

Lyman Memorial High School Parent & Student Handbook

2011 ~ 2012



LYMAN MEMORIAL HIGH SCHOOL

917 Exeter Road LEBANON, CONNECTICUT 06249

“Home of the Bulldogs”

Office: (860) 642-3523 ~ Fax: (860) 642-3523

Stephen F. Salisbury ~ Principal
Carol A. Moore ~ Assistant Principal

LEBANON PUBLIC SCHOOLS 2011/2012 CALENDAR

August 2011 - 1 day

M	T	W	TH	F
				26
29	30	31		

September 2011 - 21 days

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011 - 19 days

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20/*	21/*
24	25	26	27	28
31				

November 2011 - 18 days

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23/	24	25
28	29	30		

December 2011 - 17 days

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23/
26	27	28	29	30

January 2012 - 20 days

M	T	W	TH	F
2	3	4	5	6
9	10	11	12//	13//
16	17//	18//	19	20
23	24	25	26	27
30	31			

Quarters End - HS

October 31, 2011
January 11, 2012
March 27, 2012
June 12, 2012

Important Calendar Dates

August 26 - New Staff
August 29 - All Staff
August 30 - Professional Development
August 31 - School begins for all students
September 5 - Labor Day
October 10 - Columbus Day
October 11 - Professional Day
October 20, 21 - Early Closing PK-4 Conf.
November 10 - Professional Day
November 11 - Veteran's Day
November 23 - Early Closing PK-12
November 24, 25 - Thanksgiving
December 23 - Early Closing PK -12
December 26- January 2 - Vacation
January 3 - Back to School
January 16 - Martin Luther King Day
January 12, 13, 17, 18
 Early Closing H.S. Exams
 Early Closing 5-8 Conferences
February 17 - Professional Day
February 20, 21 - Winter Break
March 21, 22 - Early Closing PK- 4 Conf.
March 23 - Professional Development
April 6 - Good Friday
April 16-20 Spring Break
May 28 - Memorial Day
June 7, 8, 11, 12 - Early Closing H.S. Exams
June 11, 12 - Early Closing PK-8 students
June 12* - Last day for students - early closing

*Floating, dependent upon snow days

If five school days are cancelled due to inclement weather, etc. prior to March 1st, additional school closing days will be made up during April vacation beginning on April 20th.

Quarters End - MS

October 31, 2011
January 11, 2012
March 27, 2012
June 12, 2012

February 2012 -18 days

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012 - 21 days

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21/*	22/*	23
26	27	28	29	30

April 2012 - 15 days

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012 - 22 days

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012 - 8 days

M	T	W	TH	F
				1
4	5	6	7///	8///
11/	12/			

- Indicates No School
- / Indicates Early Closing All
- /* Indicates Early Closing ES only
- // Indicates Early Closing MS/HS only
- /// Indicates Early Closing HS only
- Indicates Prof. Dev. Day

180 Student Days

186 Teacher Days

Trimesters End - ES

December 1, 2011
March 8, 2012
June 12, 2012

February 15, 2011

Approval Date

Welcome to LYMAN MEMORIAL HIGH SCHOOL

As you begin the school year, you will notice that the Lyman school community is dedicated to preparing students to be successful participants in the twenty-first century. There are many programs and activities to assist you in achieving this goal. This booklet is designed to provide you with the guidelines to policies, procedures and services that ensure all students can take advantage of the available opportunities. It is full of information that you need to be aware of, and that will be helpful in your school career. I strongly suggest that both you and your parents review and discuss the information in this handbook.

I encourage all students to participate in one of our extracurricular clubs or teams. Your high school experience will become a memory that lasts a lifetime. Your involvement in these activities will provide a well-rounded experience that will become a positive influence as you develop your character.

Sincerely,

Stephen F. Salisbury, Principal

ACCREDITATION STATEMENT

Lyman Memorial High School is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate education programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the association.

Commission on Secondary Schools and Colleges
New England Association of Schools and Colleges 209 Burlington Road
Bedford, Massachusetts 01730 (617)271-0022

Note: Most recent accreditation update and commendation Spring 2004.

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EQUAL OPPORTUNITY, TITLE IX, SECTION 504

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, economic status, marital status, or physical or mental disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Sandy Simon, Interim Director of Special Services, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Persons who feel that they have been denied such equal educational opportunities, including discriminatory treatment or harassment, may file a complaint with the district's Compliance officer, Sandy Simon, Interim Director of Special Services, who can be reached at: 891 Exeter Road, Lebanon, CT 06249, (860) 642-5764. If the Compliance Officer is the subject of the complaint, the person may file the complaint with the Superintendent of Schools. In addition, a student complaint may be filed in writing with a teacher or guidance counselor. A student may request assistance of school district personnel in preparing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Compliance Officer.

The written complaint shall be dated and shall state the name of the complainant, the date(s) of the alleged violation, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation.

The compliance officer shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. School officials will, consistent with the need for a thorough investigation of the complaint and principles of fairness, endeavor to protect privacy interests. Upon completion of the investigation but in no event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as to the disposition of the complaint. The time for rendering a decision may be extended as required for a thorough investigation and fair resolution of the complaint. If the decision is that discrimination or harassment has occurred, appropriate action shall be taken to ensure that such behavior or treatment ceases and will not reoccur. No adverse action will be taken against a student for filing a complaint or against any student or other person for cooperating in the investigation of the complaint.

Grievance Procedure

If a student experiences some difficulty or feels he/she has been treated unfairly, he/she should try to solve the problem with the person(s) involved. Counselors and advocates are available to assist students in resolving conflicts. If, after discussing the problem, it has not been resolved, the student should bring the matter to the attention of administration. Submission of statements of concern and complaint are part of the formal grievance procedures.

Should a student feel that a policy or practice should be improved, it is that student's responsibility to go through appropriate channels to seek change. Student government is an excellent vehicle for handling such concerns. Students must remember that meaningful change takes considerable effort and care in order to ensure that whatever change takes place will benefit all.

Lebanon Board of Education

Melissa Hofmann, Chair,	Darcy Battye	Donna Skaats	Lori Jahoda	Sandra Tremblay
	Brenda Bennett	Keith Wentworth	David Jeanotte	James Mello

Superintendent of Schools

Mrs. Janet Tyler

School Administration and Staff

Principal	Mr. Stephen F. Salisbury
Assistant Principal	Ms. Carol A. Moore
Director of Technology	Mr. Wesley Shaver
Interim Director of Special Services	Mrs. Sandye Simon
Director of Athletics	Mr. Scott Elliott
Facilities Manager	Kevin French
Agriculture Sciences:	Megan Grogan, Geoff Picard, Brenda Wildes.
Applied Technology:	Carol Goldstein, George Gray, Bob Oxenhorn.
Art:	Renée Gibson, Mary Hartzell.
Computers:	Paula Hopkins, Barbara Lee
English:	Anita Angell, Diane Ayer, Liza Escott, Ryan Fabry, Erica Graff, Rebecca Marocchini.
Guidance Counselors:	Elizabeth Maiese, David Tedesco. Christine Chalifoux (<i>Administrative Secretary, Guidance.</i>)
Health:	Chris Fabry.
Library/Media:	Rebecca Flannery.
Mathematics:	Jennifer Bonk, Emma Cox, John Cote, Barbara Leen, Scott Stanton
Music:	Ann Birrell, Emily Northridge.
Nurse:	Sandra Belisle.
Physical Education:	Jeff Gaucher, Marty Gomez, Terry Halbardier
Science:	Karen Collins, Donna Franklin, James Motyka, Kyotaro Narita, Lynn Olson, Larry Strohm.
Social Studies:	Kevin Brodie, Mark Morello, Cynthia Petrie, Richard Shea, Kathryn Walsh.
Special Education:	Edward Adelman, Elizabeth Anastasio, Patricia Hogg.
Speech and Language:	Leigh Hogan.
Student Services:	Marissa McCarthy (<i>Psychologist</i>).
World Language:	Molly Lathrop, Shaun Liebskind, Rebecca Musser Joanne Nowosad, Michelle Wozniak.
Administrative Secretaries:	Marian Rychling (<i>Attendance Secretary</i>), Linda Wagner (<i>secretary to the Principal</i>), Dawn Varney, (<i>secretary to the Assistant Principal</i>).
Cafeteria:	Betsy Arrigoni

Mission Statement

Lyman Memorial High School, in partnership with our cooperating communities, recognizes the unique academic, social, and personal strengths of each of its students. Our goal is to facilitate the development of academic capabilities, social awareness, and a sense of civic responsibility necessary to become productive life-long learners in a global society.

Expectations for Student Performance

Academic Expectations

Lyman Memorial High School students will:

- Demonstrate verbal communication skills appropriate to a specific audience.
- Demonstrate effective reading skills for a variety of purposes.
- Demonstrate effective writing skills for a variety of purposes.
- Demonstrate effective problem solving skills using logical reasoning.
- Demonstrate proficiency using a variety of technology and informational resources to gather and synthesize data.
- Assume responsibility for the advancement of his/her own learning.

Social Expectations

Lyman Memorial High School students will:

- Develop and maintain positive interpersonal relationships.
- Behave in a socially and ethically appropriate manner.
- Act responsibly and demonstrate respect to self and others.

Civic Expectations

Lyman Memorial High School students will:

- Assume the rights and the responsibilities of being a productive citizen.
- Make a positive contribution to their school and community.

Time Schedule

Regular School Day: 7:30 a.m. -2:05 p.m.

Early closings: 7:30 a.m. -11:55 a.m.

Late openings/early closings: Schedules to be locally announced. It is important, during weather or other emergencies to have telephone lines open. Therefore, please use the following information resources (Please do not call the school unless there is an emergency): Closing information is available on radio stations WILI, WTIC, WICH, WXLS and WPOP and television stations. When a late opening is called, the delay will be 90 minutes.

LYMAN MEMORIAL HIGH SCHOOL
Modified Block Schedule 2011-2012~ 1st and 3rd QUARTERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Per. 1 7:30-8:16	Per. 1 7:30 - 8:55	Per. 1 7:30 -8:24	Per. 2 7:30-8:55	Per. 1 7:30-8:16
Per. 2 8:20-9:06	Per. 3 8:59 – 9:53	Per. 2 8:28 - 9:22	HR 8:59 – 9:14	Per. 2 8:20-9:06
HR 9:10 – 9:22	HR 9:57 – 10:12	HR 9:26 – 9:41	Break – 6 minutes	HR 9:10 – 9:22
Per. 3 9:26-10:12	Break – 6 minutes	Break – 6 minutes	Per. 4 9:20-10:45	Per. 3 9:26-10:12
Per. 4 10:16-11:02	Per. 4 10:18 – 11:12	Per. 3 9:47 – 11:12		Per. 4 10:16-11:02
Per. 5 ~ <i>LUNCH</i> 1 st 11:06 -11:30 2 nd 11:34 -11:57 3 rd 12:01 -12:25	Per. 5 ~ <i>LUNCH</i> 1 st 11:16 -11:40 2 nd 11:44 -12:08 3 rd 12:12 -12:36	Per.5 ~ <i>LUNCH</i> 1 st 11:16 -11:40 2 nd 11:44 -12:08 3 rd 12:12 -12:36	Per. 5 ~ <i>LUNCH</i> 1 st 10:49 -11:13 2 nd 11:17 -11:41 3 rd 11:45 -12:09	Per. 5 ~ <i>LUNCH</i> 1 st 11:06 -11:30 2 nd 11:34 -11:57 3 rd 12:01 -12:25
Per. 6 12:29-1:15	Per. 6 12:40-2:05	Per. 7 12:40 - 2:05	Per. 6 12:13-1:07	Per. 6 12:29-1:15
Per. 7 1:19-2:05			Per. 7 1:11-2:05	Per. 7 1:19-2:05

2011-2012 ~ 2nd and 4th QUARTERS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Per. 1 7:30-8:16	Per. 1 7:30 - 8:55	Per. 1 7:30 -8:24	Per. 2 7:30-8:55	Per. 1 7:30-8:16
Per. 2 8:20-9:06	Per. 3 8:59 – 9:53	Per. 2 8:28 - 9:22	HR 8:59 – 9:14	Per. 2 8:20-9:06
HR 9:10 – 9:22	HR 9:57 – 10:12	HR 9:26 – 9:41	Break – 6 minutes	HR 9:10 – 9:22
Per. 3 9:26-10:12	Break – 6 minutes	Break – 6 minutes	Per. 5 9:20-10:45	Per. 3 9:26-10:12
Per. 5 10:16-11:02	Per. 5 10:18 – 11:12	Per. 3 9:47 – 11:12		Per. 5 10:16-11:02
Per. 4 ~ <i>LUNCH</i> 1 st 11:06 -11:30 2 nd 11:34 -11:57 3 rd 12:01 -12:25	Per. 4 ~ <i>LUNCH</i> 1 st 11:16 -11:40 2 nd 11:44 -12:08 3 rd 12:12 -12:36	Per. 4 ~ <i>LUNCH</i> 1 st 11:16 -11:40 2 nd 11:44 -12:08 3 rd 12:12 -12:36	Per. 4 ~ <i>LUNCH</i> 1 st 10:49 -11:13 2 nd 11:17 -11:41 3 rd 11:45 -12:09	Per. 4 ~ <i>LUNCH</i> 1 st 11:06 -11:30 2 nd 11:34 -11:57 3 rd 12:01 -12:25
Per. 6 12:29-1:15	Per. 6 12:40-2:05	Per. 7 12:40 - 2:05	Per. 6 12:13-1:07	Per. 6 12:29-1:15
Per. 7 1:19-2:05			Per. 7 1:11-2:05	Per. 7 1:19-2:05

90-Minute Delay Schedules

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 - 9:00 -9:28	1 - 9:00 -9:52	1 -9:00 -9:52	2 - 9:00 -10:00	1 -9:00 -9:28
2 - 9:32 -10:00	3 - 9:56 -10:48	2 -9:56 -10:48	5 - 10:04 -11:04	2 -9:32 -10:00
3 - 10:04 -10:32	5 - 10:52 -11:45	3 -10:52 -11:45		3 -10:04 -10:32
5 -10:36 -11:04	4 - 11:49-1:10 * 1 st -11:49 -12:13 2 nd -12:17 -12:41 3 rd -12:45 -1:10	4 -11:49-1:10 * 1 st -11:49 -12:13 2 nd -12:17 -12:41 3 rd -12:45 -1:10	4 - 11:08 -12:31 * 1 st -11:08 -11:33 2 nd -11:37 -12:02 3 rd -12:06 -12:31	5 -10:36 -11:04
4 -11:08 -12:31 1 st - 11:08 -11:33 2 nd - 11:37 -12:02 3 rd - 12:06 -12:31	6 - 1:14 -2:05	7 -1:14 -2:05	6 - 12:35 -1:18	4 -11:08 -12:31 1 st - 11:08 -11:33 2 nd - 11:37 -12:02 3 rd - 12:06 -12:31
6 -12:35 -1:18				6 - 12:35 -1:18
7 -1:22 -2:05			7 - 1:22 -2:05	7 - 1:22 -2:05

* -NOTE: Lunch 1Q & 3Q = '5th' Period; Lunch 2Q & 4Q = '4th' Period.

EARLY CLOSING		X-BLOCK PERIOD	
PERIOD 1	7:30 -8:05	PERIOD 1	7:30 -8:12
PERIOD 2	8:09 -8:43	PERIOD 2	8:16 -8:57
PERIOD 3	8:47 -9:21	PERIOD 3	9:01 -9:45
PERIOD 4	9:25 -10:00	PERIOD 4	9:46 -10:26
PERIOD 5	10:04 -10:38	X-BLOCK	10:30 -11:15
		PERIOD	
PERIOD 6	10:42 -11:16	PERIOD 5	11:19 -12:42
		1 st lunch	11:19 -11:44
		2 nd lunch	11:48 -12:13
		3 rd lunch	12:17 -12:42
PERIOD 7	11:20 -11:55	PERIOD 6	12:46 -1:25
		PERIOD 7	1:29 -2:05

2011/2012
 DELAYED OPENINGS/EARLY CLOSING DAYS

90 MINUTE DELAYED OPENING*	
Grades 1-4	School starts – 10:05 a.m.; School ends 3:10 p.m.
Morning Kindergarten & Morning Preschool	CANCELLED
Afternoon Kindergarten	Session starts 12:20 p.m.; Session ends 3:10 p.m.
Afternoon Preschool	Session starts 12:20 p.m.; Session ends 3:10 p.m.
Grades 5-8	School starts 9:10 a.m.; School ends 2:15 p.m.
Grades 9-12	School starts 9:00 a.m.; School ends 2:05 p.m.

EARLY CLOSING DAYS Oct. 20, 21 (ES), Nov. 23 (All), Dec. 23 (All), Jan. 12, 13, 17, 18, (HS & MS), Mar. 21, 22 (ES), June 21, 22 (ES), June 7, 8 (HS), June 11, 12 (All)	
Grades 1-4	School starts 8:35 a.m.; School ends 1:05 p.m. (Lunch served)
Morning Kindergarten & Morning Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.
Afternoon Kindergarten & Afternoon Preschool	Session starts 10:45 a.m.; Session ends 1:05 p.m. Note: Students will be picked up approximately 90 minutes earlier. PLEASE BRING A LUNCH.
Grades 5-8	School starts 7:40 a.m.; School ends 12:10 p.m.
Grades 9-12	School starts 7:30 a.m.; School ends 11:55 a.m.

DELAYED OPENING ON A SCHEDULED “EARLY CLOSING DAY”	
Early closing is CANCELLED and normal closing time observed	
Grades 1-4	School starts – 10:05 a.m.; School ends 3:10 p.m.
Morning Kindergarten & Morning Preschool	CANCELLED
Afternoon Kindergarten	Session starts 12:20 p.m.; Session ends 3:10 p.m.
Afternoon Preschool	Session starts 12:20 p.m.; Session ends 3:10 p.m.
Grades 5-8	School starts 9:10 a.m.; School ends 2:15 p.m.
Grades 9-12	School starts 9:00 a.m.; School ends 2:05 p.m.

LISTEN TO YOUR RADIO OR TV FOR INFORMATION ABOUT EARLY CLOSINGS!!

FOR DETAILS ON ALL OF THE ABOVE INFORMATION LISTEN TO: WILI 1400 AM & 98.3 FM (Cable TV channel 14), WTIC 1080 AM, WDRC 1360 AM & 103 FM, WICH 1310 AM

*Continue listening to the radio or TV. If weather conditions deteriorate, a delay could become a cancellation for the day. ** Schools may close earlier depending on conditions – listen to the news. WEATHER CIRCUMSTANCES CHANGE! HAVE CONTINGENCY PLANS READY

ACADEMIC REQUIREMENTS

Graduation Requirements

Graduation from Lyman Memorial High School implies that students have satisfactorily completed the prescribed courses of study in accordance with their respective abilities to achieve.

Subject	Credits	Specific Requirements
The Arts or Vocational Education	2	
English	4	
Health	0.5	
Mathematics	3	Algebra 1 or Algebra 1A course.
Physical Education	1.5	3 years
Science	3	1 lab course
Social Studies	3	U.S. History 1 credits; Civics, .5 credits or equivalent.
Computer Literacy	0.5	
Senior Project	0.5	
Electives	5	Minimum
CAPT	-	Achieve proficiency level in reading, writing and math.
TOTAL	23	

Definitions

1. The Arts -courses from art, drama or music.
2. Vocational Education -course from agriculture, business, family & consumer science, technology education, work experience or school-to-career programs.
3. Elective courses -from any departmental area.
4. Computer Literacy course -a course, such as computer applications, computer programming or introduction to CAD is required.
5. Lab course -biology, chemistry, and physics meet the requirement.

PROMOTION

To be promoted a student needs:

- 5 credits including English 9 to be a sophomore;
- 11 credits including English 10 to be a junior;
- 17 credits including English 11 to be a senior;
- 23 credits to be a graduate.

Performance Requirements

A Lyman Memorial Graduate

Is literate.

- Demonstrates the ability to read effectively for a variety of purposes when assessing, processing, and communicating knowledge by meeting one of the following three criteria:
 1. By achieving proficiency on the CAPT reading assessment.
 2. Achieve a score of 500 on the SAT verbal reasoning assessment.
 3. Pass the Lebanon Public School District writing assessment.

- Demonstrates effective writing skills for a variety of purposes when assessing, processing, and communicating knowledge by meeting one of the following three criteria:
 1. By achieving proficiency on the CAPT writing assessment.
 2. Achieve a score of 500 on the SAT verbal reasoning assessment.
 3. Pass the Lebanon Public School District writing assessment

- Demonstrates effective communication skills appropriate for a specific audience by meeting one of the following four criteria:
 1. Achieve a score of 500 on the SAT verbal reasoning assessment.

2. Pass the Lebanon Public School District writing assessment
3. Successfully complete senior project.

Is a problem solver.

- Demonstrates effective problem solving skills using logical reasoning and utilization of different sources of information and use of multiple strategies in solving a variety of types of problems by meeting one of the following three criteria:
 1. By achieving proficiency on the CAPT math assessment.
 2. Achieve a score of 500 on the SAT math reasoning assessment.
 3. Pass the Lebanon Public School District problem solving assessment.

- Demonstrate proficiency using a variety of technology and informational resources to gather and synthesize data by meeting one of the following three criteria:
 1. Pass a computer literacy course.
 2. Pass the physical science technology-based research project on the science CAPT.
 3. Demonstrate the use of technology in a senior project.

Is a communicator.

- Demonstrates interdisciplinary skills and knowledge while investigating and making a presentation in a specialized area of interest culminating in a senior project.
 1. Successfully complete senior project.

LYMAN MEMORIAL HIGH SCHOOL PERFORMANCE STANDARDS

Connecticut Standards

Is Literate - Demonstrates the ability to read and write at the level of proficiency on the CAPT writing assessment when assessing, processing, and communicating knowledge.

Is a problem solver - Shows that he/she can utilize differing sources of information and apply multiple strategies at the level of proficiency on the CAPT math assessment in solving various types of problems.

Is a communicator - Demonstrates interdisciplinary skills and knowledge while investigating and making a presentation in a specialized area of interest culminating in a senior project.

National Standards

Is literate - Demonstrates the ability to read and write proficiently when assessing, processing, and communicating knowledge by achieving a score of 500 or above on the SAT verbal reasoning assessment.

Is a problem solver - Demonstrates that he/she can utilize differing sources of information and apply multiple strategies in solving various types of problems by achieving a score of 500 or above on the SAT math assessment.

