



**LEDYARD MIDDLE SCHOOL**  
**STUDENT HANDBOOK**  
**2023- 2024**

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## **Message to Parents and Students**

Welcome to Ledyard Middle School. We hope the 2023- 24 school year will be educationally profitable for you. The Town of Ledyard has invested in your education by providing a state of the art facility, top notch staff, and progressive curricular options for you to experience. No matter where you go or what you do, you will find certain rules and regulations to guide you. Naturally, we have rules and regulations at Ledyard Middle School. This handbook, which contains those rules and regulations, is meant to help guide you through your middle school experience. The major focus is to uphold our school-wide values of respect for self and others, striving for high academic and ethical standards, contributing to community, and having an appreciation for learning. Your choices in all Ledyard Middle School classes, events, and activities are a reflection on your school. We expect you to be worthy of the respect of others at all times. We want you to be proud of your school and your fellow students, and we want others to be proud of them as well. Each of us has a responsibility for the school's reputation.

We urge you to take your school academic experience seriously. The faculty and staff are committed to providing you with a quality education through the use of proven, data- based "best practices" designed specifically for middle school learners.

The best opportunity for success and for a positive and rewarding experience is having open communication between students, parents, faculty, and staff. Working together, we can make certain that we all have a happy and productive school year.

Respectfully yours,

Ledyard Middle School Administration, Faculty and Staff

### Ledyard Public Schools Vision Statement

Ledyard is a diverse and empowering community that inspires, in each child, a continuous love of learning, self-confidence and commitment to excellence. The community supports each child to achieve at the highest levels and to innovate in a world of change. Our children thrive and make a lasting contribution to the community. Citizens trust, invest in and benefit from the Ledyard Public Schools.

### Ledyard Public Schools Diversity, Equity, and Inclusion Statement

Ledyard Public Schools will hold itself accountable, at every level, to intentionally allocate resources and expand opportunities to achieve equitable student outcomes. We acknowledge that systemic injustices exist and must be eradicated. As a public school district, we recognize our collective power to make change and improve student experiences. That power includes validating injustices, recognizing the value of diversity, and embracing policies and practices that ensure **ALL** students, especially those who have been historically marginalized based on race/ethnicity, disability, sexual orientation, gender, age, socio-economic status, immigrant status, educational status, or religion have equitable experiences that eliminate the opportunity gap.

### Ledyard Middle School Mission Statement

Ledyard Middle School is committed to academic excellence by providing the emerging adolescent with rigorous and relevant learning experiences in a safe and nurturing environment. This relentless pursuit of success for each child is dependent upon a sincere partnership among students, staff, families and the community.

**Contact Information and Purpose****Website**

Please be sure to access the district website for updated information.  
[www.ledyard.net](http://www.ledyard.net)

**Important Contact Information- District Services**

Office	Personnel	Contact Information
Superintendent	Jason Hartling	(860) 464-9255 x 1000
Assistant Superintendent	Anne Hogsten	(860) 464-9255 x 1100
Director of Student Services	Jodi Davis	(860) 464-9255 x 1201
Director of Human Capital	TBA	(860) 464-9255 x 1301
Director of Facilities	Wayne Donaldson	(860) 464-9255 x 1401
Director of Operations	Mike Fusaro	(860) 464-9255 x 1501

**Important Contact Information- Ledyard Middle School**

Office	Personnel	Contact Information
Main Office	Tammy Brannan	(860) 464-0200 fax (860) 464-2155
Main Office	Michelle Edwards	(860) 464-0200 fax (860) 464-2155
Student Services	Tracy Cavalieri	(860) 464- 0200 x3123
Principal	Ryan Earley	(860) 464-0200
Assistant Principal	Kelly Jones	(860) 464-0200
Special Education Administrator	Erin Arcangel	(860) 464-0200
School Counselor (8)	Joanna Okosky	(860) 464-0200
School Counselor (6)	Hillary Lackman	(860) 464-0200
School Counselor (7)	Amber Merwin	(860) 464-0200
School Social Worker	Janie D'Angelo	(860) 464-0200
School Psychologist	Dawn Pagliarini	(860) 464-0200
School Nurse	Robin Beachy	(860) 464-6439



## Purpose of the Student Handbook

The goal of this handbook is to provide useful information and current policy with supporting practices that relate to the educational program provided at the Ledyard Middle School. It is not intended that this book address every Ledyard Middle School or Ledyard Board of Education policy or practice. To access Ledyard Public Schools Notifications Manual please log on to the district website for accessing the Ledyard Board of Education page. Policies and practices are updated continually.

\*The Ledyard Board of Education school system does not discriminate in any of its programs or activities on the basis of race, color, religion, age, marital status, national/ ethnic origin, gender, sexual orientation, gender identity or expression, or disability.

**Administration and Support Staff**

Earley, Ryan Principal

Jones, Kelly Assistant Principal

Arcangel, Erin Special Education Administrator

Brannan, Tammy Administrative Secretary

Cavaliere, Tracy Student Service Secretary

Edwards, Michelle Secretary

**Student Services and Support Staff**

Beachy, Robyn School Nurse

Cicchetti-Bennett, Tara EL Teacher

D'Angelo, Janie Social Worker

Lackman, Hillary Counselor

Merwin, Amber Counselor

Muench, Halley Nursing Assistant

Okosky, Joanna Counselor

Pagliarini, Dawn Psychologist

Robison, Jessica Speech Pathologist

**Teaching Staff**

Adams, Ron Cultural Geography

Allen, Ted Science

Bridgman, Rob Special Education

Byassee, Megan Language Arts

Chmielewski, Mark Physical Education

Ciotola, Liz Social Studies

Clavin, Jewel Language Arts

Conklin, Mike Math

Cooper, Tim Physical Education

Dahl, Kelly Art

Davidson, Sally Language Arts
Davino, Dave Science
Delldonna, Samantha Math
Farinha, Amanda Special Education
Felber, Greg Social Studies
Ferguson, Sarah Health
Ferraro, Danielle Math
Fitch, Emily Choral Music
Freiert, Avery Special Education
Gallagher, Kristen Special Education
Grant, Jessica Physical Education
Hoagland, Sofiela World Language
Hogan, Rebecca Math
Homiski, Shania Special Education
Houle, Nicholas Science
Kobelski, Keith Tech Ed
Marino, Tai Math
McKern, Megan Art
O'Brien, Tom Language Arts
Ongsingco, Velease US History
Provost, Katie Science
Rahl, Matt Special Education
Rahusen, Sean Instrumental Music
Reilly, Dan Math
Sadler, Makenzie Social Studies
Scibelli, Shawna World Language
Scott, Aimee Special Education
Snay, Rebecca Language Arts

Spohr, Shelley Science
Torchia, Taylor Math
Tretton, Gabrielle Language Arts
Vangieri, Bonnie Media Specialist
Vaudrey, Dwaine Special Education
Warmsley, Meaghan Special Education
Wellman, Aric Science
<b>Paraprofessionals</b>
Batty, Christina
Belenchia, Robert
Caise, Nicole
Crawford, Karen
Fowler, Melinda
Hernandez, Amy
Kulos, Tayon
McCants, Joyce
Taggart, Dawn
<b>Custodians</b>
Shultz, Shawn Evening
Slattery, Joe Evening
Sylvester, Craig Day
Yuells, Mark Evening

<b>School Hours</b>
7:30 Building opens for students 7:42 Homeroom Begins 7:50 Classes Begin 2:05 Dismissal

