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student HANDBOOK

2024 – 2025

East Lyme
MIDDLE SCHOOL





East Lyme Middle School
Student/Parent Handbook
2024-2025

Claudine Kelly – Principal
Shayne Anderson – Assistant Principal
Shannon Anusewicz – Assistant Principal

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Connecticut Association of Schools Middle School of the Year 2012-2013
New England League of Middle Schools Spotlight School 2003-2024
2000 National Blue Ribbon School of Excellence

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LETTER FROM ADMINISTRATION

Dear Students and Parent/Guardians,

Welcome to East Lyme Middle School! We are thrilled to begin another year of learning, growth, and exploration with our students. The Student/Parent Handbook is a valuable resource designed to enhance your experience and promote a positive school environment.

The purpose of this handbook is to provide you with essential information about our school's policies, procedures, expectations, and opportunities. It serves as a guide to help students, parents, and staff navigate through the 2024-2025 year successfully. Please take the time to familiarize yourself with the contents of this handbook, as it contains important details about our school's vision, mission, curriculum, behavior guidelines, extracurricular activities, and various support services. You will be responsible for following the rules and understanding the procedures and expectations.

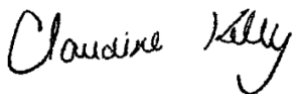
Our dedicated team of educators and staff members is committed to providing high-quality instruction, individualized support, and meaningful learning experiences to meet the unique needs of each student. We strive to create a collaborative partnership between school and home, working together to ensure that our students thrive academically, socially, and emotionally. Additionally, we are dedicated to maintaining a safe, inclusive, and nurturing environment.

Please reach out to us should you have any questions or concerns. Open communication is vital and essential to not only bridge the home to school collaboration but for the success of our students.

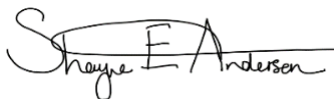
Once again, we extend a warm welcome to all our new and returning students and parents. Together, let's make this academic year a memorable and successful one.

Wishing you all a fantastic year ahead!

Sincerely,



Claudine Kelly
Principal



Shayne Anderson
Assistant Principal



Shannon Anusewicz
Assistant Principal

SCHOOL COMMUNICATION

All district and school information is available on the website; www.eastlymeschools.org.

Middle School Administration

Claudine Kelly, Principal
Shayne Anderson, Assistant Principal
Shannon Anusewicz, Assistant Principal

Administrative Assistants

Kerri Bond, (860) 691-5509
Amanda Beaudette, (860) 691-5506
Gina McMillan, (860) 691-5508

School Counselors

Jennifer Lathrop
Breakers, Wheelks

Meghan Ciacchero
Neptunes, Seafarers, Big Blue

Molly Berry
Seadogs, Sea Hawks, Osprey

School Hours

Regular School Day	8:30 am – 2:55 pm
Early Release Day	8:30 am – 11:55 am
Two Hour Delayed Opening	10:30 am – 2:55 pm

Early Closings

East Lyme School District uses Infinite Campus notification system in times of emergency. Phone numbers and email addresses are required to be updated by parents/guardians at the beginning of each school year through Infinite Campus. In the event of a change of address or phone during the school year, please inform the main office. Please note that if there is privacy manager service on a phone line, calls will not go through.

Emergency Closings and Snow Days

Emergency school closings and delayed openings will be announced by 6:30 am on the following TV and radio stations.

WTNH	Channel 8	WICH/WCTY	1310 AM / 97.7 FM
WVIT	Channel 30	WTIC	1510 AM / 100.9 FM
WFSB	Channel 3	WSUB	980 AM / 102.3 FM
www.ctweather.com		WDRC	104.7 FM / 105.5 FM
www.eastlymeschools.org			103 FM

ABOUT EAST LYME MIDDLE SCHOOL

East Lyme Middle School promotes intellectual and personal development enabling students to become life-long, contributing members of our society. All students are to be given dignity, respect, and equal opportunities to develop their potential and individuality in a supportive environment. East Lyme Middle School strives to provide a curriculum with a wide variety of developmentally appropriate learning experiences fostering excellence. Students are expected to exhibit respect, compassion, understanding, and responsibility for themselves and others. Education is a working partnership between home and school emphasizing achievement, responsibility, and respect.

Mission Statement

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

Vision for Learning

East Lyme Middle School provides a challenging curriculum that requires students to be active participants in learning. Subject matter is integrated and organized into thematic units of study. Units are organized around essential content and formulated by consideration of students' questions about themselves and their environment. Themes are connected to the problems which the world poses for students. These themes, relevant because they incorporate real issues, draw on the past to help students understand the present while planning for the future. Students learn the essential content through open-ended questions commonly used to provide a purpose and focus.

Students are required to demonstrate their achievement through authentic tasks. These tasks require higher level thinking, draw on student experience, knowledge, skill development, and necessitate some form of performance or product to demonstrate their competence. Students also demonstrate communication skills, facility in social interaction, analytic capabilities, problem solving skills, decision-making, civic responsibility, skills in developing and maintaining wellness, and skills in using technology as a tool for learning.

Students frequently work with one another in cooperative learning situations, assuming the role of worker and performer rather than that of passive recipient. They are engaged in thought-provoking content, ideas, and activities in which the process of learning is valued as much as the final product. The learning environment reaches beyond the school campus, bringing the world to the school and taking the student to the community whenever possible. The context for learning drives teacher decisions about the types of instructional strategies to employ, the design of student learner activities, and the means of student assessment.

School Philosophy

We believe that the young adolescent, the evolving adult of tomorrow, is a unique person undergoing rapid and extensive changes. Each student experiences bursts of growth and new levels of ability which are exciting, yet confusing. Behavior, motivation, and values seem stable and consistent one day, but may be redefined the next.

Recognizing this rapid, inconsistent growth process, we accept the responsibility for assisting and encouraging development in the creative, intellectual, social, emotional, and physical domains. Since each child grows and changes differently, the school must be responsive to individual need, ability, and interest.

Given this belief, East Lyme Middle School is committed to creating an educational environment which will provide each student with the opportunity to:

- Develop individual potential and competencies in the areas of reading, writing, mathematics, science, and social studies
- Explore and develop skills, competencies, and interests in music, art, life skills, technology education, physical education, computer science, global language, and library science
- Develop an understanding of health-related principles

- Develop skills in problem-solving, decision-making, creativity, working with others, research and independent study
- Develop an awareness of the interrelated aspects of all the subject areas
- Experience culturally enriching activities
- Develop a positive self-image and concern for others
- Develop an awareness of the consequences of decisions to self and others
- Experience a variety of activities from which interests may be developed and used as a background for further education, employment, and enjoyment

Middle School Teaming Philosophy

The heart of team teaching lies in the spirit of cooperative planning, collaboration, communication, mutual respect, and sharing. Teachers who have the same students and share a common planning time, become interdependent and communicate directly in order to provide the best possible educational experience for their students. Successful teaming depends upon the motivation, skills, and abilities of teachers to work together to deliver an instructional program that responds to the physical, social, intellectual, emotional, and ethical developmental needs of early adolescents.