Local Standards

1. Local Assessments -A Lyman Memorial High School graduate. . .

- a) Is literate. Demonstrates the ability to read and write proficiently when assessing, processing, and communicating knowledge by writing. Students shall, prior to the completion of their senior year, produce an essay that is focused, organized, elaborated, and edited for standard English conventions.
- b) Is a problem solver. Demonstrates that he/she can utilize differing sources of information and apply multiple strategies in solving various types of problems within the content of the math course, in which the student is enrolled, he/she will satisfactorily complete multi-step mathematical problems, which require demonstration of basic math operations including fractions or decimals. The student shall also explain in writing either how he/she arrived at each answer or justify each answer in writing.
- c) Is a communicator. Demonstrates interdisciplinary skills and knowledge while investigating a specialized area of interest culminating in a senior project.

2. Performance Modifications

The standards for student performance may be modified if the student:

- a) Achieves a score at the level of proficiency on the CAPT assessment on a related section of the Connecticut Academic Performance Test -Reading Across the Disciplines,
- b) Achieves a score at the level of proficiency on the CAPT assessment on a related section of the Connecticut Academic Performance Test -Writing Across the Disciplines,
- c) Achieves a score of 500 or above on the SAT II in mathematics and/or writing.
- d) Achieves a score of 500 or above on the mathematics section of the SAT.

- e) Has special needs and is indicated in Individual Education Plan.
- f) Is a junior who retakes the CAPT and demonstrates significant improvement as determined by test results reviewed by the performance review committee.

3. **Implementation**

- a) Students will have at least five opportunities over the course of their junior and senior year to complete the performance standard.
- b) Students who have not satisfactorily demonstrated the district's performance standard in writing, or who do not qualify for performance modifications, will be required to take a writing course in their senior year.
- c) Students who have not satisfactorily demonstrated the district's performance standard in mathematics, or who do not qualify for a performance modification, will be required to take a mathematics course, other than a computer mathematics course in their senior year.

4. **Notification**

- a) Of teachers: At the beginning of the school year, the Guidance Department will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met a standardized test goal in their areas. Teachers will be notified of the junior CAPT scores upon their receipt at the school.
- b) Of students: The Guidance Department will write to juniors who do not meet the CAPT goals and the parents of said juniors to remind them of the performance standard requirements for graduation. At the beginning of the school year, each senior shall be notified by his/her guidance counselor of his/her status relative to meeting the performance standards for graduation.
- c) Of parents: The Guidance Department will also notify in writing the parents of seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks.

5. **Options**

Seniors who are not eligible for graduation with their class, due to a failure to meet the district graduation requirement, as per policy, in one or more subjects as described above, may select one of the following options:

- a) Return in September as a fifth year student,
- b) Enroll in summer school and pass the requirement,
- c) Enroll in courses to be designated through Adult Education Program and pass the assessment,
- d) Make arrangements for re-testing to meet the performance standards.

Final and Mid-Year Exams

In January and June, final or mid-year examination periods will be scheduled for all courses. All first semester (1/2 credit) courses will have a final exam and all full-year (1 credit) courses will have a mid-year exam in January. Second semester (1/2 credit) courses and full-year (1 credit) courses will have final exams in June. In a full year course, Seniors with an "A" average in a course may be exempt from the final exam. Students may not reschedule mid-year or final exams without the permission of the administration. Permission will be granted only in the case of medical or family emergencies or other reasons approved by administration two weeks in advance. Vacation plans are not considered acceptable reasons to reschedule exams. Please consider in your planning that snow days may alter the school calendar.

Homework

Homework is assigned in all academic subjects and electives. Teachers provide homework to supplement and reinforce learning. It is necessary in the learning process, and is factored into course grading.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times during the school year. Report cards are mailed home. If there are concerns, parents are encouraged to contact individual teachers or counselors at any time during the year. Progress reports are distributed to students midway into the quarter. Progress reports are mailed home. Every effort is made to make report cards available to students/families within two weeks of the end of each marking period. Final report cards are mailed home to students who have no outstanding financial or disciplinary obligations.

GRADING CODE

A+	97-100	Superior	I	Incomplete
A	93-96		W	Withdrawal
A-	90-92		WP	Withdrawal/Passing
B+	87-89	Above Average	WF	Withdrawal/Failing
B	83-86		P	Passing
B-	80-82		E	Excused
C+	77-79	Average	R	Special Services Credit Granted, student should not continue in sequence.
C	73-76			
C-	70-72			
D+	67-69	Below Average		
D	63-66			
D-	60-62			
F	59 and below	Failing		

Categories of Instruction

The Lyman program is designed to challenge students across all levels when selection of level is appropriately based on individual aptitudes, abilities, and interests. All Lyman students are urged to pursue excellence and to work with teachers and counselors to select an appropriate array of course offerings and levels.

Courses which demand a high level of rigor and which are academically challenging are assigned higher quality points. Courses in the honors, AP categories require students be self-motivated and willing to commit additional time and energy to their studies.

Class Rank

Class rank is a weighted average that takes into account course level and grade. The quality point matrix is shown below.

	AP	H	1	2	3
100	19.0000	17.0000	15.0000	13.0000	11.0000
99	18.7500	16.7500	14.7500	12.7500	10.7500
98	18.5000	16.5000	14.5000	12.5000	10.5000
97	18.2500	16.2500	14.2500	12.2500	10.2500
96	18.0000	16.0000	14.0000	12.0000	10.0000
95	17.7500	15.7500	13.7500	11.7500	9.7500
94	17.5000	15.5000	13.5000	11.5000	9.5000
93	17.2500	15.2500	13.2500	11.2500	9.2500
92	17.0000	15.0000	13.0000	11.0000	9.0000
91	16.7500	14.7500	12.7500	10.7500	8.7500
90	16.5000	14.5000	12.5000	10.5000	8.5000
89	16.2500	14.2500	12.2500	10.2500	8.2500
88	16.0000	14.0000	12.0000	10.0000	8.0000
87	15.7500	13.7500	11.7500	9.7500	7.7500
86	15.5000	13.5000	11.5000	9.5000	7.5000
85	15.2500	13.2500	11.2500	9.2500	7.2500
84	15.0000	13.0000	11.0000	9.0000	7.0000
83	14.7500	12.7500	10.7500	8.7500	6.7500
82	14.5000	12.5000	10.5000	8.5000	6.5000
81	14.2500	12.2500	10.2500	8.2500	6.2500
80	14.0000	12.0000	10.0000	8.0000	6.0000
79	13.7500	11.7500	9.7500	7.7500	5.7500

78	13.5000	11.5000	9.5000	7.5000	5.5000
77	13.2500	11.2500	9.2500	7.2500	5.2500
76	13.0000	11.0000	9.0000	7.0000	5.0000
75	12.7500	10.7500	8.7500	6.7500	4.7500
74	12.5000	10.5000	8.5000	6.5000	4.5000
73	12.2500	10.2500	8.2500	6.2500	4.2500
72	12.0000	10.0000	8.0000	6.0000	4.0000
71	11.7500	9.7500	7.7500	5.7500	3.7500
70	11.5000	9.5000	7.5000	5.5000	3.5000
69	11.2500	9.2500	7.2500	5.2500	3.2500
68	11.0000	9.0000	7.0000	5.0000	3.0000
67	10.7500	8.7500	6.7500	4.7500	2.7500
66	10.5000	8.5000	6.5000	4.5000	2.5000
65	10.2500	8.2500	6.2500	4.2500	2.2500
64	10.0000	8.0000	6.0000	4.0000	2.0000
63	9.7500	7.7500	5.7500	3.7500	1.7500
62	9.5000	7.5000	5.5000	3.5000	1.5000
61	9.2500	7.2500	5.2500	3.2500	1.2500
60	9.0000	7.0000	5.0000	3.0000	1.0000
59	0.0000	0.0000	0.0000	0.0000	0.0000

If you have any questions or concerns about your schedule or status, please call or see your counselor.

Honor Roll

An honor roll is published at the end of each quarter to recognize students who have achieved high academic standing. 1st Honors Students who receive a grade point average of 93 in all courses and no grades below 70. 2nd Honors Students who receive a grade point average of 87 in all courses and no grades below 70.

National Honor Society

Lyman Memorial High School sponsors a chapter of the National Honor Society, a national service organization that recognizes students for outstanding academic achievement, exemplary character, and leadership and service in the school and community. Membership is selective and limited to juniors and seniors who have spend at least one semester at Lyman Memorial High School. In order for students to be eligible for admission, they must have an overall 87 average and a minimum of a 14 on the quality point matrix. (This is a minimum and must be maintained each marking period of membership.)

Once a student is determined as being eligible for membership, they complete an application which is then reviewed by a faculty committee. The committee is guided by the four tenants of NHS: scholarship, character, leadership and service. Each one of these qualities is defined below.

Scholarship – Students must demonstrate a commitment to academic excellence

Character – Students must be above reproach, they are trustworthy and respected by students and staff alike

Leadership – Students are not only taking leadership roles in school and community activities, but also demonstrating leadership in the school setting through appropriate classroom and school-wide behaviors

Service – Students must demonstrate a commitment to helping others both within and outside of school including extracurricular activities, athletics, community service, and volunteer work

Credit Information

The following information is offered to help guide a student in the choice of studies. Parents and students are requested to keep the following recommendations in mind:

1. All students must enroll in a minimum of 6 major subjects, plus physical education each semester. Physical Education is optional for seniors. Other students are excused from Physical Education only by a physician's statement presented and approved at the beginning of the exemption period. Alternative programs for those medically excused must be approved by Guidance.
2. In the event a student in grade 9, 10, or 11 fails English for the year, he/she will not be permitted to take two English classes the following year. English 9 and 10 are sequential and are also prerequisite to English

- 11 and 12. Students who fail English have two options available to them: a) must attend an approved Summer school, or b) repeat same academic level English course the following year.
3. Prerequisites are required for some subjects, and all subjects must be taken in sequence.
4. Any student who transfers to Lyman Memorial will be scheduled as closely as possible with the subjects taken in his/her former school.
5. A student who repeats a course may not receive credit if credit has previously been granted.
6. Audit courses receive no credit value, and students may enroll in them only with approval from the teacher, parents, and Guidance Office.

Health Class Information

Health is a semester class required for all freshmen. The curriculum has been approved by the Lebanon Board of Education and includes instruction on HIV/AIDS and sex education. Connecticut law provides parents the option to have their child excluded from these two topics, if they so desire. Alternative assignments will be provided and required. Parents must notify the instructor and guidance counselor, in writing if they wish to exercise this option.

Prevention Curriculum

A Health Education Grade Nine Course is required of each student before graduation. The Health Education Curriculum is designed to allow students to gain knowledge and skills which will enable them to make informed decisions about their personal well-being. Substance abuse prevention education is an important component of the health education course. Students will also be exposed to substance abuse education in various science and English courses throughout their school experience.

Transfer Credit

Transfer credit will be granted by Lyman Memorial to a new student for successfully completed courses in grades 9 -12 taken in the student's former school.

Summer School Credit

A full credit may not be given for Summer school work unless a student previously has taken the course during the regular academic year. In order for a Summer school course to receive full credit, 120 clock hours of school time must be verified. Students must remain in a Lyman course the full time to be eligible for Summer school.

Add/Drop Procedure

If a student has a valid reason for requesting a schedule change when school opens, the reason is to be stated in writing and submitted to guidance within the first two weeks of school.

After the start of school, add/drops and course level change may only be completed with the approval of the teacher, school counselor, and parent. There is an extension to the add/drop timeline with World Languages. The time is extended to the middle of the first quarter progress report time.

Steps for Requesting a Schedule Change

The steps for requesting a schedule change (Add/Drop), once school has started, are as follows:

1. An Add/Drop Form may be obtained from guidance.
2. This form must be submitted to a school counselor with signatures from a parent/guardian and teacher(s), approving the student request.
3. A review will then be conducted by administration and guidance in regard to the student request.
4. No change is to be made until teachers and the student receives written notification approving the change from guidance.
5. Any course drop or change in level after the first two weeks of a course must be approved by the teacher, and administration. After the first two weeks of the school year, a student who requests to withdraw without teacher recommendation from a course is subject to a withdrawal/failure (W/F) grade. Student attendance in the course is required until a decision is reached by administration and guidance. Students may not drop courses if the drop will result in more than one study hall per day. If the student request for withdrawal is approved, the classroom teacher will record a final year average grade of Withdrawal/ Failure (W/F) for the student. If the request is denied, the student will remain in the course for the duration of the school year.

Note: Seniors will be required to have a conference with parent(s) and guidance before any course changes are finalized.

STUDENT SUPPORT SERVICES

Academic Advisor Advisee Program (The “Triple A” Program)

The Academic Advisor/Advisee or Triple A Program at Lyman Memorial High School seeks to aid students in achieving academic improvement and pursuing excellence. Students will meet in homeroom with an advisor daily to discuss study skills, set goals, and brainstorm solutions to problems both academic and social. Advisors along with the guidance department will supply information on PSATs, SATs, and scheduling procedures to students.

Guidance Services

The Lyman Guidance Department is dedicated to providing all students and their families with guidance counseling services that systematically and sequentially address students’ educational, career, and personal/social needs. This is accomplished through delivery of curriculum, individual planning meetings, monitoring and reporting of progress, team, group and family meetings, and appropriate referral and consultations.

Lyman has two counselors who assist students in making decisions that maximize school success. Counselors provide information in regard to graduation requirements, educational and career planning, and testing services. Students and their families are encouraged to maintain close communication and to meet with counselors regularly. In addition, students will be scheduled for guidance appointments at regular intervals for educational planning to ensure academic success at Lyman. Students, families and staff may schedule appointments with counselors via the guidance secretary.

College Search and Application Process

Responsibilities of the student/parent:

- Request application for admission from the colleges/universities you plan to apply to or download applications online.
- If student applies online they must notify the guidance office immediately so corresponding school records may be mailed from the guidance office.
- Stamps and college addresses need to be provided for each application/records that need to be sent.
- Be aware of and register for all assessments required by the colleges/universities you are applying to (SAT I, SAT II, ACT etc...).
- Schedule visits and/or interview at college/post-secondary schools.
- Meet all application and financial aid deadlines. As a courtesy please make counselor aware of all application deadlines far in advance.
- Write required/recommended essays with the help of an English Teacher.
- Request letters of recommendation from faculty at least two weeks in advance of when it will be needed.
- Request letters of recommendation from counselor at least two weeks in advance of when it will be needed or it cannot be guaranteed.
- Make sure all supplemental recommendation forms reach teachers and counselors at least two weeks in advance.
- Request official SAT score reports from the College Board to be sent to colleges/universities you are applying to.
- Fill out and mail the Free Application for Federal Student Aid (FAFSA).
- Research and apply for scholarships.

Responsibilities of the School Counselor:

- Provide the opportunity for individual counseling and advisement with each student.
- Be accessible to both parents and students for assistance throughout the search and application process.
- Assist students/parents in researching deadlines, requirements and other relevant information upon request.
- Host college admissions representatives.
- Host a Financial Aid Night in December.
- Make available FAFSA forms, SAT/ACT registration materials and other forms/information when appropriate in the guidance office.
- Update and maintain the Scholarship Binder, which is available in the Guidance Office.

- Forward official school records to colleges upon request. (transcripts, class rank, G.P.A., school profile, course selections etc...)
- Complete Secondary and Mid-year school reports when applicable.

College Fairs

The New England Association of Colleges Admissions Counselors (NEACAC) is planning to sponsor another series of regional college fairs in Connecticut this Fall. Approximately 150 New England colleges are expected to be represented at each of the fairs.

Each fair is free of charge to the public. Students and parents receive lists identifying the participating colleges and universities and have the opportunity to obtain applications and descriptive materials.

Student Directory Information

Subject to provisions of subdivision (II) of subsection (b) of section 1-19 of the Connecticut General Statutes, Lyman Memorial High School shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

Contents and Examination of Student Records

The Lebanon schools collect and maintain educational records and student data on all students in order to comply with state regulations, facilitate the educational program, and promote parent communication. These records include identifying data (e.g. age, address), academic grades, attendance records, test results, student activities, and student's future plan.

Additionally, reports of a sensitive nature, such as psychologist or psychiatric reports, court documents, and social histories, may be included as part of the pupil's record, but are maintained in separate confidential folders at the schools.

Parents of a minor may examine the school records of their son/daughter as consistent with FERPA and BOE policy by giving 24 hours notice to the Guidance office. The same right is given to students who have reached the age of Lebanon Board of Education Policy 5125 covers student record management in detail. A copy of FERPA regulations and BOE policy is available in the main office. Persons seeking additional information should contact Guidance or Administration.

Transfer of Records

Student records will be transferred by mail to officials of another school or school system in which the student seeks or intends to enroll, in accordance with appropriate sections contained herein, upon notification by the parent that the student is withdrawing. Such records shall be designated official copies.

NCAA Division I, II Eligibility Registration

All high school students who wish to practice and compete for a Division I or II institution must register with the Initial Eligibility Clearinghouse. All student-athletes, including walk-ons, must be cleared through the Clearinghouse before they may practice or compete at a Division I or II institution.

1. Each student must file a student release form with the Clearinghouse (One time Fee). Release forms should be made available through the guidance office. Registration should occur no later than the end of the Senior year.
2. Each high school must file a 48H form with the Clearinghouse.
3. The guidance office must forward an official transcript for each student who wishes to compete at a Division I or II institution. A final high school transcript will be required before a final certification is granted.
4. Each student must have his/her SAT/ACT scores sent directly from the testing agency to the Clearinghouse.

Standardized Testing

CAPT -The Connecticut Academic Performance Test is a mandatory state-wide assessment that is administered to all grade 10 students March 1 – March 20, 2012. The test is also administered to grade 11 students who have not previously achieved the goal on all parts of the CAPT. The test consists of four Sections -mathematics, science, language arts and interdisciplinary. The emphasis is on demonstrating attainment of high performance standards by

applying academic skills to relevant problems (critical thinking). Students' performance on this test becomes part of their transcript report.

PSAT/NMSQT - The Preliminary SAT/National Merit Scholarship Qualifying Test will be administered by the guidance department on October 12, 2011 at Lyman Memorial High School. Eleventh and tenth grade students who are preparing for college are encouraged to take this test to practice for the SAT I (Scholastic Assessment Test), compete in scholarship programs, and receive information from colleges.

American College Testing (ACT) – Testing dates and registration deadlines are available online. Students may register online at www.act.org

The SAT Reasoning Test and the SAT Subject Tests - The SAT Reasoning test measures the critical thinking skills students need for academic success in college. It assesses how students analyze and solve problems. Each edition of the SAT includes a Critical Reading, Math, and Writing section, with a specific number of questions related to content. The total testing time for the SAT is three hours and forty-five minutes. The fee is \$49.00.

The SAT Subject Tests measure student knowledge and skills in particular subject areas and the student's ability to apply that knowledge. All subject tests are one hour, multiple choice tests. Students may take up to three SAT subject tests on a single test date. The fees for SAT Subject Tests vary. A \$22.00 basic registration fee is added to the total for all subject tests taken.

Many colleges require or recommend the SAT Reasoning for admission or placement purposes. Some colleges also require or recommend the SAT Subject Tests (one or more of these tests). Check the requirements of colleges under consideration before deciding which tests to take.

You cannot take the SAT Reasoning and SAT Subject Tests on the same day. You must also register separately for each date you plan to take the tests. Deadlines are the same for registration by mail or telephone. Mail registrations must be postmarked by the deadline. If you pre-register by phone, call early to avoid the last minute rush near deadlines. The College Board encourages all participants to register early for the SAT. Students are encouraged to register online at www.collegeboard.com.

Test are given monthly. Please check online for details.

Test Fee Waivers

Fee waiver cards are distributed to schools and agencies based on previous year's usage. Requests for additional fee waivers or requests from schools using them for the first time, should be sent to the nearest College Board regional office. Students may obtain a Student Bulletin with registration materials at the guidance office. The closest test centers are in Willimantic (Windham High School) and Norwich (NFA).

AP-Advanced Placement Program

Advanced Placement (college level) courses are offered at Lyman Memorial High School in the following areas: English Literature; English Composition; Spanish Language; Calculus; U. S. History; French Language; Physics B; Portfolio Prep, European History, and Statistics. Not all courses are offered annually. The AP examination schedule will be May 7-11, 2012 and May 14-18, 2012. The fee for each examination is \$87.00. Qualified students with acute financial need are eligible for fee reductions. See your guidance counselor to obtain information.

Transfer/Withdrawal Policy

In order to withdraw from Lyman Memorial High School, a student must inform a guidance counselor. A withdrawal form must be completed by the student and his/her parent before he/she is officially withdrawn from Lyman. This form must indicate that all textbooks have been returned, fines paid and grades to date added by each of the student's teachers. The form is then returned to the guidance department after it has been signed by both the student and the guidance counselor. Failure to complete this procedure will result in the school withholding all student records. Students who are absent unauthorized for more than ten (10) consecutive school days will be sent notification requesting a timely update on their status as an enrolled student. Failure to respond will result in withdrawal from the school rolls.

School Psychologist

The school psychologist is an important member of pupil services team. The psychologist provides direct testing, counseling, and referral services to students and their families, with a focus on issues affecting educational progress and success. Referral services are provided for students and families requiring more extensive services. The school psychologist assists the Scientific Research-Based Intervention Leadership Team and the Planning and Placement Team in evaluating and identifying student learning and school adjustment needs and is available to consult with the school staff.

Scientific Research-Based Intervention Leadership Team

The Lyman Memorial High School (SRBI) Leadership Team is comprised of professionals representing a cross section of academic and pupil services disciplines. The purpose of the Team is to collaboratively design interventions and strategies to assist students experiencing chronic difficulties with the educational process. Referrals are received from a variety of sources including staff, administration, parents, and students, and are made in cooperation with the student's counselor. In addition, direct SRBI Leadership Team referrals to outside resources may be made for students whose difficulties involve personal/social/health related issues.

Confidentiality and maintenance of records are in accordance with professional ethics and educational statutes.

Confidentiality

Confidentiality is a serious part of the counseling relationship. However, in order to protect your safety or that of others, it is sometimes necessary for counselors to disclose information. This statement is offered in the spirit of protecting your rights.

Individual Planning and Placement Team

The Town of Lebanon has a firm commitment to identifying and programming for students with educational disabilities. The Individual Education Planning Team (IEP) is the vehicle for ensuring that proper procedures are followed: thus, the IEP is charged with identifying children with disabilities, determining special education needs, prescribing suitable programs, and monitoring progress.