**Daily Schedule**

**2023-2024 Daily Schedule**

	Start	End	Length (min)
Homeroom	7:42	7:49	7
Transition	7:49	7:53	4
Block 1	7:53	9:14	81
Transition	9:14	9:18	4
Block 2	9:18	10:39	81
Transition	10:39	10:43	4
Block 3	10:43	12:35	112
Transition	12:35	12:39	4
Block 4	12:39	2:00	81
Wrap Up	2:00	2:05	5

Lunch A	Lunch B	Lunch C	Lunch D
<b>Lunch 10:43 - 11:08</b>	Class 10:43 - 11:09	Class 10:43 - 11:38	Class 10:43 - 12:07
Transition 11:08 - 11:12	Transition 11:09 - 11:12	Transition 11:38 - 11:41	Transition 12:07 - 12:10
Class 11:12 - 12:35	<b>Lunch 11:12 - 11:37</b>	<b>Lunch 11:41 - 12:06</b>	<b>Lunch 12:10 - 12:35</b>
	Transition 11:37 - 11:40	Transition 12:06 - 12:09	
	Class 11:40 - 12:35	Class 12:09 - 12:35	
Lunch Length - 25 min	Lunch Length - 25 min	Lunch Length - 25 min	Lunch Length - 25 min
Class Length - 83 min	Class Length - 84 min	Class Length - 84 min	Class Length - 85 min
Teacher lunch - 33 min 10:39 - 11:12	Teacher lunch - 31 min 11:09 - 11:40	Teacher lunch - 31 min 11:38 - 12:09	Teacher lunch - 32 min 12:07 - 12:39

There are additional schedules for advisory, shortened session, delayed opening, and early release that are updated annually and shared on the LMS Daily Schedules website.

**Arrival and Dismissal Times and Expectations**

Students should not arrive or enter the building before 7:30am. Students arriving between 7:30 and 7:42 should report to the cafeteria for breakfast, media center or prepare for the opening of school bell to ring at their lockers and report to homeroom. Students are not permitted to roam and walk others to class. Students cannot leave school grounds once they have arrived. After 2:05, only students who have official school business or who are participating in supervised activities should be in the building. There is no late bus provided for students.

### School Closing and Delayed Opening and Early Dismissal Announcements

In the event of inclement weather or mechanical breakdown, school may be closed, delayed, or require early dismissal for student safety. Announcements will be made in the following manner:  
**Automated Messaging** Parents will receive phone calls or email via contact information provided. Paperwork for this option is available in the main office and should be updated.

School Closing: No school classes or activities for the day.

Delayed Opening: School classes will operate with a 2 hour delayed opening schedule.

Early Dismissal: School will be dismissed with coordination with parental notification and transportation services.

### Tardiness to School

Tardiness to school or classes has a disruptive effect on the learning of all students. A student is tardy to school if they fail to report to their first period class by 7:50. We expect students to report to school on time each morning and to make it to each class on time every day. Students arriving to school late must report to the office, sign in, and receive a pass to class. Any student tardy to school must submit a note from a parent to the main office. The note should include time of arrival and the reason. Five unexcused tardies in any month may result in an office detention. The final determination as to whether the tardiness is excused will be made by the administration.

### Dismissal During School Hours

Students who will be picked up before the end of the school day must submit a note from parents to the main office in the morning. The note should include the reason for dismissal and the time. The office will issue dismissal passes to be presented by students to their teachers. At the designated time, a parent or guardian must contact the main office by coming in, calling from the parking lot, or ringing the doorbell and remaining outside. The office will verify your identification through checking your license as needed. If the student returns to school the same day, the student must sign in again. If the need to dismiss comes up suddenly, the parent should call the school before coming and submit a note upon arrival. It is important to think of early dismissals as absences from class. Families should make every effort to schedule outside appointments after school.

## Attendance Procedures

The Connecticut State Board of Education, effective July 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This legislation will require the Ledyard Middle School to adjust some practices in how we report truancy. The state defines excused absences as follows: Parents/Guardians can excuse up to nine (9) student absences when the "parent/guardian approves such absence and submits appropriate documentation, i.e., a written note."

Any absences beyond 9 are considered excused for the following reasons:

- Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond control of the student's family;
- Mandated court appearance. This must be verified with written documentation; • The lack of transportation that is normally provided by a district other than the one student attends;
- Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education's guidance; please note that family vacations are also deemed as unexcused absences unless they meet this criterion.
- Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.

Under these definitions, parents are required to submit written documentation for an absence to be excused. This means that a phone call without timely, written follow-up will automatically be coded as unexcused. Unexcused absences are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted.

## Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern. Truancy may also be considered grounds for retention. In addition, a student may lose eligibility for any or all after school activities. Students who accrue 10 excused absences must provide documentation to substantiate any subsequent absences.

## Attendance Impact on After School Activities

A student who is absent from school more than a half day (3 hours) will not be permitted to participate in **any** after school co-curricular activities that day (arrival by 10:45am) If a student receives a suspension, the student may not participate in or attend any activity from the time the suspension is given until the end of the suspension. Exceptions to this policy may be made by the administration as needed.

### Family Vacations

Family vacations should coincide with scheduled vacations on our school calendar. Extended or different vacations are not in keeping with school policy. Parents are expected to cooperate in the matter.

In the event that time must be taken, a note must be sent to the principal. Advance assignments are not in keeping with school policy; therefore students are responsible for missed work and must confer with teacher(s) upon return to school for missed assignments.

### Make Up Work

Students are required to make up work missed during absences. Make up work should be completed within a period of time equal to the period of absence. Work should be made up on student's time; not during the next scheduled class. Students are responsible for seeking out teachers for make-up work. Students who are absent may receive an "Incomplete" if work has not been satisfactorily completed. Parents should call before noon if they wish to pick up make up work after school that day. If an Incomplete is not made up within 2 weeks a grade of "F" may result.

### Students Walking or Riding Bicycles to School

Students are to park bicycles in the school's bicycle racks. A helmet is required to be worn at all times when riding bikes. The school is not responsible for any loss or damage to student property. Riding bicycles to school is considered a privilege and may be revoked at any time by the principal.

### Visitors to School

All visitors must report to the receptionist's office and display identification or visitor's badge. Faculty and staff members have been asked to direct people without visitor identification to the receptionist's office. Parents and guardians who are picking up their children from school must also report to the receptionist's office so their children may be dismissed from class. We do not permit students to bring guests to school. Former students wishing to visit teachers are requested to arrange visits after the current students have been dismissed.

### Leaving School Grounds

Once students arrive at school, they must remain until such time as the students are released for the day. If students leave the school grounds during normal school hours, parents and/or the police will be notified as needed.



## School Safety

### Emergency Drills and Plans

The Ledyard Public Schools work in coordination with the Ledyard Police Department to continually prepare our students and staff for safety. The philosophical and operational guidelines are based in the ALICE program which supports the core components of **Alert, Lockdown, Inform, Counter, and Evacuate** based on the present emergency. The emergency plans that students participate in will continually develop based on feedback and research. In order to be prepared for emergency situations, students and staff will conduct various safety drills in compliance with state law. These procedures are meant to keep students and staff out of harm's way based on the situation. Procedures are posted in each classroom as needed. Behavioral expectations for the various drills will be reviewed continually throughout the year. In the case of an emergency, the school building and campus will be unavailable for students to enter or exit until the emergency is determined over by the administration.