Building Structure

East Lyme Middle School is organized into three distinct Houses within our larger school – Sound House, Ocean House, and Bay House. Each team is supported by their own teachers, school counselor, administrator, and administrative assistant. The purpose of each House is to allow a small group of adults to get to know a small group of students and their families while developing a sense of community and partnership between the school and those families.

Program of Studies Grades 5 – 8

English-Language Arts	Mathematics
Social Studies	Science
Family & Consumer Science	Physical Education
Art	General Music
Technology Education	Band
Spanish	Orchestra
French	Choir

Schoolwide Expectations

East Lyme Middle School utilizes a variety of behavioral expectations to establish a continuum of effective and positive behavioral support systems in order to promote a positive climate and maximize academic achievement for all students. As we continue to promote safe and respectful behaviors in our school and on buses, students will have the following expectations:

- Respect yourself
- Respect others
- Respect environment

To further increase positive student behaviors these guidelines will be clearly defined for students as they pertain to behavioral expectations within all areas of our school and on buses. Administration and staff members will work together to teach, support, and recognize students who meet these expectations.

Student-Led Conferences

Student-led conferences incorporate the middle school philosophy of increasing student responsibility for their learning. Differing from the elementary model, students prepare a portfolio of learning created from their best work and identify their own learning goals based on their performance. Students share this work with their parents/guardians at their conference and teachers circulate through the classrooms to clarify information and answer any questions. For dates of student-led conferences, please review the school calendar. Additional communication will be sent as each conference approaches.

Advisory

Our advisory program fosters a sense of belonging for each student at East Lyme Middle School. The groups are small, averaging 12 students per adult, allowing students to get to know each other and voice their ideas in a small, comfortable setting. The groups meet approximately two times per month for 30 minutes. Students participate in fun, hands-on activities related to school-wide monthly themes based on CASEL competencies. Teachers integrate the themes with classroom activities, current events and daily discussions with students. The curriculum was developed by a committee of teachers, school counselors, and administrators. Age-appropriate lesson plans developed by the committee are implemented by all ELMS staff based on monthly themes.

ATTENDANCE

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

Attendance Policy

Connecticut State Law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly. East Lyme Schools recognizes that daily attendance is a key factor in student success that will provide students with skills necessary for success beyond the high school experience. Learning experiences that occur in the classroom cannot be duplicated therefore any absence from school is an educational loss to the student. It is very important that students develop good habits of attendance and punctuality. In addition, attendance records are part of a student's permanent record which may be passed on to colleges and places of employment seeking references. All students are expected to attend school. Every attempt to schedule appointments with doctors, dentists, etc. should be made at a time other than during school hours. It is the parents' responsibility to notify the East Lyme Middle School attendance secretary regarding a child's absence or tardiness to school, stating the reason for the absence.

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

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

Excused Absences

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of absence)
 - Students' observance of a religious holiday
 - Death in the student's family or other emergency beyond the control of the student's family (may be requested pending nature of absence)
 - Mandated court appearances (documentation required)
 - The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)

Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

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

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

For more information about absences click on the Connecticut Department of Education [Chronic Absence](#)

For more information about absences click on the Connecticut Department of Education [Truancy](#)

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 ELMS Administrator may be scheduled if a student reaches 18 absences.

Reporting Absences

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

Late Arrivals

Students must be in their classroom at 8:30am or will otherwise be considered tardy. A student arriving after 8:30am must report to the main office with their parent to obtain a pass before going to class. Parents/guardians will be required to sign their child in at the front desk.

Early Dismissal

To arrange early dismissal, a parent must write a note. This note should indicate the date, student's name, dismissal time, and the name of the individual who will be picking up the student. The student must bring the note to the school Safety and Security Officer prior to the first class of the day, and the student will be issued a dismissal pass. At the time of dismissal, the student must show the pass to the teacher and report to the main lobby to await the arrival of the individual designated on the note. Students will not be allowed to wait outside the building. This procedure allows the school to remain within legal guidelines and ensures the maximum safety of our students. When a student is to be dismissed during the day and a note has not been submitted, the parent must report to the school safety and security officer and show identification to request the student's dismissal. Any parent/guardian requesting the student's dismissal must show identification. If someone other than a parent is requesting the student's dismissal, they must show identification and written authorization by the parent. The student will not be released without parental permission.

TRANSPORTATION

Buses

Students have a right to safe transportation to and from school. Riding the bus is a privilege; inappropriate behavior on the bus or at the bus stop may result in the denial of this privilege, as well as consequences that may be given if the behavior occurs at school. Bus routes and bus stops are determined by the District. Please call Central Office for clarification or changes. Please direct discipline concerns to the Middle School Administration.

- Students should be at their assigned bus stops 5-10 minutes prior to the scheduled pick-up time and should wait until the bus comes to a complete stop before attempting to enter. Students must keep hands and heads inside the bus at all times
- Students must remember that yelling, foul language, playing loud music, and other loud noises divert the driver's attention and make safe driving difficult
- Horseplay is not permitted around or on the school bus or at the bus stops
- Students must never tamper with the bus
- Students must take extra care not to leave laptops, books, lunches, instruments or other articles on the bus
- Students must never throw anything in the bus or out the window
- Bus riders are not permitted to leave their seats while the bus is in motion
- Bus riders are expected to be courteous to fellow students and to the bus driver
- No objects of an injurious or objectionable nature are allowed on the bus
- The bus stop is considered school property – accordingly, all school rules apply
- Students must get off at their designated stop unless prior written parental permission has been obtained
- Drinking and/or eating is prohibited

Permission to Ride Another Bus

All students are expected to ride on the bus designated for their neighborhood. When it becomes necessary for a student to ride on a bus other than the one assigned to them, the student must bring a note to school written by a parent/guardian requesting a change of bus for that day. This should be brought to security prior to the end of the day. The student will be handed a "Change of Bus" pass, which has been approved by the office, during the lunch period.

Students may not ride another bus without a bus pass. Permission to ride another bus is at the discretion of the administration based on bus capacity and other safety concerns.

Procedures for Student Drop Off in the Morning

Parents/Guardians transporting their children to school must enter the service road behind East Lyme Middle School only **between 8:15 – 8:30 AM**. East Lyme Middle School does not provide before or after care services therefore, there is no adult supervision for students before 8:15 am. Cars should proceed as far down the drop-off line as possible to keep the flow of traffic moving. Students will walk to open entrances to enter the building.

Procedures for Student Pickup End of Day

The pickup zone is limited for student safety. Parents should enter the service road behind East Lyme Middle School to pick up their child, continue to pull their car forward as cars depart, and follow the directions of the supervising teachers. Students must remain on the sidewalk and not walk in between cars.

Bicycles

Students may ride bicycles to school but must leave them outside the building in the bicycle rack located at the front entrance. The school will not be responsible for bicycles that are stolen or damaged while stored on the school grounds. Students should provide their own bicycle lock and chain. Students riding their bicycles must walk their bicycles on and off school property.