The IEP is composed of an administrator, school psychologist, members of the teaching staff, an appropriate specialist, and a parent. Teams may be expanded to include the student, outside agencies and evaluators or additional representatives from any of the above areas. Cooperation between all members in the development of the most appropriate educational programs possible is the goal of the IEP. At the high school especially, students are encouraged to participate fully as a member of the Team and to develop and practice self-advocacy skills.

LEBANON PUBLIC SCHOOLS

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which prohibits discrimination on the basis of an individual's disability. Section 504 reads:

No otherwise qualified handicapped individual in the United States shall, solely by the reason of this handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any Executive Agency or by the United States Postal Service.

- "Program or activity" includes all programs and activities of a State Education Agency or Local Education Agency receiving federal funds regardless of whether the specific program or activity is a direct recipient of federal funds.
- "Qualified handicapped individual" is any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such an impairment or (3) is regarded as having such an impairment.

Eligibility and individual 504 plans will be determined by the members of a 504 Planning Team, including the parent or guardian. Evaluation and periodic re-evaluation will be provided at least on a triennial basis. These require the use of validated tests given by appropriately qualified staff.

The District Central Office is designated as the compliance office for Section 504. Procedural Safeguards in Special Education will be followed for evaluation, notice and consent, hearing and mediation procedures, least restrictive environment, and confidentiality of information.

AFFIRMATIVE ACTION AND STUDENT RIGHTS

All programs, practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the training, education, assignment, promotion, transfer, or discipline of students on basis of race, religious creed, national origin, sex, domicile, age, mental or physical disability, or marital status.

The Lebanon Public Schools pledges itself to avoid discriminatory actions and instead seeks to foster good human and educational relations which help to attain:

- equal rights and opportunities for students and employees in the school community
- equal opportunity for all students to participate in the total program of the schools
- continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences

Health Services

Student health is an important concern and as such the school nurse is available to work individually with students and their families. The nurse also serves as a member of the pupil services team and as a consultant to classroom teachers regarding medical/health issues.

Students who become ill during the school day should report to the nurse with a pass from a teacher. If there is a necessity to go home, the nurse will inform the parent and the student will be released from school. Students feeling ill may not leave the building without approval of the nurse and/or administration. Failure to do so will result in the absence being classified as unauthorized. Students who feel ill and who drive to school may not drive home without the approval of the school nurse and a parent. Students will otherwise need to be picked up.

Automatic External Defibrillator (AED) – An automatic external defibrillator (AED) is a portable medical device that may be used to respond to incidents involving individuals experiencing cardiac arrest or similar life-threatening emergency on school grounds. Lyman Memorial High School's AED is located in the atrium. Some school personnel and coaching staff are trained in the use of the AED.

Health Services

Requirements for Admission to School

I. Physical Examinations:

Prior to entry into Kindergarten, and 7th and 11th grades, a student must have a complete physical examination within the last twelve months and must present written results of exam to the school. Responsibility for this physical examination and for obtaining the results rest with the parent and/or guardian. All students transferring from out-of-state must have a physical exam if there is no record of one within a year of entry.

II. Immunizations:

All students are required to show proof of immunization required by the State of Connecticut. Any student that does not have these immunizations will not be allowed to attend school. Students claiming religious exception must return immunization Exemption Form to the health office prior to enrollment.

III. Emergency Information:

Emergency Information forms must be completed by parents or guardians prior to the opening of school. Incomplete or missing emergency or medical information will result in a withheld schedule. Parents or guardians must keep the information on the card up-to-date to facilitate locating parents in case of illness or emergency. Parents are

expected to come for children as soon as possible after being notified by the nurse or arrange for someone else to assume care of the child. The school nurse cannot assume the responsibility for long term care. If parents fail to meet their responsibility, the nurse must notify the administration. Students enrolling at Lyman after the start of the school year need to complete emergency information prior to attending class.

IV. Procedures:

Injuries Occurring in School

The severity of the injury will determine what is done. Minor scrapes, cuts, bruises and the like will be ministered to by school personnel. More serious injuries, not requiring emergency care but needing more than first aid, will be referred to the child's parents or guardians for care or transportation to medical attention.

Whenever a student experiences a serious illness, accident or questionable health condition during school hours, an immediate notification of parent shall be attempted. In situations demanding immediate action, the nurse/administration will access emergency medical care.

Illness Occurring in School

Your child must report to the Health Office if not feeling well during school hours. He/she will be examined by the nursing staff. A decision will be made as to whether the child should remain in school or be sent home. Any child having an oral temperature of 100 degrees or over, shall be sent home. The parent is responsible to arrange transportation for their child within a reasonable time. Students will be released only to those individuals listed on emergency cards.

General Health Service Guidelines

1. Re-admission to school following Hospital/Emergency Room/Physician care.

To ensure a smooth transition and appropriate care, students returning to school after Hospital/Emergency room or Physician office care of the type that would impact school services and student safety must present a note from the Hospital/Emergency Room/Physician. This note must include: Date student may return to school, and any restrictions, limitations, or assistive devices necessary, (crutches, wheelchair, sling, etc.) and length of time necessary.

In order to maximize student safety, no student will be allowed to attend school without written physician authorization and guidelines. Students requiring assistive devices or returning to school following Hospital or Emergency room care must be signed into school through the Health Office.

2. Miscellaneous conditions affecting student Health and Safety.

Should a student come into school with a condition that is determined by the nurse to affect his/her health and safety or the health and safety of others, this student shall be sent home. A Physician's note may be required to re-enter school. This will be determined by Standing Physician Orders at school or at the discretion of the nurse. The nurse is to consult with the school medical advisor should the need arise.

Communicable Disease Protocol

Any child thought to have a communicable disease (that which may be passed onto another student) shall be examined by the nursing staff and if confirmed, shall be excluded from school. Conditions which indicate exclusion include, but are not limited to: strep throat, chicken pox, impetigo, scabies, conjunctivitis (pink eye), pediculosis (head lice), and mononucleosis. Any child excluded from school for a communicable disease must be seen by the school nurse and have a written statement from a physician prior to re-entry. If the parent should discover that the child has a communicable disease at home, he/she should notify the Health Office. If a long term absence is anticipated, parents should contact the guidance department and the school nurse.

The nursing staff shall examine students and may send notices to parents where communicable diseases have been confirmed to prevent further spread of disease.

Medical Excuse from Physical Education

If your child is ill or injured and needs to be excused from Physical Education, a note from the child's physician is needed stating length of time the child is to be excused. Otherwise it will be left to the discretion of the school nurse depending on the child's past and present medical history. The excuse from the school nurse shall cover one school day. School policy advises that a child who is able to be in school should participate in Physical Education. If your child has a temporary or chronic limitation, a limited physical education form must be completed by your physician and returned to the Health Office and the Physical Education teacher at the start of the limitation. Students who are deemed medically excused from PE for a period lasting longer than 13 weeks shall withdraw from the course and expected to repeat in a subsequent year. Seniors who need the credit to graduate and cannot make up the course at a later time may be given an alternative assignment based on the instructor's specifications.

Medication

Prescribed medication should not be administered during school hours if it is possible to achieve desired effect by home administration during non-school hours. If medication has to be administered at school, we are required to follow Connecticut State Statutes. An authorized prescriber's written order containing required information is needed as well as parental/guardian permission. Medications must be delivered to the school in their prescribed containers by the parent or responsible adult. No more than a 45 day supply may be stored at the school. Forms are available in the school health office.

The only medications students may carry and self-administer in school are inhalers for asthma and/or epi-pens used for severe allergies. These medications also require a prescriber's written order and parent/guardian permission. The authorizations must be submitted to the school nurse.

If the parent/guardian written permission on the student's emergency card where indicated, the school nurse is able to administer the following medications during the school day according to the medical advisor's standing orders: acetaminophen, ibuprofen, and an antacid.

Student Insurance

High school students are offered low cost accident insurance as a school service. Neither the school nor anyone connected with it profits in any way from the plan.

Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the nurse.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school nurse.

STUDENT ACTIVITIES

Student Activities Directors: Mrs. Ann Birrell

The student activities program is designed to compliment and expand the Lyman educational program by providing meaningful, fun, and healthy activities for high school students. The program taps a variety of interests and talents. Participation in these activities and events is a privilege and is contingent upon students meeting good academic and behavioral records. Students may be excluded from all activities/events, and extra-curricular activities and placed on social probation (see page). Colleges and employers tell us they value students' participation in a well-rounded educational program that includes rigorous academic courses and student activity programs.

SOCIAL ACTIVITIES

The primary purpose of social activities is to provide wholesome and sound recreation for pupils of the high school.

1. Dances and social activities are restricted to Lyman Memorial High School students and pre-registered and approved guests.
2. Hours for socials or dances: Dances: 7:00 p.m.-10:00 p.m. Proms: TBA. Also see Junior Prom.
3. For all class or school-wide dances, faculty chaperones are required (number to be determined by the Assistant Principal). Faculty advisors are responsible for insuring that chaperones are provided for activities. Confirmed lists must be turned in to the Student Activities Director and Assistant Principal one week in advance of the event.
4. Once students arrive at a social affair, they are required to remain in the building. If students leave the building they are expected to leave the school grounds and will not be permitted to return.
5. Students must conduct themselves in a proper manner at all times. Behavior that may result in injury/intimidation of others is not permitted. Students violating this rule will be dismissed from the event, and will be suspended from attending future activities. Parents of pupils who are asked to leave a school activity because of misconduct will be notified.
6. No smoking is allowed in the school building or on the grounds during the school activities or during off campus activities.

7. If a student is suspended just prior to or is asked to leave an activity for a disciplinary reason, the entrance fee will not be refunded.
8. The use or possession of a drug/mood altering substance, alcoholic beverage or intoxicant of any kind at any school function will not be permitted regardless of the age of the student or guest. Police will be notified and students will be subject to disciplinary consequences.
9. The class or club sponsoring a dance or other social event is responsible for cleaning the cafeteria, gymnasium or atrium. Students may not be in the building at any time without the advisor arranging for supervision and permission to be there. This regulation applies during the decoration and cleaning up before and after an activity.
10. Students owing fees or disciplinary obligations may be excluded from student activities.
11. Any student whose behavior at an off campus event or activity violates school rules or is disruptive or disrespectful will not be permitted to attend future events until approved by administration.

STUDENT COUNCIL

The purpose of the Student Council is to further and improve participation in school government and to promote the general welfare of the school. It represents the student body to the administration, the school board and the town. Membership criteria are made available annually to all students. Student Council oversees student fund raising, student elections and acts as a link to other student organizations. All decisions of the Student Council are subject to veto or approval by the Student Council advisor or the principal.

ATHLETICS

Athletic Director: Mr. Scott Elliott

This program is optional for Lyman students based on interest, ability, and desire to compete in athletics. Students choosing to participate in any part of the athletic program are required to secure a physical examination, submit a parental permission form, and show proof of insurance coverage.

Students are also required to abide by the rules of eligibility as prescribed by the Connecticut Interscholastic Athletic Conference. These rules are interpreted for the students on a regular basis by the athletic director and/or the principal. Eligibility rules will be distributed by coaches along with health forms and permission slips. LMHS offers the following programs:

Fall	Soccer – Varsity and Junior Varsity-Cross Country – Varsity and Junior Girls’ Volleyball, Girls’ Varsity Co-op Swimming and Diving
Winter	Basketball – Varsity, Junior Varsity Wrestling – Varsity and Junior Varsity Cheerleading – Varsity Indoor Track – Varsity Co-op Hockey
Spring	Baseball (Boys’ only) – Varsity and Junior Varsity Softball (Girls’ only) – Varsity and Junior Varsity Tennis, Boys’ – Varsity Tennis, Girls’ – Varsity Track and Field – Varsity and Junior Varsity

Lyman is a member of the Eastern Connecticut Conference, a league of schools located in eastern Connecticut and competes in the league in the sports of Soccer, Basketball, Baseball, Softball, Cross Country, Track, Tennis, and Volleyball.

We are proud of our athletes and encourage all students and community members to support the players and the program. Membership in the Boosters Club is open to all Lyman community members. Questions about the program may be addressed to Mr. Scott Elliott, Athletic Director.

Athletic Player Policies

The following rules apply to both male and female students in grades 9 – 12 participating any interscholastic team or individual sports as a team member or player.

1. **Eligibility:** Scholastic eligibility for team competition will follow C.I.A.C. rules. The Lebanon Board of Education expects that students pass all of their courses. Students who have a cumulative marking period average below "70" (C-) or a failure in any course at the conclusion of the marking period will be placed on academic probation. The failed class will be monitored for a progress period (half a marking period). The student will be declared ineligible if their progress report remains a failing grade. The policy shall apply to grade nine students after the first progress period; the policy shall be in effect the entire year for all students in Grades 10-12. The fourth progress period or the final grade average shall be used to determine eligibility for the first progress period the following fall. (See Lebanon Board Of Education Policy 6145.2 for details).

2. **Practice Requirements:** The students are expected to attend all practices unless excused by the coach. An excused absence must be allowed for a) medical reason; b) legal reason; c) a family emergency; d) conflict with other school activity. An excused absence, however, will subject players to the usual team rule regarding starting a game immediately following a missed practice. Unexcused absences will result in discipline in accordance to coaches' rules.
3. **Tardiness:** Tardiness in school will not be tolerated. Team members must be in attendance for four hours of the school day in order to participate in practice or play in a game on that day. The only exceptions will be medical or personal appointment approved by the coach and principal at least 24 hours prior to the appointment. Players who are habitually late to school will be subject to disciplinary action or suspension from the team at the discretion of the athletic director for the duration of the season. Players that are habitually late to school will be subject to disciplinary action or suspension from the team at the discretion of the Athletic Director and with the recommendation of the coach.
4. **Tobacco:** State law prohibits smoking or use of tobacco of any type by our students anywhere in the school building or on school grounds. Failure to abide by this law results in a suspension from school. Additional consequences can be imposed by coaches up to and including dismissal from the team.
5. **Alcohol/Drugs:** Any student using, possessing, or distributing drugs including controlled substances, chemicals, steroids or medications which a prescription is required or any substance intended to alter mood and/or alcohol on school grounds or at a school sponsored event will be referred to the Administration and subject to consequences as outlined in the Lyman Memorial High School Parent and Community Handbook and Board of Education Policy 5114. Student athletes may face consequences, up to and including dismissal from the team, for drug and alcohol activities that occur beyond the school day. Student athletes have a 24 hour, 7 day a week prohibition against alcohol and drug activities. Activities include but are not limited to using, possessing, distributing, or association with alcohol and or drugs. Attendance at a function where alcohol and /or drugs are available to underage persons may result in consequences imposed by the Principal and the Director of Athletics.
6. **Language:** Abusive and profane language will not be tolerated at any time. Players will be subject to strict disciplinary action.
7. **Hazing:** Any team member caught in hazing activities will be immediately dismissed from that team and may also be subject to police investigation.
8. **Suspension:** A student suspended from school shall not play or practice through the duration of his/her suspension. Players may also be suspended by coaches for disciplinary reasons: absences, behavior and/or violation of other team rules.
9. **Players coming to or going from games not on team bus:** Players not on the team bus may arrive or leave the game with parent only. Players must have parents send a note, telephone or see the coach to make these arrangements. A player may arrive or leave a contest without a parent only under special circumstances and must have presented a permission slip to the Principal for approval at least 24 hours in advance of the contest.
10. **Uniforms:** Athletes who do not turn in their uniforms and/or fulfill other obligations are not eligible for awards or letters and will not receive any other uniform until restitution is made. Lost uniforms and other athletic equipment must be paid for by the athlete at the original cost to the school.
11. **Senior Freedom:** Players with Greater Freedom may not leave and return to the school on days of games or as defined by coach.
12. **Eligibility for awards:** All participants in J.V. and Varsity sports shall receive certification of participation. Any team members will be eligible for J.V. certificate by attending practices and games for the duration of the season, regardless of actual time of play during games. A student must participate in 50% of varsity games to be eligible for a varsity letter (basketball, 1/2 of the quarters). Any senior can qualify for a letter at the discretion of the coach.
13. **Discipline:** General discipline and behavior problems will be handled by the coach, and their individual team rules will apply. Punishment will be determined by the coach. All players should be made aware of School Player Rules and individual team rules prior to each season.

WORKING PAPERS

The first step in getting working papers is to be offered a job and to get a "Promise to Employ" letter from the business that wishes to hire you. Students then obtain a work permit by taking that letter along with proof of age (birth certificate) and residence to the Main Office. Employers may request work permits for all workers under the age of 18.

SCHOOL REGULATIONS

1. **Parents or other persons having control of children between the ages of five and eighteen (effective July 1, 2001) must assure that their children attend public school regularly during the hours and terms as specified by the district. Connecticut General Statutes Section 10-184.**
2. Students are required to attend all regularly scheduled classes and study halls. Students will not be anywhere else without written permission from authorized personnel.
3. **Parents or guardians are to telephone the school to report their student's absence to the attendance secretary -860-642-5744. This is a 24-hour voicemail phone line.**
4. **In the case of sudden illness, students will consult the school nurse in the Health Office. Do not go home because you feel ill or for any reason without consulting the nurse, principal, or administration.**
5. Teachers will contact parents in case of chronic absenteeism, tardiness, or lack of academic performance.
6. Students who are directed to leave the classroom by the teacher are required to report to the administrative office immediately. Failure to leave the classroom as directed by the teacher will result in suspension by the administration.
7. No student is allowed to leave school grounds during the school day without the prior authorization of the administration. Any student who leaves the building without permission will be assigned disciplinary action. Students who are ill must be dismissed by the nurse or administration. Parents are asked to work in cooperation with school personnel to enforce this requirement.

Building Care

Lyman is a building in which we can all take pride. Keeping it clean and neat is each person's responsibility. Consumption of food and beverages is restricted to specific areas. Students may not carry glass bottles or containers. Food and beverages are prohibited in gym, library, lavatories and auditorium and in areas as defined by staff. Any student defacing the facility or grounds will be subject to disciplinary and legal action and costs for replacement and repair.

Surveillance Cameras

Surveillance cameras are located both inside and outside of the high school. The purposes of the cameras are for security measures in common areas open to public use. Areas in the high school that are being monitored include the cafeteria, locker rooms entrance and exit areas and other entrances of the building. The security system requires visitors to identify themselves to the main office during the school day.

Fire Drills ~ Emergency Evacuation of Building

Fire drills are set up as a necessary routine to be followed in case of fire or other emergency.

1. Students are required to walk quickly as they leave the building.
2. All classes should retire at least 100 feet from the exit (away from the building).
3. Students should remain with their class and teacher outside of the building because teachers are responsible for the accounting and supervision of the students in the classes during a drill or an emergency. Attendance will be taken and submitted to the designated runner on the fire drill/emergency evacuation form.
4. Students should be familiar with alternate routes and must be ready to deviate from the drill pattern if an emergency should cause the closing of an exit or route. Students are instructed that if they are not with a staff member when the alarm sounds, they must immediately leave the building and report to the nearest staff member. Submit their name to that staff member, and remain with that staff member.
5. Classroom windows should be closed, and doors closed and left unlocked.
6. In order that special directions may be given over the P.A. System or by any other method, quiet must be maintained by students and faculty.
7. There will be a signal over the P.A. System for return to classes, and students should not re-enter the building for any reason until the signal to return is heard.

8. Students may not be at or near their cars during any evacuation even if the alarm occurs just prior to the end of the day.
9. Sweepers will complete a check of empty classrooms and lavatories in their assigned area.
10. Anyone tampering with fire alarms or equipment will be disciplined and referred to legal authorities.

Lockdown Procedures

Lockdown and modified lockdown drills are conducted with the assistance of the school resource officer. A lockdown occurs if there is situation at the high school which warrants this procedure; a modified lockdown occurs if the situation is in the vicinity of the high school. During lockdowns, all students remain in their classroom with their teacher. Silence is maintained. Hallways and lavatories are cleared of students, and everyone remains in the classrooms with doors closed and locked until the all clear is announced from the command center. During modified lockdowns, the same procedures are followed for clearing hallways and lavatories; students remain in their classroom and instruction continues. Students do not pass to their next class until an announcement is made from the command center.

Senior Freedom ~ Greater Responsibility Program

This program is aimed at providing students the opportunity to make responsible decisions regarding the use of their study hall time. Once a parental permission form, signed by the student and parent, is submitted to the school, Senior Freedom may be granted. Students 18 years and older may sign for themselves if a letter from a parent is on file acknowledging this procedure.

A student who is granted Senior Freedom may use this privilege to sign out early from a last period study. **Students may not sign out during the middle of day. Students are responsible to attend all assemblies and events scheduled during study time. Students must be aware of schedule revision.**

Seniors will be eligible for Senior Freedom by maintaining a 70 average and have no F's from the previous marking period's report card. If the student falls below a 70 average and/or has one or more F's in a marking period, that student will lose greater freedom for the subsequent marking period. Senior Freedom is simple: This is a privilege. Maintain good grades and you earn the privilege. Students must maintain good grades and be in good standing regarding attendance, discipline, financial obligations and promptness to school and classes. Students are required to exit the building and leave school grounds promptly. Students should not return until 2:25 p.m. due to traffic concerns. "Senior Freedom" privileges may be removed from any student by administration if that student does not meet the stated criteria or by parental request.

Lockers ~ Desks

Lockers and desks are the property of the school, and are made available to students for their use. Periodic inspections may be made by the teachers and the principal to see that they are neat, orderly and secure. Students are not allowed to share lockers, exchange lockers, or share locker combinations. LMHS assumes no responsibility for misplaced or stolen articles. Only school locks on lockers are acceptable. Other locks are subject to removal. All personal items and books when not in use are to be kept in lockers. Students should not tamper with another locker or give their combination to another person. Defacing of desks/lockers by marking, gum, or any other means is subject to disciplinary action. Students are financially responsible for the care of their lockers and desks. Lockers are the property of the Board of Education and may be searched if there is reasonable cause.

Lost and Found

Students who find lost articles are asked to take them to the office immediately where they can be claimed by the owner. Lost and found is periodically cleaned and unclaimed articles are discarded or recycled. Students who have lost a personal belonging should report it to the teacher of the class and administration when first noticed. The student will be required to fill out a lost item form which is available in the Main Office. Any student items not claimed and/or picked up by a parent by the last day of the school year will be disposed of by the end of the summer.

Cafeteria / School Lunch Program

The Lebanon Lunch Program is designed to meet the nutritional need of adolescents as defined by Federal Regulations. At the same time, it tries to offer students an array of choices to meet their tastes. The Lebanon Lunch Program is open at 7:15 a.m. to serve breakfast at the cost of \$1.00. They are also open during the 10 minute breaks. The program offers an entrée, (main meal, pizza, pasta, hot and cold sandwiches), and a variety of fresh or canned fruit, fresh or frozen vegetables, and a variety of milks for lunch at \$2.25. Any student removing food or redistributing food without payment is subject to disciplinary and possible legal consequences. All students are

expected to report to the cafeteria during their assigned lunch period and remain in the cafeteria until they are dismissed.

