academic department. New books will not be issued until the student pays for missing/lost ones.

Transportation

Buses:

The following rules have been approved by the EL Board of Education ([BOE Policy 5131.11](#)) to help assure the safe transportation of students to and from school, field trips, and any related school activities:

1. Students are expected to behave in a way that ensures their safety and that of other students. Students must demonstrate courtesy at all times to schoolmates and drivers.
2. Students abusing or destroying property will be held responsible, and the parents will pay for the cost of damage. CT laws hold parents liable for damage done by their children.
3. Students should be at their assigned bus stops 5-10 minutes before the scheduled pick-up time.
4. Students are expected to observe safety rules when waiting for the bus, boarding the bus, leaving the bus, and crossing the roadway. Students should always cross in front of the bus within view of the driver.
5. Students must remain seated while on the bus.
6. Eating is allowed only when permitted by the bus driver.
7. The bus is to be kept clean.
8. Heads, hands, and arms should be kept inside the bus, and there is to be no shouting, throwing of objects, or spitting.

9. The driver has full authority, and if necessary, may assign seats.
10. Students must identify themselves upon request by the bus driver.
11. Once a student has entered the school bus, the rules of ELHS apply. The driver shall warn students creating disturbances. The driver does not have the authority to remove students from the bus while on its route or prohibit students from riding their regular bus. However, they do have the responsibility of reporting any infractions to the school principal or assistant principal. An administrator will notify the parents and the student if the reported incident results in the suspension of bus privileges. If necessary, the bus driver will call the police to address situations that endanger the lives of any passengers.
12. **Students must obtain a bus pass from the Main Office if they wish to ride a different bus. Students may only ride on a bus in the town where they live.**
13. **Late Buses:** In EL, two buses serve the southern part of town and Niantic, and one bus serves the northern part of town and Flanders. Also, one bus serves Salem with limited stops, if provided. Late buses leave ELHS at approximately 4:30 p.m. Please contact the main office for further details related to the late bus schedule.

First Student (East Lyme) 860-739-1569

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

Vehicles (Privately Owned)

Student parking on school grounds is a privilege extended to students by the school administration. Students who park on ELHS property do so at their own risk. The EL Board of Education assumes no responsibility for damage to or theft from any vehicle parked or driven on ELHS property.

Student parking permits are available to Seniors and Juniors commencing typically one week before school and continuing throughout the school year during regular business hours. Senior and Junior students are strongly encouraged to obtain a parking permit as soon as possible as parking spots will be filled on a first-come, first-served basis. Sophomore and Freshman students are not allowed to park on campus during the regular school day hours until such time that spots may become available for Sophomores.

All students who park on ELHS property must purchase a parking permit from the Student Safety Officer. **The cost of the parking permit is \$50.** In addition, the school administration may revoke this privilege at any time for violations, including but not limited to student misconduct, disregard of student parking regulations, excessive tardiness to school, leaving school grounds without permission, or any breach of CT Motor Vehicle Law.

- ***Students are not allowed to park in any area except in the ELHS designated student parking lots.***
- ***Students are not allowed to go to their vehicles during the school day without specific permission.***

By agreeing to park their vehicle on ELBOE property, the student agrees to allow the administration access to the car and permits the administration to search the vehicle for materials that violate published Board of Education policies.

Visitors/Guests

All visitors to East Lyme High School, including guest speakers, must pre-authorize and sign in at the front security desk, obtain a visitor's badge, and wear the badge throughout the visit. Any person on campus without permission from the administration will be subject to arrest as a **trespasser**.

Host students must receive approval for student guests from the building principal at least one day before any scheduled visit. In addition, the host student must present signed parental permission notes for both students before the visitor's day of arrival. Finally, student guests must obey all East Lyme High School rules and remain with their host during the entire visitation.

Working Papers

All individuals under 18 years of age must have working papers issued by the school for employment. Each applicant must appear in person with evidence of age and a written signed statement from the employer on their letterhead stating the conditions of employment. Working papers are issued in the Attendance Office (A250).

BOARD OF EDUCATION POLICIES

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

Administration of Medication Policy and Regulations [5141.21](#)
Alcohol, Drugs, Tobacco Policy and Regulations [5131.6](#)
Attendance/Excuses/Dismissal/Truancy/Tardiness Policy and Regulations [5113](#)
Bullying Policy [5131.9](#)
Bus Conduct Policy [5131.11](#)
Conduct Policy [5131](#)
Confidentiality [5125](#)
Cyberbullying Policy [5131.9](#)
Homeless Students Policy [5118.1](#)
Internet User Policy [6141.321](#)
Mandated Reporter Policy/ Reporting of Child Abuse [5141.4](#)
Off-Campus Misconduct [5144](#)
Physical Exercise and Discipline of Students Policy [5144.4](#)
Physical Restraints/Seclusion Policy and Regulations [5144.1](#)
Promotion/Retention Policy [5123](#)
Search and Seizure Policy [5145.12](#)
Search & Seizure-Use of Dogs Policy [5145.122](#)
Sexual Harassment Policy [5145.5](#)
Student Records; Confidentiality [5125](#), [5125.11](#)
On-Campus Recruitment Policy [5145.14](#)
Vandalism Policy [5131.5](#)
Weapons and Dangerous Instruments Policy [5114](#)
Youth Suicide Prevention and Youth Suicide Attempts Policy and Regulations [5141.5](#)

HOMELESS STUDENTS

In 1987, the General Assembly addressed the situation of Homeless children, and NCLB set forth new rules. Conn. Gen. Stat.10-253(e) provides that students who reside in temporary shelters are entitled to free school privileges from the school district where the shelter is located or from the school district where they would live if not for the need for temporary shelter. In addition, when it is not possible to identify the district where the student would otherwise be attending school, the district where the temporary shelter is located must provide school accommodations to the student.

NO CHILD LEFT BEHIND - SECTION 9528

Under the Armed Forces Recruiter Access to Students and Student Recruiting Information Act, schools must provide student directory-type information - including name, address, and phone number - to military recruiters and other institutes of higher education. The parent/guardian may annually deny such access to information by completing the section pertaining to the *No Child Left Behind Act of 2001* when completing reenrollment and verification paperwork at the beginning of each school year.

TITLE IX STATEMENT

East Lyme Public Schools' policy is not to discriminate based on sex, race, color, national origin, or handicap in its education programs, activities, or employment policies as required by Title VI, IX, and Sections 504 of the 1972 Education Amendments. Inquiries regarding compliance with Title VI, IX, and 504 may be directed to **Mrs. Kim Davis, Director of Special Services**, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (739-3966), or to the Director for the Office for Civil Rights, Department of Education, Washington, D.C.

Safety Contract

East Lyme High School

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

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

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

I will:

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

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

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

LABORATORY SAFETY RULES

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