Late Buses

Late buses are available for those who remain after school for scheduled activities. These buses leave school at or around 4:15 p.m. on Monday, Tuesday, and Thursday during the school week, beginning the second week of school. (Listen for announcements.) There are 3 buses that cover the 19 bus runs, and late bus routes are posted in the main office. Late runs are designed to transport students to a designated bus stop which meets state guidelines: 1.5 miles between home and a designated stop is the maximum for secondary school students. After 3:15pm parent pick-up is in front of the school, unless a student is being picked up from an afterschool club/activity, which will pick up in the back of the building.

If a student goes to the Youth Center after school, the student must get the 4:00 p.m. late bus at the Center. Students may not return to school for any reason once they go to the Youth Center. The middle school is not responsible for supervision when a student stays to visit the Youth Center, public library, or Parks and Recreations activities.

ACADEMIC INFORMATION

Report Cards

East Lyme Middle School utilizes Infinite Campus as our progress reporting/report card platform. The report card depicts:

- Your child's academic grades in each subject area
- Your child's academic behaviors in the areas of homework, cooperation and participation, and classroom work habits
- Subject area comments which explain curriculum work accomplished during the trimester

The academic behaviors are assessed using a four-point rubric. The descriptors of the four-point rubric may be viewed on the Infinite Campus portal. Homework is assessed as an academic behavior and is not included as part of the academic grade. Infinite Campus may be accessed via East Lyme Public Schools website.

Honor Roll

Student success and achievement are important at ELMS. All students are encouraged to put forth their best effort in every class. In the 7th and 8th grades, we celebrate student achievement by posting our Honor Roll via Infinite Campus.

Homework

Homework is an important part of life at ELMS. Homework demands organization, attention to directions, and a desire to succeed in school. Teachers may assign homework on a regular basis. Specific homework policies will be given to students by their teachers. Students are encouraged to record daily homework assignments. Information about how to access homework assignments is presented by the teams at Back-to-School nights and on Google Classroom.

[Board of Education Policy 6154](#) concerning homework states: "The Board recognizes the many benefits of homework assignments to augment the classroom learning experience and issues this policy to ensure that guidelines for assigning homework at various levels are established by the administration. The classroom remains to be the primary instructional center in the system, and each program should seek to use the allotted classroom time, and available school facilities to the fullest extent to achieve the curriculum objectives. Homework, which is relevant to the program objectives, may be – and even should be – assigned when it is a necessary and effective means to augment the classroom learning experience and to provide an opportunity for independent study. The amount of required homework and the frequency of homework assignments must be justifiable, with consideration being given both to the age of the student and his personal time endeavors such as after-school jobs, assorted extracurricular and recreational activities, and voluntary and self-motivated reading or study. Homework assignments should not depend on essential resources other than those available in the school. The administration is authorized to establish homework guidelines for the system which are consistent with this policy."

East Lyme Middle School staff embraces responsible homework expectations. The immediate purpose of a specific homework assignment may be to:

- Strengthen basic skills
- Extend classroom learning
- Encourage and further interests
- Reinforce independent study skills
- Develop initiative, responsibility, and self-direction
- Stimulate worthwhile use of leisure time
- Acquaint parents with the work students do in school

Homework assignments shall be planned in accordance with the following principles:

- If homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student

- Students should understand not only what to do, but also how to do it
- Homework should grow from classroom problems, projects, and concepts
- Assignments should make use of a variety of skills

Extra Help

Teachers at East Lyme Middle School may make themselves available for extra help at school. Students need to make prior arrangements with teachers to schedule extra help. It is necessary for students to get written permission from home to stay after school, if needed. In some cases, permission may be given over the telephone. Asking for extra help is the responsibility of the student. Students experiencing any type of academic difficulty are strongly advised to seek extra help. A late bus is available, should a student stay for help afterschool, on Mondays, Tuesdays, and Thursdays.

Multi-Tiered System of Supports

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

Tier 1 - ELMS implements Tier 1, or instructional practices, for all students. These evidence-based practices help all students access and learn in the general education classroom. Once these practices are in place, staff use assessment data to determine which students need additional supports.

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

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

- Data-Based Decision Making and Problem Solving - Assessments provide data that can be used to determine the success of a practice or student support. If the data shows a weakness in a practice or shows that a student is not responding to supports, staff can develop a plan of action to address the area of concern.
- Universal Screening - Universal screening is the act of assessing all students in a consistent and regular manner. Universal screening is typically conducted three times a year to identify which students may be in need of academic and/or social-emotional support.
- Continuous Progress Monitoring - In addition to tier 1, staff use progress monitoring for all students in tiers 2 and 3. These students are assessed more frequently, and the assessments match their targeted area(s) of need. The frequent and relevant feedback provided by progress monitoring allows staff to adjust instruction, as needed, and in a timely manner.

Citation Expectations

East Lyme Middle School students are required to provide properly sourced citations for their work. All students will be provided with yearly instruction on the use of Noodletools, an online notetaking and citation tool. A Noodletools "How to Guide" is available on the media center webpage. Teachers may review the version history of a student's assignment at any time to ensure academic integrity. Should a student plagiarize any work, the teacher will conference with the student as well as call home to discuss the incident. Other consequences may apply for students who were found to have plagiarized an assignment.

RESOURCES

1:1 Device Program

Your child will be issued a 1:1 device for the 2024-2025 school year. Please click the links below for more information. [BOE Policy 5155](#) & [BOE Regulation 5155](#) – Student Use of District’s Computer Systems

1:1 Device Insurance Program

Parents/students have the option of participating in the district’s self-insurance program, which provides limited protection in the event of negligent loss or damage to the device. Parents/students may also deny the insurance and assume full responsibility for damage, theft or loss.

Insurance can only be purchased within 30 days from the time the laptop was deployed and every year thereafter during the open enrollment period.

Covered Losses (Up to two incident coverage for the year)

- Accidental damage
- Unavoidable theft (police report must be submitted within 72 hours of the theft)
- Fire
- Flood/water
- Natural disasters
- Power surge due to lightning

Non-covered Losses

- Excessive scratches/wear to device exterior
- Intentional marking, defacing, and/or abusing the device
- Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations
- Damage caused by disassembling the laptop or modifying any part of it

Additional information will be shared at the beginning of the school year regarding opt-in/opt-out and payment. See <https://www.eastlymeschools.org/district/covid-19-information/technology-resources>.

Damaged Devices

If a student’s device is damaged, the student or parent/guardian should report such damage to the school. The parent/guardian will be sent a Device Damage Report, which must be completed and returned prior to any necessary repairs.

Musical Instruments

Students participating in band or orchestra will be required to rent their assigned instrument. There are several companies (e.g. Stewart’s Music, Music and Arts, etc.) that offer rent-to-own programs – students and their families are charged a monthly/yearly fee until the instrument is paid in full at which point the student owns the instrument. These organizations will also sell consumable materials needed for instrument use and/or upkeep. Renting an instrument from an outside vendor is strongly encouraged.