Application for Free or Reduced Lunch

The Lebanon Public Schools participate in the National School Lunch Program. Students may buy lunch for \$1.75 at the elementary school and middle school, and \$2.25 at the high school. Meals are also available free or at a reduced price.

- If you now get Food Stamps or Temporary Family Assistance (TFA) for your child, that child can get free meals.
- If you're total household income is at or below the amount on the Income Chart, your child can get free meals or reduced price meals for \$.40 for lunch, and \$.30 for breakfast.
- If you have a foster child, that child may be eligible for benefits regardless of your income because the child is a legal ward of the State of Connecticut, and is considered a household of one. Only the income designated for the personal use of the child is used in determining the eligibility of the child.
- Applications with details are available in the lunchroom. *Prices are subject to change.

Student Parking

Student parking is a **privilege** and permits are granted at the discretion of the administration. This is a public parking area. **The school is not responsible for your car**

1. Students who drive to school must register within the first two weeks of school the motor vehicle(s) that they will be driving. A copy of the student's license and insurance card must accompany the application. Forms will be available in the office. Parking stickers will be issued according to criteria as noted on applications. **No non-registered motor vehicles of any type are permitted at Lyman Memorial High School (i.e., pocket bikes, go carts, quads).**
2. Upon entering the school grounds from Route 207 (Exeter Road), all students are to report directly to the building. There is to be no loitering in the student parking lot.
3. At the end of the day, all students are to leave school grounds without delay unless they have legitimate business. Students who drive to school may not loiter in the parking lot, but must leave school grounds immediately upon dismissal of school. Students must allow the busses to leave school ground first.
4. Students who drive to school and are chronically tardy, truant or who have office referrals are subject to having their parking privileges suspended or revoked.
5. Any student who drives recklessly on school property or fails to comply with school parking regulations **will not be permitted to park** on school property. The administration reserves the right to press legal charges against reckless drivers which includes the right to tow vehicles.
6. The school assumes no responsibility for any damage or vandalism to student vehicles. **Park at your own risk.**
7. Students are not allowed to park around the circle during school hours.

Note: All staff and students should lock vehicles for security purposes.

Telephones

The office telephone is for school business. It may be used by students only in cases of emergency with the permission of the secretary or the principal. The office is unable to take personal messages or make phone calls for students unless it is a family emergency noted by a parent or guardian. Personal calls from friends or employers are not accepted. Use of electronic pagers and/or cellular phones or other electronic devices by students during the school day is prohibited and subject to disciplinary consequences.

Textbooks ~ Materials ~ Tools

The school district provides textbooks for all students in the district. Every student is obligated to give their books the best of care. Students who lose or damage a book or other school material or tool while it is checked out to them, will be expected to pay for it. Final report cards, schedules and diplomas will be distributed when all texts, library books, and other materials are returned or accounted for. Students with outstanding financial or disciplinary obligations may be excluded from activities, privileges and ceremonies (including graduation).

Transportation

Students should be on time at their designated school bus stop, and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students will keep hands and heads inside the bus at all times and remain seated while the bus is in motion. Bus riders should never tamper with the bus. Books, lunches or other articles should not be left on the bus. Nothing will be thrown in the bus or out of the window. Bus riders are expected to be courteous to fellow pupils and to the bus driver. Students who abuse bus privileges will be subject to disciplinary action including suspension from school. Bus transfers will only be approved by administration to meet an emergency situation. The Superintendent of Lebanon Public Schools must approve Lebanon bus transfers. The Superintendent of the sending Town must approve other Town transfers.

All buses transporting students to and from Lyman Memorial High School will have video cameras on board. The Lebanon Board of Education reserves the right to place video cameras on buses to monitor and document student behavior. These videos are the property of the bus contractor but may be used by the Board of Education or administration. Tapes will not be kept beyond one week unless the bus company is otherwise instructed.

Visitors

Visitors from other schools are not permitted as it is disruptive to the educational process. Parents/guardians and community members are always welcome, but are asked to make appointments to see a teacher, the administration, or visit their student's classes. This ensures appropriate time and attention to be given to students and visitors.

Students who visit without permission will not be permitted to stay. A parent or guardian will be required to provide timely transportation off grounds.

Students are asked to tell friends who are picking them up at the end of the day to remain in their cars in the designated parking area and to follow all school rules. Loitering on grounds is not permitted. We reserve the right to limit access to those who violate school rules or who pose a threat to school safety and security.

Field Trips

Students participating in school sponsored field trips must submit to the sponsoring teacher in advance of the date of the trip, a completed and signed field trip permission slip. Students are expected to follow all school policies and procedures while on the trip. A parent/guardian will be required to pick up any student who has violated policies/procedures. In addition, students going on field trips must procure their work in advance from the classes they will miss.

STUDENT DISCIPLINE

Detention

Detention is an after-school quiet student session provided for students as a disciplinary measure as it relates to their studies and behavior. A student assigned to detention is expected to remain after school on the date assigned. Detention may be rescheduled only under exceptional circumstances and with prior approval from administration. **Detention imposed by a teacher or administrator takes precedence over any other student obligation including school activities and part-time jobs.** We ask parents and employers to support disciplinary policy and procedures.

A. Teacher Detention

The staff shall and can detain students after school for disciplinary purposes as it relates to their studies and behavior. Students will be notified in writing prior to staying after school. A detention slip will be completed by the teacher and given to the student along with an explanation and verbal instructions. Students will be instructed to give the detention slip to their parent/guardian to arrange transportation. A minimum of 24-hour notice is required so the student can make arrangements to serve their detention. Teacher detention will be served within three days of the offense. Specific arrangements should be made between the teacher, student, and parent/guardian. Failure to serve the teacher detention will result in two office detentions or other administrative consequences.

B. Office Detention

The administration reserves the right to detain students after school for disciplinary reasons. Office detention will be Monday through Thursday from 2:10 p.m. to 3:05 p.m. in Room 114. Students must bring work to do during detention periods. Students who cut office detention will be issued further consequences.

C. Hallway Restriction

Hallway Restriction is utilized when a student's educational performance is hindered by their inability to use unsupervised time appropriately. The student will not be allowed to leave class or miss instruction at any point during the day. The student and parent(s) may be notified that any hallway activity (bathroom, locker, support services, etc.) will take place between class and will not have a negative impact on class tardiness, attendance, or behavior.

D. Removal from Class

When a student is removed from class for discipline reasons, s/he will be placed in the suspension room for that period.

E. Social Probation

Social Probation shall be defined as an exclusion from all after school activities/events for a period of time determined by the administration.

School Suspension

Suspension is the penalty for a variety of reasons including serious discipline problems. Written description of out-of-school suspensions will be mailed to parents. All suspensions may include a parental conference as a condition for readmission to school.

Students on suspension are not allowed to attend any school function, including sports practices, concerts, plays, dances, athletic events, or any other extracurricular activity until after midnight of the last day of the suspension. Any student who is on suspension and who is found on the school grounds or attending a school sponsored activity will be considered loitering and subject to additional disciplinary action including police notification for trespassing. Any student on suspension who wishes to come on school grounds to see a teacher or principal must call the office to make an appointment. It is the responsibility of the student to obtain and complete school work missed during the period of suspension. All assignments are due upon return from suspension unless other arrangements (i.e. labs) are made with the teacher.

Recent court rulings have defined certain student rights with regard to suspension from school. The procedural requirements of due process in regard to suspension stipulate that three elements be present prior to any suspension: the student must be told the nature of the charges, given an opportunity to respond, and if he/she denies the charges, a statement of the evidence supporting them. All this can be done informally with the charges and supporting evidence delivered orally or in writing.

The court has further recognized that, as an exception to these rules, emergency circumstances could exist under which a student could be immediately suspended. In such cases; however, the hearing will be scheduled as soon after the suspension as possible.

Effective July 1, 2010 (Conn. Stat. 10-233c), all students suspensions shall be in-school suspensions unless during the informal hearing provided to the student prior to suspension the administration determines the following:

- (1) “the student being suspended passes such a danger to persons or property or such a disruption of the education process that the pupil shall be excluded from school during the period of suspension, or
- (2) the administration determines that an out-of-school suspension is appropriate for such student based on evidence of (A) previous disciplinary problems that have led to suspensions or expulsions of such student, and (B) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.”

Expulsion

For serious infractions, (ex. but not limited to: possession of a weapon or a facsimile thereof, possession/sale of illegal substance, destruction of property, threats/harm to others, chronic infractions) a student’s case may be referred to the Board of Education for an expulsion hearing. Parents and all other concerned parties will be informed in writing of the Board’s decision. When the Board has expelled a student, the student may be readmitted only by the Board or in the manner prescribed by it. Expulsion may extend to the school year following the school year in which expulsion was imposed. (Board of Education Policy 5114.) During the time of his/her expulsion, a student may not attend classes or activities at Lyman Memorial High School. A student who has been expelled and wishes to return to Lyman to see a teacher or principal must call the principal to make an appointment.

See appendix for Lebanon Board of Education Policy 5114.

Search and Seizure

School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by school board regulations or by law. Student property shall include, but not be limited to, purses, book bags, and cars. School authorities in cooperation with the police department reserve the right to conduct sniff searches with dogs of school property and student-driven cars. **The Board of Education has authorized the Connecticut State Police to use trained dogs to assist in maintaining a drug-free environment in our schools.**

STUDENT RESPONSIBILITIES

The following are provided as guidelines to assist students in planning and decision-making. This school can reach its goal of being a caring, learning community only if we all, staff and students maintain and support high expectations. Students should conduct themselves in a manner that reflects pride in their school and respect for themselves and the rights of others.

Assemblies in Auditorium and Gymnasium

Student should be courteous at all assemblies. A person or group who is speaking or performing expects quiet, courteous behavior. Misbehavior of any kind is intolerable and offenders will be removed from an assembly and are subject to disciplinary action.

Attendance

The school day begins at 7:30 a.m. All students must be seated in their first class at this time prepared to begin the school day. The day ends at 2:05 p.m. and no student is allowed to leave before this time unless that student has parental/guardian permission or Senior Freedom Senior privileges.

At Lyman Memorial High School, we firmly believe that promptness and regular class attendance is essential to maximize the learning process and to give our students the best opportunity to succeed academically. It is the parent’s responsibility to see that their child (children) come to school and arrive on time. **Parents/guardians are to telephone the school on the day of your child’s absence to report their absence to the attendance secretary – 860-642-5744.** If your child is absent for more than a couple of days, make arrangements with the attendance secretary to collect school work to do at home.

Students missing school for vacation time during scheduled class time is strongly discouraged and will count toward the accumulation of maximum number of allowable days absent. **Teachers will not be responsible for providing special makeup sessions for work missed during such absences. It is the student’s responsibility to secure information about work missed, and this work must be turned in to the teacher for grading.** Students are also responsible for making up all tests missed during such absences.

Lyman Memorial High School stresses the importance of daily attendance in order that each child receives the maximum benefits from regular, sequential instruction. Absence from any class will be extremely detrimental to a student’s

learning process. Therefore, it is imperative that students attend every class unless absent for illness or unavoidable situations. See Attendance Policy for specific details.

Bullying

“Bullying” can be defined as any overt acts by a student or a group of students directed against another student or group of students with the intent to ridicule, harass, humiliate or intimidate the other student(s) 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*.

Any student who engages in bullying behavior shall be subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement officials.

Reporting Procedures

1. Students are encouraged to report acts of bullying immediately to staff members and school administrators, on an anonymous basis, if necessary or appropriate. Students may anonymously report an act of bullying by leaving a note in the “Office Suggestion Box” (Located in the main office) outlining the following information:
 - Name of person bullying
 - Date and Time
 - Location of bullying behavior
 - Specific behavior of bully
 - Name of person reporting bullying (optional)
2. Teachers, staff members, administrators, and other employees or agents of the school district who witness acts of bullying or receive student or parent reports of bullying are required to notify school administration.
3. The parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified of the bullying behavior.
4. Principal/designee will investigate written reports of bullying and review all anonymous reports regarding bullying accusations. Appropriate interventions and/or disciplinary action against verified school bullies shall be taken by school administrators to insure that bullying behavior does not continue and to prevent retaliation against any persons who reports, or is the victim of such bullying.
5. The principal shall maintain a list of the number of verified acts of bullying, and shall make the list available for public inspection.

Interventions

When a bullying situation is reported to the school administration, the principal/designee will investigate the incident(s) and initiate the following intervention strategies:

- Communicate with staff to identify and understand the problem
- Notify appropriate staff members to intervene immediately and/or make them aware of the problem
- Informal hearing with the alleged bully and the victim separately
- During the informal hearing with the alleged bully:
 - Refer to the school policy/code of conduct.
 - Inform the alleged bully why his/her behavior is unacceptable.
 - Appropriate intervention and/or disciplinary action which could be imposed.
 - Expected behavior

Reassure victim

-That all possible interventions will be taken to stop the bullying behaviors
-Monitor interventions to ensure safety

- School administrator will inform parent/guardian of a student(s) who commit verified acts of bullying and will communicate the school’s appropriate interventions and/or consequences of those actions and of future penalties should the behavior continue.
- Consequence: Suspension. See appendix for Lebanon Board of Education Policy 5131.911

Cheating ~ Forgery ~ Plagiarism

Teacher documentation of incidents of cheating (including plagiarism) will be subject to teacher discipline and may be referred to the administration. Appropriate action will then be taken and the student will receive no credit for the work involved. Forgery or misrepresentation of work or signatures is prohibited.

Destruction of School Property ~ Vandalism

All students should exert every effort to preserve the school, including the equipment, facilities and grounds from damage and abuse. Students who willfully or through neglect, damage or misuse school or staff property will be subject to multiple days of suspension and referral to police. Restitution in full, including material and labor, may be required. This is a beautiful school; you are expected to help keep it that way.

Dress Code ~ Students

School dress at Lyman Memorial High School may be regulated to ensure an environment conducive to learning and elicit respect from others at all times. Students are expected to dress neatly, modestly, and in a business-like manner which is appropriate for the school setting. Restrictions on freedom of expression may be applied whenever the fashion of dress is unsafe, disruptive, or contrary to law.

Any school dress which impairs the safety or increases the risk of harm to self or others, causes discomfort to others (e.g. uncleanliness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates discrimination, racism, sexism, the use of alcohol or drugs, pornography, or inherently contains unreasonable potential to hurt or upset others is prohibited. We believe these standards for students' personal appearance provide a safe and orderly learning environment while preparing students for success in the professional work place.

<i>Blouses, Shirts, Tops:</i>	Garments for the upper body should cover the waistband and must not expose cleavage. Low-cut tops, halter tops, tube tops, spaghetti strap tops, tank tops, athletic under shirts (A-shirts) and beachwear are not permitted. Shoulders must be covered; straps less than one inch wide, and see-through clothing is not allowed.
<i>Pants:</i>	Pants must be worn at the waist. Pajamas and loungewear are not permitted.
<i>Dresses:</i>	Dresses must extend beyond the fingertips fully extend and/or reach mid-thigh. Strapless dresses and backless dresses are not allowed.
<i>Shorts, Skirts, Skorts:</i>	Items must be worn at the waist and extend beyond the fingertips fully extended and/or reach mid-thigh. Underwear worn as outer garments is not permitted.
<i>Footwear:</i>	Footwear must be worn at all times. Bare feet, slippers, and black-soled shoes are not allowed.
<i>Headwear, Head-coverings:</i>	Hoods, headphones/headsets, sunglasses, and goggles will not be worn in school.
<i>Outerwear:</i>	Long coats including trench coats and dusters are not permitted inside the building.
<i>Accessories:</i>	Pocket/Wallet chains, spiked jewelry, and accessories that are dangerous or could be used as a weapon are not permitted.

Drugs ~ Illegal Substances

We at Lyman Memorial High School recognize the value and rights of each individual to grow and develop in a safe, drug-free environment. Substance abuse and dependency endanger the safety and well-being of individuals within the school environment and will not be tolerated. Strict disciplinary consequences of suspension and/or expulsion will result when students possess, use or distribute tobacco, alcohol and drugs or mood altering substances. The use of drug Sniffing dogs and other resources of the Connecticut State Police may be used to assist in drug prevention. At the same time, we recognize that drug use and abuse may be indicative of serious underlying problems. Every effort will be made to offer a student help and assistance. Prevention through education, early identification and intervention, referral for treatment and aftercare support will be emphasized. See Board of Education policy 5131.6 and the Student Strategy Team data for details. Disciplinary and legal consequences will be paired with appropriate support and assistance using SST team resources. **The**

Board of Education has authorized the Connecticut State Police to use trained dogs to assist in maintaining a drug-free environment in our schools.

Fighting (Verbal and Physical)

Any student, who incites a fight, intimidates, strikes, or physically abuses another student or school member will receive multiple days of suspension. The school will also involve appropriate authorities as the situation warrants including state police. In some cases, fighting may result in expulsion. Students who engage in mutual combative situations will receive equal consequences.

Gambling

Gambling games and casino card playing are not allowed on school premises. Disciplinary action (including suspension) may be assigned for these infractions. Authorities will be notified as appropriate.

Graduation Ceremony

Students may be denied participation in the graduation ceremony if they have outstanding obligations or fines owed to the school. In addition, students may be excluded from graduation exercises for disciplinary reasons. The following is a list of student responsibilities and obligations that must be met prior to graduation: Unless exempted, seniors must fulfill all final exam requirements. All fees, fines, and other monetary obligations must be paid in full. ♦All school property such as uniforms, equipment, instruments, books, and other loaned materials must be returned and in acceptable condition. Student is not currently suspended from school or involved in expulsion proceedings.

Junior Prom Protocol

The prom is a formal affair with expectations and requirements that differ from other school activities. Attendance at the prom is at the discretion of the administration. Students and guests can, and have been, excluded from attending the prom. All guests must be approved by the administration prior to receiving a ticket. **Students attending the prom are required to be in attendance on the day of the prom or the Friday before a Saturday prom. Students must also attend a required prom assembly during the school day. Failure to meet either of these requirements will result in that student or students being refused admission to the prom and no refund of the ticket cost. Students placed on suspension during the date of the prom are not allowed to participate.**

Loitering

Only students participating in approved school activities should be in the building after dismissal (ex: athletics, clubs, detention, and extra help). Students who are not under the direct supervision of a staff member will be asked to leave grounds. The building will be closed by 4:00 p.m.

Student Agenda Program

All students receive a student agenda booklet at the beginning of the school year. The agenda is the property of Lyman Memorial High School. Each student is responsible to carry and manage an agenda throughout their school day. A student will be charged a five dollar replacement fee if they lose or destroy their agenda. Agenda booklets may be purchased in the main office.

Why do we issue each student an agenda?

Academic Expectations: *Student responsibility for the advancement of his/her own learning.*

The student agenda is a valuable tool designed to help students with time management and keep track of their academic assignments and activities. All students attending Lyman Memorial High School are **required** to carry and maintain an agenda at all times. Students are **expected** to use their agendas to record their homework assignments, class assignments, assessments and long-term projects. In addition, the agenda booklet contains a grade log for students to keep a journal of all grades achieved for every course.

Hallway Pass: Any student who needs to leave a class while in session, must have a signed agenda by their teacher verifying a legitimate reason for being out of class. All students will use the agenda pass system located in the back of the agenda booklet to move from one place to another. Students who do not possess an agenda will **not** be allowed out of class. Students without an agenda may ask to borrow their teacher's agenda at the teacher's discretion.

Public Display of Affection

Public display of affection is prohibited on school grounds. Students exhibiting public display of affection on school grounds will be subject to disciplinary action.

Skateboards ~ Roller-skates

Skateboards/roller-skates and other like recreational equipment are prohibited from use on school grounds.

Smoke-Free Environment

Lyman is a substance free school; therefore, students may not be in possession of tobacco products on school grounds. There will be no smoking or chewing on school grounds during school hours, during after school events, or any school related activity. The purchase and possession of tobacco products including cigarettes and “chew” are illegal for those under the age of majority. Students found in violation of this policy are subject to disciplinary action including out-of-school suspension.

Due to student, staff and parental concerns about the health hazards associated with tobacco use in bathrooms and enclosed areas, violations of this nature are considered to also place others at risk and may result in additional consequences.

Study Hall

A pass system is used for students signing out of study hall to pursue extra help or to work on a special project. Students wanting to attend another supervised area such as the computer lab or library during their study hall period **MUST** have a pass from that teacher prior to entering study hall. Student behavior in study hall should be such that it contributes to the individual’s overall achievement and does not interfere with other students’ rights to study. Students are expected to bring work, study materials or reading. Game playing must be educational and be pre-approved by staff.

Tardiness to Class

1. Students are expected to be on time to all classes. (In the room when the bell rings).
2. Students must present a pass when they arrive late to class.
3. Any student who enters a class late interrupts the learning process for all students. Every effort should be made to be in class on time.
4. Teachers will be responsible for managing student tardies.

Tardiness to School

1. Students who arrive after 7:30 a.m. must report directly to the main office and sign in.
2. When a student is tardy to school, a note signed by a parent/guardian must accompany the student to excuse his/her late arrival.
3. After three unexcused tardies per semester, the student will be assigned a detention for every tardy thereafter.
4. Students who are chronically and excessively late to their first period class will be escorted to the suspension room and wait there until the period is over.

Telecommunication Devices

Conn. Gen. Stat. 10-233j provides that pagers are prohibited in schools unless the student obtains written permission from the principal based on demonstrated need for the pager. Students are not allowed to use electronic devices such as cell phones, iPods, and MP3s during the school day. Please note that this rule is posted in every classroom. Students who violate this rule are subject to disciplinary action. Devices will be confiscated and a parent will be required to pick them up. Any audio communication device that interrupts learning or which poses safety/security risks is prohibited. Insurance does not cover loss or theft of such equipment.

Theft, Intimidation and Forgery

Stealing, coercing other students, destroying the property of other students or forgery will not be tolerated. Offenders subject themselves to severe disciplinary action, ranging from suspension and restitution to notification of police.

Video Release

Electronic images of students are occasionally used for a variety of purposes. These may include cable TV, video tapes of school events, bus security, class projects, and other similar activities. If you choose not to have your child participate, please notify the school in writing. Please see Policy 6141.324 Public Display of Student's Work or Image Using Electronic Communication Methods and accompanying form.

