

LEDYARD HIGH SCHOOL

STUDENT/PARENT ORGANIZER & HANDBOOK



2016 - 2017

Revised 6/23/16

TABLE OF CONTENTS

	<u>Page #</u>
School Calendar -----	1
Student Matrix -----	2
Faculty-Staff Directory -----	5
Mission Statement -----	8
Marking Periods 2016-2017 -----	9
Advisory -----	10
Age of Majority -----	10
Athletics -----	10
CIAC Policies & Eligibility Requirements -----	11
Attendance Policies -----	13
Four Hour Rule -----	14
Absence Limit -----	14
Appeals -----	15
Attendance Procedures -----	15
Absences -----	15
Dismissals -----	16
Tardiness -----	16
Backpacks -----	17
Bullying -----	17
Buses -----	18
Bus Passes -----	18
Out of Town Buses -----	18
Care of Instructional Materials -----	19
Internet access agreement -----	19
Dances -----	20
Directory Information -----	20
Discipline Policies and Procedures -----	21
Detention -----	21
Suspension -----	23
Expulsion -----	25
Dress Code -----	25
Electronic Equipment -----	26
Extra Help for Students -----	27
Fire Drills and Emergency Evacuation -----	27
Lock Down Procedures -----	27
Handicapped Students -----	28
Gambling and Wagering -----	28
Grades -----	28
Honor Roll -----	28
Grade Point Average and Rank in Class -----	29
Report Card and Progress Reports -----	30
Senior Exemption from Final Exam -----	30
PowerSchool Parent Portal -----	31
Graduation -----	31
Credit Distribution Requirements -----	32
Credit for Courses completed at Other Educational Institutions -----	32
Community Service -----	33
Exemption from Physical Education -----	34
Performance Graduation Requirements (PGRs) -----	34

Exemption from (PGRs)	34
Student Transcripts	34
Eighth Grade Language and Math Credit Policy	35
Awarding Diplomas	35
Graduation Honors	35
Students Attending Out-of-District Programs	36
Guests	36
Hazing	36
Homework	37
Insurance	37
Lavatory Restriction	37
Lockers	37
Lost and Found	37
Lunch	37
Lunch Detention	38
National Honor Society	38
Nurse - Health Services	39
On-Campus Recruitment	40
Parking	41
Parking Procedures	41
Parking Permits	42
Passes	42
Phones	42
Physical Education	42
Physical Examination	43
Posters	43
Promotion	43
Schedule Changes	44
School Closings	44
School Counseling and Guidance Services	45
Career Center	45
School Day	46
Security Cameras	46
Senior Lounge	46
Smoking on School Property	46
Student Congress	47
Student Identification	47
Student Clubs and Organizations	47
Study Habits	49
Trespassing	49
Truancy	49
Vandalism	50
Weapons	50
Appendix LPS Policies & Regulations	51
Absences	51
Truancy	56
Bullying	60
Safe School Climate Plan	62
Academic Dishonesty	69
Sexual & Other Forms of Harassment	71

LEDYARD PUBLIC SCHOOLS CALENDAR

2016-2017

Ledyard Public Schools
4 Blonder Blvd., Ledyard, CT 06339

2016-2017 School Calendar
www.ledyard.net

180 School Days
860 464-9255

Revised BoE 5/18/16

AUG/SEPT			OCT.			NOV.			DEC.			JAN.		
M	T	W	M	T	W	M	T	W	M	T	W	M	T	W
		22			19			17			16			19
23	30	1	4	5	6	1	2	3	1	2	3	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
19	20	21	22	23	24	25	26	27	28	29	30	31		
26	27	28	29	30	31									

FEB.			MARCH			APRIL			MAY			JUNE		
M	T	W	M	T	W	M	T	W	M	T	W	M	T	W
		18			22			14			22			11
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
20	21	22	23	24	25	26	27	28	29	30	31			
27	28													

August 2016
29 First Day TEACHERS
30 Teacher PD Day
31 FIRST DAY STUDENTS

December 2016
23, 26-30 Winter Break

April 2017
10-13 Spring Break
14 Good Friday
17 Teacher PD (No School K-12)

September 2016
5 Labor Day

January 2017
2 New Year's Day Celebrated
3 Teacher PD (No School K-12)
4 Classes Resume
16 Martin Luther King Day