In the event a student is unable to rent an instrument from an outside organization, a student may rent their instrument from East Lyme Middle School on a yearly basis. It is important to note that this will be a used instrument and this is a rent program only – students will return their instrument to the school each year. Students and families will be required to sign a rental agreement with additional conditions prior to receiving a school-rented instrument. School instruments may be rented to students pending availability and on a first-come-first-served basis.

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 East Lyme Middle School Media Center is available for student use from 8:15 a.m. until the end of each school day. Students are expected to follow all of the media center expectations for respecting themselves, others and the media center environment. Students are responsible for all materials that are borrowed from the media center and will be charged the full price of any lost or damaged material.

The media center is a resource for students to find books for free reading and to support their classwork. The media center also offers many online resources such as eBooks, digital audiobooks and online databases. These resources can be accessed on the media center webpage.

STUDENT SERVICES

Special Services

East Lyme Public Schools provide a continuum of services and programs for students with disabilities based on their specifically identified needs. Students receive specialized instruction in academic courses from certified special education teachers as well as teaching assistants, in individual and small group settings. They also receive support to reinforce the regular classroom curriculum. Related services are offered to support a student's special education program, when necessary. They include speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health services, and homebound instruction.

Section 504

East Lyme Schools are in full compliance with Section 504 of the Rehabilitation Act of 1973. Section 504 provides necessary accommodations for students who have a disability that substantially limits a major life activity.

School Counselors

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

- Orientation and transition programs
- Student schedules
- Short term individual/group counseling
- Academic monitoring
- Scheduling and facilitating meetings for parents
- Implementing our Advisory/Connections Program
- Crisis team participation
- Resource for teachers, parents and students
- Participation in team meetings
- Peer Mediation
- Restorative practices

Middle school students may experience different kinds of challenges and decisions. Topics that have come up many times in the past years have included, "What to do about..."

- Getting better grades in school
- Getting along with classmates, sometimes feeling alone or 'not part of the group'
- Wanting to be popular, yet not giving up the ability to decide for oneself – how much to let others influence your decision
- The use of alcohol and drugs
- Wanting more, to be free of parents' control, yet not wanting to be cut off from them or to have constant battles with them"

The kinds of physical changes that occur in the middle school years include:

- The discomfort and pain of living with some family problems like divorce
- Selecting a high school
- Relating to others in appropriate and mature ways

Making decisions about these things is rarely easy. School counselors are available to help with these and other concerns students may have. Their method is not to give the answers or solve someone's problem. Counselors can help students to gain confidence and insight so they can decide on the best choices. Students wanting to meet with their Counselor should complete the form in their counselor's Google Classroom or in the Counseling Suite.

Group Counseling Services

Our guidance staff provides group counseling sessions to students who may benefit from assistance with conflict resolution, anger management, social skills, organizational skills, peer relations, and other issues that may impact student success at school.

PROCEDURES

Team Placement

In line with the middle school philosophy, students will be placed on a team. Team placement is a complex process and the individual placement for each student is based on a myriad of factors. Parent feedback is requested prior to placements are determined via a survey; parent feedback after this time may be unable to be considered. Requests to change teams will be reviewed on a case-by-case basis.

Visitors

Without exception, visitors are required to buzz-in and report to the safety and security officer or main reception office upon entering the building. Photo identification will be required.

Safety Drills/Emergency Operations

Safety drills are required by law. During a safety drill it is necessary that every staff member and student be familiar with the appropriate procedures for each of their classrooms. Students are expected to be quiet and follow teachers' directions. Students should consider safety drills serious and therefore, responsible behavior is expected during all drills. Safety drills include but are not limited to fire drills and lockdowns. You may receive notification from the school after the drill has occurred.

Lost and Found

Lost and found items should be brought to the cafeteria where they will be held for two weeks before being donated to charity. Students should also check with the receptionist, the house secretary, and the gymnasium for lost items.

Lockers

Every student is issued a team locker and given the combination. Students must not share the combination with anyone. Combination locks are used on gym lockers and issued only to individual students if they request them from the PE staff. These should not be shared with friends. Everything placed in a locker is the student's responsibility. Please note that students have "joint locker ownership" with the school. This means the administration reserves the right to inspect any locker at any time. The use of lockers is contingent upon health and safety protocols.

Passes

When classes are in session, students need a pass to go to any part of the building. Passes are issued by teachers, administrators, or members of the office staff. Passes must be filled out completely in ink and have the signature of the person issuing the pass. Remember - a request for a pass does not mean automatic approval of the pass. The teacher makes the final decision.

Viking Pass

Each student will be provided with their own Viking Pass to carry with them at all times. This pass will act as a "passport" that contains several spaces for which students can write the date, time and their destination (e.g. bathroom, water fountain, counselor, etc.) when asking to leave the room. Students will fill out one line on the pass after obtaining permission to leave the room from the teacher, and hand the completed pass to the teacher for signature. The student will then be permitted to leave the room. Upon their return, the teacher will write the time returned on the pass and hand it back to the student.

For students using the restroom, they will take a bathroom pass for the classroom or team to which they are assigned. The student will hang the bathroom pass on the door handle to indicate the restroom is in use.

Yearbook Distribution

Yearbooks will be distributed to all students on the last day of school; students in grade 8 may receive their yearbooks early. Students must be in school on the day of yearbook distribution to receive their yearbook. Yearbooks will not be given out to students early for any reason. Students who are absent on the last day of school may pick up their yearbook from the school over the summer or have their yearbook mailed to them.

HEALTH

Nurse

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

Screenings for hearing, vision, and scoliosis are carried out throughout the year in accordance with East Lyme School Policies. Only First Aid will be administered by school personnel, and students will not be treated for injuries occurring in places other than in school or on school grounds. After First Aid, a physician must provide any further treatment. The Health Room is available for students who are ill, injured, or have a health concern. Students must have a pass from a teacher to go to the Health Room, except in the case of an emergency.

If a student should become ill or incur a minor injury which, in the opinion of the school nurse, warrants removal from school, a parent will be called. School personnel will not be able to provide transportation. Upon arrival to the building, parents/guardians should check in at the front desk before picking up their child from the health office.

Health Examinations and Inoculations (Board of Education Policy 5141.3)

“The Board of Education recognizes the importance of periodic health assessments according to state health regulations. To determine health status, facilitate the removal of handicaps to learning, and find whether some special adaptation of the school program may be necessary, the Board of Education may request that students have health assessments. The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206. Parents wishing their children exempt or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian. No record of any student’s medical assessment may be open to the public.”

Students are required to have a physical during their 6th grade year prior to entering their 7th grade. In addition, prior to entering 7th grade, students are required to have Meningitis, 2nd Varicella, and Tdap inoculations. In order to play sports at East Lyme Middle School a physical is required every two years.