Weapons

No materials which pose a threat or danger to others, real or perceived, are allowed on grounds. Possession of knives, guns, explosives and other weapons or facsimile thereof is strictly prohibited. Large and excessive chains are also considered dangerous and are prohibited. Students found in possession of a weapon or materials on school grounds are subject to suspension and/or expulsion and will be referred to the police. (See Suspension, Expulsion policy #5114).

Students are reminded that this prohibition applies to even materials such as pocket knives, farming or fishing equipment, whether intent to harm exists or not.

CODE OF CONDUCT GUIDELINES

Revised 7/02

The following are guidelines for a code of conduct at Lyman Memorial High School. Administration will use this document as a guide and will make the final determination of a penalty, which may supersede these guidelines. A common sense approach and the administrator's decision to follow procedures which best assist the individual situation and the welfare of our schools, staff, and students is of paramount importance. Although these guidelines may provide a disciplinary action of ISS (In-School Suspension), the ISS disciplinary action can be converted to OSS (Out-of-School Suspension) when ISS is full.

A. RESPECT TO OTHERS:

LMHS students who respect other students, teachers, administrators and staff:

1. Will behave in a manner, which is not derogatory of others.
2. Will refrain from making abusive and/or offensive remarks (language, gestures, pictures, etc.) regarding race, religion, gender, age, sexual orientation, handicap, and/or ethnic origin.
3. Will use appropriate language in school at all times.
4. Will use appropriate tone of voice when speaking.
5. Will demonstrate courtesy toward one another.
6. Will be considerate of the comfort and safety of others.

RESPECT TO PROPERTY:

1. LMHS students who respect property:
2. Will use school facilities, furniture, and/or equipment with care.
3. Will use property belonging to others only with their permission.
4. Will return, in timely manner, any borrowed items to his/her owner.

B. THE LMHS STUDENT WILL BE ACADEMICALLY RESPONSIBLE AT ALL TIMES ACADEMIC RESPONSIBILITY AT LMHS LIES WITH THE STUDENT.

The LMHS student who is academically responsible:

1. Will be prepared for class with required materials.
2. Will honor assignment deadlines.
3. Will do his/her assignments to the best of his/her ability.
4. Will do assignments neatly.
5. Will do his/her own work.
6. Will be responsible for missed work.
7. Will participate in all classroom activities.
8. Will seek help when needed.

C. APPROPRIATE HALLWAY BEHAVIOR

The students, parents, faculty, and administration of Lyman Memorial High School recognize the importance of a safe, orderly, and clean school environment that is conducive to teaching and learning. An important element of this environment is the way in which students interact in the hallways.

1. Students at LMHS are expected to behave in the following manner:
 - a) Moving between classes should be at an orderly, respectful pace, keeping in mind the safety of all those in the high school. Thus, students will refrain from wrestling, running, unwanted physical contact, or any other action that may be offensive or cause physical injury.
 - b) Movement on the stairwells should be consistent with the movement in the halls. Students will avoid congregating or stopping on the stairwells while passing between classes.
 - c) Talking during the passage of classes or while in the hall during classes should be at a conversational tone and using appropriate language.
 - d) Any use of profanity in the hallways is unacceptable.
 - e) Students are reminded that derogatory remarks made about individuals, cultures, or races are inappropriate and therefore unacceptable.
2. In addition, while classes are in sessions, students are expected to abide by the following:
 - a) Every student is responsible to have a hallway pass and present it upon the request of a staff member.
 - b) Every student is expected to move directly to and from his or her destination.
 - c) Students are expected to behave in a manner that will not disrupt or interfere with classes in sessions.

3. Finally, in the interests of maintaining a pleasant and healthy environment, students at LMHS should conduct themselves in the following manner:
 - a) Every student should refrain from and will be held responsible for defacing school property. This includes graffiti of any form.
 - b) There will be no eating or drinking in the classrooms.
 - c) Students should use the proper receptacles to dispose of trash and unwanted materials.

D. PUNCTUALITY

1. All students at LMHS have a responsibility to themselves, their classmates, and their teachers to arrive at school and to their class on time and prepared to work.
2. All students reporting late to school will sign in with the appropriate staff.

E. APPROPRIATE LANGUAGE

Communication in a social and/or public setting should reflect commonly accepted values and behavior. The following types of comments, conversations and/or gestures are not appropriate, in any language or form, at LMHS:

1. Discriminatory remarks regarding an individual's or group's race, gender, age, sexual orientation, handicap, ethnic origin, or religious belief.
2. Lewd or sexually explicit remarks, gestures, pictures, etc.
3. Loud outbursts that purposely disrupt the educational environment (either in the classroom or in the hallway).

**DISCIPLINARY GUIDELINES
STUDENT ACTIVITIES / CONSEQUENCES**

ACTION	DISCIPLINARY CONSEQUENCE
<p><i>Abusive Language/Profanity</i> Any statement directed to/at/or about an individual or group that threatens, ridicules, or disparages person(s) based on race, sex, religion, or ethnic origin. Includes obscene behavior/gestures/written messages.</p>	<p><u>Directed at a student:</u> 1st offense – teacher take appropriate action. 2nd offense – detention or suspension determined by administrator. <u>Directed at a staff member:</u> ISS or OSS determined by administrator.</p>
<p><i>Arson</i> Setting fire to any part of the building or grounds or setting any objects on fire within the school.</p>	<p>Up to 10 days OSS, police referral, parent notification, possible referral for expulsion hearing.</p>
<p><i>Assault</i> A willful touching of a person by another with intent to do harm with any instrument, article or substance, or any portion of the body.</p>	<p><u>Assault on another student:</u> Up to 10 days OSS, police referral; arrest; parent notification. Possible referral for expulsion hearing. <u>Assault on a staff member:</u> 1) Severe -10 days OSS, police referral, arrest, parent notification, (referral for expulsion).</p>
<p><i>Bomb Scare/False Alarm</i> Student sets off fire alarm system without probable cause, or causes a bomb scare (i.e., written threat; verbal threat).</p>	<p>Student will be referred to police and fire marshal; 10 days OSS; parental notification; (possible referral for expulsion hearing).</p>
<p><i>Bullying</i> See Bullying Policy, 5131.911</p>	<p>1st offense – 2-4 days ISS; parent notification. Subsequent offenses; up to 10 days OSS, parent notification, police referral, and possible referral for expulsion hearing.</p>
<p><i>Bus Infraction</i></p>	<p>Detention or suspension dependent upon the severity of the offense. Parent notification and possible suspension of the right of the pupil to transportation services.</p>
<p><i>Cafeteria / Lunch</i> Inciting or participating in the throwing of food or any material during lunch in the cafeteria.</p>	<p>In-school or out of school suspension dependent upon the severity of the offense.</p>
<p><i>Cheating, Plagiarism, Falsification</i> The unauthorized use of notes, calculators or other aids on tests, quizzes or specified assignments or the use of another’s work as one’s own. Includes the verbal or written statement of any untruth.</p>	<p>1st offense – The teacher will determine that the offense has occurred and will determine the discipline measures to follow. Student will be assigned a grade of zero. Parents will be notified by the teacher. 2nd offense – Teacher contacts student; “0” given; 2 days ISS, parent contacted by teacher. 3rd offense – Teacher contacts student; “0” given; 3 days OSS, parent contacted by administrator.</p>
<p><i>Class Cuts</i> Students who cut a class will not be allowed to make-up work.</p>	<p>1st offense -2 office detentions. 2nd offense -1 day ISS. 3rd offense -2 days ISS.</p>
<p><i>Defiance of Authority</i> Not following a reasonable request by a staff member.</p>	<p>Minor Offense: the teacher will handle the incident and inform the parent. More Serious Offense 1st offense -2 days ISS. Subsequent offenses: up to 5 days OSS.</p>
<p><i>Detention – Failure to report to Teacher Detention</i></p>	<p>1st offense – 2 office detentions.</p>
<p><i>Disrespectful to a Staff Member</i> May include harassment (see “Defiance of School Authority” and “Abusive Language”).</p>	<p>Detention or suspension dependent upon the severity of the offense.</p>
<p><i>Disruptive Behavior in the Classroom</i> Behavior that is detrimental to the learning environment or that causes disruption to the learning process of others.</p>	<p>1st offense – teacher detention; parent contact by teacher. 2nd offense – 1 day ISS; parent contact by administrator. 3rd offense – up to 3 days ISS; parent contact by administrator.</p>

<i>Dress Code Violation See Dress Code Policy 5132</i>	1 st offense – warning; student expected to adjust any clothing or remove any item, or the student will be sent home. Subsequent offenses – disciplinary action, up to and including suspension.
<i>Distribution of Drugs</i> A student distributes any alcohol or malt beverage, controlled substance, chemical (including steroids), abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood (Policy 5114) on school grounds or at a school sponsored activity.	Confiscation of substance; locker search; parent and police notification; Scientific Research-based Intervention Leadership Team (SRBI) referral; 10 days OSS; (referral for expulsion for up to one year).
<i>Possession of Drugs</i> A student possesses, uses, or is under the influence of a drug/mood-altering substance, alcoholic beverage, or intoxicant of any kind (inhalants)-[Policy 5114] on school grounds, on the school bus, or at a school sponsored activity on or off school property, or at another school within the district.	Confiscation of substance; locker search; parent and police notification; SRBI Leadership Team referral; 10 days OSS; (referral for expulsion).
<i>Drugs – Possession of Drug Paraphernalia</i> (includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol, or mood-altering substances). This may include but is not limited to: roach clips, pipes, bowls, rolling papers or spoons, or razor blades. Policy 5131.6 and Policy 5114.	Confiscation of paraphernalia; locker search; parent and police notification; SRBI Leadership Team referral; up to 10 days OSS; possible referral for expulsion.
<i>Drugs – Suspicion of Use</i> A student is suspected of possible drug/mood altering substances/alcohol use on school grounds, or at a school sponsored activity.	Referral to nurse for assessment. Contact parent/guardian. Referral to SRBI Leadership Team.
<i>Electronic Devices –Communication</i> Students are not allowed to use communication devices in school. These devices include but are not limited to beepers, pagers, cellular telephone, or any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.	<p style="text-align: center;">Consequences</p> 1 st offence – Warning issued, confiscation of device, student may retrieve at the end of the school day, parent notification. 2 nd offence – Office detention, device held until parent retrieves. 3 rd offence – In school suspension, device held until parent retrieves.
<i>Electronic Devices –iPod, MP3’s, Cell Phones</i> Students are not allowed to use any music playing device during the school day.	
<i>Ethnic, Racial, Religious, or Other Slurs</i>	1 st offense – 1-3 days OSS. Subsequent offenses -up to 10 days OSS.
<i>Excessive Display of Affections</i>	1 st offense – verbal warning. 2 nd offense – detention; parent notification. 3 rd offense – detentions or suspension dependent upon the disruption of the educational process.
<i>Failure to Follow School Procedures</i> Students are expected to enter and depart at the main entrance of the building. Students arriving late or leaving early must sign in/out with the main office secretary.	Detention or suspension dependent upon the severity of the incident.
<i>Failure to Leave Room as Directed by Teacher</i>	2 days ISS.
<i>Fighting -or mutual participation as observed by staff</i> Physical contact of a person by another with intent to do harm with any instrument, article, or substance, or any portion of the body. See “Assault.”	Up to 10 days OSS; police referral, arrest; parental notification. Possible referral for expulsion.
<i>Forgery or Alteration of Official School Documents or</i>	Detention or suspension dependent upon the severity of

<p><i>Parental Communication</i> The falsification of written information, the changing of information, or use of such documents beyond defined purpose of use. Documents would include but not be limited to: building passes, early release forms, parental notes for early dismissal or absence, forms for tardiness or absence, and report cards.</p>	<p>the offense.</p>
<p><i>Gambling or Card Playing, Dice</i> Card playing participation or gambling during school hours or during school activities is prohibited.</p>	<p>1st offense – 2 detentions. 2nd offense – 2 days ISS. 3rd offense – 2 days OSS.</p>
<p><i>Harassment –</i> Verbal or physical conduct based on one’s actual or perceived race, religion, color, national origin, gender, sexual orientation, disability, or other personal characteristics, and which has the purpose or effect of substantially interfering with a student’s education performance or creating an intimidating, hostile or offensive environment. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, extorting or the display or circulation of written material or pictures.</p>	<p><u>Minor Offenses:</u> 1st offense – meeting with parents/guardians; 2 detentions. 2nd offense – meeting with parents/guardians; 2 days ISS. 3rd offense – meeting with parents/guardians; 2 days OSS; SRBI Leadership Team referral.</p> <p><u>Major Offenses:</u> Out of School Suspension up to 10 days, meeting with parents/guardians, possible SRBI Leadership Team referral, and possible referral to police.</p>
<p><i>Hazing</i> Conducting rituals or ceremonies or requiring students to engage in dangerous activities for the purpose of initiation.</p>	<p>Disciplinary action up to and including suspension, expulsion, and/or referral to police</p>
<p><i>Impersonating a Teacher or Parent</i> (See “Forgery”)</p>	<p>Detention or suspension dependent upon the severity of the offense.</p>
<p><i>Inciting or Creating a Substantial Disruption in School or at a School Activity. Disorderly conduct/Breach of peace.</i></p>	<p>Out-of-School suspension up to 10 days and referral to police if necessary. Potential referral for expulsion.</p>
<p><i>Inappropriate Behavior</i> Behavior that is not suitable or acceptable in the learning environment.</p>	<p>Detention or suspension dependent upon the severity of the incident.</p>
<p><i>Internet / Computer Use</i> A student who access the internet (at LMHS) in an irresponsible manner (Policy 6141.321). Irresponsible use may include, but is not limited to the use of computers for illegal purposes, abusive language, pornography, profanity, obscenity, illegal copyright; abuse/modification of hardware/software, and forwarding personal communications without the author’s prior consent. Students cannot access other student’s or staff members’ password or E-mail.</p>	<p>1st offense – (loss of computer privileges for up to the remainder of the school year); Detention or suspension dependant upon the severity of the incident. Parent notification and possible police referral.</p>
<p><i>Tardy to School</i> Any student arriving late to school in the morning must present a written excuse for tardiness to the attendance secretary in the Main Office.</p>	<p>On the fourth unexcused tardy to school (without a note), the student will be assigned one office detention for every unexcused tardy to school.</p>
<p><i>Leaving Class Early Without Teacher Permission</i></p>	<p>1st offense – teacher detention; parent contact by teacher. 2nd offense – ISS; parent contact by administrator. 3rd offense – 2 days ISS; parent contact by administrator.</p>

<p><i>Leaving School Property During School Hours Without Permission</i> Students may not leave prior to his/her authorized dismissal without permission from an administrator or nurse, and a parent/guardian. If a vehicle is involved, the privilege of bringing a vehicle to school is lost for 8 weeks in addition to the other penalties.</p>	<p>1st offense – 1 day ISS. 2nd offense – 2 days ISS and parent conference with principal required before re-admission.</p>
<p><i>Misbehavior in Detention or In-School Suspension</i></p>	<p>OSS (Out-of-School Suspension).</p>
<p><i>Missing from Fire Drill</i></p>	<p>1st offense – 2 detentions. 2nd offense – 2 days ISS. 3rd offense – 2 days OSS.</p>
<p><i>Motor Vehicle – Improper Use on School Property</i> The improper parking (i.e., parking in a staff/visitor/handicapped space); careless manner of driving or excessive rate of speed of a student-driven motor vehicle on school property. Students may not go to the parking lot prior to their dismissal from school. Failure to register car with main office results in disciplinary consequences.</p>	<p><u>Improper Parking</u>: 1st offense – warning. 2nd offense – revoke driving privilege; 2 days ISS. <u>Reckless Driving</u>: 1st offense – loss of driving privileges 2 weeks or more; possible police notification; and 2 days ISS. 2nd offense – permanent loss of driving privileges for the remainder of the year and possible police notification; 2 days OSS. * *Note: If a student loses driving privileges for a specific period of time, that student may use bus transportation or use means other than his/her driving to school. If that student drives a vehicle on school grounds during the period of motor vehicle restriction, this act will be considered defiance of authority.</p>
<p><i>Not Reporting to the Administrator’s Office Following Removal from Class</i></p>	<p>Detention(s) / internal suspension(s), or out-of-school suspension.</p>
<p><i>Out of Bounds</i> Being in an unauthorized part of the school including the parking lot, school grounds, and mechanical areas without permission will result in disciplinary consequences. On school roof -under NO circumstances is a student permitted on the school roof.</p>	<p>Detention(s) / internal suspension(s) or out-of-school suspension.</p>
<p><i>Physical Aggression</i> (less severe than fighting, bumping, elbowing). See “Assault.”</p>	<p>1st offense – detention / internal suspension(s). Subsequent offenses – up to 5 days OSS.</p>
<p><i>Possession of Pornographic or Sexually Explicit Material</i></p>	<p>1st offense – 1 day ISS. Subsequent offenses -up to 5 days OSS.</p>
<p><i>Refusing to Identify Oneself to a Staff Member</i></p>	<p>2 days ISS.</p>

<p><i>Sexual Harassment</i> Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to insulting, degrading sexual remarks or conduct; threats or suggestions that a student’s submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student’s learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures. A student should make a written complaint to the appropriate school personnel. The district will take all reasonable actions to ensure the harassment ceases and will not recur.</p>	<p><i>Policy 5145.5 (Disciplinary action as deemed appropriate according to the severity of the sexual harassment).</i> Detention(s)/internal suspension/or up to 10 days OSS, (dependent upon severity of the harassment); parent/guardian meeting; possible police notification; possible SRBI Leadership Team referral; possible referral for expulsion.</p>
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<p><i>Skateboards / Rollerblades</i> Skateboards and rollerblades are prohibited from use and possession on school grounds.</p>	<p>1st offense – confiscation of skateboard/rollerblade until the end of the school day; warning. 2nd offense – confiscation of the skateboard/rollerblade until the parent/guardian retrieves the item; 2 office detentions. 3rd offense – confiscation of skateboard/rollerblade until the parent/guardian retrieves the item; 2 days ISS.</p>
<p><i>Smoking or Tobacco Use</i> State law prohibits smoking or use of tobacco of any type by our students anywhere in the school building or on school grounds. Failure to abide by this law results in a suspension from school.</p>	<p>1st offense – 2 days ISS. 2nd offense – 2 days OSS. 3rd offense – 5 days OSS. Parent/Guardian notification and referral to police if student is underage.</p>
<p><i>Spitting</i> Spitting on a student or staff member in the building.</p>	<p>2 days OSS and possible assault charge. Referral to police. Parent contacted.</p>
<p><i>Tardiness to Class (students without a pass)</i> All students are expected to be on time to classes. (In the room when the bell rings). 0 -5 minutes: 5 minutes – 50% of the period: 51% -End of class:</p>	<p>Teachers will be responsible for managing a student’s unexcused tardiness to class. Teacher detention; parent/guardian notification. Admitted and recorded as ‘Tardy.’ Admitted and recorded as ‘Tardy.’ Referred to office as a cut. Admitted and recorded as ‘Absent.’ Referred to office as a cut.</p>
<p><i>Theft</i> Theft of any material owned by another student, staff member, or the school system.</p>	<p>Each offense – up to 5 day OSS. Restitution. Possible referral to police when school materials are involved; parent contact by administrator.</p>
<p><i>Threats</i> Threatening in any manner including orally or in writing, a member of the school community (teacher, administrator, staff, or student).</p>	<p>Up to 10 days OSS (dependent upon severity of the threat); parent notification; possible police notification; possible referral for expulsion.</p>
<p><i>Throwing Objects</i> Snowballs, etc. Dangerous horseplay. Inappropriate activity.</p>	<p>1st offense -1 to 2 days internal suspension or OSS. Subsequent offenses -up to 10 days OSS.</p>
<p><i>Truancy</i> Absence from school without the knowledge or consent of parent or guardian.</p>	<p>Up to 5 days of ISS</p>
<p><i>Vandalism</i> or willful destruction of school or private property on school grounds. Defacing or damaging school property including computers and their records, files, and systems.</p>	<p>In-school or out of school suspension dependent upon the severity of the offense. Parent notification and possible police notification.</p>
<p><i>Violation of Office Detention or In-School Suspension</i></p>	<p>Reverts to Out-of-School Suspension.</p>
<p><i>Violation of Out-of-School Suspension</i></p>	<p>Up to 10 days OSS, parent notification; possible police notification.</p>
<p><i>Walkout/Sit-in Participation</i></p>	<p>Students asked to return to the building. If students refuse to return to the building, then 5 days OSS.</p>

<p><i>Weapons and Dangerous Instruments – Possession and/or Use (Policy 5114 & Policy 5131.7)</i></p> <p>A. Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon as defined by law on school property or at a school sponsored activity:</p> <p>B. Possession of a facsimile of a firearm:</p> <p>C. Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten:</p> <p>D. Possession of any dangerous instrument or substance, such as mace, pepper guard, small pen knives, fireworks, or laser pens will result in:</p>	<p>Possession of any firearm, deadly weapon, or martial arts weapon will result in:</p> <p>A. Confiscation of material; 10 days OSS; notification of parents/guardians; referral to police; referral for expulsion hearing.</p> <p>B. Confiscation of material; 10 days OSS; notification of parents/guardians; referral to police; referral for expulsion hearing.</p> <p>C. Confiscation of material; 10 days OSS; notification of parents/guardians; referral to police; (referral for expulsion hearing).</p> <p>D. Confiscation of instrument/substance; notification of parents/guardians; up to 10 days OSS; possible police notification; (possible referral for expulsion).</p>
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LMHS Scientific Research-Based Intervention Leadership Team (SRBI)

THE SCIENTIFIC RESEARCH-BASED INTERVENTION LEADERSHIP TEAM (SRBI)

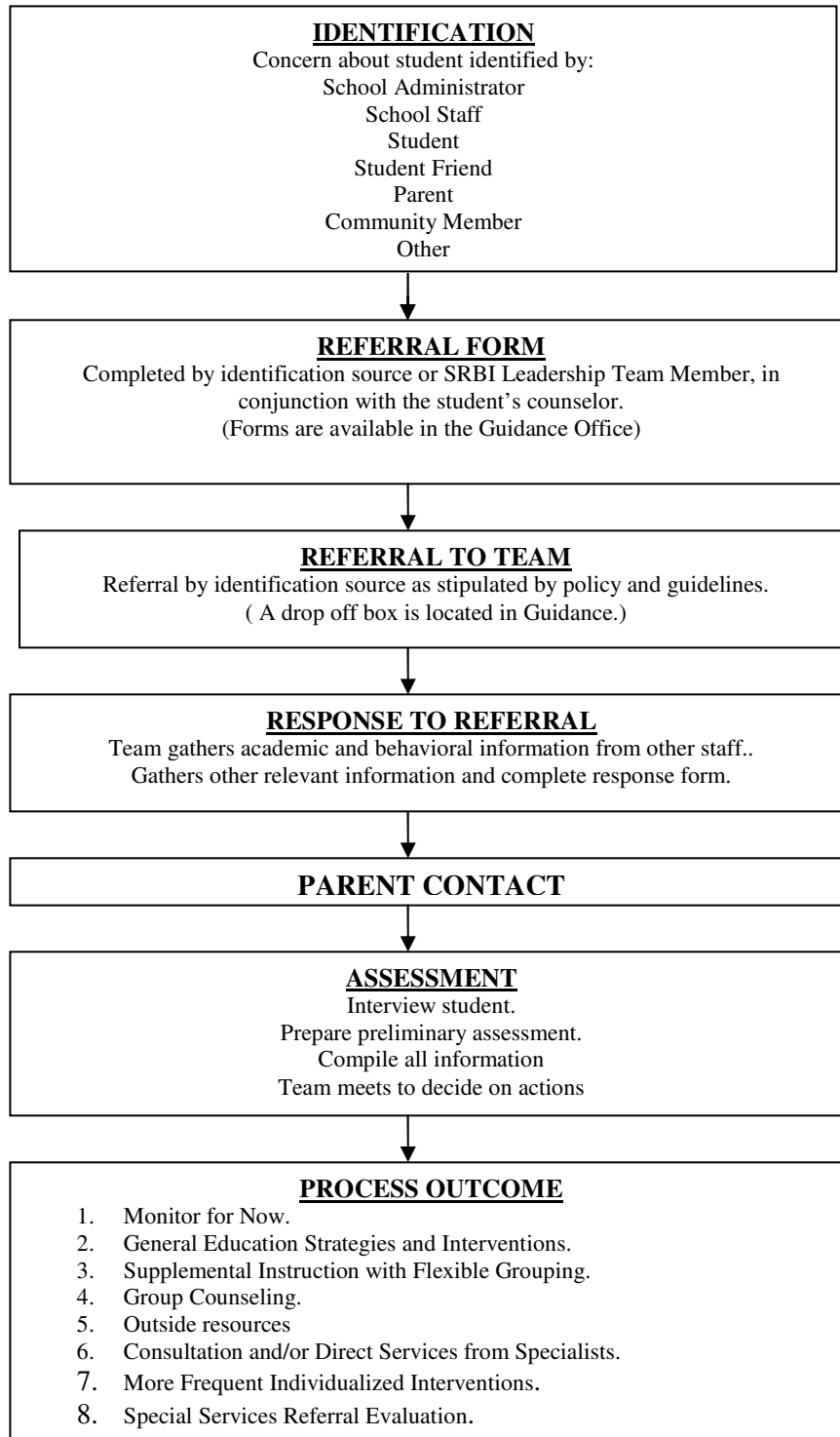
If your child is experiencing academic and/or behavioral difficulties you may contact your child’s guidance counselor and make a referral to the Scientific Research-Based Intervention Leadership Team. This team is a multi-disciplinary group composed of school personnel. The purpose of this team is to address the needs of any student who is not benefiting from core instruction and may require additional targeted interventions to be successful.

