

2023-24

# ELHS Student/Parent Handbook



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**East Lyme High School**  
**Student/Parent Handbook**  
*2023-2024*

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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 2023-2024 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 2023-2024 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 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 – 2023-2024 School Year](#)

ELHS Daily Block Schedule	
<u>Block</u>	<u>Time</u>
A1/B1	7:30-8:50
Homeroom/Advisory	8:55-9:15
A2/B2	9:20-10:45
A3/B3	10:50-12:45
<i>Lunch Wave #1</i>	Lunch 10:50-11:20
	Class 11:25-12:45
<i>Lunch Wave #2</i>	Class 10:50-12:10
	Lunch 12:15-12:45
A4/B4	12:50-2:10

ELHS Half-Day Schedule	
<u>Block</u>	<u>Time</u>
A1/B1	7:30-8:15
A2/B2	8:20-9:05
A3/B3	9:10-9:55
A4/B4	10:00-10:45
Lunch	10:45
Dismissal	11:00

## DAILY SCHEDULE

The East Lyme High School daily schedule centers around a fixed A and B Day schedule, each featuring four academic blocks of 80 minutes. The exception is the second block on each day, which is 85 minutes long, allowing time for the student-produced Morning Show. In addition, two 30-minute lunch waves are built into the third block of each day.

### Homeroom

Homeroom allows students to attend club meetings, seek extra help from teachers, attend group sessions, network with like-minded students and teachers, or receive pertinent schoolwide information. Homeroom is built into the daily schedule from 8:55-9:15 every Monday, Tuesday, Thursday, and Friday. The block of time from 8:55-9:15 each Wednesday is set aside for Advisory programming. Homeroom locations are the same as Advisory locations. Students are expected to be on time and present each day for homeroom. Once announcements and attendance are complete, students can sign out for club meetings, group sessions, extra help, or other school-sanctioned reasons. A monthly schedule for homeroom activities will be posted outside the library and available on Advisory Google Classroom pages for student reference.

### 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 our mastery-based diploma assessment, the *Viking Voyage*. Advisory meets every Wednesday from 8:55-9:15. With the guidance of their advisors, 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.

## 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 :

<b>Graduation Requirements</b>	
<b><i>Humanities: 9 Credits</i></b>	
English	4.0
Social Studies	3.5
Fine Arts	1.0
Humanities Elective:	0.5*
<b><i>Science, Technology, Engineering &amp; Mathematics: 9 credits</i></b>	
Science	3.0
Mathematics	3.0
Vocational Education	1.0
STEM Elective:	2.0**
<b><i>Wellness: 2 Credits</i></b>	
Physical Education	1.0
Health/Physical Education	1.0
<b><i>World Languages: 2 credits</i></b>	
<b><i>Viking Voyage/Mastery Based Diploma Assessment: 1 Credit***</i></b>	
<b><i>Additional electives: 2 credits</i></b>	
Total	25.0
*Humanities elective could include additional courses in English, Social Studies, World Language, Fine Arts, or Personal Finance	
**STEM electives could include additional Math, Science, Business Education, Family Consumer Science, Technology Education and/or Career and Technical Education classes	
***See page 10 for Viking Voyage Requirements	
<b>Note:</b> Beginning with classes graduating in 2027, students must complete one-half credit in personal financial management and financial literacy (this would count towards the 9 required Humanities credits or towards electives credit)	

**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.** Dropping below the minimum credit requirements requires school counselor and administrative approval. 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.

### Credit Hours/Seat Time

To satisfy the high school graduation requirements within East Lyme Public Schools, a student must have satisfactorily completed the prescribed courses of study, demonstrated proficiency in basic skills identified by the East Lyme Board of Education, and satisfied the legally mandated number and distribution of credits required to graduate from high school ([BOE Policy 5127](#)).

### Career Concentrations

Career Concentrations at East Lyme High School allow students interested in a particular career path to receive a certificate of accomplishment for completing courses that help prepare them for a related career field. Each concentration has a minimum credit requirement consisting of required courses and electives. Successful completion of a Career Concentration is also recorded on the student's official transcript.

**For more information about Career Concentrations and specific requirements, please see the [Career Concentrations brochure](#) and speak with your school counselor.**

### Viking Voyage – Mastery Based Diploma Assessment

**New Graduation Requirements:** “(c)Commencing with classes graduating in 2023, and for each graduating class thereafter, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty-five credits, including [...] (6) a one credit mastery-based diploma assessment.”

— Public Act No.17-42; Sec. 1(c)(6)

East Lyme High School has chosen to design its Mastery-Based Diploma Assessment around our Vision of the Graduate competencies that we have defined for NEASC accreditation. These competencies (listed on pg. 6) reflect cross-curricular skills and knowledge that every graduate needs to succeed and live a healthy and productive life.