May 2017
29 Memorial Day

October 2016
10 Columbus Day
11 Teacher PD (No School K-12)

February 2017
20,21 February Break

June 2017
15 Last Day of School (Short Session)
16-22 Built-In Snow Days if Necessary

November 2016
8 Regional PD Day—No School K-12
9 Winter Holiday
16 Parent Conf. (Short Session K-8 ONLY)
17 Parent Conf. (Short Session K-6 & LHS ONLY)
23,24,25 Thanksgiving Break

March 2017
10 Regional PD Day—No School K-12
16 Parent Conf. (Short Session LHS ONLY)
22 Parent Conf. (Short Session K-6 ONLY)
23 Parent Conf. (Short Session K-8 ONLY)

23 Graduation

8/29 1st Day Teachers
8/30 Teacher PD
10/11 Teacher PD
11/8 Regional Teacher PD
12/10 Teacher PD
3/10 Regional Teacher PD
4/17 Teacher PD

No School K-12
 Short Session
1st Day Students
Last Day Students

Short Session K-12 Prof. Dev. 9/16, 10/7, 12/16, 1/13, 2/17, 4/7, 95.
 Graduation

LEDYARD HIGH SCHOOL
STUDENT MATRIX
2016-2017

SCHEDULE

Times Correct as of 6/23/16

A DAY CLASSES	B DAY CLASSES	Times
1A	1B	7:42 – 9:06
2A	2B	9:11–10:37
Lunch 1 10:42-11:07	Lunch 1 10:42-11:07	
3A-1	3B-1	11:12-12:36
3A-2	3B-2	10:42-12:06
Lunch 2 12:11-12:36	Lunch 2 12:11-12:36	
4A	4B	12:41–2:05

WELCOME TO LEDYARD HIGH SCHOOL

This handbook, along with its companion, **The Ledyard High School Course of Studies**, is designed to provide basic information about Ledyard High School's programs, policies, and practices to students and their parents. All Board of Education policies are available on line at ledyard.net. In addition, Appendix B contains selected Board of Education policies which relate to items in this handbook. Please read the entire handbook and feel free to ask questions about its contents. This handbook, as well as the program of studies, is available in pdf form on the Ledyard High School website.







Because we believe that communication between the school and families is an essential part of a successful education, we pledge to do our utmost to keep our students' parents informed about their academic and behavioral progress. This book is the first step in establishing a dialog between you and the school. Regularly updated information can also be found on our school website.

It is important that you and your child read and review the contents of the Parent/Student Handbook. It contains a great deal of useful information about standard operations here in the home of the Colonels. **PLEASE BE SURE TO SIGN THE "PARENT SIGNATURE FORM" AND HAVE YOUR CHILD RETURN THIS FORM TO HIS / HER ADVISORY TEACHER.**

Adherence to the rules and procedures outlined in this handbook and respect for students, staff, and the educational process are of the utmost importance and is expected of all students.

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, SEX, SEXUAL ORIENTATION, OR PHYSICAL DISABILITY.

Your passwords should be memorized.
DO NOT WRITE PASSWORDS HERE!

Digital Tool:		User Name:
	Keep up with grades & attendance to facilitate communication with teachers.	
	Research colleges and explore career tools.	
	Access to Turnitin is from your teacher. Create an account one time and add classes as needed.	Use your Gmail
	Digital tool for completing research and note taking.	First Last YOG
	Destiny Quest is the Ledyard District's Resource Collection	First Last YOG
	Google Drive & Gmail Cloud storage & Collaborative Space	Create your own account, First Last YOG
Additional Log ins needed:		

FACULTY AND STAFF DIRECTORY 2016-2017

Mrs. Amanda O. Fagan, Principal
 Mr. William Turner, Assistant Principal
 Mr. James Buonocore, Assistant Principal / Athletic Director
 Mr. Samuel J. Covino, Director of Student Services

ADMINISTRATIVE ASSISTANTS

Mrs. Kim Campo, Main Office	Mrs. Jennifer Hepburn, Main Office
Ms. Laura LoBianco, Guidance	Mrs. Arlene Maynard, APO
Ms. Amy Meyer, Special Education	