#### Evacuation and Fire Drill

Students must evacuate according to teachers' instructions. Safety requires that we always move in an orderly manner - quickly and quietly - away from the building but on school grounds. Students must stay with their teachers who will take attendance and may issue additional instructions.

#### Lock Down

The purpose of a lock-down drill is to improve safety within the school. Lock-down drills will be planned and may be conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

### Accidents and Illnesses

The school nurse is available for accidents that occur during school hours. All accidents occurring in school or on the grounds must be reported to the school nurse. Under normal circumstances, a student who becomes ill during school hours must obtain a pass to see the nurse from their teacher. If, in the opinion of the nurse, the student is too ill to remain in school, parents will be notified. Parents are expected to provide transportation. If a child stays home due of illness, please call the nurse or main office to report the absence.

If the school nurse is needed in an emergency- call x3126 immediately.

## Academic Information

### Student Evaluation and Assessment

Report cards are issued four times per year and progress reports will be distributed halfway through each marking term. Marks will close prior to issuance of report cards as determined by the teacher. Progress reports are available via PowerSchool and report cards will be sent home in hard copy form. Various forms of school correspondence with parents and students will be utilized in the attempt to communicate individual academic progress in addition to the progress reporting.

### Grade Reporting Dates

Term	Progress Reports <i>PowerSchool Posting</i>	Grades Close	Report Cards <i>Hard Copy</i>	<i>*Please note end of year report cards will be mailed home approx. 5 days following the last day</i>
Quarter One	October 5	November 6	November 17	
Quarter Two	December 15	January 23	February 1	
Quarter Three	March 1	April 2	April 19	
Quarter Four	May 14	June 12	June 21*	

### Grading

A+ 97-100	B+ 87-89	C+ 77-79	D 60-69
A 93-96	B 83-86	C 73-76	F <60
A- 90-92	B- 80-82	C- 70-72	I Incomplete

### Honor Roll

All students are eligible to earn honor roll distinctions. There are two categories:  
High Honors: student who earns grades of 90% or higher in all subjects for that term  
Honors: student who earns 80% or higher in all subjects for that term

## Parent/Guardian Conferences

Parent/guardian conferences are held on November 16<sup>th</sup> and on March 13<sup>th</sup>. For parents'/guardians' convenience, conferences are scheduled so that afternoon and evening times are available. Parents/guardians are encouraged to discuss their children's progress on a regular basis. At any time throughout the year, parents/guardians may schedule time for conferences with teachers, the school counselor, or administration by contacting the school office. Teachers have limited time during the school day to meet with parents so please begin the process with email communication to begin problem solving the issues.

## Homework

Homework is intended to support the development of skills and learning activities that take place in the classroom. It is important that the teacher, student, and parent work together to make learning a priority, inside and outside of the classroom. Homework can be expected to take upwards to 90 minutes to complete as needed and it is important for students to plan out longer term projects to balance their daily workload.

### Student Responsibilities

- Review and understand the purpose, requirements, and criteria for evaluation of the assignment.
- Ask for further explanation if original directions for homework are not completely understood.
- Understand the time frame for assignments and plan accordingly.
- When absent, make up work right away.
- When no other assignments are given, review, preview or improve assignments.
- Put in full effort.
- Maintain system for recording and remembering.

### Parent/Guardian Support

- Arrange a quiet, suitable place for their child to work.
- Support and encourage their child to complete homework assignments.
- Understand the value of various types of homework, since the value differs under different circumstances.
- Contact the teacher in the event of questions or concerns.
- Have your child read 20-30 minutes every day.

## Classroom Concerns/ Problem Solving

If there is a question about a student's classes or work in school, please contact the classroom teacher directly to address the concern. If you feel additional support or attention is needed, please contact the school counselor and then school administration if needed. This flow of communication is important to ensure accuracy of information and concern.

## Extra Help

A student may seek extra help from his/her teachers as needed. Time may be arranged with the teacher before or after school or at a time convenient during the day. Teachers may request that a student meet during lunch or after school if it is apparent that the student is having greater difficulty. After School Support: Teachers may choose to be available to work with students after school hours.

They will share their availability in advance with parents and students.

### Student Records

If you are planning on moving out the Town of Ledyard, you should notify the school office before you move so that the necessary papers may be completed. Cumulative health records will be forwarded to the district to which a student is transferring as quickly as possible. Educational records will be forwarded on request to a school in which a student intends to enroll. Educational records may be sent with or without written consent on behalf of transferring students in order to ensure compliance with the Buckley Amendment. In such cases, parents/guardians would be notified and will receive a copy upon request.

The following individuals are permitted access to records without consent: administrators and other professional staff members, board of education members, and persons with whom the school board has contracted to perform certain tasks (i.e. attorneys, auditors, consultants).

### Student Promotion and Retention

Philosophy: It is the philosophy of the Board of Education that all students are placed in instructional programs in which they can achieve academically, as well as emotionally, socially, and physically. Students are assigned to grades for organizational and record keeping purposes. Grade placement is not, however, the only basis for organizing classes. Instructional groups in reading, math and other subjects may be developed in order to provide instruction at the level at which students, given positive motivation and appropriate instruction, will progress satisfactorily through their middle school programs. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the student involved. Exceptions will be made only after prior notification and explanation to each student's parent or guardian, but the final decision will rest with school administration.

#### Guidelines

If any of the following conditions exist, a student will be considered at risk for retention:

- **Academic Progress:** If a student has failed two or more of the following academic courses for the school year, Language Arts, Reading, Math, Science, Social Studies.
- **Attendance:** If a student has not attended school on a regular basis and has a record of excessive absences. Generally, more than 20 absences in a year will be considered excessive.
- **Student Preparedness:** If a student exhibits a lack of emotional or behavioral maturity in which retention would be beneficial for the child.

Procedures: The classroom teachers and counselors shall closely examine all available data and develop an accelerated program or teaching strategy to meet the needs of any student who is at risk. Communication of concerns will be shared with parents and a prescribed schedule to review grades and learning proficiency will be followed per Board Policy 5123 and Regulation 5123.

Considerations: The following factors will be considered in determining promotion or retention: age; academic ability and achievement; work and study habits; physical development; social maturity; emotional maturity; attendance record; behavior; placement of siblings.

Participation in Commencement Ceremonies: It is our school's goal that all students be allowed to participate in the end of the year ceremonies for the completion of grade eight. However, a student may be excluded from participation if he/she has not completed all necessary coursework required for graduation. In cases where students can complete an alternative plan during the summer months, consideration will be given to allow participation in commencement. In other cases, such as disregard for school property, school rules, or other behavior, which shall be deemed inappropriate, a student

may be barred from participation. The decision regarding participation will be made by the administration.

## Student Information/ Student Activities

### Athletics

A variety of athletic activities may be offered at Ledyard Middle School, such as but not limited to cross country, basketball, wrestling, cheerleading, and outdoor track. Students in grades 6-8 are eligible to try out. Selection on a team will be based on level of skill and ability to safely participate. A current physical exam (within the past 13 months) form must be on file in the health office **prior** to a student trying out or participating in a sport, and must remain current throughout the sport season. Students are representatives of Ledyard Middle School and are expected to follow the Code of Conduct whenever and wherever they play. Membership on a team is a privilege and players are expected to set an example.