Administration of Medication

Medication(s) may be administered to students at school pending the completion of documents by a physician and parent/guardian. Students may self-administer medication if specific criteria are met. Additional information about the administration of medication in school can be found in [BOE Policy 5141.21](#).

Sunscreen

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

Student Nutrition and Physical Activity

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

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

Severe Food Allergy

Nut/nut products are the most common food allergy. No nut/nut products will be consumed on team or on the busses. The cafeteria will allow nut/nut products and designate tables for students with food allergies.

Our school policy for any student who experiences a severe food allergy is as follows:

- A letter will go home to all students in the classroom requesting alternative snacks/foods be provided, snacks that do not contain the allergen. This request would also include all classroom celebrations and parties.
- The classroom teacher, parent, physician and school nurse will collaborate to develop an emergency action plan for the student with a severe food allergy. The parent will provide medication that will be used if accidental ingestion occurs. The medication and required forms will be given to the School Nurse by the parent.
- All staff members will be aware of the student who has a severe food allergy.
- The school food service supervisor will be notified of all students who experience food allergies.
- The parent will provide safe snacks for the student to have on hand in the classroom for unexpected classroom celebrations.
- The parent will notify the bus company of the student's allergy.
- A video by the Food Allergy Network is available for the teacher to show classmates at parent/teacher discretion.

Additional Food Allergy Resources:

- <http://www.foodallergy.org>

Additional healthy school community resources:

- <https://portal.ct.gov/SDE/Health-Education/Healthy-School-Communities-for-Successful-Students-Partnership-Health-Education/Related-Resources>

Food Delivery

Food delivery from outside vendors (e.g. Uber Eats, DoorDash, GrubHub, etc.) is not permitted.

Athletic Health Provision

Every two years a comprehensive physical examination is required of all students (grades 5-8) participating in our intramural or interscholastic athletic program. A State of Connecticut HAR-3 examination form, available from the school or a physician, must be on file in the health office before a student will be allowed to begin the chosen activity. In addition, each student participating in extracurricular athletic programs will be required to submit a completed and signed Parent Permissions Form. (Required prior to participation in each program)

School Insurance

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

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

Should a student incur any injury while participating in interscholastic athletics, the parent's personal insurance is the prime carrier. If the prime carrier does not cover the bills in total, the East Lyme Board of Education carries a "sports rider" which covers the balance.

EXTRACURRICULAR ACTIVITIES

Social Events

Social events may be scheduled periodically during the school year. Only East Lyme Middle School students may attend these events. During any event, students may not leave the building and return. If a student leaves the event, they must leave the school grounds as well. Students are expected to dress appropriately for all social events. Standards of dress, admission costs and other pertinent instructions will be announced prior to the event.

Students attending concerts, musicals, special team project nights, and other special school functions must be accompanied by an adult, otherwise, they may be asked to leave the school grounds. Parents will be called for immediate pick-up and students may be subjected to disciplinary action pending behavior.

All school rules are in effect for all social and after-school and evening events. Any student absent from school on the day of the social event will not be admitted. Students may be excluded from any event due to disciplinary concerns.

Assemblies

School assemblies provide opportunities for large groups of students to enjoy the same experience. Students are expected to act in a courteous and polite manner at all times. Appropriate hand clapping is the acceptable manner in which appreciation may be shown. Remember, each student is personally responsible for representing East Lyme Middle School in a positive respectful manner. Consequently, students should consider the following when attending assemblies:

- Talking during a performance is inconsiderate of those who wish to listen and is disrespectful to the performer
- “Booing” of performers is forbidden
- Stomping and other disruptive behaviors are not allowed
- Directions related to entering and leaving the assembly space should be carefully followed

Field Trips

The East Lyme Middle School faculty provides field experiences to enrich learning, and we believe that all students benefit from these field trips. Students participating in field trips represent East Lyme Middle School, their families and themselves, when they are away from school. School pride and spirit should be demonstrated by good conduct and polite behavior. Students are expected to follow school rules and adult direction and remain with their assigned groups at all times and follow the directions from the group leader.

Teachers who have concerns whether a student should attend a trip are to notify the House Administrator who will review each student’s complete disciplinary record and teacher concerns and render a decision. Students who pose supervisory or safety concerns, or violate a publicized policy of the Board of Education, may be deemed ineligible for the trip. Failure to behave appropriately on a field trip may result in disciplinary action and jeopardize the privilege of participating in future trips. Any student who does not attend a trip is expected to attend school on the date of the trip. The school will provide a full day of learning for those students.

It is important to note that field trip fees may not be refunded due to illness or disciplinary action. A refund depends on the travel firm’s policy regarding cancellation and refunds.

Clubs

Students at all grade levels are encouraged to become actively involved in ELMS and participate in extra-curricular activities. Opportunities may include, but are not limited to:

Art Club

Math Counts

Jr. Math Counts

Drama Club

Camp ELMS

Service Club

Video Journalism

Leaders Club

Jazz Band

Science Club

Yearbook (8th Grade)

Garden Club

Intramurals

East Lyme Middle School offers an intramural program for students in all grades. Students are encouraged to participate in these activities regardless of their skills. All students should listen to the daily morning announcements for sign-up information. Information may also be sent home to families via Infinite Campus or be posted on the school website or in the principal's newsletter.

Athletics

East Lyme Middle School offers opportunities for students who would like to participate in interscholastic sports. Students are reminded that participation in a sport is a privilege and not a right; good academic and behavioral standing come before participation on a team. Each coach will develop a set of expectations that are to be followed at all times; these expectations will be reviewed with students at the beginning of the season. Choosing to participate on a team means choosing to represent East Lyme Middle School. At all times, the behavior of athletes must embody the values of the school community. If at any time, or in any way, the behavior of an athlete fails to embody those values, the student may lose the privilege of participation. Removal from an athletic team will be handled on a case-by-case basis. Any questions about interscholastic athletics should be directed to the Director of Athletics for East Lyme Public Schools or the Assistant Athletic Director at East Lyme Middle School.

Spectators for Athletic Events

Adult spectators are vital in fostering a positive environment for all participants. We ask that spectators model respect, sportsmanship, and encouragement, refraining from any behavior that detracts from the enjoyment and safety of our students. If any of the aforementioned values are compromised, the Athletic Director/Assistant will address behaviors. Student spectators require permission to attend athletic events after school. Students must be supervised by an adult at all times; East Lyme Middle School will not be responsible for supervising students during athletic events after school hours.

Dismissal from Afterschool Clubs/Activities

Most afterschool clubs and activities end at 4:00 p.m. Students may take the late bus, walk to the Youth Center or Library, or be picked up by a parent/guardian. If a student is being picked up by a parent/guardian, and the parent does not arrive at ELMS by the time the late bus leaves, the student may be sent to the Youth Center or Library to await pick-up.

