

**Ledyard Middle School  
Student / Parent  
Handbook**



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**2017-2018**

# **Ledyard Middle School 2017-2018 Student / Parent Handbook**

## **MISSION OF LEDYARD PUBLIC SCHOOLS**

Vision: Ledyard Public Schools - A Community for Exemplary Learning

Mission: Ledyard Public Schools facilitates experiences for our community that cultivate a joy for learning, perseverance, independence, and social responsibility through innovative teaching practices.

## **MISSION STATEMENT OF LEDYARD MIDDLE SCHOOL**

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

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### **DISTRICT/CENTRAL OFFICE PHONE NUMBERS**

Jason Hartling, Superintendent of Schools: (860) 464-9255

Jennifer Byars, Assistant Superintendent of Schools: (860) 464-9255

Phil Genova, Director of Special Services: (860) 464-9255

Jason Lathrop, Business Manager: (860) 464-9255

Sam Kilpatrick, III, Director of Facilities: (860) 464-9255

### **LMS PHONE NUMBERS**

Main Office: (860) 464-0200

Attendance: (860) 464-0200

Guidance: (860) 464-0200

School Nurse: (860) 464-6439

Fax: (860) 464-2155

It is not intended that this book address every school or Board of Education policy or practice. To access Ledyard Public Schools Policies, Regulations and Statutes Handbook please log on to [Ledyard.net](http://Ledyard.net) and use the link to the Board of Education. Policies and practices may also change during the school year.

*\*The Ledyard school system does not discriminate in any of its programs or activities on the basis of race, color, religious creed, age, marital status, national origin, gender, sexual orientation, or physical disability.*



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## Faculty and Staff Roster

<b>ADMINISTRATION</b> Mr. Chris Pomroy, Principal Ms. Kelly Gordon, Assistant Principal	<b>SPECIAL EDUCATION AND  PROFESSIONAL SUPPORT SERVICES</b> Ms. Danielle Ferraro, Special Education
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Mrs. Sue Allgeier, Administrative Secretary  
Mrs. Barbara Ketcham, Special Education Secretary

**GUIDANCE**

Mrs. Joanna Okosky, School Counselor  
Mrs. Patty Pollin, School Counselor  
Ms. Michelle Edwards, Guidance Secretary

**GRADE 7**

Mr. Ron Adams, Cultural Geography  
Mrs. Megan Byassee, Language Arts  
Mr. David Davino, Science  
Mrs. Sandy DeRosa, Science  
Ms. Kristin Ekstrom, Cultural Geography  
Mrs. Cheryl Hanselman, Mathematics  
Mr. Tom O'Brien, Language Arts

**GRADE 8**

Mr. Ted Allen, Science  
Ms. Jewel Clavin, Language Arts  
Ms. Kristin Ekstrom, History  
Mrs. Velease Ongsingco, History  
Mr. Dan Reilly, Mathematics  
Mrs. Shelley Spohr, Science  
Mrs. Nancy Woodruff, Mathematics

**LIBRARY MEDIA CENTER**

Mrs. Kathleen Smith, Library/Media Specialist

**UNIFIED ARTS TEAM**

Mrs. Robbin Agard, General Music & Chorus  
Mrs. Kelly Dahl, Art  
Mrs. Sarah Ferguson, Health/PE  
Mr. Keith Kobelski, Technology Education  
Mr. Jim Moffett, Digital Literacy  
Ms. Shawna Scibelli, Spanish  
Mr. Brian Sturm, Band  
Mrs. Renee Sylvestre, French  
Mr. Fred Tremalgia, Health/PE

Mrs. Kristen Gallagher, Special Education  
Mr. Matt Rahl, Special Education  
Mrs. Deb Raymond, Speech Pathologist  
Mr. Dwaine Vaudrey, Special Education  
Ms. Rienette Wasserman, School Psychologist

**SCHOOL PARAPROFESSIONALS**

Mrs. Rachel Albers, Special Education  
Ms. Cheryl Charles, Special Education  
Mrs. Lisa Chesnut, Student Study Center  
Mrs. Karen Crawford, Special Education  
Mrs. Cristina Gray, Special Education  
Ms. Joyce McCants, Special Education  
Mrs. Ursula Pratt, Special Education  
Mrs. Joan Salley, Media Center  
Mrs. Cynthia Vaphiades, Special Education

**NURSING**

Mrs. Maryellen Grace, School Nurse

**CUSTODIANS**

Mr. Joe Consolini, Day  
Mr. Mike Proulx, Evening  
Mr. Ted Trawczynski, Evening

**Academics**

**Grading System**

At mid-term, we will post a progress report for each child on PowerSchool. Additionally, teachers may feel it necessary to notify parents at any time regarding a student's progress. Report cards are issued four times a year and will be sent

home with the student except in June when they will be mailed. Additionally, parents are strongly encouraged to check their child's grades on a regular basis through the Parent Portal on Powerschool. If you have problems logging on to Powerschool, please contact our guidance department.