### Viking Voyage Requirements

As a school community, we have embedded assessment of our Vision of the Graduate competencies into pre-existing school assignments to capture student mastery of these critical skills without putting an additional burden of work on our students. Thus, throughout their high school career, students are guaranteed to participate in these experiences through their classes, allowing them to demonstrate mastery within their core academic and elective classes.

Over four years at ELHS, students must upload two artifacts each semester demonstrating progress towards mastery of the Vision of the Graduate competencies. These artifacts will be uploaded to Naviance by the students

with guidance from their Advisory teachers. By the beginning of the second semester of their senior year, they will have uploaded fourteen artifacts. In addition, during the second semester of their senior year, students will complete a reflection detailing how these fourteen artifacts demonstrate mastery of the Vision of the Graduate competencies. Upon completing this reflection, students will earn their Viking Voyage credit and fulfill this graduation requirement.

Grade Level	Semester 1 Requirements	Semester 2 Requirements	Credits
9 <sup>th</sup> Grade	2 artifacts	2 artifacts	1/4
10 <sup>th</sup> Grade	2 artifacts	2 artifacts	1/4
11 <sup>th</sup> Grade	2 artifacts	2 artifacts	1/4
12 <sup>th</sup> Grade	2 artifacts	Viking Voyage Final Reflection	1/4
<b>Total Artifacts – 14 artifacts (one in each quadrant)</b>			
<b>Total Credits = 1 Credit</b>			

### **3-Year Phase-In of MBDA Requirement**

The MBDA graduation requirements outlined above will be phased in beginning with the Class of 2023 as follows:

Graduating Class	MBDA requirements
Class of 2023	Six artifacts (at least one in each VOG quadrant) and the Viking Voyage Final Reflection
Class of 2024	Ten artifacts (at least one in each VOG quadrant) and the Viking Voyage Final Reflection
Class of 2025	Fourteen artifacts (at least one in each VOG quadrant) and the Viking Voyage Final Reflection

### **Non-Academic Artifacts**

While several artifacts students upload to Naviance will likely come from their academic coursework, they can upload non-academic artifacts demonstrating mastery of VOG attributes. For example, under the *Contributing Citizens* quadrant of the VOG, one of the attributes reads, “capable of establishing persistent positive relationships aimed at caring for local organizations and programs.” A student may have participated in a community service project individually or with a school club that benefited a local community organization. Uploading artifacts (images or paperwork verifying participation in that service opportunity) would count towards demonstrating mastery of this particular VOG attribute. In this way, the East Lyme High School community encourages students to be aware of all VOG attributes and various ways to demonstrate mastery of individual attributes throughout their four-year high school career.

### **Assured Experiences**

Students should refer to [Viking Voyage Assured Experiences Index](#) as they identify, collect, and upload artifacts demonstrating mastery of the VOG competencies. Our faculty have identified courses next to each attribute as having required assignments that address those competencies. In addition, teachers will make students aware of assignments that meet VOG attributes throughout the school year. Finally, students can set aside completed and graded work for upload to Naviance during Advisory sessions.

### **Artifact Ideas**

Below is a non-exhaustive list of possible artifacts students should consider as they work towards fulfilling their MBDQ requirements:

- Graded academic work
- Photos of artwork
- Verified service hours
- Audio/video of performances
- Morning Show segments
- Narrative detailing involvement in a school club, civic organization, or athletic team
- Work published in the *Viking Saga*, *Omnibus*, *Fine Arts Magazine*, or the *Valhalla Yearbook*

### **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 and Retention**

The district's public schools 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 6201](#)).

### **Summer School**

Summer school opportunities are not guaranteed but may be available pending individual student attendance, engagement, and work completion during the school year.

## 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			Simple GPA	Weighted GPA				Not included in GPA	
Report Card			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 and require planned study time for completion. Preplanning study eliminates the necessity of spending too much time completing an assignment the day before it is due. Parents may request homework by emailing the student's teachers when a student is absent for three or more consecutive days. 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 instructor's written permission and the Principal's approval. Students auditing courses are responsible for all homework, tests, quizzes, research assignments, midterms, final exams, and other work. No credit is awarded for an audit in any course.

### Exams

Examinations are given at the conclusion of each semester. Except in selected classes, all examinations 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 "o" 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, 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 in that course area.

### 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

If a student believes that a classroom decision is unfair, the student has the right to 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 schedules over the summer. An appointment can be made by calling the Counseling Office after August 15<sup>th</sup> at 739-6946 x5580 or by emailing your school counselor.