HOW STUDENTS CAN BE REFERRED TO THE SRBI LEADERSHIP TEAM

- A. Self Referral -a student can refer himself/herself by telling any member of the SRBI Leadership Team, the support personnel teachers, of their desire to be involved. A student who initiates drug-related help or advice for himself/herself or for a friend from a staff member will not receive disciplinary action. The staff member will inform the student of the availability of professional help and his/her rights in receiving such help and will encourage and support the student in seeking help.
- B. Peer referral -a friend may refer you.
- C. Staff referral -a staff member who sees signs that you are having problems and who cares about you may make a referral.
- D. Disciplinary referral -a building administrator will, whenever possible, pair consequences with the offer of the chance to get help with whatever caused you to get into trouble.
- E. Parent -a parent may contact the school and refer you if they are concerned. See Referral Form.

Student Assessment Process

The following flowchart was designed to provide guidelines and an explanation that the SRBI Leadership Team uses when a student is referred for assistance. The process provides the team with information to make appropriate recommendations and provide follow-up services.



BOARD OF EDUCATION POLICIES

LEBANON	LOCATOR:	5145.2
Board of Education	SECTION:	STUDENTS
POLICY	INFORMAL APPROVAL DATE:	8/22/89
	FORMAL APPROVAL DATE:	9/26/89

AFFIRMATIVE ACTION AND STUDENT RIGHTS

All programs, practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the training, education, assignment, promotion, transfer, or discipline of students on basis of race, religious creed, national origin, sex, domicile, age, mental or physical disability, or marital status.

The Lebanon Public Schools pledges itself to avoid discriminatory actions and instead seeks to foster good human and educational relations which help to attain:

- equal rights and opportunities for students and employees in the school community
- equal opportunity for all students to participate in the total program of the schools
- continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences

ATTENDANCE POLICY, GRADES 9-12

I. Purpose:

Regular and punctual attendance at school and at all classes is an integral component of the student's learning process. Mandatory attendance to assigned classes is essential and classroom experiences are vital to each student's successful learning. Absence from class results in irretrievable opportunities for instructional exchange. Tardiness to class can cause disruption to the learning process and a loss of instructional time for all students. In short, it is our firm belief that class attendance and participation is essential to maximize the learning process and to give our students the best opportunity to succeed. The goal of this attendance policy is for each student to attend his/her daily classes and to arrive on time for each class.

II. Legal Requirements:

Connecticut State Statute 10-184 requires that "each parent or other person having control of a child seven years of age and over and under sixteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session," which means that the school has a responsibility to educate the child, and the parent/guardian is responsible to see to it that the child is in attendance.

III. Attendance Requirement:

- There no longer will be an approved or unapproved classification of an absence. Therefore, there is no differentiation between being sick and being on vacation.
- A student is allowed, before losing credit, 10 absences for a semester course/20 for a year course. If a student exceeds this limit, they lose credit for the course. Any student who has more than 20 absences from a full-year class or more than 10 absences from a half-year class will not receive credit for the class. All absences from class will be counted toward the attendance limit except those incurred while a student is participating in religious observances, school-sponsored activities, or administrative business whereby a student is called from class.
- Absences that fall under the following categories require pre-approval and will not be counted towards the 20/10 allowed absences.

FT Participation in an approved school activity
C Court Appearance
SUS Suspension: In School/ Out of School
RH Religious Holiday
CV College Visit
HB Homebound instruction

- In order for a student/parent to obtain a pre-approval for an absence from the above categories, a parent/guardian must notify the attendance office, in writing, prior to the absence.
- All other absences will be verified through the office. Early dismissal notes will only be honored when verification can be obtained. If it becomes necessary for a student to leave school grounds during the day, parents should contact the office when students are to be dismissed or provide a phone number where they can be contacted. Failure to verify dismissals will result in students not being allowed to leave.
- A student or parent may apply to the administration for a waiver where there are unusual or extenuating circumstances. (Chronic illness with documentation from a physician.)
- If a student is truant or cutting class, the situation is referred to the office to be handled as a discipline issue.
- Record-keeping / teacher responsibility: At the end of every quarter, the teachers will record the total absences for each student. Teachers will count only absences, which do not fall under the pre-approved list. As well, it is required that a teacher document on progress reports students who are at risk of losing credit due to absence.

1. Responsibility:

- a. It is the responsibility of the student to:
 - Attend all regularly scheduled classes and arrive to class on time and on a daily basis.
 - Complete all work assigned for any class absence and submit that work to teachers in a timely manner as prescribed by the teacher (maximum of five days upon return).
 - Provide any notes or passes to the school or to the teacher on a timely basis (as per this policy).
- b. It is the responsibility of the parent to:

- Review this policy with the student and to contact the school staff when the parent has any concerns or needs clarification of their child's attendance status.
 - Stress the importance of their child's daily attendance at school.
 - Notify the school when a student is absent.
- c. It is the responsibility of the teacher to:
- Maintain accurate attendance records (tardiness, absences), and inform both the student and the parent of those records and how it affects their academic achievement.
 - Record all absences and tardiness in the teacher's record book. Inform the attendance officer to send a letter of communication on the fifth (5th) absence.
 - Maintain the integrity of this attendance policy and apply it in a fair and consistent manner to all students.

IV. Communication: Notification of Absences to Parents and Students:

- The teacher will designate the number of class absences for each student on the progress report and on the report card.
- Notification to Students and Parents: Any student missing more than 20 days of school (10 days for a half year course) will receive a letter from the attendance officer. The notification will state the cumulative number of absences and the schools' concerns regarding the student's lack of attendance.

V. Loss of Credit:

Students will lose all credit in a course if the student incurs ten (10) absences from any semester or twenty (20) absences from a full year course.

VI. Appeals: The appeal process for potential restoration of lost course credit will involve either the Principal or the Assistant Principal only. The student must complete the appeal form providing information pertinent to the appeal request. The student must appear at the formal appeals hearing with appropriate documentation (parents/guardians may also be present). In order to restore credit, the following measurable, observable, and easily understood criteria must be met:

- The documentation must demonstrate that since the student was informed of the loss of credit in that class (letter), that student has not incurred any absences from that class.
- The documentation must also demonstrate that the student is passing the course with at least a C-or has the teacher's recommendation that the student should have the credit restored.

If the above, measurable criteria are met, credit will be restored. If the student has not met the above criteria, credit will not be restored. The Principal or Assistant Principal will make this final decision.

IX. Students 18 Years of Age: Students who are eighteen (18) years of age or over and who live independently of guardianship/parents, may act in his/her own interest with regard to notification and written explanation of absences. The student who lives at home as a dependent must have written acknowledgement from his/her parent that he/she will act in his/her own interest in these matters. If this acknowledgement is on file, the student should provide a written explanation for the absence within five days of the return to school.

LEBANON
Board of Education
POLICY

LOCATOR :
SECTION:
INFORMAL APPROVAL DATE:
FORMAL APPROVAL DATE:

5131.6
STUDENTS
7/25/89
8/22/89

BEHAVIOR-AFFECTING SUBSTANCES

The Lebanon Public Schools recognize the value and right of each individual to grow, develop, and learn in a safe, drug free environment. Substance abuse and dependency endangers the safety and well being of individuals within the school environment and will not be tolerated. It is also recognized that drug use and abuse may be indicative of serious underlying problems.

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, distribution, sale, and/or use of behavior-affecting substances. Efforts will be made to offer a student help and assistance through a kindergarten to grade twelve prevention curriculum, small group and school-wide activities, the student assistance team, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures. Prevention through education, early identification and intervention will be emphasized.

This policy including its administrative guidelines is a coordinated effort by Lebanon Public Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population. The policy and guidelines shall be used by all school personnel when responding to drug, mood altering substance and alcohol related situations.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health and safety according to board policy on search and seizure.

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of 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 the Drug and Alcohol Administrative Guidelines approved by the Lebanon Board of Education and found in the Student/Parent Handbook. In addition to the Drug and Alcohol Administrative Guidelines, students who participate in extra curricular activities will be subject to the substance abuse policies of each activity.

This policy shall not apply to students who are using drugs prescribed by their physician in a prescribed manner. According to board of education policy JGC Administration of Medications, the parent/guardian of any student who is required to take medication prescribed by a physician during the school day shall so inform the school administration. If necessary, such medication will then be administered under the supervision of the school nurse or a designated individual.

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

As an integral part of Student Assistance these drug and alcohol guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents.

Lebanon Public Schools will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board and its administration reserve the right to use any supplementary measures deemed necessary to control substance abuse.

DEFINITION OF TERMS

Cooperative Behavior -the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Strategy Team (SST).

Distributing -deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, from one person to another or to aid therein.

Drug/Mood Altering Substance/Alcohol -includes any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, cigarettes and other tobacco products, marijuana, hashish, LSD, cocaine and its derivatives, chemical solvents, glue and other inhalants, barbiturates, look alike substances, and any capsules or pills not registered with the nurse.

Drug Paraphernalia -includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers or spoons, and razor blades.

Non-Student -a person who is not enrolled in a Lebanon Public Schools academic program.

Possession -possess or hold or constructively possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal, or as defined by this policy.

Student Strategy Team (SST) -a multi-disciplinary team composed of school personnel (administrators, nurses, counselors, selected faculty). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and plays a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy on Behavior-Affecting Substances and its guidelines.

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

Uncooperative Behavior -resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Student Assistance Team.

Legal References: Connecticut General Statutes Section 10-19, 10-154a, 10-220b, 10-233 a-f, 21a-240.

LEBANON	LOCATOR:	5131.911
Board of Education	SECTION:	
STUDENTS		
POLICY	INFORMAL APPROVAL DATE:	10/28/08
	FORMAL APPROVAL DATE:	11/25/08 REV

BULLYING

The Board of Education promotes a secure school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Bullying of a student by another student is prohibited.

Bullying can be defined as any overt act by a student or a group of students directed against another student with the intent to ridicule, humiliate, intimidate or harass the other student while on school grounds, school bus or at a school-sponsored in which acts are committed more than once against any student(s) during the school year.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion or referral to law enforcement officials.

A comprehensive program to address bullying at all school levels is essential to reducing incidents of bullying. Such a program must involve interventions at all levels: school wide, classroom and individual.

The Superintendent shall develop rules and procedures which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

The School Principal shall:

1. maintain a list of the number of verified acts of bullying in the school and make the list available for public inspection and submit the list of such number to the State Department of Education on an annual basis as may be required.
2. include in the student, parent, and staff handbooks the consequences of bullying and the method for reporting.
3. notify the parents of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed and invite them to attend at least one meeting.
4. communicate to students that bullying will not be tolerated.
5. communicate to students their right to report acts of bullying anonymously to teachers and administrators.
6. require that teachers and staff report to the administration any witnessed acts of bullying in writing.
7. provide the appropriate intervention case by case and/or disciplinary action against students who have committed verified school bullying incidents.
8. provide In service on bullying prevention and awareness to all teachers on an annual basis
9. review anonymous reports and investigate written reports regarding bullying accusations except that no disciplinary action shall be taken solely on the basis of an anonymous report.
10. notify students annually of the process by which they may make anonymous reports.
11. notify parents or legal guardians with whom a student does not primarily reside with all school notices that are provided to the parent with whom the student primarily resides.

School staff members and teachers shall:

1. report to the school administration any witnessed acts of bullying in writing.
2. accept anonymous student reports of bullying and direct such reports to the school administration
3. participate in professional development activities on prevention and intervention of bullying.

Previous approval dates: 1/28/03
11/28/06

LEBANON	LOCATOR:	5132
Board of Education	SECTION:	STUDENTS
POLICY	INFORMAL APPROVAL DATE:	6/22/04
	FORMAL APPROVAL DATE:	7/27/04

DRESS CODE

The nature of academic school activities and pride in the reputation of our schools require neat grooming, cleanliness and appropriate dress.

A student’s overall appearance should fall within generally accepted definitions of neatness, cleanliness, and appropriateness for the school environment. It is the responsibility of the student and his/her parent to select appropriate clothing (including accessories and adornments) based on Board and Administration guidelines. A student is expected to dress for the business of school so as to neither detract from other students or teachers, disrupt the educational process, or pose a health or safety threat to anyone. Clothing should be clean and must be free from promotion of or reference to drugs, alcohol and tobacco, and offensive signs, symbols and words. Clothing must also be free of slogans, names, titles that are defamatory toward persons, groups, the school, and other organizations. Apparel, accessories, and adornments which are worn to symbolize membership in a gang or clique will not be permitted.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student
2. is disruptive or distracting to the school operation
3. is contrary to law
4. violates community/school standards

Community standards will be applied by school administrators to determine acceptability and appropriateness of clothing, accessories and adornments.

Administrative guidelines specific to each building and current fashions will be published in student or school handbooks and updated as needed.

LEBANON	LOCATOR:	6141.321
Board of Education	SECTION:	INSTRUCTION
POLICY	INFORMAL APPROVAL DATE:	2/27/96
	FORMAL APPROVAL DATE:	3/26/96

ELECTRONIC INFORMATION RESOURCES (INTERNET)

The Lebanon Board of Education supports the use of the Internet to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return for this access, every Internet user within this school system has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users are expected to act in a responsible, ethical and legal manner in accordance with the district's "Internet Code of Conduct," the missions and purposes of the other networks used on the Internet, and the laws of the states and the United States.

The Internet Code of Conduct shall apply to all users of the network. It reads:

"I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow the access usage and content rules as put forth in the district's Internet policy statement."

The Superintendent of Schools will establish and distribute to students and staff, guidelines pertaining to the use of the Internet.

ACCEPTABLE USE POLICY Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with a multitude of networks and computers. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Local community standards, as defined by the courts, will be applied by building administrators. Failure to adhere to this "Acceptable Use Policy" will result in the revocation of access privileges.

A responsible user may use the Internet to:

1. Research assigned classroom projects;
2. Send electronic mail to other users;
3. Explore other computer systems.

A responsible user **MAY NOT**:

1. Use the Internet for any illegal purpose;
2. Use impolite, abusive or discriminatory language, and media;
3. Change computer files that do not belong to the user;
4. Send or receive copyrighted material without permission;
5. Destroy, modify or abuse hardware or software.

Unacceptable uses of the Internet will result in the revocation of access privileges. Unacceptable uses include:

1. Violating the statutes pertaining to student's rights to privacy.
2. Using profanity, pornography, obscenity or other language and media that may be offensive to other users.
3. Forwarding personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the networks for financial gain, for commercial activity or for any illegal activity.
6. Accessing media which violates community standards.

GUIDELINES FOR TELECOMMUNICATIONS USE AT HOME

Exploring the rich resources available through the telecommunications of the Internet can be a wonderful educational experience for your child. However, there are a few risks for children who use online services. Teenagers are particularly at risk because they often use the computer unsupervised and because they are more likely than younger children to participate in on-line chats and discussions. The Internet is not governed by any entity, therefore there are no limits or checks on the kind of information that is accessible to Internet users.

The best way to assure that your children are having positive on-line experiences is to stay in touch with what they are doing.

Open communication with your children and getting on-line yourself will help you to understand the benefits of these systems and alert you to potential problem areas. Consider the following guidelines:

- The computer used for on-line services should be in a public place. If the computer is in the child's bedroom, the door should be open when he/she is on-line.

- Develop a set of rules and consequences. Write them in terms of what you want to have happen, rather than the negative behavior you don't want to occur.
- Respect privacy. Do not open another user's mail.
- Discuss screen names. May your child use his/her real name or something else?
- Set reasonable time limits for use. Most services charge by the time used. Set a monthly budget for use.
- Use the parental control features if available.
- Determine if your child may purchase on-line services or goods.
- If your child receives a message that is suggestive, obscene, threatening or makes him/her feel uncomfortable, forward a copy of the message to the service provider and ask for assistance.

The following rules are suggested by the National Center for Missing and Exploited Children:

"My rules for On-line Safety"

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parent right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" on-line without first checking with my parents. If my parents agree to the meeting, I will make sure that it is in a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the on-line service.
6. I will talk with my parents so that we can set up rules for going on-line. We will decide upon the time of day that I can be on-line, the length of time I can be on-line, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

LEBANON	LOCATOR:	6153
Board of Education	SECTION:	INSTRUCTION
POLICY	INFORMAL APPROVAL DATE:	
	FORMAL APPROVAL DATE:	7/27/04

FIELD TRIPS

The board of education encourages educational field trips which relate directly to the established curriculum. Adequate planning and supervision are essential to the success of a trip and safety of the students. Therefore a field trip request form must be completed and approved for all field trips. Written parent permission must be obtained for all field trips. The Board of Education supports the concept of a yearly flat fee charged to parents for their children to participate in all of that year's planned field trips in grades K-8. The total costs of the field trips may be subsidized through additional funding sources, which may include grants, Board funds and/or donations.

Scholarships will be made available when necessary to ensure that no student is kept from participation due to financial hardship.

ONE DAY, IN STATE FIELD TRIPS

The ratio of chaperones to students on a one-day in-state field trip shall be a minimum 1:15. All school rules of student behavior apply, as the trip is an extension of the school day. The principal shall have the right to approve all in-state, one-day field trips in accordance with the established administrative regulations.

The principal may also approve private vehicle transportation for small groups if the vehicle insurance coverage is adequate for the trip. Proof of insurance, a copy of motor vehicle operator's license and motor vehicle record, shall be maintained in the school office. According to Connecticut statute, the vehicle owner's policy is primarily responsible for any accident coverage; school coverage is in excess to the owner's liability insurance only. Therefore, the Lebanon Board of Education requires \$300,000 liability insurance coverage and \$100,000 medical insurance coverage on the vehicle in which any person carries a student. All vehicle occupants must wear safety belts while in the vehicle. No student will be allowed to transport other students on a school sponsored trip.

OUT-OF-STATE FIELD TRIPS

All out-of-state field trips must have the approval of the principal, the superintendent of schools, and the board of education. Unless an exception is allowed, they shall be requested no later than an October meeting of the board of education. All out-of-state field trips must meet the criteria established in the administrative regulations. All school rules of student behavior apply to out-of-state field trips. The chaperone ratio for out-of-state trips will be 1:10.

OVERNIGHT FIELD TRIPS

Overnight field trips will require the approval of the principal, superintendent, and board of education. The chaperone ratio for overnight field trips will be 1:10.

Staff chaperones and administrators may upon reasonable suspicion search individual student's luggage, transportation vehicle, lodging, facilities directly related to the field trip, and other personal belongings.

STUDENT SUSPENSION

Students suspended for substance abuse (drugs and alcohol) will be informed at that time that they are excluded from participating in overnight field trips. Students suspended for other offenses may be excluded from field trips. Students will be informed of this possible exclusion at the time of the suspension.

ADMINISTRATIVE GUIDELINES

Guidelines are to be developed by the Administration and published in school handbooks.

LEBANON	LOCATOR:	6145.2
Board of Education	SECTION:	INSTRUCTION
POLICY	INFORMAL APPROVAL DATE:	2/27/07
	FORMAL APPROVAL DATE:	3/27/07

INTERSCHOLASTIC/EXTRA CURRICULAR ACTIVITIES

Academics: The Lebanon Board of Education expects that students pass all of their courses and that students benefit from participating in the school community. Students who have a cumulative marking period average below “70” (C-) or a failure in any course at the conclusion of the marking period will be placed on academic probation and monitored for a progress report period (half a marking period). A student who has more than one failure will be declared ineligible for participation in interscholastic athletics and extra-curricular activities. Students who were academically ineligible due to two or more failures will be allowed to resume participation in athletic and extra-curricular activities at the end of the marking period if participation criteria are met. Extra-curricular activities are those which students are considered members. Academic Probation Students must:

1. Participate in a parent/student conference with the teacher(s) of the subject(s) where improvement is essential.
2. Attend promptly each class.
3. Participate actively in class.
4. Complete all homework.
5. Work to individual capacity.