### Marking Period Dates

1<sup>st</sup> Quarter – August 30 – November 3

2<sup>nd</sup> Quarter – November 6 – January 24

3<sup>rd</sup> Quarter – January 25 – April 4

4<sup>th</sup> Quarter – April 5 – June 14

### Progress Report Dates

1<sup>st</sup> Quarter – October 4\*

2<sup>nd</sup> Quarter – December 15\*

3<sup>rd</sup> Quarter – March 5\*

4<sup>th</sup> Quarter – May 16\*

### Report Card Dates

1<sup>st</sup> Quarter – November 13

2<sup>nd</sup> Quarter – February 2

3<sup>rd</sup> Quarter – April 13

4<sup>th</sup> Quarter – Mailed home five days after last day of school.

### Grading Guidelines

97 – 100 – A+	73 – 76 – C
93 – 96 – A	70 – 72 – C-
90 – 92 – A-	67 – 69 – D+
87 – 89 – B+	63 – 66 – D
83 – 86 – B	60 – 62 – D-
80 – 82 – B-	Below 60 –
77 – 79 – C+	Incomplete – I

\*Hard copies of progress reports will not printed. Grades can be viewed on Powerschool.

Incompletes are earned by students who, because of extended illness or other extenuating circumstances were unable to complete required work. All work for "incompletes" must be made up within one week of the close of the marking period for a student to be eligible for the honor roll. If the work is not made up within two weeks after the start of the next marking period, the grade will be changed to an "F", with the exception of extensions granted by the principal.

## Honor Roll Criteria

1. Highest Honors: A's in all subjects.
2. High Honors: All A's and one B in academic subjects. No grade lower than a B in Unified Arts.
3. Honors: A's and B's in all academic subjects with this allowance: one C offset by an A in an academic subject. Unified Arts average grade must be a B (e.g. A in physical education and C in music). No D's in any case and no more than one C.

## CHARGE / Honors Assemblies

Our CHARGE / Honor Assemblies acknowledge the efforts and achievements of our students and are held quarterly. Parents and other relatives are invited to attend. Dates and times will be announced on the Ledyard Middle School website and in weekly emails to all families.

## Homework

LMS homework is designed to practice or extend learning, promote independence, as well as to help students study. Students are responsible for completing all homework assignments on time; failure to do so will negatively affect both grades and learning. Each teacher has the responsibility, in cooperation with other teachers, for setting reasonable limits on the requirements for preparation beyond class. Teachers may allow some class time for supervised study and independent practice to ensure that students understand an assignment and to promote efficient work habits. We encourage families to establish a routine time and place at home for the completion of assigned work. Seventh graders should expect to have approximately one hour of homework each night, and eighth graders should expect one and one-half hours of homework.

## Make-Up Work/Extra Help

We encourage all students to take CHARGE of their own: LEARNING and SUCCESS. It is the student's responsibility to: Self-Advocate and independently seek-out extra help opportunities, determine a teacher's availability to provide additional help, make-up all assigned work following an absence, and make contact with their teacher on the first day back to discuss the required make up work. The teachers reserve the right to require students to stay after school for these purposes. After school activities do not excuse students from this responsibility. Work not made up by the date determined by the teacher may be recorded as a failing grade.

## Textbooks/Library Books/Chromebooks

*Textbooks are furnished free of charge by the Board of Education. However, each student assigned a textbook will be held responsible for its care. We expect students to have their textbooks covered at all times. Students and their families are financially responsible for all lost or damaged books issued to them. This policy applies to library books as well as text CDs/DVDs that are available for student use. Failure to meet those obligations can result in the withholding of report cards and other academic records unless other arrangements are made with the school administration.*

## Athletics

### Eligibility for Interscholastic Athletics

We encourage all eligible students to take advantage of the wonderful opportunity to participate in interscholastic sports. The criteria for eligibility are:

1. Passing grades in all subjects at all times. Failing students will have the opportunity to earn back their academic eligibility. Failing grades at the end of a quarter will result in the student not being eligible for the first week of the next quarter.