#### Participation Guidelines

- Student athletes may be expected to track their daily class participation and engagement by using the Student Athlete Participation form. If a student shows lack of participation and engagement then temporary ineligibility may be possible.
- Student athletes must be in attendance for a minimum of one-half day (3 hours) to participate in games/practices.
- Student athletes with more than 1 D or any F's (or the equivalent) on their most recent report card or progress report (in any class) will be ineligible to play until the next marking period with improvement in grades. (see grade reporting dates for reference)  
Fall Sports: Quarter One Progress Report  
Winter Sports: Quarter One Report Card  
Spring Sports: Quarter 2
- If a student athlete serves detention on the day of an activity, practice, or game; he/she may not participate until the detention is completed. Two detentions or one suspension may result in one week off the team and the athlete cannot attend practice.
- If a team does not abide by the school behavioral expectations, the team may forfeit scheduled games.
- If a student athlete is having behavioral difficulty, the coach, teacher(s), and administration will determine the student's participation status on an individual basis.

Student spectators may stay after school to watch games only if accompanied by a parent/guardian.

### Book Bags

Book bags may be used by students to carry their belongings to and from class. It is encouraged for students to not carry ALL of their class work with them throughout the day and to access and utilize their lockers when possible.

### Cologne and Perfume Expectations

Recognizing that students and staff may have sensitivity and/or allergic reactions to various fragrant products, students and staff are not permitted to wear or bring perfume and/or cologne to school. Regular hygiene is encouraged, including the use of roll-on and stick deodorants/antiperspirant; however, sprays of any kind are not permitted.

### Beverages and Food (brought to school)

Students are permitted to only have water with them while outside of the cafeteria. No outside drinks (coffees, lattes, takeout drinks, energy drinks, teas, or sodas) are to be present outside of the cafeteria. Student water bottles must not have a squirt top. Please have your child's name on the water bottle.

During snack times during the day outside of the cafeteria, students should only have individual servings of items and are not to share (ex. Entire bags of Taki's are not needed at school).

### Dances/ Social Nights

Dances and social nights may be scheduled throughout the year. Only Ledyard Middle School students can attend. All students are expected to know and adhere to the following:

- No student will be allowed to attend any event if not in school for one half day (3 hours) or more on the day of the event.
- All school rules, including dress code, apply.
- Any illegal activity may result in police involvement.
- Students may not leave the school building during the event.
- Students must be picked up by parents promptly when the event ends.
- Dances/ social nights are considered earned, extra-curricular activities. Frequent detentions, suspensions, poor attendance, or excessive tardiness will result in restrictions from dances.
- Students not able to participate due to behavioral concerns will be notified prior to the event by administration.

### Electronic Devices / Cell Phones

Students shall not possess or use a laser pointer and attachments, or a remotely activated paging device while on school property, on school transportation or while attending a school sponsored activity on or off school property. Personal electronic devices, cell phones and other electronic devices from home are not a required part of our academic program. Personal tablets, laptop computers, and other electronic devices may not be used during school, unless permission is granted by administration in coordination with a staff member. The consequences for improperly using any electronic device without school and/or parental permission are:

- First offense: device is taken away by an adult and may be picked up by the student in the office at the end of the day.
- Second offense: parent/guardian will be called and must come to school to pick up the device.
- Third and subsequent offenses: parent/guardian will be called and must come to school to pick up the device and the student will be given an after school detention.

*Please note:* Whether your student brings a personal technology device to school, with or without your consent, please be advised that LMS/LPS is not liable for any lost, stolen, or damaged equipment that students bring to school and photos or videos of students taken with a cell phone or electronic device engaged in a school-related activity are "education records" protected by FERPA (Federal Educational Right for Privacy Act) and should never be taken or used for social media of any type.

### Bathrooms

All students must ask permission to use the bathrooms. A student should utilize the LMS Hall Pass coordination with a classroom sign-out sheet. Students are expected to keep the bathrooms clean. If feeling ill, students should report to the nurse's office. Assigned bathroom times may be issued if deemed necessary due to inappropriate behavior in the bathroom. It is recommended that only one student be granted bathroom permission at a time. Any student who defaces any aspect of the bathrooms will be subject to consequences including restitution.

### Internet Acceptable Use Policy

Students accept responsibility to abide by the Internet Network Access policies of Ledyard Public Schools as stated in this agreement. While at school students agree:

- To use the Internet Network in support of education and research, consistent with the educational objective of the Ledyard Public Schools.
- To use the Internet Network only with the permission of the responsible teacher.
- To be considerate of other users on the network and use appropriate language for school situations as indicated by the school codes of conduct.
- To not knowingly degrade or disrupt Internet network services of equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- To immediately report any problems or breaches of these responsibilities to the responsible teacher. To not divulge personal information over the Internet.
- To immediately report the discovery of material that contains pornography, profanity, obscenity, or language that offends or tends to degrade others, or material that advocates illegal activities and the actions that led to it to the responsible teacher.
- Students understand that any conduct that is in conflict with these responsibilities is unethical and may result in termination of network access and possible disciplinary action.

### Co- Curricular Activities

At Ledyard Middle School we believe that a sound academic program is enhanced and made complete by extensive co- curricular offerings. Various programs will be made available to students throughout the school year such as cycling club, band, chorus, yearbook, drama, student council. Additional programs may be offered during the school so please listen to announcements for info. It is important that students maintain their grades to participate in these activities.

### Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

### Lockers

Lockers are provided for the convenience of students. Clothing and valuables should be locked away securely when not in use. The school is not responsible for items left in lockers. Lockers are issued to students as a service, but the security of the lockers cannot be guaranteed by the school. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Lockers are the property of the Board of Education and are subject to inspection by the administration at their discretion. Inspection and cleaning of lockers for reasons of health and safety will be scheduled periodically and supervised by faculty members. All students may be issued individual lockers, both regular and gym. These lockers are for their personal use. Students should memorize their locker combinations and never share the information. Students should report locker problems immediately to a teacher or the main office.



### Lost and Found

Students who find items that are left behind are asked to take them to the office where they can be claimed by the owner. After a reasonable amount of time, lost and found items may be donated or discarded.

### School Store

The Ledyard Middle School PTO operates a school store in the cafeteria during lunch times at various times during the school year.

### Public Displays of Affection/ Physical Contact

The Ledyard Middle School recognizes that genuine feelings of affection may exist between students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Kissing
- Holding hands and Excessive hugging
- Cuddling and Inappropriate touching

Inappropriate Public Displays of Affection (PDA) is not appropriate for the workplace or the learning environment and will not be tolerated. Students caught engaging in such practices are subject to the disciplinary consequences.

### Student Personal Property/ Valuables

Students should not bring large amounts of money (more than \$20) or other valuables to school. Not only do they disturb classes, but they are often lost or stolen. Students should not leave valuables in desks or lockers. Students wearing glasses or watches should keep track of these articles at all times. Students are responsible for their personal property. School insurance does not cover loss or damage to personal property, including sports or music equipment.

### Student Telephone Use

The office phone is available for student use with permission. Students staying for late afternoon or evening affairs should make arrangements with their parents for transportation before leaving home in the morning. Telephone messages for students during the school day will be delivered in an emergency if the calls originate from parents. Students may use the office phone during the school day for emergency purposes upon permission being granted by office personnel.

### Student Textbook Responsibility

The school provides books to all students. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Students are responsible for the textbooks assigned to them and/or library materials borrowed. All school books should be covered. Lost textbooks must be paid for and replaced immediately. Fines must be paid to the office at the time of loss. Damaged or lost books must be paid for before the final report card can be issued. Student Chromebooks are subject to the Ledyard Public Schools Orientation, Acceptance and Damages/Repair policy. Protection plans are able to be purchased and information for this program is provided annually on the district website.