FACULTY

<u>NAME</u>	<u>SUBJECT</u>
Mrs. Dawn Anderson	Spanish
Mrs. Sharon Bajorin	Mathematics
Mr. Glenn Baker	Science
Mr. David Bednarz	Science
Mrs. Jennifer Bednarz	Mathematics
<u>Mr. Steven Bilheimer</u> (Assistant AD)	<u>Health — *IL</u>
Mrs. Nina Bumpus	Social Studies
Ms. Karolyn Card	Agri-Science
Mr. Keith Caron	Foods & Culinary Arts
Mr. James Cartier	Technology Education
Mr. William Casertano	Social Studies
Mrs. Elizabeth Chivers	Biology
Mr. Richard Cirillo	Special Education
Ms. Jessica Craig	Spanish
Mrs. Angela Donovan	Biology / Forensic Science
Mr. Bruce Douglass	Science
Ms. Elizabeth Dubreuil	Social Studies
Mr. David Edgecomb	Special Education
Mr. Charles Estabrooks	Technology Education
Ms. Joan Feeney	Spanish / French
Mrs. Ann Finnegan	Family & Consumer Science
Ms. Kathleen Flanagan	Art
<u>Mrs. Kathleen Flax</u>	<u>Mathematics — *IL</u>
Mrs. Angela Folino	Business
Mr. Seth Galante	Social Studies
Mr. Tom Green	Music
Mr. Mark Grillo	Agri-Science
Mr. Russell Hammond	Music
<u>Mrs. Ashley Hargus</u>	<u>Social Studies — *IL</u>
<u>Mr. Kurt Jannke</u>	<u>Spanish — *IL</u>

NAME

Mr. Sean Law
Mrs. Kathryn Lyon
Ms. Claire Malavazos
Ms. Marin Marciano
Mr. Arthur Marrero
Ms. Loren McGarrahan
Ms. Melissa Messina
Mr. Douglas Meyer
Mrs. Michelle Meyer
Ms. Andrea Montgomery
Ms. Kirsten Montgomery
Mrs. Karen Moriarty
Ms. Patricia Nugent
Ms. Jennifer O'Brien
Mrs. Renee O'Farrell
Ms. Devon O'Keefe
Mr. Leon Palmieri
Ms. Barbara Park
Mr. Erik Person
Mrs. Georgina Potkul
Ms. Diana Riley
Ms. Tricia Roberge
Mr. Greg Robinson
Mrs. Heather Russak
Mr. Matthew Smith
Mrs. Tamie Smith
Ms. Rosemary Staropoli
Mrs. Renee Sylvestre
Mrs. Summer Szell
Ms. Corinne Thompson
Mr. Eric Van Frachen
Mr. Peter Vincent
Dr. Wenqiao Wang
Ms. Margaret Welch
Mr. Robert Williams
Mr. James Wisniewski
Mr. Scott Woodruff

SUBJECT

Mathematics
Physical Education
English
Art
Special Education
Math / SS / Study Org.
Mathematics
Technology Education
Special Education
Special Education
Science
Mathematics
English
Social Studies
Mathematics
Agri-Science – *IL
Social Studies
English
Physical Education
Eng. Study & Org / VLP
Eng. / Pub Spk / Drama
Special Ed
Env. Sci. / Physics
Math
Agri-Science
Civics / US History
English
French
English
Special Education
Social Studies
Physical Education
Science
English
Agri-Science
Science
Science

*IL – Instructional Leader

SCHOOL COUNSELING and GUIDANCE

Mr. David Doyle, *Director*
Ms. Jennifer Allanach
Mrs. Michelle Mathieu
Mrs. Lisa Sumner
Mrs. Christy Toppa

SCHOOL PSYCHOLOGISTS

Ms. Rosanne Ciccio
Mrs. Phyllis Cody

SOCIAL WORKER

Mrs. Krissa Anderson

NURSES

Ms. Teresa Fields
Ms. Lorraine Sheltry, Nursing Aide

MEDIA SPECIALIST

Kathleen Smith

CAREER DEVELOPMENT**COORDINATOR**

Mrs. Carol Schwenk

ATHLETIC DIRECTOR

Mr. James Buonocore

ATHLETIC TRAINERS

Ms. Katie Paradis
Ms. Jess Handy

ASSISTANT ATHLETIC DIRECTOR

Mr. Steve Bilheimer

SPEECH THERAPIST

Ms. Debra Raymond

MANAGEMENT INFORMATION**SYSTEMS COORDINATOR**

Mr. John Mercier

DISTRICT COMPUTER SPECIALISTS

Mr. Steven Gordon, Network Admin
Mrs. Polly Ash, Data Specialist
Ms. Brenda Chattin, Bldg. Tech
Ms. Judy Elliot, Spec Ed Tech