2. Students are required to submit documentation of a current sports physical. Also, a completed sports form must be given to the nurse prior to trying out. Athletes must meet all other requirements of the nurse's office.

3. A high rate of attendance and attendance, at least, half the day of a practice or game.

*The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.*

4. Students on suspension are ineligible until their return.

5. A good disciplinary record and meeting the standards established by the coaches.

Interscholastic athletic teams include:

Cross Country: boys and girls - fall

Basketball: boys and girls - winter

Wrestling: boys and girls - winter

Cheerleading - winter

Unified Sports - TBD

Please note that we encourage students to support our basketball, wrestling and cross-country teams; however, they must make arrangements beforehand to be picked up by a parent and a signed permission slip must be handed in. It is also expected that students will comply with all school rules at all times, and represent our school in an honorable and upstanding manner. Any type of unsportsmanlike conduct or behavior that is disrespectful to any person or property will be cause for disciplinary action including loss of this privilege.

### **Physical Education Class**

Students must dress appropriately and in accordance with the school dress code for P.E. classes. This consists of: a T-shirt, sneakers, socks, and gym shorts or sweatpants. Sneakers must have light colored

#### **Attendance and Participation in School Activities**

Students who are absent (including suspensions) from school will not be permitted to participate in extra-curricular activities, including athletics or other school sponsored activities on that day. If a student receives a suspension, the student may not participate in or attend any activity from the time the suspension is given until the end of the suspension. Exceptions to this policy may be made by the administration in cases where very significant extenuating circumstances prevail. These will be extremely rare. Students who are absent for reasons other than suspension from school must provide a note of reason for absence within three days after returning. Any absence from school that is not followed-up with a note will result in an unexcused absence. Please note that all absences beyond ten days during the school year require a doctor's note in order to be considered excused. Following is a list of "excused" absences:

- Student illness, verified by a licensed medical professional
- Observation of a religious holiday
- Death in immediate family/funeral
- Mandated court appearance
- Extraordinary educational opportunity pre-approved by principal

### **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.

### **Tardiness**

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

### **Truancy**

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

### **Arrival to School**

Students should not arrive, or be dropped off, at school prior to 7:15. Upon entering the building, students will go to the Cafeteria until the 7:25 a.m. bell. At that time, they are to go directly to their locker and then to homeroom/advisory. A student found in the hallway without a pass will result in disciplinary action. Attendance and announcements will take place at 7:42 a.m. Students who wish to walk to or from school must present a parental note to the office prior to doing so. Permission for the entire year can be granted in one note.

### **Early Dismissal**

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

### **School Closings/Delays**

School may be closed, delayed or dismissed early in the case of inclement weather. Announcements to that effect will be made on Channel 3 or 8, School Messenger voicemail messages, and on the Ledyard Public Schools website at [www.ledyard.net](http://www.ledyard.net).

### **After School Supervision**

No student or group of students may use school facilities without the consent and direct supervision of a faculty member. Students who are unsupervised after school are considered insubordinate and will be subject to disciplinary

action up to and including suspension. Students who are working with teachers, and have received prior approval by the teacher and parent/guardian may remain after school. Students must be picked up by 3:40.

### **Backpacks / Carryalls**

Students may not carry backpacks / carryalls during the school day unless permission has been granted by school administration. All backpacks must be placed in student lockers prior to homeroom, and may be retrieved from lockers at the end of the day

### **Cafeteria**

Students are responsible for keeping the cafeteria clean by throwing away trash and cleaning their tables. We expect students to be environmentally aware and to use the separate recycling containers. All cafeteria rules will be reviewed in detail in the beginning of the school year and as needed.

### **CHANNELS OF COMMUNICATIONS**

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education .

### **Dances**

Dances are a good social activity, excellent exercise and just plain fun; so we sponsor a number of dances throughout the year from 7:00 p.m. to 9:00 p.m. Our dances are for Ledyard Middle School students only. All students are expected to know and adhere to the following:

1. No students will be allowed to attend any dance if not in school for four or more hours on the day of the dance.
2. All school rules, including dress code, apply. Any illegal activity will result in police involvement.
3. Students may not leave the school building during the dance.
4. Students must be picked up by parents by 9:15.
5. Dances are considered earned, extra-curricular activities. Frequent detentions, suspensions, poor attendance, or excessive tardiness will result in restrictions from dances.

### **Dress Code**

Attire will be: clean, considerate and respectful of others, comfortable, exhibits maturity and good-taste by not being revealing. Students who are dressed inappropriately will not continue the school day until the problem is resolved. All clothing guidelines, including those listed below; apply to all school functions, including dances, field trips, and after school activities. In general, all students must be covered from their shoulders to their mid-thighs at all times.