### Student Insurance

Students injured on school property or during school activities are not covered by school insurance. Parents of students who do not have health plans are encouraged to participate in the student insurance program, which is available at a nominal cost. When students insured under this plan are injured at school, they will be given claim forms from the nurse's office. These forms must be completed by parents/guardians and presented to the respective physicians or hospitals. The school merely acts as an intermediate in supplying the insurance forms, and assumes no liability for any subsequent negotiations with the company.

## Student Services

### Guidance Program

Our comprehensive school counseling program impacts student growth in three domain areas; academic development, career development, and social/emotional development. School counselors provide short-term and solution-focused counseling. School counselors do not provide therapy or long term counseling in schools; however, are prepared to recognize and respond to student mental health needs and to assist students and families seeking resources. School counseling services are accomplished through direct & indirect services:

#### Direct Services:

- Individual and small group meetings
- Classroom lessons that help develop positive social & emotional skills
- High school and career planning
- Crisis response

#### Indirect Services:

- Consultation & collaboration with LMS staff, parents/guardians, to promote student achievement and success
- Transition planning
- Referrals-support for students and families to school or community resources

### Library/ Media Center

The Media Center is an important information hub within our middle school. Our media center promotes a culture of learning in an environment that encourages lifelong learning, a love of reading, and the building of media literacy skills. Students are encouraged to use the media center when their schedule permits. When using the Media Center or its services it is important to remember the following:

- Return all books promptly as others may be waiting for them.
- Appropriate behavior in the media center is essential and expected at all times.
- A signed pass (or notification to the media center via phone) from your teacher is necessary if you wish to use the media center during class time.
- Please check in with the media center staff upon arrival and have your traveler signed before leaving the media center.
- Students are responsible for the cost of replacing lost or damaged library books.

### Physical Education

Physical education is an important aspect of the student's day. To be excused from gym classes for a period of time, students must submit to the nurse a written request from a physician. A note from a parent/guardian requesting a student be excused from class for one day must state the reason and may or may not be approved by the nurse. All students are required to wear rubber soled shoes and have a change of clothes for class.

## Health Services

The school is serviced by a nurse from the Ledyard Public Health Service. Emergency first aid is available for in-school illnesses or accidents from 7:30 a.m. until the last bus departs at the end of the school day. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. All students should have a written pass from the faculty or staff member on duty before reporting to the health room. If the health room is closed, students should report to the main office. Parents of students with health problems are to report the problems to the school nurse at the beginning of the school year or when such problems are present.

### Concussion Protocols

Whenever a child has received a serious/significant injury to his/her head while at school, his/her parent/guardian will be notified of the injury by the nursing office.

### Postural Screenings:

The State of Connecticut Department of Education requires that students have a postural screening in grade 7 or 8. Our district has chosen to do the screening during the seventh grade year for female students and the eighth grade year for male students if they have not already had it done at their physician's office. This screening is performed in March.

### Immunizations

Per Connecticut State Regulations, before starting the 7th Grade, your student may need two immunizations: Tdap and Meningococcal.

Prior to entering 8th grade you student may need: Hep A

Please submit your student's updated immunization record to the Health Office as soon as possible.

We will be working all summer updating medical records.

### Medications:

Students who require medication in school will need a completed "Authorization for Administration of Medication by School Personnel" form. This form is to be signed by the student's physician, parent and the school nurse. All medications require this form, including inhalers. All medications should be submitted to the Health Office in its original container and labeled with the student's name before the start of school. Medications must be in the original container. Prescription medication must have a current pharmacy label. All medication (prescription and over the counter) must be stored in the health office and dispensed by the nurse or trained designee. A single dose of medication will be prepared by the nurse to administer during a field trip. Multiple doses of medication for longer field trips require specific physician authorization and pharmacy packaging (BOE Policy 5141.21)

Failure to observe these guidelines will be grounds for immediate confiscation of the medication for possible referral to the student's parents/guardians or to police authorities. Only students who have been approved to participate in the Self Administration of Medication Program will be allowed to carry medication (inhalers and epi-pens only) on their person. No other medication (including aspirin or Tylenol) is to be kept in student's possession. Unauthorized medication will be confiscated if found in a student's possession. Students who take improper amounts of medication or who take medication without proper notification and supervision will be subject to the same consequences outlined under Drug and Alcohol Use and/or Abuse.

### Physical Examinations

Per Connecticut State Regulations, prior to entering 6th grade, students will need a Physical Examination. Please feel free to submit updated physicals to the Health Office at any time. A record of all immunizations required by law must be on file. Physicals are required for all students participating in interscholastic sports. Physicals must be current within 13 months and must remain current the sport season. The form must be on file in the health office prior to the student trying out and

participating for the sport, this includes the Ledyard Cycling Club.

Health Insurance Information

There is a new legislative mandate, section 119 of Public Act 07-2, which requires school districts to identify children who lack health insurance and provide information to their parents about the HUSKY plan. On the first day of school, each student will receive HUSKY information, including the parent questionnaire to be completed by parents/guardians. When parents return the signed HUSKY form to the school (indicating they would like consumer information about the HUSKY program), the school nurse will send the HUSKY forms to the enrolment contractor at the following address: HUSKY Program, PO Box 280747, East Hartford, CT 06128. These forms can also be accessed at the following website: <http://www.ct.gov/sde>.

## Student Behavioral Expectations

### Kindness, Responsibility, and Integrity (Positive Behavior Support)

This initiative is a framework that guides the school community through a process of addressing the unique culture, climate and behavioral issues within Ledyard Middle School. Our school wide values, as noted below, are what the entire Ledyard Middle School learning community works towards achieving behaviorally, academically and socially. The Positive Behavior Support program is designed to assist staff in developing and enhancing a school-wide behavior support system using a variety of positive strategies. As a result of the PBS programming, staff members will gain skills to support increased improvement in classroom and overall school climate. Research demonstrates that the Positive Behavior Program initiatives lead to higher academic performance for all students.

#### Core Values:

- Kindness
- Responsibility
- Integrity

#### Core Motto:

- Own it.

### Common Area Expectations

Below are the student expectations for behaviors that support students to be successful. Always a fluid chart with student generated definitions and expectations.

	Classroom	Hallways	Locker Room
Kindness	Help others when they need help. Accept others. Don't interrupt others (peer/ teacher)	Walking in the hallways without pushing. Holding the door for others. Saying "hi" to others.	
Responsibility	Having class materials prepared. Do work (on time). Pay attention.	Be on time for class. Be in the location you are supposed to be (not walking friends)	
Integrity	Be honest with yourself. Don't gossip. Not asking people for answers to assignments.	Don't spread rumors. Being a good person even when other people aren't there.	