LUNCH PROGRAM COORDINATOR

Mr. Nizam Saad, Chartwells

CUSTODIANS

Mr. Craig Sylvester, Day

AIDES

Mrs. Claudia Adams, Guidance
Mrs. Carla Alonge, Spec Ed
Mrs. Claire Brennan, Main Office
Ms. Carol Czarnecki, Spec Ed-Ag Sci
Mrs. Deborah Evans, Learning Cntr
Mr. Bill Glenney, Cafeteria
Mrs. Heidi James, In School Suspension
Mrs. Donna Jarzebek, Library
Mrs. Theresa Johnson, Spec Ed
Mrs. Luann Lamothe, Library
Mrs. Katie Lorenzen, Spec Ed
Mrs. Patricia Marcek, Spec Ed
Mr. Terrence O'Hanlon, Attendance
Mr. Almer Yano, Spec Ed
Mrs. Heather Yano, Spec Ed

LEDYARD HIGH SCHOOL MISSION STATEMENT

The Ledyard High School community maintains a safe, respectful and supportive learning environment that promotes student responsibility and independence. Dynamic instruction and diverse academic and extracurricular offerings empower students to develop the knowledge, skills, and qualities necessary for success in our global society.



EXPECTATIONS FOR STUDENT LEARNING

ACADEMIC

Students and graduates of Ledyard High School will:

1. Read and write critically and effectively for a variety of purposes.
2. Communicate information clearly and effectively in a variety of settings.
3. Demonstrate critical thinking and problem solving skills effectively.
4. Employ effective research and study skills.
5. Use technology effectively and responsibly

CIVIC AND SOCIAL EXPECTATIONS

Students and graduates of Ledyard High School will:

1. Demonstrate citizenship, integrity, and respect for others.
2. Contribute to a safe and supportive learning environment.
3. Demonstrate independence and self - reliance.

MARKING PERIOD SCHEDULE

2016 – 2017

The start and end time for each marking period is indicated below. It is possible some of the dates may change due to school cancellations.

OPEN HOUSE WILL BE HELD THURSDAY SEPTEMBER 22

SEMESTER I

Quarter Dates	Length of Quarter	Mid-quarter Reports Due	Grades Entered
<u>Quarter 1:</u> August 31 – November 4	45 days	October 3	November 9
<u>Quarter 2:</u> Nov. 7- January 27	46 days	December 14	February 1

SEMESTER II

Quarter Dates	Length of Quarter	Mid-quarter Reports Due	Grades Entered
<u>Quarter 3:</u> January 30 – April 5	45 days	March 2	April 7
<u>Quarter 4:</u> April 6 - June 15	44 days	May 15	June 15

EXAMS:

Semester I: January 23, 24, 25, 26

Semester II: June 9, 12, 13, 14, **15TH Makeups**

Advanced Placement Testing Dates: May 1 - May 12

Parent / Teacher Conferences: Nov. 17 & March 16

ADVISORY

Research clearly shows that high school students perform better in the classroom when they feel connected to their school. Ledyard High School's Advisory Program will facilitate that connection by supporting the implementation of each student's success plan through academic advising, career development, and personalization of the educational experience for each student.

AGE OF MAJORITY

Per state and federal law, students who reach the age of eighteen have certain rights regarding access of others to their school records. **Once a student turns eighteen:**

1. His or her consent is required for the disclosure of the student's name and address and/or medical files or similar files; the disclosure of which would constitute an invasion of privacy. A parent may not override the student's decision to withhold consent.
2. His or her consent is required for the disclosure of educational records that personally identify the student unless the student remains a dependent for tax purposes. In that case, the student may not prevent his or her parent(s) or legal guardian(s) from reviewing his or her educational records.