#### ***Clothing that is not permitted in school:***

1. Bandanas and head coverings of any kind are not permitted in school from the beginning of classes until the close of the school day unless prior permission is given by administration.
2. Footwear must be worn in school at all times. Faculty and staff may require or prohibit in their classroom certain footwear to ensure the health and safety of students, or to avoid damage to or defacing of school property.
3. Faculty and staff may require in their classrooms that coats be removed.
4. Clothing that may not be worn includes, but is not limited to, strapless or backless attire, shirts and dresses

that blatantly expose the torso and inappropriately short skirts or shorts. Clothing must be sufficient to cover all undergarments.

5. Clothing/items that advertises, promotes or expresses racism, discrimination, bigotry, illegal activities, tobacco products, alcohol, or violence will not be permitted.
6. Any article of clothing or item that may cause injury to other students or damage the building will not be permitted. Examples include, but are not limited to, jewelry with spikes, dog collars, and chains used as belts or to attach personal items like wallets or keys. Included are shoes or boots with cleats, metal soles or soles made of a compound that leaves marks on flooring.
7. Sunglasses, unless medically required, may not cover a student's eyes in school.

## Discipline Policies

The following pages of this handbook list the penalties associated with specific misbehavior. It should serve as an outline of our expectations of students. *The basic consequences of student misbehavior at Ledyard Middle School are detention and suspension.*

## Detention

Detentions may be assigned by individual teachers or by the administration.

- A. **Office Detention:** Office detentions are assigned by the administration and are held on Tuesday, Wednesdays, and Thursdays, from 2:20 until 3:30 p.m. During office detention, students are assigned seats and are expected to be actively involved in academic work. Any exceptions are at the discretion of the teacher on duty.
- B. **Lunch Detention:** For certain disciplinary infractions lunch detention will be assigned. Students permitted to serve lunch detention in lieu of an office detention must serve three lunch detentions for every office detention. Students serving lunch detention are responsible for the same rules as those that apply to office detention.

### Important Notes:

1. Students will be given 24-hour notice of any office detention assignment.
2. Athletic practices/games, or other obligations will not be acceptable reasons for missing assigned detention.
3. Students who are absent from school on day(s) when they have detention will be required to make up the missed detention.
4. Students will not be admitted to detention after the late bell without a written pass from an administrator.
5. A student who fails to attend a full detention session, is late for detention, or is removed from detention may receive an additional detention.

## Examples of Behaviors for Which Detention Will Be Given

The following behaviors will result in disciplinary consequences, often resulting in detention, although an administrator reserves the right to issue more than one detention when conditions warrant. When a student is issued a detention, every effort will be made to contact a parent or guardian.

- Actions which disrupt classroom or school atmosphere
- Being out of class or study without a pass
- Cutting class
- Dress which disrupts school atmosphere - Typically students will be required to change clothing
- Excessive display of affection
- Excessive tardiness to school or class
- Failure to comply with a directive given by a staff member

- Failure to comply with attendance/tardiness procedures
- Failure to follow school electronics policy
- Failure to follow safety regulations
- Failure to report to teacher detention (2 detentions)
- Forgery of a parent's or staff member's signature
- Littering
- Misconduct in school or at school related activities
- Parking violations (repeat offenses may result in suspension of parking privileges)
- Plagiarism/cheating (2-3 detentions – first offense)
- Providing false information
- Using inappropriate language
- Violation of Lavatory Restriction
- Violating school bus rules (repeat offenses may result in suspension of bus privileges)

**PLEASE NOTE:** When a student is removed from class, s/he will be placed in the suspension room for that period or longer. Disruption in the suspension room may result in out-of-school suspension.

### **Suspension: In School/Out of School**

It is our goal to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. Students may be disciplined for conduct occurring on school grounds, or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a policy of the Board. Students also may be disciplined for conduct that occurs off school grounds if such conduct is seriously disruptive of the educational process and violates a policy of the Board. Suspension begins with an informal hearing before the principal or assistant principal during which a student is informed of the reason(s) for the suspension and given an opportunity to explain the situation. Parents are immediately notified of any suspension and may be required to pick the student up at school. The principal has final authority in all suspensions. 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. School administrators have the option of suspending a student In-School, or Out-of-School. An In-School suspension means that the student would come to school and work in the Student Study Center for the duration of the suspension. All schoolwork and other work deemed appropriate will be sent to complete before the end of the day. If a student is suspended Out-of-School, s/he is not allowed to come to school and must complete all class work at home. Suspended students are excluded from all school activities for the duration of the suspension period. Safe Haven along with other alternatives to suspension may be used at the discretion of the administration.