- **Course changes** will only be allowed through the add/drop period, which occurs during the first days of each semester. **New classes will not be added after this time.**
- Level changes, course drops, and overrides require the permission of the teacher.
- **Course changes** based on instructor or time preference are not permitted.
- When there is a change in level during the academic year, the grade will be calculated at the completion of the academic quarter and adjusted with the appropriate weight before being entered into the new class placement.
- Withdrawals or level changes requested after the add/drop period require completing a Course Change Form that requires a teacher, parent, and student signature.
- A student can withdraw from a course without penalty until the end of quarter 1 for both full-year and semester 1 courses, and quarter 3 for second semester courses. A withdrawal after those dates will result in a withdrawal failing (WF) in the course. 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.

***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 last day of the prior school year.**
- Override forms 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 Form. **\*No student can have more than TWO parent overrides per academic year.**

### 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 the addition will not be made to a student's schedule until that is completed. Independent Study classes, aides, and assistants will be graded P/F unless otherwise approved by the Principal.

### Study Halls

Grade 9 students are assigned to a **freshman study hall** for the first semester of the school year. Following the first semester, students in grade 9 eligible for extracurricular activities will be offered a **flexible study hall**. Any freshman not eligible for extracurricular activities (those who receive an F, more than two D's, or aren't current with their Viking Voyage requirements) will remain in the **freshman study hall** and be reviewed again at the end of the third quarter. Students in grades 10, 11, and 12 will be assigned to a **flexible study hall** where they may do homework, work together on school projects, and sign out to other study areas such as the library or meet with appropriate staff members. Students receiving an F, more than two D's, or not current with their Viking Voyage requirements at the end of any quarter will be reassigned to a **structured study hall** for the next quarter. Seniors will forfeit their privilege of late arrival or early dismissal. *Students may be moved into a structured study hall in the middle of a quarter based on recommendations from the MTSS team.*

Students in **structured study hall** may use the library or meet with specific teachers during their study hall block. **Structured study hall** teachers will allow up to five students at a time (those who have obtained an electronic LibraryTrac pass before their study hall) to sign out to use the library for academic purposes. These students must return to their **structured study hall** within thirty minutes after leaving to ensure all structured study hall students have equitable access. **Visits to the library for study hall students depend on available library space each block.** This policy is designed to help students struggling academically improve their standing. A study hall is not an acceptable reason for late arrival or dismissal 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.
6. Withdrawal will become official when the East Lyme Public Schools withdrawal form from Central Office is filed with the school registrar.

(NOTE: State law requires attendance in school until the student becomes 18 years of age. Any student considering 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. 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.

### **Library/Media Center**

The Frances Hart Ewers Memorial Library provides various resources and services for students and staff, including a collection of books, databases, and access to other reference materials and media that support a wide range of needs and interests. Students and staff are welcome to check out as many books as they would like. We do not charge late fees; replacement fees are charged if items are damaged or not returned. For security and well-being, students must use LibraryTrac, our electronic pass and attendance program. Students who would like to use the library beyond printing or checking out books may secure electronic passes before study hall, and show the passes to their study hall teachers at attendance. QR codes to obtain passes are posted in classrooms and hallways throughout the school. Library users will be respectful of others and use technology appropriately. We welcome covered beverages (no cans), but food is not allowed in conformity with the town and middle school libraries. Students found eating in the library will be asked to leave.

The Library is open Monday through Friday, from 7 am to 3 pm, although testing or substitute teaching duties may impact the availability of the space. The library staff is available to assist our patrons. Visit our [webpage ELHS Library](#) for a variety of valuable resources and links for students and those who support them, and follow us on Instagram (elhs.library) for news and upcoming event information. We encourage students to use the library to support course-related work and pursue individual studies.

### **MTSS**

ELHS offers a Multi-Tiered System of Support (MTSS) to achieve academic and social-emotional outcomes for all students. We use a tiered support system, including strategic leveled course design, various supported study halls, the center for student success, and targeted short-term interventions.

MTSS is a framework to support students, whether academically, specifically in math or literacy, behaviorally (i.e., time management or study habits), or socio-emotionally (i.e., counseling). ELHS uses a problem-solving team approach to monitor student progress and collect feedback from faculty and students regarding who may need additional support or interventions. Universal screening assessments are administered three times a year to help identify specific skills that cohorts or individual students need. If a student is recommended for an intervention with one of our specialists, they are typically short-term, non-credit bearing supports that may occur in place of study hall. The goal is to fill gaps and employ students with key strategies to enhance learning across disciplines.

### **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.

### **School Counseling**

The School Counseling Department aligns its work with the Connecticut Comprehensive School Counseling Framework (CCSCF). The framework includes a means to assess and document the needs of the school community to determine the programs and services that will be provided. Counselors work collaboratively with administrators, faculty, staff, families, community partners, and outside service providers to promote student success and achievement. The school counselor's role in realizing student potential for healthy growth is focused on the three

broad areas of academics, career, and social-emotional development.