ATHLETICS

Ledyard High School's interscholastic athletics program allows students to participate in individual or team sports on the varsity, junior varsity, and freshman levels. Ledyard High School teams, which are known as the **Colonels**, include:

FALL: Cheerleading; Cross Country; Football; Girls Field Hockey; Girls Volleyball; Soccer; Swimming;

WINTER: Basketball; Cheerleading; Fencing; Hockey; Indoor Track; Wrestling; **Unified Sports** – Basketball; Cheerleading; Volleyball

SPRING: Baseball; Lacrosse, Softball; Tennis; Track

Prior to the beginning of each sport season, student-athletes and their parents/guardians are required to attend a Sports Information Night. At this informational meeting, the Ledyard High School Athletic Handbook is reviewed with the athletic director. All parents/guardians as well as the student-athlete will be educated on concussions and cardiac arrest. Please consult the student-athlete handbook for specific information related to athletics, expectations for student-athletes, the athletic drug and alcohol policy, physicals, eligibility, NCAA eligibility, pay to play, attendance, awards, and many other aspects of athletics. A copy of the athletic handbook is available online at www.ledyard.net

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE, INC. (CIAC)*

The CIAC is the governing body for high school athletics and has established Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut. These rules may be found on the internet at http://www.casciac.org/pdfs/eligibility_brochure.pdf or from the Athletic Director.

CIAC MISSION STATEMENT

THE CIAC BELIEVES THAT INTERSCHOLASTIC ATHLETIC PROGRAMS AND COMPETITIONS ARE AN INTEGRAL PART OF A STUDENT'S ACADEMIC, SOCIAL, EMOTIONAL AND PHYSICAL DEVELOPMENT. THE CIAC PROMOTES THE ACADEMIC MISSION OF SCHOOLS AND HONORABLE COMPETITION. AS SUCH, THE CIAC SERVES AS THE REGULATORY AGENCY FOR HIGH SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAMS AND EXISTS TO ASSURE QUALITY EXPERIENCES THAT REFLECT HIGH ETHICAL STANDARDS AND EXPECTATIONS FOR FAIRNESS, EQUITY AND SPORTSMANSHIP FOR ALL STUDENT ATHLETES AND COACHES. THE CIAC PROVIDES LEADERSHIP AND SUPPORT FOR MEMBER SCHOOLS THROUGH THE VOLUNTARY SERVICES OF DEDICATED SCHOOL ADMINISTRATORS, ATHLETIC DIRECTORS, COACHES AND CONSULTANTS.

CIAC and Ledyard Board of Education Rules for Participation in CIAC Sports and Extracurricular Activities

Ledyard High School acknowledges, supports, and adheres strictly to the rules of academic eligibility prescribed by the CIAC and Ledyard Board of Education.

To be eligible for participation students must:

1. Be a full time student at Ledyard.
2. The student shall not have reached his or her twentieth (20th) birthday or start a season in which their 20th birthday falls.
3. Not participate in the same branch of athletics more than four (4) seasons in grades 9-12. A student has eight (8) semesters or (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible.
4. Not play or practice with an outside team in the same sport while a member of the school team, unless that sport is exempted by the CIAC and the coach gives permission.
5. Meet Ledyard Board of Education requirements.

ELIGIBILITY TO PARTICIPATE

Any students enrolled at Ledyard High School shall be eligible to participate in after-school extracurricular activities including the interscholastic athletics program provided the student meets the criteria established by the CIAC and has not been enrolled for more than eight semesters in grades nine through twelve, inclusive, and meets the criteria established by Ledyard High School for eligibility. There are four (4) types of eligibility:

1. CIAC Eligibility –A student who has passed at least four (4) credits during the previous quarter or earned 4 credits the previous year (for fall sports) is CIAC eligible. A student who has not met these criteria is CIAC ineligible and is ineligible immediately upon publication of the CIAC eligibility list. A student who is CIAC ineligible cannot participate in any school sponsored athletic events or practices. Marking period grades (not semester grades) will be used to determine scholastic eligibility to participate in interscholastic athletics during any given marking period. Year-end failures may be made up through successful completion of school approved summer work in courses failed.
2. Ledyard Eligibility-A student who has met the CIAC criteria and for whom the quarterly average of all of his or her assigned courses is a 70 (C-) or higher is Ledyard eligible.
3. Ledyard Study Hall Eligibility-A student who has met the CIAC criteria and for whom the quarterly average of all of his or her assigned courses is 65-69 will remain eligible as long as they attend two administration-approved, after school study periods per week until the next report card. After School Study Halls occur on Monday, Tuesday and Wednesday, and students must attend for a minimum of 45 minutes (two times each week). If a student does not participate in the required administration approved study periods, he or she is prohibited from participating in athletics until cleared by administration.
4. Ledyard Probationary Study Hall Eligibility--A student who has met the CIAC criteria and for whom the quarterly average of all of his or her assigned courses is 64 and below will remain eligible as long as they attend three administration-approved, after school study periods per week until the next report card is

issued. After School Study Halls occur on Monday, Tuesday and Wednesday, and students must attend for a minimum of 45 minutes (three times each week). If a student does not participate in the required administration approved study periods, he or she is prohibited from participating in athletics until cleared by administration.