As mandated by Connecticut statute, a record of each student's suspension is kept in the student's cumulative file until the student graduates. The law also requires that in the event a student transfers to another Connecticut high school, all information in the student's cumulative file regarding suspension must be sent to the receiving school.

### **Examples of Behaviors for Which Suspension Will Be Given**

School rules require proper conduct anywhere in all school buildings, on school grounds, at school bus stops, and at all school sponsored activities. Infractions of school rules may result in suspension in/or out of school and may further result in referral for expulsion. Students may also be disciplined for off campus misconduct. The following behaviors may result in suspensions up to 10 days.

- Failure to report to office detention
- Plagiarism / Cheating

- Leaving School without permission
- Misbehavior in detention or In-School-Suspension
- Assault / Fighting
- Verbal or physical action which contributes to a fight or assault
- Use/suspected use/ or possession of tobacco or nicotine products
- Abusive language directed at a staff member or student
- Vandalism / Willful damage or destruction of school property
- Gambling
- Theft
- Hazing
- Threatening
- Bullying
- Unexcused absence from In-School-Suspension
- Actions which endanger the safety of others
- Insubordination or repeated failure to do as directed by a staff member
- Harassment / Sexual Harassment / taunting
- Possession, sale, or use of a facsimile of a firearm
- Use of any instrument in a manner to inflict bodily harm or intimidate or threaten
- Possession of instruments displayed in an intimidating manner
- Possession of dangerous instruments or weapons
- Possession/use/selling/distribution of a controlled substance or alcohol in school or at a school event
- Possession of drug paraphernalia
- Racial / Sexual Orientation slurs or hate crimes
- Threatening or intimidating a staff member
- Assaulting a staff member
- Repeated infractions of school rules

***\*This list is not meant to be all inclusive.***

Suspensions may be imposed as in school or out of school per Administration’s discretion. Please also note that when a student’s actions also violate the law, the police or other appropriate authorities will be notified, which could result in arrest. Students may also be referred for expulsion proceedings for misconduct.

### **Expulsion**

Expulsion means “an exclusion from school privileges for more than ten (10) consecutive school days, and shall not extend beyond one calendar year. The Board of Education may expel any student whose conduct on school grounds or at a school sponsored activity is a violation of a policy of the Board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is a violation of Board policy and is seriously disruptive of the educational process.”

Students suspended on ten occasions or for a total of fifty (50) days will be referred to the Board of Education for further action, which may include expulsion from school.

(See also, Board Policy 5114 governing Suspension, Expulsion and Due Process)

### **Emergency Evacuation**

Students must evacuate according to teachers’ instructions. Safety requires that we always move in an orderly manner -

quickly and quietly - away from the building but on school grounds. Students must stay with their teachers who will take attendance and may issue additional instructions.

### **Field Trips**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by administration. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

### **Lock Down Drills**

The purpose of a lock-down drill is to improve safety within the school. Lock-down drills will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

### **Lockers**

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

### **Lost and Found**

Students should bring all found articles to the lost and found department in the cafeteria. Unclaimed articles are given to needy organizations after being held for a reasonable length of time.

### **Nurse - Health Service**

The school is served by a nurse from the Ledyard Public Health Service. Students who become ill or injured while in school should, within reason, observe the follow regulations:

1. Secure a pass from a staff member to go to the Nurse's Office.
2. All medications, including over-the-counter medications, require a doctor's order with parental permission (Authorization for Administration of Medication By School personnel, available at <http://www.town.ledyard.ct.us/DocumentCenter/View/2524>) must be delivered to school by a parent/guardian in the original container and must be PROPERLY LABELED by the pharmacist. (See Policy 5141.21 of the Board of Education Policy handbook for further details).

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

### **Pass System – The Traveler**

Students are not permitted to go anywhere in the building without using their personalized “Traveler” in conjunction with a teacher’s classroom pass. This includes after school activities (unless as part of a sports team). Travelers are given at the start of each quarter and must be signed by a staff member before each use. Lost or damaged Travelers can be replaced for \$1.00.

### **Personal Property**

School insurance does not cover loss or damage to personal property, including sports or music equipment. Students must accept the financial risk if items are left at school or are unattended.