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 emergencies/crises.

## STUDENT RECOGNITION & LEADERSHIP

### Academic Awards

All students have the opportunity to earn East Lyme High School academic awards. These awards recognize students' efforts or contributions to specific subject areas. East Lyme High School presents academic awards at an evening ceremony each spring.

### Athletic Awards

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

### Class Officers/Student Senate

East Lyme High School has a tradition of student leadership, contributing 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 partially defray the cost of senior activities. 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 inform students that petitions are available. Four positions will be open for nomination: president, vice president, secretary, and treasurer. After the vote, 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>
2024	Mrs. Jennifer Brush and Mrs. Kim Thompson
2025	Mrs. Christy Bryant and Mrs. Joanna Hildebrand
2026	Mr. Aaron Maddux
2027	Mr. Justin Daly

### 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 to learn. The Senate consists of 40 members. To ensure the success of the Senate's many functions, each senator must participate actively 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 to apply for membership 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 to those chosen by the NHS Faculty Council who meet service, leadership, and character requirements. Applications will include:

- a. Service to the community or school in two areas supported by signed references
- b. Demonstration of leadership in two areas supported by signed references
- c. 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:

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

#### Service:

- a. 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 from the mistakes of others.

### **ATTENDANCE**

The East Lyme Board of Education has adopted an Attendance, Truancy, And Chronic Absenteeism policy ([BOE Policy 510](#)) in accordance with state law and the Connecticut State Department of Education guidelines and definitions.

For more information on chronic absenteeism, click on the following link: [Connecticut Department of Education Chronic Absence](#)

For more information on truancy, click on the following link: [Connecticut Department of Education Truancy](#)

The East Lyme School district uses Infinite Campus as an attendance platform for following state attendance guidelines. Attendance letters are automatically generated once a student reaches 7, 12, or 18 absences, regardless of whether the absence is excused or unexcused. A meeting with an ELHS Administrator will be required if a student reaches 18 absences.

### Attendance Policy

Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. East Lyme Schools recognize that daily attendance is a critical factor in student success that will provide students with skills necessary for success beyond the high school experience. Classroom learning experiences cannot be duplicated; therefore, any absence from school is an educational loss to the student. Every attempt to schedule appointments with doctors, dentists, etc., should be made at times other than during school hours. 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.**

**On June 27, 2012, the State Board of Education adopted definitions for excused and unexcused absences for use by schools.**

The following definitions are for use by Connecticut school districts and schools to carry out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants) and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading, and disciplinary action).

### Excused Absences

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - Student illness (verified by an appropriately licensed medical professional)
  - Student's observance of a religious holiday
  - Death in the student's family or another emergency beyond the control of the student's family (may be requested pending nature of absence)
  - Mandated court appearances (documentation required)
  - 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
  - The lack of transportation that is usually provided by a district other than the one the student attends (no parental documentation required)
  - Extraordinary educational opportunities pre-approved by district administration and found to be in accordance with Connecticut State Department of Education guidance.

### Unexcused Absences

**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). A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or



- B. *The absence meets the definition of a disciplinary absence, which results from school or District disciplinary action and is excluded from the State Board of Education approved definitions.*

### **Attendance and Participation in Extracurricular Activities**

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). **Students must be in school for two full blocks to participate in all afterschool activities.** In extenuating circumstances, the administration has the discretion to override this policy.

### **Mental Health/Wellness Days**

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

### **Extended Absences/Vacations**

Taking vacations 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 or Attendance Office. **This form does not excuse absences from a vacation but acknowledges that the parent(s) are verifying their child's absence.**

### **Reporting Absences**

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. If you reach voicemail, please state your name, phone number, the student's name, grade, and reason for the absence. **A note documenting each absence is requested when the student returns to school and should be turned in to the attendance office.**

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.

### **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. Student families will be sent attendance letters following the 4<sup>th</sup> absence for semester courses and the 10<sup>th</sup> absence in a full credit course.
3. Warning letters notifying any students that are in danger of having graduation credit withheld will be sent out at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the school year.

4. Loss of credit letters will be sent out two weeks before the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters notifying any students that have exceeded absence thresholds in any of their courses that graduation credit will be withheld.
5. A student who has course credit withheld due to excessive absences may appeal to the Appeals Committee. Students or their parents are responsible for initiating the appeal. Appeals forms will go live on the school counseling webpage two weeks before the 1st and 2nd semesters end.
6. 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**.

### Attendance Appeal Process

Any student wishing to explain the circumstances affecting their absence record may, upon notification of loss of credit, complete the ELHS Attendance Appeals form available on the counseling webpage two weeks prior to the end of each semester. The appeals review committee will consist of a school counselor, three teachers and an administrator. All appeals must be filed prior to the start of midterm and/or final exams in order to be considered by the appeals review committee. Appeals cases will be reviewed in January and in June.