	Bathroom	Cafeteria/ Assembly	Media Center
Kindness	Maintain privacy of others Be hygienic	Leave no trace Use calm voice Listen to the directions of the adult in charge	Walk and work quietly Treat all materials with care Treat Chromebook with care
Responsibility	Go Flush Wash Leave	Help others clean up Leave peer's lunch alone Be respectful to everyone Keep body parts to yourself	Return items to their proper place
Integrity	Leave the bathroom as clean as when you arrived Stand up for others Be an ally	Eat healthy Be tolerant of others' food choices Stand up for others Be an ally	Use your free time wisely Stand up for others Be an ally
	Bus	Social Media	Home
Kindness	Be welcoming to others Respect others needs	Don't pass on hurtful information Think before you post or share	Follow directions Brush your teeth, bathe, and use deodorant
Responsibility	Stay seated Keep volume down	Is it true? Is it helpful? Is it inspiring? Is it necessary? Is it kind?	Be helpful Do chores Help siblings Say please and thank you
Integrity	volume	Create positive digital footprint Use media to support your learning Stand up for others Be an ally	Charge your Chromebook Complete your homework Get a good night's sleep

### Cafeteria Expectations

Students are expected to report to the cafeteria with all necessary items for lunch and not need to report to their locker or classroom once in the cafeteria.

In order to keep the cafeteria safe and orderly, students are expected to:

- Walk quietly in line without cutting.
- Choose a seat and remain in that seat.
- Receive permission to leave the cafeteria to use the bathroom.
- Use good table manners and do not throw or take other items.
- Use conversational tones when speaking.
- Welcome others to join the table; no seat saving allowed.
- Everyone is responsible for cleaning the table and floor area.
- Supervisors will dismiss students to clean tables and be dismissed.
- Finish all food and beverages before leaving the cafeteria.
- Silence when an adult supervisor is getting everyone's attention.

### Student Transportation Expectations and Procedures

The school day begins when a student is waiting for the school bus and is over when a student is dropped off from the school bus. Proper conduct while waiting for, boarding, riding, and disembarking from a bus is extremely important. Any behavior which distracts the driver endangers all passengers. In the interest of safety, students must comply with the following rules:

- Students are expected to assume a seat and remain reasonably quiet at all times. •
- Students will not be permitted to stand or exchange seats at any time the bus is in motion. The bus driver must give consent to exchange seats at any time.
- Shouting, loud talking, name calling, and/or abusive language will not be permitted. •  
Students are not to leave their seats to get off the bus until it has come to a complete stop. • Students are not to open or close windows without the consent of the driver. •  
Courtesy is to be shown to the bus driver and to other students at all times.
- Students who must cross the street must cross in front of the stationary bus.
- While waiting for the bus, students must wait at the side of the road.
- No pushing or shoving while entering the bus will be permitted.
- Use of water pistols or other facsimile devices/weapons of any kind is prohibited.
- Throwing objects of any kind is prohibited.
- No student may take another bus without a written note from home and consent from the main office.
- The possession or use of tobacco, alcohol or controlled substances is strictly forbidden.
- Skateboards are not permitted on buses without written permission.
- No bottles are permitted outside of backpacks.
- Absolutely no eating or drinking.
- The bus driver will report to the principal's office the names and actions of any students disregarding bus rules or creating an incident that may prove detrimental to the safety of life or property. Any violation of the above regulations may be cause for immediate



suspension of bus privileges. Every attempt will be made to notify parents immediately with regard to a bus suspension. Video camera technology has been installed on all buses. Video camera tapes may be viewed by the administration at any time, especially when student conduct warrants disciplinary action. However, when the district uses the bus video cameras, it is subject to the requirements and regulations of the Family Educational Rights and Privacy Act (FERPA). Therefore, the disclosure of the recording to a parent of a student appearing in the tape or to anyone in general will be restricted. The driver and administration may assign seats at any time.

#### Student Transportation Consequences

When student behavior does not meet expectations, a bus incident report will be written by the bus driver. The seriousness and frequency of incidents on the bus during the school year will be considered in determining consequences at the discretion of the administration. Bus incident reports may be communicated directly with parents. Progressive discipline for student transportation issues is as follows: warning, possible seat move, detention, bus suspension, removal from bus.

#### Student Dress Code

All students are expected to dress and groom themselves neatly in clothes that are suitable and appropriate for school activity and learning. Students are not to wear bandanas and head coverings of any kind unless prior permission is given by administration; large winter jackets, "Comfies", "Snuggies", and blankets; pajamas and clothing that resembles sleepwear; costume onesies; strapless or backless clothing or shirts; muscle shirts and shirts that expose the torso; clothing that has less than a 3" inseam; clothing that does not cover undergarments; and clothing that advertises, promotes or expresses racism, discrimination, bigotry, illegal activities, tobacco products, alcohol, or violence or could cause injury to self or others; and slippers or cleats. Administration reserves the right to address the dress code with any student wearing an article of clothing deemed inappropriate or offensive and this policy may be continually updated based on current trends of fashion and student adherence.

#### Student Code of Conduct

Students are expected to act appropriately throughout the school day to peers and staff members. Students are expected to respond to reasonable requests made by staff members and teachers. Refusal to comply with reasonable expectations will result in progressive disciplinary actions. Parents/guardians will be informed of concerning behaviors. It is important to practice the core values of Dignity, Kindness, and Potential in all aspects of being a student at Ledyard Middle School.

To clarify the definition of "act appropriately", please see the following:

- Students are expected to be academically honest. Students are not expected to share work, plagiarize, or cheat.
- Students are expected to respond to an adult's request in a reasonable time and manner. Students are not expected to talk back, refuse reasonable requests of behavioral change, or be defiant. Students are expected to show respect to self and others. Students are not expected to talk back, be socially rude in terms of tone and body language.
- Students are expected to pay attention and not disrupt class and others. Students are not expected to interrupt by talking to others, out of turn, making noises or gestures that interrupt the learning environment.

- Students are expected to dress appropriately.
- Students are expected to keep their hands and body to themselves. Students are not expected to touch another person in any unwanted manner such as poking, teasing, or hitting.
- Students are expected to use appropriate language. Students are not expected to swear, use racial or sexually suggestive terms, or offensive gestures.
- Students are expected to use school materials appropriately. Students are not expected to destroy, damage, or alter school or other property such as Chromebooks and personal items. Students are expected to be in assigned locations. Students are not expected to be in the hallway without permission, i.e. their traveler.
- The above are basic behavioral expectations and will be addressed by teachers and administrators. They constitute minor behavioral infractions and can become major issues with continued occurrences. There are many possible actions that a teacher and the principal may utilize to redirect a student to behave in an appropriate manner.

**Progressive disciplinary options:**

- A student may be asked to discontinue concerning behaviors.
- A student may be asked to move to a different seat/ location.
- A student may be asked to spend time with a teacher or sent to the office during lunch.
- A student may be asked to work with a behavior plan or contract.
- A student may be asked to notify their parents of the situation.
- A student may be asked to stay after class to discuss the concerning behaviors.
- A student may be asked to stay after school for detention.
- A student may be asked to pay restitution for a vandalizing act.
- Based on severity of the behaviors, a student may be referred to the teacher team meeting agenda.
- Based on severity of the behaviors, a student may be referred to a school counselor for support.
- Based on severity of the behaviors, a student may be referred to the principal or superintendent.
- Based on severity of the behaviors, a student may be suspended from school or student transportation. *\*Note: All suspensions shall be in-school suspensions unless the administration determines that the student poses a danger to persons or property or such a disruption of the educational process that the student will be excluded from school during the time of the suspension.*
- Based on the severity of the behaviors, a student may be reported to the local police department. Based on the severity of the behaviors, a student may be referred to the Board of Education for expulsion.

**Disciplinary Due Process**

Student behavior will be documented and records will be maintained for the duration of their time while at the Ledyard Middle School. When concerning behaviors occur, a student will be made aware of this concern by the teacher or staff member present. If redirection needs the assistance of the principal, a report will be made to the principal's office. The principal will then investigate the concerning behaviors and meet with the student and staff members as needed. Communication will be made to the student's parents/guardians. Any progressive discipline that involves suspension will be reported to the Office of the Superintendent.