### **School Phones**

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

### **Cell Phones / Electronic Devices**

Cell phone use during the school day is prohibited unless an exception is made by school administration. Students who bring a cell phone to school must put the phone in their locker prior to homeroom. The student may retrieve his/her phone at the end of the day. Whether your student brings a personal technology device to school, with or without your consent, please be advised that LMS/LPS is not liable for any lost, stolen, or damaged equipment that students bring to school.

Personal electronic devices, cell phones and other electronic devices from home are not a required part of our academic program. The consequences for improperly using any electronic device without school and/or parental permission are: First offense – device is taken away by an adult and may be picked up by the student in the office at the end of the day. Second and subsequent offenses – parent/guardian will be called and must come to school to pick up the device. Please note: photos or videos of students taken with a cell phone or electronic device engaged in a school-related activity are "education records" protected by FERPA (Federal Educational Right for Privacy Act) and should never be taken or used for social media of any type.



## Internet Access

### Instruction Technology and Instruction

### BOE Policy 6141.321 Appendix E

#### Middle School and High School Internet Network Access Agreement

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

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

Students understand that any conduct that is in conflict with these responsibilities is unethical and may result in termination of network access and possible disciplinary action.

## Physical Contact

Holding hands, hugging, kissing, or other acts of public affection are not appropriate and are not allowed at any time. Students demonstrating such behaviors may receive a school consequence.

## Standards of Behavior- CHARGE

The standards of behavior at LMS revolve around our CHARGE theme which is an acronym for Cooperation, Honesty, Advocacy, Respect, Greatness, and Empathy.

## Safe School Climate Plan

(BOE Policy 5131.92) District Coordinator:

Dr. Jennifer Byars, Asst. Superintendent

4 Blonder Boulevard, Ledyard, CT 06339, 860-464-9255

Ledyard Public Schools Safe School Climate Plan Background Information:

In August 2011 each school principal was designated as the Safe School Climate Specialist of their respective school. The

responsibility of this person includes:

Investigating acts of bullying as established in the School Climate Plan;

Collecting and maintaining records of reports and investigations;

Acting as the school official responsible for preventing bullying in the school;

Completing the biennial Safe School Climate assessment created and distributed by the CSDE beginning in July 2010. The data will be collected by the CSDE and the Safe School Climate Coordinator.

The entire Ledyard Public Schools Safe School Climate Plan is available at the Ledyard Board of Education website ([www.ledyard.net](http://www.ledyard.net)), on the middle school web page, and in the Board of Education Central Office and the Ledyard Middle School main office.

### **Bullying**

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, verbal, or electronic expression, such as cyberbullying\*, or a physical act or gesture directed at a victim that: causes physical or emotional harm to victim or damages property, places the victim in reasonable fear of harm to himself or of damage to property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, and/or disrupts education process or orderly operation of school.

\*Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

### **Reporting Acts of Bullying - "Take CHARGE of Your School"**

Students can report bullying through our anonymous *Student Bullying Complaint Forms* that they can attain and submit in the main office, the guidance office, or from the LMS website. There is a box in both locations where students can drop their forms. Students can also report acts of bullying to staff members who understand the process of getting this information in the right hands. Parents may report bullying to school personnel in person, through email or anonymously as well. Staff members also report bullying they observe among students, also in person or by using the bullying report forms. Our goal is for the victim, witness or parent to feel comfortable and safe reporting acts of bullying.

### **Discipline Procedures**

There are a number of important and relevant Board of Education policies and regulations dealing with discipline issues. Please refer to the [Ledyard Public School Policy](#) page on the district website, to access this important information. The policies and regulations relating to student issues are in the "5000" section, and are listed by number and the corresponding infraction. There are times where the disciplining of students is necessary. Discipline is one way we hold students accountable for inappropriate behaviors.

### **Discrimination Policy**

The Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origins, sex, religion, marital status, sexual orientation, creed, or mental or physical disability or any other legally recognized classification in the employment of its staff, or in the admission or access to its programs or activities. The Assistant Superintendent of Schools is the Title VI and Title IX Coordinator. The Director of Special Services is the

Section 504 Coordinator and the ADA Coordinator. You can reach both coordinators at the Ledyard Board of Education, 4 Blonder Boulevard, Ledyard, CT 06339 or by phone at 464-9255. An individual who feels that he/she has been unlawfully discriminated against by the Board, its employees or its agents in their performance of duties for the Board shall notify an appropriate supervisor or staff member within thirty (30) calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the district's Civil Rights Coordinator of discrimination complaints.