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

- Affirm loss of credit
- Restore credit
- Restore credit pending student agreement to an attendance contract

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.**

### ELHS Attendance Definitions and Procedures

**Class Cuts:** A class cut is any unauthorized absence over 15 minutes from a class.

- **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).
- **Subsequent Cuts** - A parent will be contacted, and the student may be assigned to Saturday Morning Detention or an In-School Suspension.
- **Any student who cuts a class is ineligible for exam exemption.**

**Tardies:** Tardiness is late arrival to class or school.

- **Tardy to School:**
  - Students who arrive after 7:30 am must sign in at the main entrance and then go directly to class.
  - 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.
  - 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.
- **Tardy to Class:** Refer to classroom expectations. A classroom teacher may assign a teacher lunch detention at three tardies to class.
- **Tardy to Study Hall:**
  - There is no penalty for the first 2 tardies to study hall in a quarter that are less than 15 minutes. However, the study hall teacher will submit an Office Referral Report upon the third tardy that is less than 15 minutes in a quarter.
  - 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.

**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.



- 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.
- 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.
- 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.
- Upon reentering the school building, all students returning to school from a prior dismissal must immediately sign in at the Security Desk at the front entrance.

### 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. 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 other times as deemed appropriate, the school administration shall provide an effective means of informing all students, parents, or guardians of policies governing student conduct.

#### 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 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 a student takes 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.**

### 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, who 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. The use of a breathalyzer at school functions may occur in order to maintain a safe environment.

### Attire – Students

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

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

Any clothing deemed disruptive of the educational process by the faculty and administration is not allowed. Students wearing unacceptable clothing 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. In order to maintain an environment conducive to the educational process, the East Lyme Board of Education prohibits the following ([BOE Policy 5132](#)) from wear during the academic school day:

- a. Head coverings, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
- b. Footwear which marks floors or is a safety hazard.
- c. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- d. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- e. Clothing items that present a safety hazard to the student, other students or staff.
- f. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- g. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- h. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- i. See-through clothing along with any other attire that is disruptive to the educational environment.

- j. Backpacks and/or book bags are permitted to be carried between classes but shall not obstruct safe passage in the classroom or in the corridors.

### **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.).

### **Bring Your Own Device (BYOD)**

The Board of Education is committed to aiding students and staff in creating a 21st-century learning environment. Therefore students and staff will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

The only internet gateway endorsed for Internet access while in East Lyme High School is the one provided by the District. Any device brought to the District will not be permitted to use outside Internet sources. Personal internet connective devices, such as but not limited to cell phones/cell network adapters, are not permitted to be used to access outside internet sources at anytime.

The use of technology to provide educational material is a privilege. A student who chooses to bring his/her own device must adhere to the Student Code of Conduct, as well as all applicable Board policies. The use of these devices, as with any personally owned device, is strictly at the discretion of the instructional staff. **Personal devices may not be used during instructional time, except as specifically permitted by instructional staff.**

The ability to bring and utilize a personal device is viewed as an educational enhancement, not a requirement. It is understood that not every student has his/her own personal electronic device. To ensure equitable access to technology resources, students will have access to available district technology resources.

All students and their parents/guardians must read the district Responsible Use Guidelines (RUG) and annually sign and return the [ELPS Responsible Use Agreement](#). This agreement must be returned before using the district's computer systems and bringing a cell phone or other digital device to school. ELPS and its employees are not responsible for the loss, damage, or theft of any electronic device brought to school by a student. **All cell phones, smartwatches, and digital devices used in the classroom are 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 their teacher's permission.**

***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.*** However, any student who wishes to utilize a personal technology device in East Lyme Public Schools must acknowledge and adhere to the following requirements:

- Devices cannot be used during assessments unless directed by a teacher/instructional staff.
- Students must immediately comply with requests from instructional staff to shut down devices or close the screen. Devices must be in silent mode and put away when requested by teachers.
- Personal devices must be charged before bringing them to school.
- To ensure appropriate application of network filters, students are expected to use only the District's wireless Internet connection in school and students should not attempt to bypass the network restrictions by using outside networks.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public or social networking sites.

- Bringing devices on campus or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the District's Responsible Use Policy and will result in disciplinary actions.
- The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone calls and text/instant messaging during instructional time.
- Personal devices may not be used to send inappropriate-messages during the school day. Using a personal device to transmit inappropriate content during the school day will result in loss of BYOD privileges. Additional consequences may be applied depending on the circumstances.

Please see [BOE Policy 6142.326](#) for further details on the expectations surrounding the responsible use of personal devices in East Lyme Public Schools.