STUDENT CONDUCT

Code of Conduct

In order to grow educationally, socially and emotionally, students need to be in an environment in which teachers and staff set clear expectations and firm, consistent, positive limits while providing support of appropriate student behavior. It is important for students to remember one basic rule: “Respect yourself, your peers and your teachers, and take pride in your work and the building!” Acting with this thought in mind will ensure an environment that will allow students an opportunity for success in our school. Each student has the RIGHT to:

- Be respected
- Be treated with kindness and caring
- Be listened to and heard
- Have help in solving problems
- Have questions answered
- Express ideas and feelings in a polite manner
- Attend school free from physical harm and verbal abuse
- Have personal property protected
- Know what is expected, and
- Expect and receive fair and equitable treatment

Zero Tolerance

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

East Lyme Middle School must be a place where students, staff, and visitors feel safe where no one is afraid of physical or emotional harm. East Lyme Middle School has a policy of zero tolerance for any episode of verbal abuse, improper gestures, or physical aggression. It is important that students and parents understand what this policy means. No episode of aggression, verbal or physical, goes unaddressed at East Lyme Middle School. When teachers, counselors, and administrators become aware that a student has harmed another verbally or physically the incident is addressed. Based on the severity of the incident, the response may be educational rather than punitive, and in any case of repeated aggression consequences are progressive in nature. Parents are informed when students are involved in serious misbehaviors. Consequences for misbehavior may include detention, in-school or out-of-school suspension, notification of parents and/or police, and expulsion from school. It is important to note that East Lyme Middle School can only notify police of incident that occur; it is the responsibility of the student and/or family to file an official report, if desired.

Discipline

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

Behaviors leading to disciplinary actions include, but are not limited to:

- Striking or assaulting a student, members of the school staff or other persons.
- Theft
- The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
- Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

- Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
- Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
- Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
- Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
- A walk-out from or sit-in within a classroom or school building or school grounds.
- Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
- Possession of any ammunition for any weapon
- Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
- Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- Trespassing on school grounds while on out-of-school suspension or expulsion.
- Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
- Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
- Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
- Inappropriate use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
- Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
- Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
- Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
- Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
- Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

- Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship
- Buying or selling products or services from other students, i.e., candy, spinners, homework, etc.
- 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.

Courses of Disciplinary Action

The primary responsibility of East Lyme Middle School is to provide students with a rewarding education. As with any organization, there are rules, regulations, and an ELMS Code of Conduct that students must follow to maintain an environment conducive for learning. To support a positive learning experience, a sequence of corrective measures is in place to address a broad range of student behaviors. **East Lyme Middle School is committed to repairing the harm caused to our community by student behavior and working restoratively with students to prevent further offenses.** Administration reserves the right, at all levels of infractions, to implement various instructional activities and actions geared toward students developing positive behaviors. Administration will manage students' more significant or repetitive negative behaviors with a progressive disciplinary 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.**

Infractions and Consequences

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

- Student record examination
- Confiscation of offending items
- Verbal warning
- Detained during or after class
- Assignment to a new seat or class
- Counselor referral
- Discussing problem with teacher(s) or school counselor
- Notification to parents
- Parent conference
- Financial restitution
- Restorative measure(s)
- Lunch detention
- After-school detention
- In-school suspension
- Suspension from bus transportation
- Removal from school activities and/or field trips
- Police referral
- Community service to make restitution
- Out-of-school suspension
- Referral to superintendent
- Court referral
- Referral to Juvenile Review Board
- Possible expulsion

Search and Seizure

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

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

Out of School Misconduct

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

Detentions

Students may be required to serve a detention during the lunch period or after school for violating school or classroom rules. There are two types of detentions: Administrator (afterschool/lunch detention) and teacher (team detention). Afterschool Detentions are issued by the principal or an assistant principal. Students on detention will report to the Main Office by 3:00 p.m. to meet the Detention Supervisor.

- No talking will be allowed during detention and students will be expected to sit quietly. Inappropriate behavior during a detention may result in additional detentions.
- Afterschool detention will last for sixty (60) minutes, and late bus passes will be issued Monday, Tuesday, and Thursday.

Teacher detentions are issued by individual teachers for continued infractions of classroom rules. Parents will be notified by the teacher via telephone. The detention will be served on the specified day under teacher supervision.

In-School Suspension

In-School Suspension (ISS) is assigned for serious offenses, except for those that pose an immediate danger to persons or property, or that are so disruptive to the educational process that the suspension must be served out of school. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee. In-School Suspension may also be assigned to students who are tardy, misbehave, or cut detentions. Inappropriate behavior during an in-school suspension may result in an additional day of in-school suspension or other consequences. Students who are absent on the day of an assigned ISS will make up their ISS upon their return to school.

School Sponsored Events and Activities Guidelines

The guidelines below outline the expectations and consequences for student behavior and to allow for attendance during school-sponsored events and activities. The aim is to promote a positive and safe experience for all participants in these activities, recognizing that field trips and activities are a privilege, and taking into account the unique needs and maturity levels of each grade.

Student Behavior and Discipline

1. *Point System*: Different consequences will be assigned point values as follows:
 - Each day of lunch detention: 1 point
 - Each day of afterschool detention: 2 points
 - Each day of In-School Suspension (ISS): 5 points
 - Each day of Out-of-School Suspension (OSS): 8 points
 - Other disciplinary actions (e.g. removal from class, bus sanction, bus suspension, etc.) may result in points assigned at the discretion of administration
2. *Disciplinary Review*: The total points accumulated by students to date will be calculated on a regular basis.

3. *Behavior Contract*: If a student has reached or exceeded 20 points, a behavior contract will be created. The contract will be developed in collaboration with the student, their parent or guardian, an administrator, and one or more contract coaches. Staff serving as contract coaches will be determined prior to the meeting.
4. *Contract Meeting*: During the contract development, the following will occur:
 - Behaviors of concern will be reviewed.
 - Goals for improvement will be established for the period leading up to the next school-sponsored event or activity.
 - If the student successfully meets the goals, they will be eligible to participate in the event or activity.
5. *Role of Contract Coaches*: The contract coaches will fulfill the following responsibilities:
 - Regularly check in with the student to provide support and guidance.
 - Review the student's progress toward their goals.
 - Be a source of overall support to help the student achieve their behavioral objectives.
 - Contract coaches will not be involved in future disciplinary actions, but may be informed of any such actions to continue supporting the student.
6. *Differentiation of Coaches by Grade Level*
 - 5th Grade: Coaches will provide close support, regular check-ins, and guidance, and serve as role models.
 - 6th Grade: Coaches will offer support, guidance, and mentorship, helping students navigate challenges.
 - 7th Grade: Coaches will provide guidance and mentorship, emphasizing social and emotional development.
 - 8th Grade: Coaches will focus on mentorship, fostering leadership skills, and overall support.

Attendance at School-Sponsored Events and Activities

1. *Meeting Goals*: To be eligible to participate in school-sponsored events and activities, students must successfully meet the behavioral goals outlined in their behavior contract. Successful attainment of goals does not guarantee attendance at school-sponsored events and activities; a student may still lose the privilege of attending events and activities for behaviors at the discretion of administration.
2. *Monitoring Progress*: The contract coaches will work closely with the student to monitor their progress and provide assistance as needed. If a student does not meet the goals, they may not be allowed to participate in the event or activity. Contracts will be reviewed and updated after each field trip or activity. Consideration may be given to fading out a behavior contract, when it is determined appropriate.