## Disciplinary Consequences- Detention

School-wide detention exists as a deterrent for students to conduct themselves in an appropriate manner and in accordance with all school rules and regulations.

Detention: Detention may be assigned by a teacher or the administration. There are two types of detention, lunch and after school. Students will be given 24-hour notice of any after school detention assignment. Athletic practices/games, or other obligations will not be acceptable reasons for missing assigned detention. Students who are absent from school on day(s) when they have detention will be required to make up the missed detention. A student who fails to attend a full detention session, is late for detention, or is removed from detention may receive an additional consequence.

Lunch Detention: For certain disciplinary infractions lunch detention will be assigned. Students serving lunch detention are responsible for the same rules as those that apply to an after school detention.

After School Detention: After school detentions are assigned by the teachers and/or the administration and are held on Tuesday, Wednesdays, and Thursdays; from 2:10 pm to 3:00pm. During after school detention, students are assigned seats and are expected to be actively involved in academic work. Any exceptions are at the discretion of the teacher on duty.

### Behaviors that May Result in Detention:

- Disruptive actions
- Being out of class or study without a pass
- Cutting class
- Dress code violation
- Public display of affection
- Repeated tardiness (school & class)
- Failure to comply with a directive given by a staff member
- Policy violations (cell phone, AUP, etc.)
- Failure to follow safety regulations
- Missed detentions (consequential)
- Forgery
- Littering
- Misconduct at school related activities
- Plagiarism and/or cheating (2 detentions, progressive)
- Lying
- Using inappropriate language
- Violating school bus rules

## Disciplinary Consequences- Suspension

Suspension exists as a deterrent for students to conduct themselves in a way as to allow for the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. Students may be disciplined for conduct occurring on school grounds, or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a policy of the Ledyard Board of Education. Students also may be disciplined for conduct that occurs off school grounds if such conduct is seriously disruptive of the educational process and violates a policy of the Ledyard Board of Education.

Suspension: Suspension is assigned by the administration. There are two types of suspension, in school and out of school. In-school suspension is the primary option for suspension consequences unless the administration determines that the student poses a danger to persons or property or such a disruption of the educational process that the student will be excluded from school during the time of the suspension.

In School Suspension: In-School suspension means that the student would come to school and work in the ISS/ Safe Haven room for the duration of the suspension. All schoolwork and other work deemed appropriate will be provided for the student to complete by the end of the day.

Out of School Suspension: Out-of-School suspension means the student is not allowed to come to school and must complete all class work at home. Out of school suspended students are excluded from all school activities for the duration of the suspension period.

Due Process: Students are provided an informal hearing before the principal or assistant principal during which a student is informed of the reason(s) for the suspension and given an opportunity to explain the situation. Parents are immediately notified of any suspension and may be required to pick the student up at school if needed. The administration has final authority in all suspensions.

Records: When a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. As mandated by Connecticut statute, a record of each student's suspension is kept in the student's cumulative file until the student graduates. The law also requires that in the event a student transfers to another Connecticut high school, all information in the student's cumulative file regarding suspension must be sent to the receiving school.

### Behaviors that May Result in Suspension:

- Failure to report to office detention
- Plagiarism and/or Cheating (repeated)
- Leaving campus without permission
- Misbehavior in detention or during in school suspension
- Assault and/or Fighting
- Leading actions which contributes to assault and/or fighting (verbal/physical)
- Use/suspected use/ or possession of tobacco/nicotine/vaping products (detector alert is viable to support for referral if you are present when alert shows positive)
- Abusive language (directed at student/staff)
- Vandalism/ Destruction of school property
- Gambling
- Theft
- Hazing
- Threatening
- Bullying
- Unexcused absence during in school suspension (progressive)
- Actions which endanger the safety of others
- Harassment / Sexual Harassment
- Possession, sale, or use of a facsimile of a firearm

- Use of any instrument in a manner to inflict bodily harm or intimidate or threaten • Possession of instruments displayed in an intimidating manner
- Possession of dangerous instruments or weapons
- Possession/use/selling/distribution of a controlled substance or alcohol in school or at a school event
- Possession of drug paraphernalia
- Racial / Sexual Orientation slurs or hate crimes
- Threatening or intimidating a staff member
- Assaulting a staff member
- Repeated infractions of school rules

**Expulsion**

Expulsion means “an exclusion from school privileges for more than ten (10) consecutive school days, and shall not extend beyond one calendar year. The Board of Education may expel any student whose conduct on school grounds or at a school sponsored activity is a violation of a policy of the Board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is a violation of Board policy and is seriously disruptive of the educational process.” Students suspended on ten occasions or for a total of fifty (50) days will be referred to the Board of Education for further action, which may include expulsion from school. Per Ledyard Board of Education Policy 5114.

**Student Discipline/Consequences/Guidelines for Ledyard Middle and High Schools**

The following behaviors will result in suspensions of 1 to 10 days depending on the severity of the offense and the frequency with which the behavior occurs. These suspensions may be served as in school or out of school per Administration's discretion. When warranted, the administration has the right to impose longer suspensions. If a student's actions also violate the law, the police or other appropriate authorities will be notified. Offenses marked by an \* will result in an expulsion hearing.

<b>Student Behavior</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>
Failing to report to office detention	2 detentions	1 day	1 day
Tardiness to office detention	2 detentions	1 day	1 day
Leaving school without proper dismissal	1 day	1 day	1 day
Absence from school without parent authorization	1 day	1 day	1 day
Misbehavior in detention	2 detentions	1 day	1 day
Assault	5 - 10 days	5 -10days	5 - 10 days*
Fighting	1 - 3 days	3 - 5 days	5 - 10 days
Verbal or physical action which contributes to a fight or assault	1 - 2 days	2 - 3 days	3 - 5 days

Use or possession of tobacco products including vaping	1 day	2 days	3 days
Abusive language directed at a staff member	1 - 5 days	5 - 10 days	10 days
Willful damaging or destruction of school and personal property	1 - 3 days	3 - 5 days	5 - 10 days
Theft	1 - 3 days	3 - 5 days	5 - 10 days
Hazing	1 - 5 days	3 - 7 days	5 - 10 days
Threatening or Bullying	1 - 10 days	5 - 10 days	10 days*
Unexcused Absence from In-school suspension	2 days	2 days	2 days
Actions which endanger the safety of others	1 - 3 days	3 - 5 days	5 - 10 days
Repeated failure to do as directed by a staff member	1 - 2 days	2 - 3 days	3 - 5 days
Harassment, taunting, baiting	1 - 2 days	2 - 3 days	3 - 5 days
Being disrespectful to a staff member	1 - 2 days	2 - 3 days	3 - 5 days
Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon as defined by law	10 days*	10 days*	10 days*
Possession of a facsimile of a firearm	5 - 10 days	10 days	10 days
Use of a any instrument in a manner to inflict bodily harm or intimidate or threaten	10 days	10 days*	10 days*
Possession of instruments displayed in an intimidating manner	1 - 5 days	5 - 10 days	10 days*
Possession of knives, chains, or other dangerous instruments (other than listed above)	1 - 5 days	5 - 10 days	10 days*
Possessing, using, or being under the influence of controlled drugs or alcohol in school or at a school event	10 days	10 days*	10 days*
Racial slurs/hate crimes	1 - 5 days	5 - 10 days	10 days
Possession of drug paraphernalia	1 - 10 days	1 - 10 days	10 days
Distributing a drug, alcohol, or controlled substance	10 days*	10 days*	10 days*
Threatening or intimidating a staff member	1 -10 days	1- 10 days	1 - 10 days*
Assaulting a staff member	10 days	10 days*	10 days*
Sexual Harassment	As per Board of Education Policy 5145.5		

Legal Reference: Connecticut General Statutes PA 93-221 An Act Concerning School Discipline and Security

GOALS 2000: Educate America Act, Pub.L. 103-227

Regulation approved: June 19, 2007 LEDYARD PUBLIC SCHOOLS Ledyard, Connecticut

### Out of School Conduct Code

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the education process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

- Sale, possession, use, or distribution of dangerous weapons or facsimiles.
- Use, possession, or distribution of illegal drugs.
- Violent conduct.
- Making of a bomb or bomb threat.
- Threatening to harm or kill another student or member of the staff, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process. PA 95-304, PA 96-244, PA 98-139, C.G.S. 10-233c.