### Bullying

The East Lyme Board of Education ([BOE Policy 5131.9](#)) promotes a safe and caring school climate that is conducive to teaching and learning and free from threat, harassment, and bullying. Therefore, the Board's policy is that bullying 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 race, 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, at 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.**

### Care of School Property

Students are responsible for properly caring for 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 required to pay for damages or replacement ([BOE Policy 5131.5](#)). **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.**

### Cell Phones, Smart Watches, and Earbuds/Air Pods

While cell phones have proven to be indispensable 21<sup>st</sup>-century tools, the unauthorized use of cell phones in the academic setting has proven to be a distraction to student engagement and learning. As a result, the following are expectations of East Lyme High School surrounding cell phones, smartwatches, and earbuds/AirPods:

1. Teachers may permit students to use their cell phones, smartwatch, or earbuds within their classroom at their discretion. However, a teacher may stop the use of these devices at any time during class. Failure to follow teacher direction will result in disciplinary consequences.

2. Other than the reasons described above, cell phones must be off during instructional time. Students may only use their phones during lunch, passing time, and flexible study hall.
3. Cell phones must be off/silenced during class and stored in individual pockets provided by the classroom teacher or in a student's backpack.
4. Photographing or recording any East Lyme High School community member with a cell phone or other device without permission is strictly prohibited.
5. Wearing earbuds or headphones during academic time without teacher permission/approval is prohibited.
6. The use of cell phones will not be allowed in the locker room or bathrooms at any time.
7. Cell phones must remain stored in the classroom if students leave class to use the restroom or take a movement break.
8. Devices are subject to search and seizure per BOE policy and guidelines in the ELHS student handbook.
9. Students not adhering to these guidelines regarding the use of cell phones, smart watches, and earbuds/AirPods will be referred to the school administration.

### **Digital Citizenship**

East Lyme Public Schools uses information and technology safely, legally, and responsibly. A responsible digital citizen respects one's self and others. Users will:

- refrain from using technologies to bully, tease, or harass other people
- protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- properly cite all use of websites, books, media, etc.
- request to use the software and media others produce
- adhere to the district's publishing guidelines

### **Discipline**

Students may be disciplined for conduct on school grounds, at any school-sponsored activity, or during bus transportation that endangers persons or property; is seriously disruptive of the educational process, or violates a publicized policy of the board. ([BOE Policy 5144](#)) Behaviors leading to disciplinary actions include but are not limited to:

- Striking or assaulting a student, member of the school staff or other person(s).
- Theft.
- The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
- Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
- Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
- Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.
- Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
- Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
- A walk-out from or sit-in within a classroom or school building or school grounds.
- Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
- Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense



weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

- Possession of any ammunition for any weapon described above in Paragraph 11.
- Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
- Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances.
- Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
- Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco.
- The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
- Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- Trespassing on school grounds while on out-of-school suspension or expulsion.
- Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
- Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
- Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
- Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
- Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
- Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
- Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
- Hazing.
- Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
  - causes physical or emotional harm to an individual;

- places an individual in reasonable fear of physical or emotional harm; or
- infringes on the rights or opportunities of an individual at school; or
  - Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
- Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.
- Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
- Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
- Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
- Any action prohibited by any Federal or State law.
- Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

### **Food Delivery**

Food delivery from outside vendors (e.g., DoorDash, GrubHub, etc.) 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.

### **Infractions and Consequences**

Depending on the severity of the offense/number of times the offense has been committed, one or more of the following actions will be taken by staff/administration:

- Student record examination
- Confiscation of offending items
- Verbal warning
- Removal from class
- Assignment to a new seat or class
- Counselor referral
- Discussing the problem with teacher(s) or school counselor

- Notification to parents
- Parent conference
- Financial restitution
- Lunch detention
- After-school detention
- Outside counseling referral
- Restorative conference
- In-school suspension
- Suspension from bus transportation
- Police referral
- Community service to make restitution
- Out-of-school suspension
- Referral to superintendent
- Juvenile Review Board referral
- Possible expulsion

### **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 without permission will serve a Saturday Morning Detention.

### **Out-of-School Misconduct**

Under [BOE Policy 5144](#), students are subject to discipline up to and including suspension and expulsion for misconduct that 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 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

### **Prohibition of Smoking in School Facilities**

East Lyme High School is a smoke-free campus. **Therefore, the possession/use of any cigarette, electronic nicotine delivery system (e.g., e-cigarettes) electronic cannabis delivery system, or vapor product is not permitted anywhere on school grounds or within the school building. ([BOE Policy 1331](#) and [BOE Policy 5131.6](#)).** Possession/use by a student of any of the products mentioned above on school property will result in disciplinary consequences up to and including expulsion. 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 law enforcement.

### **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.**



### "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 ([BOE Policy 5145.13](#)). 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 using Connecticut-certified narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy.

### 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. Discrimination on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation.