These guidelines are designed to encourage positive behavior and responsible conduct among middle school students during school-sponsored events and activities. It is crucial for students, parents, staff and administrators to collaborate to support student growth and development while ensuring a safe and enjoyable educational experience for all participants.

Hallways

For the safety of themselves and others, students must walk at all times, keep to the right to avoid congestion, and not block the hallways. When attending a class or activity off team, students are to travel on their house floor as much as possible. Running, shouting, and pushing are not permitted. Gathering in the halls or stairwells during passing time is not permitted. Students should not be in the hall during class time without a pass from a teacher or staff member.

Cafeteria

During the 2024-2025 school year, East Lyme Schools will participate in the USDA NSLP program. We will be continuing with the Full Price and Free/Reduced eligibility system. Funds may be placed on a student account for purchases in the Infinite Campus Parent Portal. Students will remain in designated eating areas for the entirety of the lunch and breakfast periods that to which 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 still important for other benefits during the school year. Please email Christian Urban FSD with any questions about the East Lyme School Food Service Program. Christian.urban@elpsk12.org.

Care of School Property

The Town of East Lyme has provided the students at East Lyme Middle School with a fully equipped educational facility. It is the responsibility of the administration, staff and the students to protect this property from abuse. Please show pride by keeping the building as neat and clean as possible.

Substitutes

Substitute teachers are guests in our school and should be treated with respect. Students are expected to behave appropriately and responsibly. If a student misbehaves, they will be redirected. If the behavior continues, they may be sent to the office to meet with an administrator. Any student sent from class by a substitute teacher may be issued a detention or serve an in-school suspension.

Valuables

Students are asked to leave large sums of money and other items of personal value at home. If this is not possible, students should protect their valuables by leaving them in the House Office. Teachers and the school administration cannot accept responsibility for lost money, clothing, or valuables left in lockers or carried from class to class. If a student experiences a problem with a locker, they should notify the office, Headquarters teacher, or physical education teacher.

Lavatories

Every effort is made by the school to keep the lavatories clean and sanitary. Soap and paper towels are provided. We ask that students follow these simple rules:

- No food shall be eaten in the lavatory,
- No use of cellular devices/phone or video,
- The individual stall is confined to use by one person at a time,
- We ask that no more than one person use a restroom at a time,
- Report all damages to the House Office,
- Report to the nurse's office if ill, and
- Keep the lavatory clean at all times.

Dress Code

ELMS encourages students to dress in clothing appropriate to the school situation. In all matters relating to individual dress and grooming, students should exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community. Restrictions on freedom of student dress may be applied whenever the mode of dress is 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 not compliant with [BOE Policy 5132](#).

Any clothing which advertises alcohol or drugs or clothing with obscene or questionable language is not permitted.

Students not conforming to [BOE policy 5132](#), above, may be asked to change clothes or call home.

Physical Education Dress Code

The purpose of this dress code is to ensure the comfort, safety, and appropriateness within the physical education setting. The dress code helps promote a positive and inclusive environment for physical activity and learning. Students should come prepared to participate in P.E. class. Students should wear comfortable clothing that allows for easy movement during physical activities and adheres to the following guidelines.

Appropriate Tops: Students should wear a short-sleeved or long-sleeved T-shirt with sleeves that cover the shoulders.

Examples: Crew neck shirt that can be tucked in

Non-Examples: Crop top, low V-neck, spaghetti strap shirt, tank top

Appropriate Bottoms: Athletic shorts or sweatpants are acceptable. Shorts should be of an appropriate length and not excessively baggy.

Examples: Shorts that are mid-thigh length or longer, sweatpants, leggings

Non-Examples: Spandex shorts, skirts, skorts, dresses

Appropriate Footwear: Students are required to wear appropriate footwear, such as athletic shoes or sneakers, as well as socks at all times.

Examples: Sneakers, athletic shoes

Non-Examples: Slip-ons, heels, boots, slippers, flip-flops, platform sneakers with elevated heels

Weather Considerations: Students should consider weather conditions and are encouraged to dress accordingly. For outdoor activities, students should bring layers or outerwear, as needed.

Examples: Sweatshirt, hoodie

Non-Examples: Heavy winter jacket/coat

Hygiene and Cleanliness: Students are encouraged to wear clean clothing to class and practice good hygiene habits. Options for students who may need access to, and bring, hygiene products will be provided.

Students who wish to change their shoes and/or store personal hygiene products (i.e. deodorant), can be assigned a locker. Students may purchase a school-issued lock; personal locks will not be allowed. Students not wearing appropriate P.E. attire might not be allowed to participate in the activity, which may result in a grade point penalty. Questions regarding the ELMS Physical Education Dress Code should be sent to the student's PE teacher.

Electronic Devices

Use of District's Computer Systems

The use of East Lyme Public Schools (ELPS) technology resources and a student's own personal device is the responsibility of the student and must be used in accordance with the district's use policy ([BOE Policy 5155](#)) and must, on all occasions, be related to an educational purpose, task or communication. Network storage areas will be treated like school lockers. The building principal may direct network administrators to review files and communications to maintain system integrity and ensure that users are using the system responsibly. All students and their parents/guardians are required to sign and return an Student Computer Systems Responsible Use Guidelines and Agreement Form ([BOE Regulation 5155](#)) before using district technology resources and bringing a cell phone or other digital device to school. ELPS and their employees are not responsible for the loss, damage, or theft of any electronic device brought to school by a student.

Cell Phones/Personal Devices ("Off and away during the day.")

ELMS recognizes the need for students to be able to contact parents/guardians. Phones are available in the house offices for student use. If a parent needs to relay a message to their student during the school day, they should call the main office. Each student will be provided with a locker to secure their phone and other personal belongings.

All cell phones, smartwatches, electronic 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 teacher permission. Electronic devices may not be used during the school day. Cell phones must be turned off and may not be used by students during the school day. It is inappropriate for students to take pictures, make audio, or video recordings of teachers and other students without their knowledge and permission, both in the building and on the bus. See [BOE Policy 5131.81](#) for more information.

The following protocol will be utilized to assist with managing cell phones:

First Offense: Staff members will provide student a verbal prompt to put their cell phone away.

Second Offense: Staff members will provide student a verbal prompt to put their cell phone away and will promptly communicate to families with a phone call or email.

Third Offense: The student will be directed to the house office where their phone will be secured and returned to them at the end of the school day. The staff member will promptly communicate to families with a phone call or email.

Fourth Offense: The student will be directed to the house office where their phone will be secured; parents will be asked to pick up the phone. Staff will notify families with a phone call or email.

Gum Chewing

Chewing gum at East Lyme Middle School is not allowed.