At the conclusion of the progress report period, an evaluation of student progress will be conducted by an administrator and guidance counselor. Students meeting the criteria will be removed from academic probation. Students failing to meet the established criteria will be immediately ineligible for participation.

Code of Behavior: Students participating in interscholastic/extra-curricular activities assume a special responsibility. They serve as models for the student body and are representatives of our school district. Students are expected to behave in a manner that will bring credit to themselves and the school.

The school may develop and implement specific behavioral guidelines, regulations and procedures for interscholastic athletics and extra-curricular activities, but those students found selling, distributing, using or possessing drugs, drug paraphernalia, alcohol or tobacco, on or off school grounds, will be suspended immediately from the team for the balance of the season and/or from the activity for the length of a particular event or season. An arrest for the previously stated infractions may be considered evidence of an off school grounds incident. The school may impose consequences or sanctions for the previously stated infractions in which an arrest does not occur or when a student is present at a function where alcohol and or drugs are available to underage persons. Before any such consequences or sanctions (including suspension from the team or activity) are imposed, the student shall be first afforded the opportunity to meet with a member of the administration in order to be notified of the alleged infractions (and proposed sanctions) and to present his/her version of the incident(s) prior to the effectuation of such sanctions. In addition, disciplinary action may be taken under board policy 5114 (student suspension and expulsion).

Controls:

The Board subscribes to the standards, rules and regulations of the Connecticut Interscholastic Athletic Conference (CIAC) and the Student Activities Board subsidiary units of the Connecticut Association of Schools for high school students.

LEBANON	LOCATOR:	6141.324
Board of Education INSTRUCTION	SECTION:	
POLICY	INFORMAL APPROVAL DATE:	2/22/05
	FORMAL APPROVAL DATE:	3/22/05

Public Display of Student's Work or Image

Using Electronic or Printed Communication Methods

During the course of the school year different situations may arise in which students will be videotaped or digitally recorded in their classes or other activities. These situations may include the taping or photographing of a lesson for review by a student teacher's supervisor; taping of a lesson for purposes of state evaluation of beginning teachers; taping a lesson for purposes of teacher or principal review; taping of student performances or activities for viewing either within the classroom or to be broadcast on educational public access cable television. In addition, student work may be displayed on the Internet. In each of these situations the Board adheres to the Family Educational Right to Privacy Act (FERPA) and the Child Online Privacy and Protection Act (COPPA). Those laws specify that whenever a student is identifiable through a public image, parental permission must be obtained. In situations such as group concerts, segments of sports activities, or other group situations in which individual students are not identified, parental permission is not required. The attached policy below and permission form gives parent or guardian permission for a student to be identified in a public broadcast or in certain situations on the internet.

Posting of Student Work/Photographs

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet and cable television. Therefore, the Board established these guidelines to fulfill this obligation. Students should not be easily identifiable from materials they might publish on the Internet. No directory information (such as full name, address, grade level, etc.) should be posted on the Web or displayed via cable television for students whose parents have indicated, in writing, that such information not be released.

Guidelines

- Only first names will be used in published student work on the Internet. Full student names may be used to credit students in a video production unless parents indicate otherwise in writing.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the e-mail address displayed should be the teacher's, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Use of student pictures on district publications, such as the budget manual or informational brochures, without identifying information is permissible.

Public Display of Student's Work or Image

6141.324

Using Electronic Communication Methods

It is recognized by the Board that there may be circumstances where it might be appropriate for high school students to provide identifying information along with work published on the Internet. An example of such an appropriate circumstance might be college entrance or employment opportunities that may be enhanced by viewing a student's work on the Internet. In making this determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage of posting this identifying information. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.

Students shall retain all rights to work they create using the District's electronic communication system.

Policy Adopted: 3/12/02

Policy Revised: 3/22/05

Lebanon Public Schools Lebanon, Connecticut

**Parent/Guardian Student Permission to Publish or Display Student Photograph or Student Work through a
Public Medium**

Dear Parent/Guardian and Student:

The Lebanon Public Schools may publish or display an original work created by your child or participated in by your child whether in print, on the Internet, or on Cable Television. It will be available to a wide audience and may identify the students.

Description of Photograph/Video/Film/Student Work

Title: Purpose:

Publishing and Sponsoring Information

Sponsoring School/Department/Group: _____	Telephone# _____
Name of Employee Requesting Permission: _____	
Name of Web Site or Production: _____	
URL: http:// _____	

Please check one:

(If permission is granted, all monetary claims upon the District are relinquished and consent is given to the use of the group name, likeness, or voice of the child in connection with publicity and promotion.)

We the parent/guardian DO grant permission to display my student's photograph or work with identifying information

We the parent/guardian DO NOT grant permission to display my student's photograph or work with identifying information

Signature of Parent/Guardian

Name (Please Print)

Date

Signature of Student (18 or older)

Name (Please print)

Date

Please return signed form to the employee at the sponsoring school or office.
Absence of a returned form may hinder your child's participation in some activities.

LEBANON	LOCATOR:	5114
Board of Education	SECTION:	STUDENTS
POLICY	INFORMAL APPROVAL DATE:	12/15/09
	FORMAL APPROVAL DATE:	01/26/10 REV.

STUDENT DISCIPLINE- REMOVAL/SUSPENSION/EXPULSION

SECTION I DEFINITIONS

- A. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. **“Removal”** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. *Effective July 1, 2010, suspensions shall be in-school suspensions unless during the suspension hearing, the administration determines that the student facing suspension poses such a danger to persons or property or such a disruption of the educational process that the student must receive an out-of-school suspension.*
- D. **“In-school suspension”** is defined as an exclusion from regular classroom activity for not more than ten (10) consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the board of education, as determined by such board. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- E. **“Expulsion”** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- F. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes 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 such student as possible.
- G. **“Days”** is defined as days when school is in session.
- H. **“School sponsored activity”** is defined as any activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off school property.
- I. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
- J. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- K. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- L. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.
- M. **“Vehicle”** means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
- N. **“Martial arts weapon”** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

SECTION II REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV (C) of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C, herein, that:
 - 1. Violates any other Board policy or that violates any code of student conduct in effect in the schools; or
 - 2. Seriously disrupts the educational process; or
 - 3. Endangers persons or property will be cause for suspension and/or expulsion.
- B. Conduct off school grounds as described in paragraph C, herein, that:
 - 1. Violates Board policy and
 - 2. Seriously disrupts the educational process will be cause for suspension and/or expulsion.
- C. The following conduct is prohibited and will be considered cause for suspension and/or expulsion:
 - 1. Threatening in any manner, including orally, in writing, or via electronic communication, injury to a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
 - 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 - 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - 4. Willfully causing, or attempting to cause, damage to school property;
 - 5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or drug paraphernalia;
 - 6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
 - 7. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - 8. Possession or transmission of any firearm, deadly weapon, dangerous instrument, martial arts weapon, or knife, or facsimile of any weapon or instrument;
 - 9. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
 - 10. Possessing or consuming tobacco products if other than a high school student, or consuming such products if a high school student;
 - 11. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - 12. Intentional and successful incitement of truancy by other students;
 - 13. Bullying, which includes any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, harass or intimidate the other student while on school grounds or at a school-sponsored activity which acts are committed more than once against any student during the school year.
 - 14. Violation of any other board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment; and/or
 - 15. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes §§21a-277 and 21a-278. A student shall be expelled for a period

of one calendar year if the board of education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C(1), above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

SECTION IV SUSPENSION PROCEDURE

- A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to ten (10), of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The school administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above. ***Effective July 1, 2010, suspensions shall be in-school suspensions unless during the suspension hearing, the administration determines that the student facing suspension poses such a danger to persons or property or such a disruption of the educational process that the student must receive an out-of-school suspension.***
If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
- B. In the case of suspension, the school administration shall notify the superintendent of schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be given an informal hearing where he/she is afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V (B) of this policy is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V (B) of this policy is first granted.
- F. Whenever 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. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
- G. The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any other conditions specified by the administration. Any such program shall be at no expense to the student or his parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier.

SECTION V EXPULSION PROCEDURES

The board of education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the superintendent has reason to believe a student has engaged in the conduct described in section III (D). The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The board of education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the board of education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:
1. Notice of the proposed hearing which shall include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished;
 - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VII on Alternative Educational Opportunity); and
 - f. a statement regarding free or reduced rate legal services that are locally available and how a student or parent may access these services.
 2. The opportunity to be heard;
 3. The opportunity to present witnesses and evidence;
 4. The opportunity to cross-examine adverse witnesses;
 5. The opportunity to be represented by counsel; and
 6. Prompt notification of the decision of the board of education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the board of education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the board of education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case or, if these are not transcribed, any recording or stenographic record of the proceedings.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the board of education, but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The board of education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The board of education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the board of education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.

- E. In determining the length of an expulsion, the board of education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension, or expulsion.
- F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- G. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VII of this policy.
- H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the student's cumulative educational record and the board of education shall complete the expulsion hearing and render a decision.
- J. The board of education may shorten the length of or waive the expulsion period of a student who is expelled for the first time and who has never been suspended if the student successfully completes a program and any other conditions specified by the board. Any such program shall be at no expense to the student or his parents/guardians. For a student whose expulsion period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the board chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier. Nothing herein shall be deemed to restrict the ability of the board to shorten or waive the expulsion period, based upon completion of any program or meeting of conditions, for students who have been previously suspended or expelled, as may be permitted by law and as provided in Subsection L, below.
- K. The board of education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the board of education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- L. In addition to such rights specified in Section J, above, an expelled pupil may apply for early readmission to school. Such readmission shall be at the discretion of the board of education; however, the board may delegate authority for readmission decisions to the superintendent. If the board delegates such authority, readmission shall be at the discretion of the superintendent. The board or superintendent, as appropriate, may condition such readmission on specified criteria.
- M. Prior to conducting an expulsion hearing for a child requiring special education and related services described in subparagraph (A) of subdivision (5) of section 10-76a of the Connecticut General Statutes, a planning and placement team shall convene to determine whether the misconduct was caused by the child's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be expelled. The planning and placement team shall reevaluate the child for the purpose of modifying the child's individualized education program to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the child's disability, the child may be expelled in accordance with the provisions of this section applicable to children who do not require special education and related services. Notwithstanding the provisions of Section VII, below, whenever a child requiring such special education and related services is expelled, an alternative educational opportunity, consistent with such child's educational needs shall be provided during the period of expulsion.

SECTION VI NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action **no later than** twenty-four (24) hours of the time the student was excluded.

SECTION VII ALTERNATIVE EDUCATIONAL OPPORTUNITY

The board of education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-

184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the board of education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board of education to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of Connecticut General Statutes §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Connecticut General Statutes §§21a-277 and 21a-278. If the board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subparagraph (A) of subdivision (5) of Connecticut General Statutes §10-76a.

SECTION VIII GUN FREE SCHOOLS ACT

The board of education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921, et seq.

Statutory references:

20 U.S.C. §8921 et seq., Gun Free Schools Act

Connecticut General Statutes

4-176e through 4-180a, 4-181a Administrative procedures act

10-76d Duties and powers of boards of education to provide special education programs and services

10-233a Definitions

10-233b Removal of pupils from class

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233e Notice as to disciplinary policies and action

10-233f In-school suspension of pupils. Reassignment

10-233g Reports of principals to police authority concerning physical assaults upon school employees by students

10-233h Arrested students

21a-240 Definitions

21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing

21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person

LEBANON	LOCATOR:	5118
Board of Education	SECTION:	STUDENTS
POLICY	INFORMAL APPROVAL DATE:	10/24/06
	FORMAL APPROVAL DATE:	11/28/06

RESIDENCY REQUIREMENTS

All students attending the Lebanon schools must be town residents unless specifically permitted to attend by the Board of Education. (Example: Agriculture, Science, & Technology students, special education students, tuition students)

Students may not enroll in the Lebanon Public Schools unless and until they are actually residing in Lebanon. For new housing, a Certificate of Occupancy with the residency date must be presented to the Superintendent of Schools for students to enroll. For existing housing in Lebanon two of the following three items must be presented to the school office:

- 1) Rental / lease agreement or mortgage papers with the name and address of the new resident,
- 2) Driver’s license with name and Lebanon address,
- 3) A utility bill or other business correspondence with the name and Lebanon address. The building administration may require additional residence verification if necessary.

Students who move during the school year must withdraw from the Lebanon Public Schools or pay the appropriate out-of-district tuition.

Non-residents whose children are enrolled in the Lebanon schools without prior permission from the Superintendent will be assessed tuition for the time children were in attendance in Lebanon. The Superintendent in his/her sole discretion may allow students to enroll in the Lebanon Public Schools depending upon individual circumstances prior to residency documentation if documentation is partial or imminent. Lebanon students in grade 12 moving after October 1st during their senior year may finish that year at Lyman Memorial High School.

Children not residing with parents or guardians will be considered residents only if they reside with a resident of Lebanon on a permanent, non-payment basis and not for the sole purpose of obtaining school accommodations. Affidavit forms attesting to legal residency are available in the Superintendent’s office and must be submitted by the parent or guardian, and/or (if deemed appropriate) by a relative or non-relative with whom the pupil is residing, an emancipated minor or pupil eighteen years of age or older when requested, or 5 days prior to the start of each school year.

Under certain circumstances, a non-resident pupil may be enrolled under provisions of Chapter 172, Section 10-253 of the General Statutes of Connecticut as interpreted by the Superintendent of Schools and the Board of Education.

Public Act 127 of the 1972 State Legislature establishes 18 years of age as the age of majority. Any student at or above the age of majority or legally emancipated who, independent of parents or guardian, takes up residence in the Town of Lebanon and enrolls in the Lebanon School System shall be required to submit to the Superintendent a letter certifying that the student is indeed in residence in Lebanon -said letter to be attested to by the owner, renter, lease-holder of the property wherein he/she resides and/or by the parent or guardian, emancipated minor or pupil eighteen years of age or older. Such a letter must be completed and placed in the hands of the Superintendent within five calendar days from the date of entrance of the student in question.

The Board reserves the right to assign a student to a school outside the town if it feels the welfare of the child can be better served, in accordance with state law. Students at the end of the eighth grade may elect to go to Windham Technical School at no cost to the student and with transportation provided. In special cases, transportation may be provided to other technical schools.

LEBANON
Board of Education
POLICY

LOCATOR:
SECTION:
INFORMAL APPROVAL DATE:
FORMAL APPROVAL DATE:

4125
PERSONNEL
8/27/96 – 11/27/07
9/24/96 – 12/11/07

SCHOOL VOLUNTEERS

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become volunteers in schools, subject to suitable regulations and safeguards.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Annually, Principals shall submit a list of all regular volunteers in the district (chaperones on field trips, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training.

The District also endeavors to eliminate impediments to volunteers presented by risk of legal liability. Consistent with Connecticut General Statutes §10-235(a), the Board of Education shall protect and save harmless any volunteer from financial loss and expenses arising out of any claim or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to property, or any other acts resulting in any injury, which acts are not wanton, reckless or malicious, provided such volunteer at the time of such acts was acting in the discharge of his or her duties or under the direction of the District. This protection applies to any volunteer on the list of approved volunteers who is carrying out a duty prescribed by the District and is operating under the direction of a certificated staff member. However, the District is not obliged to provide this protection to a volunteer: 1) who is not acting within the scope of his or her prescribed duties, 2) who is not acting under the direction of certificated staff member, or 3) who is otherwise acting outside of his or her role as a volunteer in a school-based or school-operated program.

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams. 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation. 54-254 Registration of person who has committed a felony for a sexual purpose.

LEBANON
Board of Education
POLICY

LOCATOR:
SECTION:
INFORMAL APPROVAL DATE:
FORMAL APPROVAL DATE:

5145.5
STUDENTS
1/26/93
2/23/93

SEXUAL HARASSMENT POLICY AND PROCEDURE POLICY

Sexual harassment will not be tolerated among students of the school district. It is the policy of the board of education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

DEFINITION

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

PROCEDURE

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

The school district will provide staff development for district administrators and grievance committee members and will annually distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free from sexual harassment.

LEGAL REFERENCES:

Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank. FSB v. Vinson. 477 U.S. 57 (1986).

Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited.

Constitution of the State of Connecticut, Article I, Section 20.

GUIDELINES SEXUAL HARASSMENT

Sexual harassment is prohibited in the school system. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individuals used as the basis of academic decisions affecting the individual.
2. The conduct has the purpose or effect of having a negative fact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display or sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from a peer(s), i.e. student to student, employee to employee.

COMPLAINT PROCEDURE

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.

2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the principal or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date of the alleged harassment,
 - D. Name or names of the harasser or harassers,
 - E. Location where such harassment occurred,
 - F. Detailed statement of the circumstances constituting the alleged harassment.
4. Any student who makes an oral complaint of harassment to any of the above mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse complaint should be completed.
6. All complaints are to be forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.
7. If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.
8. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.
9. If the student complainant is dissatisfied with the results of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include reassignment, transfer, or disciplinary action.

The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

Copies of this regulation will be distributed to all elementary, middle and high school students.

SEXUAL HARASSMENT FORMAL COMPLAINT FORM STUDENTS

Name of complainant:

Date of complaint:

Name of alleged sexual harasser:

Date and place of incident:

Description of misconduct:

Name of witnesses (if any):

Has the incident been reported before?

If yes, when?

To whom?

What was the resolution?

Reasons for dissatisfaction:

5145.5 Sexual Harassment Policy and Administrative Guidelines (Students) Lebanon Board of Education

LEBANON
Board of Education
POLICY

LOCATOR:
SECTION:
INFORMAL APPROVAL DATE:
FORMAL APPROVAL DATE:

4118.232
PERSONNEL
2/26/91
3/26/91

SMOKING -USE OF TOBACCO PRODUCTS

In view of the Surgeon General's report and research which has found that use of tobacco products adversely affects one's health, and that even the non smoker is at risk upon exposure to smoke; and because the Lebanon Board of Education is committed to maintaining high health standards within its domain; and to demonstrate principles that reinforce their philosophy consistent with teaching sound health practices, the Board adopts the following policy which shall pertain to students, employees and visitors:

1. Smoking is prohibited in any Lebanon Board of Education school building or on school grounds. As used here, "smoke" or "smoking" shall mean the lighting or carrying of a lighted cigarette, cigar, pipe or similar device.
2. The use of tobacco products (i.e., chewing tobacco, snuff) in any board of education school building or on school grounds is prohibited.
3. Smoking and the use of tobacco products are prohibited on field trips, athletic contests, social activities and any event where students are supervised by board personnel.

Legal Reference: Connecticut General Statutes 1-21b Smoking prohibited in certain places -school classrooms; 53-198 school buses; 21a-242 schedules of controlled substances.

STUDENT RECORDS POLICY

I. Definitions

- A. "Record means any information or data recorded in any medium, including, but not limited to handwriting, print, tapes, film, microfilm, and microfiche.
- B. 1] "Student records" means those records which are maintained by the school system and which are directly related to a student.
- 2] "Student records" does not include:
- [a] records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
 - [I] are in the sole possession of the maker thereof, and
 - [ii] are not accessible or revealed to any other individual except a substitute.
 - [b] records relating to an employee of the Board of Education which:
 - [I] are made and maintained in the normal course of business, and
 - [ii] relate exclusively to the individual in that individual's capacity as an employee, and
 - [iii] are not available for use for any other purpose.
 - [c] records created or maintained by a professional or paraprofessional in the medical or psychological fields which:
 - [I] are used only in connection with treatment of the student, and
 - [ii] are related only to a student who has attained the age of eighteen years, and
 - [iii] are not disclosed to anyone except the treatment-provider, except that physician of the student's choice may review the records at the student's request. "Treatment" does not include the provision of remedial educational or other instructional programs.
 - [d] records, such as alumni records, which only contain information relating to a student after that student has terminated attendance at a school in this school system.
- C. "Student" means an individual who is or has been in attendance at a school under the control of the Board of Education.
- D. "Parent" includes either parent, a guardian, or an individual acting as a parent or guardian.
- E. "Eligible person" means a parent of a student who has not yet attained the age of eighteen years, and a student who has attained the age of eighteen years or who is attending an institution of postsecondary education.
- F. "Disclosure" means permitting access to or the release transfer, or other communication of student records or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- G. "Directory information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, honors and awards received, the most recent previous school attended by the student and other similar information.
- H. "Personally identifiable" means that the data or information includes:
- [1] the name of a student, the student's parent, or other family member, or
 - [2] the address of the student, or
 - [3] a personal identifier, such as the student's social security number or student number, or
 - [4] a list of personal characteristics which would make the student's identity easily traceable, or
 - [5] other information which would make the student's identity easily traceable.
- I. "Custodian of student records" is the chief administrative officer of the school which a student is attending or has attended.

II. Types of Records Maintained

- A. The Permanent Record includes official administrative records that constitute the minimum personal data necessary for operation of the educational system:
- [1] identifying data, including names and addresses of parents
 - [2] birth date

- [3] grade level completed
- [4] achievement record (report cards, grades, class standing). Information in this category will be retained as specified in Connecticut State Schedule U of the Retention Schedule for Educational Records.
- B. The Supplemental Record includes information of importance, in helping the child or in protecting others:
 - [1] standardized achievement test scores
 - [2] special services card
 - [3] health record
 - [4] speech and hearing evaluations
 - [5] diagnostic reading test results
 - [6] basic family background information
 - [7] observation reports and records of recurrent behavior patterns
 - [8] school emergency card
 - [9] learning disability evaluations
 - [10] planning and placement team recommendations
 - [11] school counseling card
 - [12] IQ and aptitude test scores
 - [13] record of extracurricular activities
 - [14] attendance record
 - [15] reports of pupil services staff and psychological assessments
 - [16] teacher and guidance counselor comments concerning academic performance, work habits, strengths and weaknesses, conduct, motivation, special problems
 - [17] reports from outside agencies, including reports of delinquency, psychological evaluations, etc.
 - [18] reports of parent/teacher, parent/counselor conferences
 - [19] work samples
 - [20] letters of recommendations.
- C. A particular student's record may contain some or all of the types of information enumerated in A and B.
- D. The school system retains the right to destroy unneeded records, subject to the following limitations:
 - [1] Present and future federal and state law and regulations will be followed.
 - [2] Records will be retained which are the subject of an outstanding request to review by an eligible person.
 - [3] Explanatory material placed in the record by an eligible person pursuant to Section III F of this policy, will be retained as long as the disputed portion of the record to which the explanatory material refers is retained.