Note:

Eligibility for fall activities shall be determined by the student's grades for the fourth quarter of the previous year for LHS policy. CIAC eligibility is determined by the final grades. Ninth graders are exempt until the end of 1st quarter of their freshman year.

ATTENDANCE POLICY

I. OBJECTIVES

- *Encourage students to participate fully in the educational opportunities offered to them at Ledyard High School.*
- *Develop habits of regular attendance and punctuality that will serve students beyond the high school setting.*

II. PHILOSOPHY

The faculty and administration of Ledyard High School believe that learning experiences that occur in the classroom are an integral component of the learning process. Students are therefore expected to attend all classes for which they are registered each day that class is in session. Excessive absences from class will result in loss of credit for that course.

Classroom instruction includes the presentation of facts, concepts, and theories; the interchange of ideas, attitudes, and opinions; and the supplementation and interpretation of the curriculum by a teacher's expertise. Because these experiences cannot be duplicated outside the classroom, time lost through absence is irretrievable.

In addition, positive attendance patterns will further prepare students to meet the expectations of future employers.

III. DEFINITIONS

- Absence from Class:** Failure to attend class. Missing more than 15 minutes of any class will count as an absence toward the maximum number of permitted absences.
- Class Cut:** Failure to attend class or study hall (while student is listed as being in attendance in school), when required to do so, without administrative approval. Students who cut class will be given office detention.

- c. **Tardiness:** Unauthorized failure to report to class prior to the start of the period. Missing more than 15 minutes of any class due to unexcused tardiness may be considered a class cut and an absence.

FOUR HOUR RULE (Administrative Addendum): *Students who do not attend school for a minimum of four (4) hours due to illness or other reason will not be allowed to participate in any school-related activity on the day of the absence.* Exception to this rule may only be granted by the Principal or her designee when extraordinary circumstances exist.

IV. IMPACTS

Absence Limit: Students will lose credit upon accruing twenty-eight (28) absences in a two credit course, fourteen (14) absences in a one-credit course, and seven (7) absences in a half-credit course.

1. All absences from class will count toward the maximum **(including most field trips)**, with the following exceptions:

- Suspension
- Religious observances
- Legal obligations
- School Counseling and Guidance appointments
- Administration appointments
- Project Oceanology
- Athletic events

Note: Students on homebound instruction are not considered absent from school.

2. Notices of numbers of class absences will be sent to students, parents, and school counselors as follows:

Course Type	Class Notice sent at:	AttendanceLoss of Notice at:	Credit
Two credits	14 absences	28 absences	
One credit	7 absences	14 absences	
Half credit	4 absences	7 absences	

3. Students must continue to attend class on a daily basis regardless of their number of absences. **Students must complete a course in order to be eligible to make up the course in summer school.**

V. APPEAL

Numerous resources are available to assist students who have medical or other problems which impact attendance. It is essential that parents notify the school of such circumstances so that those resources can be put in place to help the student avoid reaching the attendance cap. Once the cap is reached the following procedure must be used to appeal denial of credit:

1. Upon notification of loss of credit, any student or parent wishing to explain unusual circumstances affecting the student's attendance may request an appeal with an Assistant Principal.
2. Written requests for an appeal must be made to the Assistant Principal within ten (10) days of the date of notification of loss of credit. Initiation of the appeals process is the sole responsibility of the parent or student.
3. An appeal of the attendance decision may be made to the Principal. As in all school-related issues, parents and students have the right to seek review from the Superintendent and/or the Ledyard Board of Education.

ATTENDANCE PROCEDURES

The Assistant Principal's Office will issue absence, tardy, and dismissal slips to students according to the procedures below. *Students who fail to follow these procedures may jeopardize their right to make up missed work and may be subject to disciplinary action.*

ABSENCES: **Within three (3) days** of returning to school after an absence, a student must report to the Assistant Principal's Office to receive an absence slip, which will indicate whether the absence was ***excused*** or ***unexcused***. Unless a student has an extended illness, all makeup privileges will be completed after the student returns to school depending on the **teacher's** policy governing makeup work.