## **SEXUAL HARASSMENT POLICY (#5145.5)**

### **Sexual and Other Forms of Harassment**

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

### **DEFINITIONS Sexual Harassment**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, advances or requests for sexual favors, 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. Examples of sexual harassment include, but are not limited to:

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

### **Other Forms of Harassment Based on Protected Class Status**

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

## **Transportation**

### **Bicycles**

The school is not responsible for damage or theft of bicycles while they are parked in the racks. A written note from home must be presented to the office before a student is allowed to ride a bicycle to school.

### **Buses**

Bus Regulations: Students are expected to assume a seat and remain reasonably quiet at all times. These rules have

been established to provide maximum safety and protection for all bus students. Failure to comply can result in suspension from the bus.

1. Students will not be permitted to stand or exchange seats at any time the bus is in motion. The bus driver must give consent to exchange seats at any time.
2. Shouting, loud talking, name calling, and/or abusive language will not be permitted.
3. Students are not to leave their seats to get off the bus until it has come to a complete stop.
4. Students are not to open or close windows without the consent of the driver.
5. Courtesy is to be shown to the bus driver and to other students at all times.
6. Students who must cross the street must cross in front of the stationary bus.
7. While waiting for the bus, students must wait at the side of the road.
8. No pushing or shoving while entering the bus will be permitted.
9. Use of water pistols or other facsimile devices/weapons of any kind is prohibited.
10. Throwing objects of any kind is prohibited.
11. No student may take another bus without a written note from home and consent from the main office.
12. The possession or use of tobacco, alcohol or controlled substances is strictly forbidden.
13. Skateboards are not permitted on buses without written permission.
14. No bottles are permitted outside of backpacks.
15. Absolutely no eating or drinking.
16. The bus driver will report to the principal's office the names and actions of any students disregarding bus rules or creating an incident that may prove detrimental to the safety of life or property. Any violation of the above regulations may be cause for immediate suspension of bus privileges. Every attempt will be made to notify parents immediately with regard to a bus suspension. Video camera technology has been installed on all buses. Video camera tapes may be viewed by the administration at any time, especially when student conduct warrants disciplinary action. However, when the district uses the bus video cameras, it is subject to the requirements and regulations of the [Family Educational Rights and Privacy Act](#) (FERPA). Therefore, the disclosure of the recording to a parent of a student appearing in the tape or to anyone in general will be restricted. The driver and administration may assign seats at any time.

### **Student Organizations**

Many opportunities exist throughout the school year for students to participate in after school activities. Below is a list of many we have had, and plan to continue. Please keep in mind that these are subject to change at any time. Information about each of these is communicated prior to the first meeting date, and these are staggered throughout the year to ensure we have multiple offerings available to students. These programs are in addition to interscholastic sports programs offered after school in the fall and winter.

**-Art Club:** The Art Club is open to all 7th and 8th grade students with a special interest in, or talent for art. Students will have a chance to explore different art media at a more challenging level than in their art class.

**-Band:** The L.M.S. bands are both academic and social organizations. They are divided into 7th and 8th grade groups and rehearse regularly in order to perform several concerts during the school year. Any student may play in the band provided he/she meets minimal qualifications of musicianship.

**-Cheerleading:** Cheerleaders cheer for all our home basketball games as well as compete in regional cheerleading competitions. All students are eligible to try out.

**-Chorus:** The LMS chorus is both an academic and social organization. Chorus students rehearse twice a week during the study prep period which occurs in the middle of the day. Chorus students rehearse for public programs, and perform for school functions when called upon. This chorus sings in 3 parts -- soprano, alto and baritone. A combination of various styles of music is selected in preparation for performances. Any student may join this chorus whether or not he or she has ever sung in a chorus before.

**-Cycling Club:** The Cycling club is a diverse group of students who cycle on and off school grounds. Students follow wooded paths and street routes. In addition to these rides, students compete in various competitions throughout the state.

**-Drama Club:** This club is open to all students who are interested in dramatics. The first part of the year is devoted to theater games. These are designed to give students knowledge, skills, and confidence. Later a play is cast, rehearsed, and presented. Students also build props, paint sets, and operate all sound and lighting equipment.

**-Interscholastic Athletics:** There is a boys' and girls' cross country team. All Ledyard Middle School students are eligible to run for this team. Cross Country is a fall sport. In winter, LMS offers a boys' and girls' basketball team and a wrestling team for which all students are eligible to try out.

**-ENCORE:** ENCORE is an audition group opened to all students. This group is formed after the full chorus is in place and is open to 7th and 8th graders. This is a smaller group which rehearses once a week. All three sections, soprano, alto and baritone, practice together at all rehearsals and the selections are more difficult than those in full chorus. Students who really enjoy singing are encouraged to audition for this group. Students must be a member of mixed chorus in order to qualify for select chorus.