III. Disclosure to an Eligible Person

An eligible person has the following rights with respect to the person's own student record and with respect to the record of a student of whom the eligible person is the parent:

- A. the right to inspect and review such records within ten (10) school days after submitting a written request to the custodian of records. If the request is made in order to prepare for a meeting regarding a student's program or a due process hearing, the request shall be granted within three (3) school days.
- B. the right to submit a reasonable written request for an explanation and interpretation of the record and to receive a response within ten (10) school days of the request.
- C. the right to obtain one free copy of the record within five (5) school days of the request. Additional copies may be requested at a fee of \$.25 per page. If it is necessary to abstract, transcribe or print out the requested record, a fee will be charged equal to the cost of this service to the school system. The fee will be waived where the imposition of such cost effectively prevents the eligible person from exercising his or her right to inspect and review the record.
- D. the right to request amendment of information that the eligible person believes to be inaccurate or misleading or in violation of the privacy or other rights of the student.
- E. the right to a hearing by the Superintendent or his designee if the amendment requested in D is refused by the custodian of student records. Procedures with respect to the hearing shall be as follows:
 - [1] the eligible person will be informed of the right to a hearing at the time of denial of the request to amend.
 - [2] the hearing will be held within a reasonable time after receipt of a request for a hearing by the Superintendent.
 - [3] the eligible person will be given advance notice of the date, time and place of the hearing.
 - [4] the eligible person may present evidence relevant to the claim that certain information in the student record is inaccurate or misleading or in violation of the privacy or other rights of the student.

- [5] the eligible person may be assisted or represented by individuals of his or her choice, at his or her own expense.
- [6] the decision of the Superintendent will be based solely on the evidence presented at the hearing.

IV. Disclosure to Other than an Eligible Person

- A. Subject to the provisions of subdivision (II) of subsection (b) of section 1-19 of the Connecticut General Statutes, Lyman Memorial High School shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Directory information or class lists of student names and/or addresses shall not be distributed to any recruiting organization unless excepted in writing by the parent or legal guardian of the student or by the student who has attained majority status.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

Legal reference: Connecticut General Statutes 1-19 Access to Public Records. Exempt records [subsection (b)11] re: release of names or address of students. 10-221b boards of education to establish written uniform policy re: treatment of recruiters.

- B. Personally identifiable information from a student record may be disclosed in the following situations without obtaining the prior written consent of an eligible person:

- [1] to either parent of a student who has not yet attained the age of eighteen years and
- [2] to the student and
- [3] within the school system, to school officials, including teachers who have a legitimate educational interest in the record and
- [4] to officials of another school or school system in which the student seeks or intends to enroll
 - [a] eligible persons retain their rights under SIII to inspect and copy the records which have been transferred.
 - [b] eligible persons retain their rights under SIII to request amendment of the record, a hearing on the contents, and insertion of an explanatory statement with respect to records which have been transferred.
- [5] to authorized representatives of the following:
 - [a] Comptroller General of the United States
 - [b] Secretary of the United States Department of Health, Education and Welfare
 - [c] United States Commissioner of Education, or the Assistant Secretary of Education, or
 - [d] educational authorities of the State of Connecticut, unless specifically authorized, any data collected by these officials is required to be protected to prevent the personal identification of a student or a student's parents by persons other than these officials, and
- [6] to organizations conducting studies for, or on behalf of, educational agencies, or institutions for the purpose of developing, validating, or administer student aid programs, and improving instruction; "organizations" includes, but is not limited to, federal, state and local agencies, and independent organizations. (Studies conducted by such organizations are required to be done so as not to permit

- personal identification of students and their parents by persons other than the representatives of the organization, and
- [7] to comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify an eligible person of the order or subpoena before complying with it, and
 - [8] to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals.

C. A record of disclosures will be kept

- [1] the custodian of student records will maintain a record of each request for and disclosure of personally identifiable information from a student record when such request is made by or disclosure provided to anyone in categories B4, B5, B6, B7 and B8 above.
- [2] the record of disclosures will indicate the parties requesting or receiving such information and the legitimate interests of these parties in the information
- [3] the record of disclosures will be kept with the student record to which it pertains
- [4] the record of disclosures may be inspected by
 - [i] an eligible person
 - [ii] the custodian of student records and his or her assistants
 - [iii] officials named in SS B3 and B5 above for purposes of auditing the school's record-keeping procedures

D. Except as indicated in SS III, IVA and IVB, the custodian of student records will obtain the written consent of an eligible person before disclosing personally identifiable information from a student record. The consent must include:

- [1] the signature of the eligible person
- [2] the date the consent was signed
- [3] a specification of the records to be disclosed
- [4] the purpose(s) of the disclosure, and
- [5] the party or class of parties to whom the disclosure may be made.

E. All disclosures to other than an eligible person or to the student will be made on the condition that personally identifiable information will not be disclosed by the recipient to a third party without the prior written consent of the eligible person concerned, except that

- [1] such information be used by the officers, employees and agents of the receiving organization solely for the purposes of the original disclosure
- [2] any receiving agency or institution within SS B4, B5, B6, B7 and B8 may disclose personally identifiable information to another agency or institution within those sections if the disclosure to the third party is entered on the record of disclosures.

V. **Miscellaneous**

A. A copy of this policy may be obtained from the custodian of student records.

B. Annual notice will be given to eligible persons who are enrolled or who have children enrolled in the school system that

- [1] they have a right of access to their own student records and those of their children under 20 U.S.C. 1232g and 45 C.F.R subtitle A part 99 and this policy
- [2] this policy is available at the office of the custodian of student records
- [3] they have a right to complain to the Family Educational Rights and Privacy Act Office concerning alleged failures of the school system to comply with 20 U.S.C. 1232g and 45 C.F.R. subtitle A part 99.

STUDENT TRANSPORTATION

I. Responsibility Statement

To assure orderly transportation of students, bus drivers shall receive and discharge students at assigned bus stops only. It is the responsibility of parents and legal guardians to supervise, or to provide supervision of, students prior to the arrival of the bus in the morning and immediately after the discharge of students in the afternoon. Should the bus driver observe from the bus stop a fire or other similar hazard placing the student in imminent physical danger, the student, from Pre K through Grade 12, will be returned to school.

II. Definitions

- A. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over approved, improved roads accepted by the municipality based on Lebanon Ordinance concerning acceptance of road specifications, Town of Lebanon, 1963.
- B. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of an approved, improved road nearest the pupil's residence to a point at the entrance of the school, or the bus pick-up area, or a safe entrance to the school grounds located within one hundred feet of the school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the board of education.
- C. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- D. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
- E. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of pupils walking to and from school, or a designated bus stop.
- F. "Raised walk area or sidewalk" means a portion of the landscaped right of way, usually parallel to the traffic lanes which may be paved or unpaved.
- G. "Pupil" means any individual of school age enrolled in the Lebanon Public Schools.
- H. "Approved, improved road" means a road that meets the maintenance, plowing, and quality standards of the Town of Lebanon and State of Connecticut Criteria for Determining Roads for Transportation Routes and is listed on the most current list of Lebanon Town approved roads.

III. Criteria for Determining Transportation Routes

Any road included in a transportation route must meet, but is not limited to the following criteria:

An approved, improved road on the current Town list

Plowed from sunset to sunrise on the town's regular snow plowing schedule.

All bus turn around areas must be on public property or approved by the board of education under Connecticut General Statute 10-220c.

IV. Hazardous Conditions for Students

- A. Any walking route to either the bus stop or the school which is in excess of the following distances shall be considered to be hazardous:
 - a) One mile for pupils below the age of ten, or enrolled in grades PK through 4;
 - b) One and one-half miles for pupils age ten to fourteen, or enrolled in the equivalent of grades 5 through 8, a middle school or junior high school; and
 - c) Two miles, from home to school or to a prescribed point of embarkation, for pupils aged fourteen and over, or enrolled in grades 9 through 12.
- d) **Any PK to Grade 4 students where there is a unfenced waterway, with "waterway" defined as a year-round, permanent body of water at least 6" deep and within five feet of the student walking route.**
- e) **Any PK to Grade 4 students where there is an unfenced, open culvert or drain three feet or greater in diameter within five feet of the student walking route.**

- B. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous for ALL pupils, if any one of the following conditions exist:
- a) When line-of-sight visibility together with posted speed limits do not permit vehicular breaking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design.
 - b) The traffic count is greater than sixty (60) vehicles per hour during the time that pupils are walking to or from school;
 - c) Any street, road, or highway possessing a speed limit in excess of 40 miles per hour
 - d) Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

The board of education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment. Hazards will be determined by the Lebanon School Business Manager, in consultation with the Superintendent of Schools. These guidelines are applicable to public and private roads on the Lebanon Town list of approved, improved roads in accordance with Connecticut General Statutes 10-220c.

V. **School Bus Scheduling and Routing**

School buses shall be routed to transport pupils under the following provisions:

- A. The Business Manager and bus contractor will jointly prepare the routes and shall recommend them to the superintendent.
 - B. Students will be transported to school from designated bus stops.

VI. **Alternate Stops**

If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate childcare/babysitting needs or student employment, such a request will be considered if submitted in writing *by July 16th of the coming school year on forms which are available in the school offices*. All requests will be considered as follows:

- 1) if space is available on the bus;
- 2) with new students registering after the July 16th deadline having first priority for space;
- 3) when the bus schedule is not unduly disrupted with respect to time or distance; and
- 4) After school begins written requests for an alternate stop will require approval by the bus company and school administration.

The alternate drop-off or pickup location must be the same each day for specified days. For example, a child may be dropped at a daycare location 2 days/week, and at home the other 3 days.

All parents will be informed of this policy prior to the close of the school year, with forms available in each school office. New registrants will be informed at the time of registration. All requests for changes after July 16 will be acted upon within ten (10) school days following the opening of school. In the event that the parents disagree with a decision to deny a route change, the parents may request in writing to the Superintendent a transportation hearing with the Board of Education's Transportation Subcommittee.

VII. **General Rules**

- A. Pupils must board or leave a bus only at their designated bus stops.
- B. The school will assume no responsibility for students who do not ride scheduled buses.
- C. No animals or unusual items shall be allowed on the bus without prior written approval of the principal and bus driver.

The transportation needs of special education pupils shall be judged on an individual basis.

VIII. **Detention or Extracurricular Activities**

These guidelines are applicable only with respect to transportation to or from school in conformity with regular school hours. Students who voluntarily remain after school or who participate in extracurricular activities will not be provided with transportation services unless there is regularly scheduled late bus service.

Students who, as a disciplinary measure, are detained after school shall receive twenty-four (24) hours notice before serving their detention period. Any student so detained shall be deemed to have waived any right to transportation home on the day of detention and shall not be provided with any transportation service.

IX. Pupil Behavior – Suspensions and Expulsions from Transportation

In view of the fact that school-provided transportation is an extension of the classroom, the board of education shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and policies of the Lebanon Board of Education. Transportation is provided only as long as a student abides by the rules of safe conduct while a passenger of the bus. Because of the hazards of misbehavior on a school bus, parents are urged to instruct their children to follow the directions of the driver and to encourage their children to report the serious misbehavior of others to the driver or principal.

The Lebanon Board of Education reserves the right to place video cameras on any or all buses to monitor and document student and driver behavior. These videos are the property of the bus contractor but may be used by the Board of Education or its personnel. Tapes will not be kept beyond one week unless the bus company is otherwise instructed.

The principal or his designee may suspend transportation services up to 10 consecutive school days for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of board policy or law (Connecticut General Statutes Sec. 10-233a).

- A. Complaints may be received by the principal in writing, in person or by phone. If complaints are received in person or by phone, the principal shall keep a log of pertinent information from the conversations. Bus driver complaints will be given to the principal in writing. The principal will review the complaint and take such action as judged to be warranted.
- B. If the behavior problem is serious, the principal shall contact parents and acquaint them with the situation. During this contact, the principal shall remind the parents that unless the student's behavior improves, it will be necessary to suspend the pupil from transportation services for a period up to 10 consecutive days. The state law requiring school attendance remains in effect during suspension of these services.
- C. In the event a second complaint is received, the principal shall mail a warning to the parents stating that further violations will result in the suspension of the right of the pupil to transportation services. Upon receipt of any further complaint believed to be accurate, the principal shall suspend the pupil from these services for a period not to exceed 10 days effective at the beginning of the next day.
- D. Immediate suspension shall take place in very serious cases involving safety. The parents, superintendent and bus manager shall be notified of such suspension immediately. Under no circumstances is the pupil to be put off a vehicle at the time of the infraction.
- E. If a pupil's behavior requires repetitive suspensions, and it appears expulsion of the pupil's transportation service is considered, the superintendent shall report such to the board of education. The expulsion procedure specified by Connecticut General Statute Sec. 10-233d shall be followed in the event that expulsion from bus privileges is considered.
- F. Students being transported to vocational technical schools are subject to the same rules as are all other students in the Lebanon Public Schools. Violation of these rules, in such cases, will be reported in writing to the business manager. The superintendent shall suspend vocational technical school students or recommend their permanent expulsion from transportation in accordance with this policy, Section IX.

X. Procedure for Information and Complaints

The procedure for parents to follow for inquiries, requests or complaints is:

- A. Questions regarding pickup times and route information should be directed to the bus company manager.
- B. On matters concerning school bus discipline, the principal should be contacted first. If no satisfactory solution is obtained, the parents should then direct the inquiry to the superintendent of schools. If satisfactory resolution is not obtained, the parent should then submit a written communication to the superintendent of schools for study by the transportation committee and action by the board of education. Following the action of the board, parents can expect to receive a written reply within 10 days.

- C. Parental requests to change a route, schedule or stop should be submitted in writing to the Business Manager. The school business manager will evaluate the request and has the following options:
1. grant the request in writing to the parent
 2. deny the request in writing with a notice to the parents that they may request in writing to the Superintendent a formal hearing with the Board of Education Transportation Subcommittee.

If a request is denied the Business Manager must respond in writing within 10 working days notifying parents of their right to a hearing with the Board of Education. Following the action of the Board of Education, parents can expect to receive a written reply.

Legal Reference: Connecticut General Statutes

10-76d	Transportation for special education and services
10-97	Transportation to vocational schools
10-186	Duties of local and regional boards of election. Hearing. Appeal
10-220	Duties of boards of education
10-220c	Transportation of children over private roads. Immunity from liability
10-273a	Reimbursement for transportation to and from elementary and secondary schools
10-280a	Transportation for pupils in nonprofit private schools outside school district
10-28	Transportation for pupils in nonprofit private schools within school district
14-275a	Use of standard school bus required, when 14-275b Transportation of handicapped students
14-280	Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

**LEBANON PUBLIC SCHOOLS
REQUEST FOR BUS STOP CHANGE**

New Student
This request applies to:

Student Delete/Withdraw

Alternate Bus Stop

1. _____
Name _____ Date _____

Address _____ School _____

Grade _____

We would like to request the following changes in my child(ren)'s bus drop-off or pick-up: (Please be as specific as possible about the pick-up and drop-off points that are different from the regularly scheduled bus stop for your child.)

Include complete addresses where available or a description of the requested bus stop if an address is not available. You may use the back if necessary.

2. _____

3. It is my intent that this be a long-term schedule (for at least 3 months) which I want to have begin on (check one):

The first day of school
or
 on _____
Date

4. Home phone _____ Work Phone _____

Signature of Parent or Guardian

Date

Copies available in the School Offices and the Office of the Superintendent
Sample copy only: Actual form is Blue.

THIS FORM TO BE FAXED FROM SCHOOL REGISTRAR TO LAIDLAW. _____

Initials of Sender

THIS FORM MUST BE SUBMITTED TO THE SCHOOL OFFICE BY JULY 16

**Students
Weapons and Dangerous Instruments**

The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason the Board prohibits student possession and/or use of weapons or other dangerous instruments in any school building on school grounds, in any school vehicle, or at any school-sponsored activity.

Possession and/or use of any such dangerous weapon by a student is grounds for expulsion of the student.

(cf. 5114 - Suspension/Expulsion: Due Process)
(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.
10-233c Suspension of pupils
10-233d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions.
53a-3 Definitions.
PA 94-221 An Act Concerning School Safety.
GOALS 2000: Educate America Act, Pub. L. 103-227.
18 U.S.C. 921 Definitions.

Students shall not possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind on school grounds or buildings, not on school buses, nor on any school-related or school-sponsored activity away from school facilities. Firearms, weapons, and dangerous instruments shall include those defined by law. (18 U.S.C. 921, C.G.S 53a-3, and 53-202-to 53-206).

Possession of or bringing such weapons or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law, and therefore any violation of this policy may be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

Any dangerous device or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public.

Every employee seizing any weapon or dangerous instrument under the provisions of this policy shall report the incident to the building principal immediately, and deliver the seized device to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure.

If an employee knows or has reason to suspect that a student has possession of such a device but the device has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

Students in violation of this policy shall be subject to the following disciplinary measures:

1. Possession of a firearm, dangerous instrument, or dangerous weapon as defined by law:
 - A. Referral to law enforcement agency
 - B. Recommended expulsion for up to one year

2. Possession of a facsimile of a firearm:
 - A. 10-day suspension

- B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing
3. Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten:
- A. 10-day suspension
 - B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing
4. Possession of any dangerous instrument will result in a suspension up to five days.

Students and parents or guardians shall be notified of this policy annually.

(cf. 5114 - Suspension/Expulsion; Due Process)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes

53a-3 Definitions.

53-206 Carrying and sale of dangerous weapons.

PA 94-221 An Act Concerning School Safety.

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

18 U.S.C. 921 Definitions.

LMHS COMPUTER CONTRACT

YEAR OF GRADUATION: (circle one) **2011 2012 2013 2014**

Student Initials: ____ ____ ____

RULES AND CODE OF ETHICS FOR LEBANON SCHOOLS COMPUTER USERS

As a computer user I agree to follow the rules and code of ethics in all of my work with computers while attending Lebanon Public Schools.

- I.** I recognize that all computer users have the same right to use the equipment; therefore,
- I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes;
 - I will not waste nor take supplies such as paper, printer ribbons, and diskettes, that are provided by the school system; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.
- II.** I recognize that software is protected by copyright laws; therefore,
- I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and
 - I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
- III.** I recognize also that the work of all users is valuable; therefore,
- I will protect the privacy of others' areas by not trying to learn their passwords;
 - I will not copy, change, read, or use files in another user's area, without that user's prior permission;
 - I will not attempt to gain unauthorized access to system programs or computer equipment;
 - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and
 - I will not download information onto the hard drives of any school system computer for permanent storage.
 - I will download information onto diskettes if planning to store the information for more than one week.
- IV.** Violations of the rules and code of ethics described above will be dealt with seriously. Violators may lose computer privileges, be liable for damages done to school property and/or receive a school punishment, including out-of-school suspension.

PLEASE SIGN AND RETURN

Student's Signature _____

Print Student Name _____

We, the parents of _____

(student's name, please print clearly)

have read and discussed the above Rules and Code of Ethics for Lebanon Public Schools Computer Users, Guidelines for Telecommunications Use at Home, and Acceptable Use Policy with our student.

Parent's Signature: _____

Date: _____

LYMAN MEMORIAL HIGH SCHOOL ~ CODE OF CONDUCT

- BE RESPECTFUL TO OTHERS AND THEIR PROPERTY
 - BE ACADEMICALLY RESPONSIBLE
 - USE APPROPRIATE HALLWAY BEHAVIOR
 - BE PUNCTUAL
 - USE APPROPRIATE LANGUAGE

PARENT/STUDENT ACKNOWLEDGEMENT – RECEIPT OF HANDBOOK ~
2011-2012

IMPORTANT NOTICE FOR STUDENTS

The Lyman Memorial High School staff is dedicated to providing you with the best possible education. However, each student is expected to assume his/her responsibility by following the policies and procedures of the school and classrooms, which have been carefully formulated by the Lebanon Board Of Education, the principal, and the teachers. We request that you familiarize yourself with the contents of this booklet and read the Conduct Guidelines section very carefully. Please acknowledge receipt and review of this handbook by completing the section below.

I understand and consent to the responsibilities outlined in the District's Code of Conduct. I also understand that I shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student signature _____ Date _____

_____ Grade _____

Student Name PLEASE PRINT CLEARLY

Parent signature _____ Date _____

_____ Grade _____

Parent Name PLEASE PRINT CLEARLY

**Please sign above and return this page to the Main Office.
Signature indicates receipt of handbook.**

**ACADEMIC CALENDAR
2011 ~ 2012**

September 10	ACT
September 22	Open House – 6:30 PM
September 26 – 30	Progress Reports 1st Marking Period
October 1	SAT
October 12	PSAT at LMHS
October 22	ACT
October 31	1st Marking Period Ends
November 5	SAT
November 7	Report Cards Mailed
November 28 – December 2	Progress reports 2nd Marking Period
December 3	SAT
December 10	ACT
January 11	2nd Marking Period Ends
January 12 – 18	Mid Term Exams
January 28	SAT
January 30	Report Cards Mailed
February 11	ACT
February 22 – 28	Progress reports 3rd Marking Period
March 1 – 20	CAPT
March 10	SAT
March 27	3rd Marking Period Ends
April 5	Report Cards Mailed
April 14	ACT
May 5	SAT
May 7 – 11	Progress Reports 4th Marking Period
May 7 – 18	AP Exams
June 2	SAT
June 7 – 12	Final exams
June 9	ACT
June 12	End of 4th Marking Period
June 20	Report Cards Mailed

School calendar dates are tentative due to possible changes throughout the school year.

Lyman Memorial High School
917 Exeter Road Lebanon, CT 06249

PARENT & STUDENT HANDBOOK 2011 -2012

Important Phone Numbers

ATTENDANCE REPORTING (24-hour) (860) 642-5744
ATHLETICS HOTLINE (860) 642-5741

Superintendent's Office (860) 642-3560
LMHS Main Office (860) 642-7567
LMHS Guidance Office (860) 642-5687
LMHS Health Office (860) 642-7673
LMHS Agricultural Science (860) 642-7759
LMHS Cafeteria (860) 642-3524
Special Education Office (860) 642-3556

FAX Lines

Superintendent's Office (860) 642-4589
LMHS Main Office (860) 642-3523
LMHS Guidance Office (860) 642-3521
Special Education Office (860) 642-4589

Non-Discrimination Policy

The Lebanon Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons. It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or disability.