Planned absences, including school sponsored field trips or activities, are not subject to the above procedures. In these instances, students are responsible to meet with their teachers before a planned absence (scheduled field trip or activity) to arrange for makeup dates and times. *Students are responsible for all regularly scheduled tests and/or assignments and will not be eligible to makeup missed work/tests unless arrangements are made before the planned absence.*

Documentation of Student Absences: The State Board of Education requires careful and thorough documentation of all student

absences. Parent and guardian notes and other documentation are central to determining whether a student's absence is excused or unexcused. While a written note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student's absence are acceptable, such as a parent/guardian making a report in person to the designated school staff member, through an online system with controlled access, or via video chat. **Email and texting do not meet the State's security requirements; however, email may be used to deliver a scanned image of a note.**

DISMISSALS: Students who need to be dismissed from school before the closing of the school day should present to the Assistant Principal's Office at the start of the school day a written request from the parent/guardian stating the time of and specific reason for the dismissal. In those instances where parents find it necessary to request dismissal of their child, but who have not sent a note with the student, the parent may come to, or call, the school to request the dismissal. If the student returns to school prior to school closing time, s/he must sign in at the Assistant Principal's Office.

PLEASE NOTE: **PARENTS/GUARDIANS SHOULD BE PREPARED TO SHOW A PICTURE ID WHEN DISMISSING THEIR STUDENT(S).**

Students who leave school without a proper dismissal will be subject to disciplinary measures.

TARDINESS TO SCHOOL: A student will be considered tardy to school if s/he: (1) is not in first period class before the late bell rings (7:42 a.m.), or (2) is a senior who has an approved Senior Lounge for block 1 and does not report to school with sufficient time to arrive at block 2 on time (9:11 a.m.)

A student who arrives at school after the beginning of his/her first scheduled class should report to the Assistant Principal's Office. If the student has a parent's note attributing the tardiness to a reason acceptable to the administration (**illness; medical appointments; etc. or other appointments**) or if the student's parent has phoned the school with an acceptable excuse, the student will be given an office pass authorizing the tardiness. Parents / Guardians and / or students running late, over sleeping and / or missing the bus are **NOT** acceptable excuses. **If an unauthorized/unexcused tardy causes a student to miss class or study, the class absence may be considered a cut.**

BACKPACKS / CARRYALLS

Students may carry reasonably sized backpacks, small book bags and other reasonably sized bags/purses with their teacher's permission.

BULLYING

"Bullying" is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate that student while on school grounds, at a school-sponsored activity, on a school bus or other such vehicle used for student transportation, or at a bus stop, provided such acts are committed more than once against any student during the school year.

Acts of bullying include, but are not limited to: physical violence and attacks; verbal and non-verbal taunts, name-calling and put-downs, including those that are ethnically or gender based; extortion or stealing of money and possessions; or exclusion from peer groups within a school.

"Cyber bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing a student by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

Acts of bullying that originate or occur outside of the school setting may be investigated and acted upon by school officials if such acts have a direct and negative impact on a student's academic performance or safety in school. To report suspected bullying, complete a Bullying Complaint reporting form in the APO.

Please see the Appendix for more information on bullying.

BUSES

The Ledyard Board of Education provides students with bus transportation to and from school. In order to maintain a calm and safe atmosphere on buses, students must behave appropriately. Drivers will report any infractions to the administration, who may issue penalties according to the code of discipline. Violations of school bus regulations could result in suspension from the school bus. All buses have video recording devices in place and are used at all times.

Conduct: Students who ride a school bus are expected to:

1. Wait for the bus at designated bus stops. (Drivers are authorized to pick up or discharge students only at designated stops.)
2. Board and leave the bus in an orderly fashion, without pushing or shoving.
3. Remain seated while the bus is in motion. Do not stand, exchange seats, or walk until the bus comes to a full stop.
4. Cross only in front of a stationary bus when crossing a street.
5. Refrain from eating, drinking, or smoking
6. Refrain from littering
7. Treat others with courtesy and respect.
8. Avoid name calling and language which is abusive or offensive to others.
9. Wait your turn when boarding or leaving the bus.
10. Refrain from fighting
11. Avoid any behaviors which could potentially distract the driver (loud noises, horsing around, etc.).