Digital Citizenship

East Lyme Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who respects one's self. Users will select online names that are appropriate and will carefully consider the information and images that are posted online.

- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.
- Publishes Responsibly. Users will adhere to the Districts Publishing Guidelines.

Laboratory Safety Contract

The expectations below define acceptable behavior in the school science setting. The rules and behaviors outlined below apply to both in- and out-of-school science experiences.

Science Safety Expectations

1. Students are not permitted to eat or drink in the laboratory, unless given specific permission to do so.
2. Students are required to wear appropriate protective attire as instructed. Students will learn the location of safety equipment.
3. Students must follow all laboratory safety and behavior rules and all specific directions for the experiment in which they are engaging.
4. Students must keep my work area clean and tidy.
5. Students must handle all materials and equipment with care.
6. In the event of an emergency or accident, students are required to stop working and notify the teacher immediately.
7. Students are not allowed to engage in rough housing, running or any other inappropriate behavior in the laboratory; these behaviors are safety hazards and will not be tolerated.

At the beginning of each year, these expectations will be reviewed with students and sent hom to families for student and parent/guardian signature. Failure to follow safety rules and expectations will result in an immediate removal from the laboratory setting and parent/guardian will be notified by the teacher.

BOARD OF EDUCATION POLICIES AND REGULATIONS

East Lyme Public Schools Board of Education policies are available on the website at <https://www.eastlymeschools.org/board-of-education/policies>. In addition to the expectations listed in the ELMS handbook, all students are expected to comply with the policies and regulations set forth by the East Lyme Public Schools Board of Education.

Alcohol and Drugs and Tobacco

The East Lyme Board of Education (Board) recognizes the harmful effect that substance abuse can have on a student. For this reason, a student on school grounds or at a school-sponsored activity at any time or at any location who is under the influence of or possesses, uses, manufactures, dispenses, sells or aids in the procurement of tobacco, alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the Board policies and regulations ([Board of Education Policy 5131.6](#)).

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

Bullying

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

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

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means 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.

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 and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics ([Board of Education Policy 5131.9](#)).

Weapons in the School

As stated in the East Lyme [Board of Education Policy 5144](#), students are forbidden to bring weapons onto school grounds or to any school-sponsored activities at any time. A weapon is any object that is capable of inflicting serious injury, including but not limited to the following:

- Firearms of any type
- Knives or jack knives (including camping knives or similar dangerous items as defined by state law)
- Razors
- Ice picks or similar sharp pointed objects
- Chemical weapons or explosive devices (e.g., mace, ammunition, etc.)
- Any facsimile of items mentioned above

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

- Unannounced inspections of students' lockers
- Inspections of the contents of pockets or any clothing or equipment in which contraband may be concealed

Other items prohibited from school grounds include:

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

Sex Discrimination and Sexual Harassment

Sex discrimination and Sexual Harassment are prohibited in the school system. Discrimination on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Any student or employee who engages in sex discrimination or sexual harassment shall be subject to disciplinary action.

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

Sexual harassment under Connecticut law means conduct in a school setting that:

1. Is sexual in nature;
2. Is unwelcome; and
3. Denies or limits a student's ability to participate in or benefit from a school's educational program.

Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment.

Sexual harassment under Title IX 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 [Board of Education Policy 5145.5](#) for further details on Sexual Harassment, Sexual Violence, and the procedure for filing sexual harassment complaints.

School Climate

If you have any questions or concerns regarding the school climate at East Lyme Middle School please contact the school's climate specialist Claudine Kelly, Principal.

Policy on Mandated Reporters

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

1. Within 12 hours, report such suspected abuse or neglect to the Principal and to the Department of Children and Families or to a law enforcement agency.
2. Within 48 hours, file a written report with the Principal who shall inform the Superintendent, notify the parents (if appropriate), and ensure that the appropriate written report is submitted to the Department of Children and Families ([Board of Education Policy 5141.4](#)).

Title IX Statement

It is the policy of East Lyme Public Schools not to discriminate on the basis of sex, race, color, national origin or handicap in its education programs, activities, or employment policies as required by Title VI, IX, and Sections 504 of the 1972 Education Amendments. Inquiries regarding compliance with Title VI, IX, and 504 may be directed to the Director of Student Services, Kimberly Davis, P.O. Box 220, Boston Post Road, East Lyme, CT 06333 (860-739-3966), or to the Director for the Office for civil Rights, Department of Education, Washington, D.C.

Removal, Suspension, and Expulsion

The East Lyme Board of Education affirms its commitment to the right of each child to obtain an education in an atmosphere conducive to learning. In connection with this right, 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. In keeping with the mandates of Public Act 75-609 concerning exclusion for disciplinary purposes, the Board:

1. Authorizes teachers to remove a student from class when such student deliberately causes a serious disruption of the educational process 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**" means excluding a student from class when such student causes a serious disruption of the educational process within the classroom, provided no student shall be excluded from class more than six times in any year nor more than twice in one week unless the student is referred to the building principal or a designee and granted an informal hearing in accordance with the provisions of Connecticut General Statute.
- b. "**Suspension**" means an exclusion from school privileges for disciplinary reasons by an authorized member of the administrative staff for not more than ten consecutive school days, or fifty school days in a school year, provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. If suspended, such suspension shall be an in-school suspension, except the Principal or designee may impose an out-of-school suspension.
- c. "**Expulsion**" means the exclusion of a student from school privileges for more than ten consecutive school days by the Board of Education for a period of time not to exceed one calendar year for reasons as defined in Connecticut General Statutes.
- d. "**Emergency**" means a situation under which the 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.

REFERENCED BOARD OF EDUCATION POLICIES

Parents and students should access and read the policies available in their entirety on our website, <https://www.eastlymeschools.org/board-of-education/policies>, which include but are not limited to the policies listed below. East Lyme Middle School adheres to all policies set forth by the board upon their adoption and/or revision, ensuring compliance with the most current policy at all times.

[Administration of Student Medications in the Schools – Policy 5141.21](#)

[Attendance, Truancy and Chronic Absenteeism – Policy 5110](#)

[Bullying Prevention and Intervention – Policy 5131.9](#)

[Child Sexual Abuse and Assault Response Policy and Reporting Procedure – Policy 5141.4](#)

[Confidentiality and Access to Education Records – Policy 5125](#)

[Drug and Alcohol Use by Students – Policy 5131.6](#)

[Health Assessments and Immunizations – Policy 5141.3](#)

[Homeless Students – Policy 5118.1](#)

[Homework – Policy 6154](#)

[Sex Discrimination and Sexual Harassment – Policy 5145.5](#)

[Student Discipline – Policy 5144](#)

[Student Dress – Policy 5132](#)

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

[Student Use of District’s Computer Systems – Policy 5155](#)

[Student Use of District’s Computer Systems – Regulation 5155](#)

[Students with Special Health Care Needs – Policy 5141.25](#)

[Use of Private Technology Devices by Students – Policy 5131.81](#)

[Vandalism by Minors – Policy 5131.5](#)

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