### Searches

Desks and school lockers are the property of the school for temporary use by students. Desks, lockers, or other school property may be searched by the principal or someone appointed by the principal if there is reason to believe that the search will show evidence that a student has broken either school rules or the law. Students may also be searched for the same reasons. A search may be made of purses, backpacks, outer coats and jackets, footwear, pockets, belts, hair and hats. The scope of the search will be reasonably related to the circumstances which justified the search.

### Threats

All threats are taken seriously and immediately investigated. If evidence suggests that threatening statements or behaviors have occurred, progressive disciplinary action is taken and the Office of the Superintendent is notified. Local police authorities may be notified if determined necessary.

### Weapons

Possession or use of a knife, gun, laser pointers, water guns, air guns, paintball guns, fireworks, flame throwers, or any other object that might be considered a weapon is prohibited. As of October 1, 1994, students found to have possessed a weapon on school grounds or a school sponsored activity must be expelled. The Gun-Free Schools Act, 20 U.S.C. Section 8921.

## Student Wellness

### Equal Opportunity

The Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origins, sex, religion, marital status, sexual orientation, creed, or mental or physical disability or any other legally recognized classification in the employment of its staff, or in the admission or access to its programs or activities. The Assistant Superintendent of Schools is the Title VI and Title IX Coordinator. The Director of Special Services is the Section 504 Coordinator and the ADA Coordinator. You can reach both coordinators at the Ledyard Board of Education, 4 Blonder Boulevard, Ledyard, CT 06339 or by phone at (860)464-9255. An individual who feels that he/she has been unlawfully discriminated against by the Board, its employees or its agents in their performance of duties for the Board shall notify an appropriate supervisor or staff member within thirty (30) calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the district's Civil Rights Coordinator of discrimination complaints.

### Bullying

Bullying of a student by another student is prohibited. Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to are actions that:

- Cause physical or emotional harm to the student or damage to the student's property;
- Place the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Create a hostile environment at school for the student;
- Infringe on the rights of the student at school; or
- Substantially disrupt the education process or the orderly operation of a school.

"Cyber bullying" includes but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, defaming another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Also, sending sexually explicit pictures of minors is considered child pornography and anyone that takes, sends, forwards, or keeps these images may be prosecuted both in the State of CT and/or federally.

#### Reporting

In accordance with the Safe School Climate Plan, a student and/or their parent/guardian may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator, who will promptly reduce the complaint to writing and forward it to the principal for review and action.

Students and parents/guardians are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school administration but no disciplinary action shall be taken solely on the basis of an anonymous report.

Pupil services personnel and administrators are responsible for taking a bullying report and



investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend a meeting at school. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

#### Child Abuse and Neglect

All school personnel are required by law (C.G.S. 17a-101) to report suspected cases of child abuse/neglect to DCF (Department of Children and Families.) Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatments such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

#### Drug, Tobacco, and Alcohol Use

The use, possession, and/or sale of alcoholic beverages, tobacco, tobacco products, and drugs are forbidden on school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned means of transportation. Misuse of any substance may be considered under this portion of the handbook. Discipline up to and including expulsion may be applied for a violation at the discretion of the Board of Education. Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind.

Voluntary disclosure of drug/alcohol problem or self-referral: Students will be referred by the staff member to professional assistance (school counselor, school nurse, school psychologist, or an appropriate licensed agency). The student will be encouraged to seek help. Confidentiality will be maintained unless the safety of the student or others requires consultation with a school administrator. Involuntary disclosure of drug/alcohol problem: If a student demonstrates symptoms of possible drug overdose, the situation will be handled as a medical emergency. Parents/guardians will be notified. If drug use is confirmed, the police will be notified. The student and his/her family will be referred to a community-based agency with services for drug and alcohol education, prevention, and treatment.

The same procedures will be followed if a student is caught in possession of drugs/alcohol, using drugs/alcohol, or in possession of any type of paraphernalia normally associated with the use of drugs/alcohol. Any physical evidence must be turned over to the building administrator and law enforcement agency immediately.

Consequences Drug and Alcohol use and/or Abuse: The student may be referred to the Office of the Superintendent for possible expulsion or other appropriate action.

Violation: The student will receive five (5) to ten (10) days out-of-school suspension. The student may receive in-school counseling upon return.

## Harassment

Sexual harassment or any other form of harassment based on protected class status (including, but not limited to race, sex, color, national origin, religion, or disability) will not be tolerated in the Ledyard School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. Students who engage in harassment will be subject to discipline, up to and including expulsion.

## Hate Speech

Ledyard Public Schools believes all students should be able to attend school free of harassment, humiliation, and intimidation. To that end, hate speech and its symbols- including swastika and the Confederate flag – are prohibited at Ledyard Middle School. Exceptions include representations of those symbols as a part of Board approved curricular instruction.

## Sexual Harassment

It is the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment.

No student, employee or school volunteer may harass a student, employee or school volunteer through conduct or communication of a sexual manner.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical. This includes insulting or degrading sexual remarks or conduct. Threats are not allowed and neither is anything that creates an intimidating, hostile or offensive work or educational environment. Sexual harassment will result in disciplinary action up to and including expulsion. Any person who believes he/she has been a victim of sexual harassment is encouraged to report such complaints to the principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. If the student is not satisfied with the resolution, he/she may file an appeal with the Superintendent. Confidentiality will be maintained and no retaliation will be allowed to occur as a result of the complaint. Examples of sexual harassment include, but are not limited to

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcomed or inappropriate touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats • concerning a student's grades or academic standing

## Other Forms of Harassment Based on Protected Class Status

Harassment of a student based on protected class status other than sexual harassment consists of verbal or physical conduct when the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or the harassing conduct otherwise adversely affects an individual's work or

academic performance.

### Suicide Prevention

Any student may seek assistance for himself/herself or a friend through any staff member. When a student makes a statement of suicidal thinking, or when it appears that a suicide attempt is possible, staff members are required to report this information to the guidance counselor or school psychologist or building principal and/or designee who will, in turn, notify the student's family and appropriate resource services. As a precaution, students will be closely supervised and students will be released only to the parents, guardians, or other responsible adults. If the parents/guardians cannot be reached, the case will be treated as a medical emergency and arrangements will be made to transport the student to a proper medical facility. As a follow up, the school guidance counselor will maintain contact with any outside resources to learn how the school can support the student.