#### 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.

### Student Use of the District's Computer Systems

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The East Lyme Board of Education has installed computers and a computer network, including Internet access and an e-mail system, on Board premises and may provide other electronic devices that can access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads, Chromebooks or other tablet computers). These tools (referred to hereafter as "the computer systems") are provided in order to enhance the educational opportunities for our students. These computer systems are educational tools and must be used by students solely for education-related purposes. **As the owner of the computer systems, the Board of Education reserves the right to monitor the use of the district's computers and computer systems.** Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

These computer systems are expensive to purchase, install, and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students are required to adhere to a set of policies and procedures, in conjunction with their use of the computer systems. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the

Board's student discipline policy.

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, obscene as to minors, or contains child pornography, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- Cyberbullying;
- Accessing or attempting to access social networking sites (e.g., Facebook, Twitter, Instagram, Snapchat, TikTok, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

***Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.***

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Before being allowed to use the district's computer systems, students and/or their parents/guardians must sign a [computer system use agreement](#), stating that they have read and understood the district's policies and regulations regarding the use of its computer systems.

Please see [BOE Policy 5155](#) for further details on Student Use of the District's Computer Systems.

### **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.

### **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, suspended or expelled students are precluded from being on the East Lyme Public 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. An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. 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 (CT Gen. St. 52-572, [BOE Policy 5131.5](#)).

### **Violence**

East Lyme High School must be an environment where students, staff, and visitors feel safe and secure. To ensure this positive school environment, the school will not tolerate violence 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 5144](#)).

### **Weapons in the School**

Students are forbidden from bringing weapons onto school grounds or any school-sponsored activities. 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 similarly 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, 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 school discipline and law enforcement intervention ([BOE Policy 5144](#)). In addition, any student using such a weapon to threaten or inflict injury on another will be referred to the police by the school administration for criminal prosecution. The school administration and police department will cooperate to determine the best course of action for all possible weapons violations. 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

### 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 applied:

- 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

### COURSES OF DISCIPLINARY ACTION

The primary responsibility of East Lyme High School is to provide students with 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 repairing the harm caused to our community by student behavior and working restoratively with students to prevent further offenses.** The administration reserves the right to implement 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. **Discipline is at an administrator's discretion and will be based on a full investigation of the incident.**

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 disciplinary procedures.
2. **Teacher Detention:** Teachers may assign lunch detention any day or after-school detention from 2:15 pm to 3:15 pm, Monday through Thursday. This requirement takes precedence over any extracurricular or employment activity. Any student not attending teacher detention will receive an administrative office referral. 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 Monday-Friday during both lunch waves. 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. Students who miss lunch detention 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 lunch detention rules will result in the student reporting to the Assistant Principal's office for further disciplinary action.
5. **Afterschool Detention:** Afterschool detentions may be assigned by administrator for various offenses.
  6. **Saturday Morning Detention:** Saturday morning detention (**8:00 am to 11:00 am**) is assigned for most repeated nonviolent offenses that are too serious to be addressed with a 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 suspended or failing 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 suspendable 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 two 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 well-being 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 5144](#)) or school rules. Concerning exclusion for disciplinary purposes, the East Lyme Board of Education:

1. Authorizes teachers to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom.
2. Authorizes the school's administration under its direction to suspend any student whose conduct endangers persons or property.
3. Retains 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**" is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes **when such student causes a serious disruption of the educational process within the classroom**. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or a designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- b. "**In-School Suspension**" means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Not student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- c. "**Suspension**" means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing.
- d. "**Expulsion**" means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- e. "**Emergency**" means a situation under which the student's continued presence 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 5144](#) for further details on Removal, Suspension, and Expulsion.

### **Discipline Appeals**

If a student believes their punishment is unfair, they may start the appeal at the level at which the punishment was issued. (For Example, if the punishment were teacher administered, the appeal would begin there.) The student would then follow the procedure outlined for academic appeals (see page. 16).

### 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 the student participates on an athletic team each season. Registration is done online via the Family ID system found on the Athletics page of the ELHS website.

The parent's insurer is the primary carrier if a student incurs a sports injury requiring medical attention. 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 Ice Hockey (co-op) Indoor Track	Basketball Indoor Track Gymnastics	Cheerleading Fencing Unified Basketball Wrestling (co-ed/co-op)
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 a 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 supervision.

1. Eligibility is governed by the Connecticut Association of Secondary Schools and East Lyme High School regulations.
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 subject to consequences per the [ELHS Student Athlete Handbook](#).
9. Discipline is the responsibility of the advisor or coach. Punishment for violating 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 suspending 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. Students who receive an “F” or more than two “Ds” as final grades in the previous academic year are ineligible for fall sports/extracurricular activities.
- 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 student will be deemed ineligible to continue in the current season or to participate in a sport in the subsequent season if they receive an “F” or more than two “Ds” at the end of an academic quarter (Except Fall Sports, see a). This same standard applies to extracurricular activities.
- 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 athletic department members.
  - 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.**

Please see the [ELHS Student Athlete Handbook](#) for further details related to athletics at East Lyme High School.