**-Intramural Program (Boys & Girls):** Intramurals provide all students with the opportunity to participate in competitive sports after school. The following are some of the sports that may be offered: flag football, soccer, speedball, basketball, volleyball, floor hockey, softball, fitness club, line dancing, and badminton.

**-Math Counts:** This club prepares interested 7th and 8th grade students to compete at the regional, state and national levels in the Math Counts Competition. Students are mathematically challenged in weekly practice sessions throughout the year.

**-Student Council:** This is an organization of students from both grades. They assist with all phases of the school's activities, specifically organizing school dances, fundraisers, and annual local charity donations. Student council develops organizational and leadership skills in our students and is ideal for those who want to work hard behind the scenes on important issues. All students are eligible for this organization.

**-Unified Sports:** Unified Sports is a registered program of Special Olympics that combines approximately equal numbers of athletes with and without intellectual disability on sports teams for training and competition. All Unified Sports players, both athletes and special partners, are of similar age and matched sport skill ability. Unified Sports teams are placed in competitive divisions based on their skill abilities, and range from training divisions to high level competition. LMS participates in soccer, bowling, and track and field.

**-Yearbook:** Interested 7th and 8th grade students are involved with the planning, photography, layout and distribution of the Middle School Yearbook.

### **CHARGE Block - Advisory and Peer Mentoring Program**

The CHARGE Block Advisory program at Ledyard Middle School is a planned time to address the social and emotional concerns of our middle school population. The program provides students with opportunities for secure small group interaction with an advising teacher. This interaction leads to increased self-respect and respect for others and development of abilities to deal effectively with school, peer and personal problems. The small CHARGE Block class size, along with a supportive teacher and peers, provides students with a secure environment to question, explore, and discuss their personal concerns. During designated times, the grade 8 and grade 7 students will have advisory time together in a Peer Mentoring format. The CHARGE Block Advisory sessions take place every other week on Fridays for 25 minutes.

### **After-School Activities**

Students are encouraged to participate in the many after-school and evening activities held at the middle school. All school-sponsored activities are subject to school rules. General rules and common sense should prevail when attending any of these functions. You are expected to remain at the event for its entirety. Once you have left the building, you may not return. Students who become disruptive will be asked to leave the building. Field trips, after-school activities and dances are organized for students with the intention of educational and social experiences. However, such activities are considered to be a privilege, not a right. If you do not display academic effort, break school rules, or have multiple teacher detentions, you may have your privilege(s) revoked. The final decision in such cases will be made by grade level teachers and/or the administration.

### **Guidance**

The Guidance Office is open to all students who have a need to discuss a concern of either an academic or a personal nature. You can see your counselor when necessary by obtaining a pass from the Guidance Office. Parents should feel free to call the Guidance Office at any time about programs available at school.

Counseling is a student/counselor relationship in which a student has the freedom to express ideas and feelings. The student is encouraged to seek information, to examine alternate courses before acting and to assume responsibility for making decisions. Additional Guidance services include:

#### **1. Student Appraisal**

The counselors gather information from grades, standardized tests, evaluation forms, and conferences. This information is interpreted to students, teachers, and parents.

#### **2. Placement and Grouping**

The counselors are responsible for making classroom and group assignments.

#### **3. Orientation**

The counselors conduct programs to acquaint students and parents with all aspects of middle school.

#### **4. Career Planning**

The counselors provide information about Ledyard Middle School, technical schools, and private schools, in order to help students make decisions beyond the middle school.

#### **5. Related Services**

Testing - Counselors conduct standardized testing and interpret results for students, teachers and parents.

Referrals - Counselors supervise referrals to other education specialists.

## 6. Friendship Ambassadors

In order to make the transition of new students easier, student volunteers act as ambassadors to our school. Each new student is assigned an ambassador by the guidance counselor. Duties include: a tour of the building; taking the student from class to class; eating lunch with the new student; introducing him/her to teachers and friends; assisting with their locker combination; acting as a homework study buddy; making a welcome sign for the front of the locker and generally making the new student feel at home.

### **Visitors**

All visitors to the school should stop in to the main office to receive a visitor's badge. Our students' parents are always welcome at school to see the principal, assistant principal, guidance counselors or teachers; appointments are best for assuring the availability of staff.

### **Weapons**

Possessing weapons and other dangerous instruments is prohibited on school grounds or other areas under the control of the Board of Education. By board policy, students possessing such devices will be suspended and may be expelled.