### **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 against 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 setting up and cleaning up 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 during or after a dance on the school grounds.
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 attend school for a minimum of two academic blocks on the day of the social event. In the case of a Saturday event, the student must attend school for a minimum of two academic blocks the day before the social event or have administrative permission for an absence.

### 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 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.***

#### 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 following applies to students who have reached the age of majority at ELHS:

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 guardians, taking up residence in the town and enrolling in the school system shall submit a proper certificate of residency.

### **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.

### **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 the 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 beyond required educational services. Dues are 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	\$60.00
Sophomore year	\$60.00
Junior year	\$60.00

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

### **Contests for Students**

East Lyme High School will limit contest participation to those on the approved list 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 essential to 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 building occupants must 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 permission 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 an administrator's discretion.

### Foodservices

During the 2023-2024 school year, East Lyme Schools will participate in the USDA NSLP program. **We will be returning to the Full Price and Free/Reduced eligibility system.** Second meals and Ala carte purchases will be available during the ELHS lunch and breakfast periods. Funds may be placed on a student account for these purchases in the Infinite Campus Parent Portal. The student can use the student ID bar code on their smartphone or PIN at the register. Cash and check will be accepted at the register, but online payments are preferred. Students will remain in their designated eating areas for the entirety of the lunch and breakfast periods 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 are important for other benefits during the school year.

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

1. Wave #1 – 10:50-11:20
2. Wave #2 – 12:15-12:45

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

### Identification Cards

Students will be issued ID cards that can be used for food services, library activities, and entry to standardized tests and other undertakings. Student identification cards should be carried at all times and can be replaced for a nominal charge.

### 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 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 ensure 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.

### 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 re-enrollment and verification paperwork at the beginning of each school year.

### 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 daily from 7:30 a.m. to 2:10 p.m. The nurse sees students who become ill and is available in case of injury during school hours. **The school nurse must dismiss any student who needs to go home due to illness.** 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](#)), the school nurse must have received a written doctor's order for a student to receive medication in school.** 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 and main offices. 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 1<sup>st</sup> and June 30 of the 9<sup>th</sup>-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 10<sup>th</sup> 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 comprised 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., A1 or A4, B1 or B4). 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 the teacher's 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 5144](#) and [BOE Policy 5156](#)) 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 should be no shouting, throwing 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 any 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 are responsible for 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 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 about the late bus schedule.

**First Student (East Lyme) 860-739-1569**

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

### **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.

### **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, 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-serve basis. Parking permits are reserved for seniors and juniors. Sophomores who obtain their driver's license during the school year may purchase parking permits if spaces are available.

All students parking on ELHS property must purchase a parking permit from the Director of Security. **The cost of the parking permit is \$35.** 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 cannot park in any area except in the ELHS designated student lots.***
- ***Students cannot go to their vehicles during the school day without 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

The East Lyme High School Student Handbook refers to several East Lyme Board of Education policies. Parents and students can read and review all ELPS Board of Education policies available in their entirety on the ELPS website: [www.eastlymeschools.org](http://www.eastlymeschools.org). See below for direct links to some of the policies referred to in this handbook:

Administration of Medication [5141.21](#)

Alcohol, Drugs, Tobacco [5131.6](#)

Attendance/Excuses/Dismissal/Truancy/Tardiness [5110](#)

Bullying [5131.9](#)

Confidentiality [5125](#)

Graduation Requirements [5127](#)

Homeless Students [5118.1](#)

Off-Campus Misconduct [5144](#)

Physical Restraints/Seclusion [5144.1](#)

Promotion/Retention [6201](#)

Search and Seizure [5145.13](#)

Sexual Harassment [5145.5](#)

Student Discipline [5144](#)

Student Records [5125](#)

Student Use of the District's Computer Systems [5155](#)

Suicide Prevention and Intervention [5141.5](#)

Vandalism [5131.5](#)

Weapons and Dangerous Instruments [5144](#)

## 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 improper behavior. In addition, courts have ruled that students can be just as guilty of negligence as teachers in laboratory accidents. Therefore, the rules mentioned below should be considered very seriously by each student and their parent or guardian 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 eye wash and fire extinguisher.
- Conduct myself in a mature and responsible manner 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.

### 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 eye wash 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 accident, no matter how trivial it may appear.
10. Know the locations of fire extinguisher, fire blanket, eye wash, and 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. 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. Adhere to all lab protocol and proper techniques when dealing with science equipment and chemicals as explained by your instructor.