THERE WILL BE NO LATE BUSES FOR THE 2016 – 2017 SCHOOL YEAR

Bus Passes (Ledyard Buses Only): Bus passes may be required in order for a student to ride a non-assigned bus or to be dropped off at a non-assigned stop. A note from a parent/guardian explaining the reason for the request will be required in order to get a bus pass. Bus drivers may deny the request if the bus is overcrowded.

Out of Town Buses: For students from towns other than Ledyard, transportation is provided by the student's town of residence. Specific information regarding transportation is available from the Superintendent of Schools in the student's town of residence. **If there is a delayed opening, students/parents should go by their towns' schedule. If your town doesn't have a delay, your bus will pick you up at the normal time.**

CARE OF INSTRUCTIONAL MATERIALS

Library books, textbooks, educational materials and equipment are loaned to students for their use and shall be returned when requested. According to Board of Education regulation 6061.2, students must pay the full replacement cost of any book, educational material, or equipment lost or damaged beyond ordinary wear. Students who receive school books, materials, or equipment are responsible for their return.

Teachers will require all students to fill out a 3x5 yellow card when issuing textbooks and/or equipment. Students must fill out this card with information such as name, grade, book name, teacher, cost, book number, etc. and return it to the teacher. When returning the book at the end of the semester or upon withdrawal from the class, the student will receive this yellow card back. **Students should not return school material without getting this card.** If the teacher is in possession of this card at the end of the semester, the student will be charged the full replacement cost of that book/equipment.

Students who fail to return or pay for books or equipment over the course of their four years will have diplomas with-held until restitution is made.

INTERNET ACCESS AGREEMENT

Ledyard Public Schools requires that each student submit an internet access agreement once during the time they are enrolled in high school. Students who do not submit this agreement will not be permitted to use the internet while at school. This agreement will be distributed to all new students upon enrollment at Ledyard High School and is also available at the school and at www.ledyard.net/lhs.

DANCES

Student organizations may sponsor dances in the cafeteria from 7:00 to 10:00 p.m. on selected Fridays or Saturdays during the school year. The sponsoring organization must make the necessary arrangements with the Assistant Principal at least one month in advance of the desired date.

The following guidelines will apply to any school-sponsored dance:

1. Attendance is limited to Ledyard High School students with the exception of selected dances, for which **guests must be approved and have a copy of their ID submitted and registered with the administration in advance.**
2. Guest ID cards will be collected upon entering the dance and will be returned at the conclusion or when the guest leaves
3. Students must arrive within the first half hour of the dance.
4. Tickets must be sold in advance. Tickets will not be sold at the door.
5. Students will remain in designated areas during a dance.
6. Students may not reenter once they have left the building.
7. Students must make arrangements for timely transportation to and from dances.
8. Students will be required to show their Student ID card upon entering the dance.
9. Students on suspension or otherwise prohibited from after school events will not be allowed to attend a dance during that time.
10. Students and their guests must adhere to the semi-formal and formal dress codes.

Students who violate any of the above rules may lose dance privileges for some or all future dances. Serious offenses may warrant additional penalties.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act requires local educational agencies to provide access to directory information that includes student's names, addresses, and telephone listings, date and place of birth, awards, and dates of attendance to military recruiters, institutions of higher education, or others that may request this information.

A parent or eligible students may request that this directory information not be released without prior written parental consent. If you do not want this information to be released, please check the appropriate box when filling out the *Parent Signature Information Form* which will be distributed to students on the first day of school.

DISCIPLINE POLICIES & PROCEDURES

The basic consequences of student misbehavior at Ledyard High School are detention and suspension. Additionally, with the support of parents, administration may assign community service, mediation, or intervention in lieu of detention and/or suspension. We are pleased to acknowledge that an overwhelming majority of students understand and comply with the school's expectations and never experience detention or 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 Monday, Tuesday and Wednesday, 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. Talking, sleeping, card playing, use of electronic equipment, and other behaviors considered inappropriate to a classroom will not be allowed.
- 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.
- C. **Saturday Detention:** This exists as one administrative option to multiple detentions or lesser offenses that might normally result in in-school suspensions. Students and families must provide all transportation.

Important Notes:

- 1. Students will be given 24-hour notice of any office detention assignment.
- 2. Athletic practices/games, employment responsibilities and town of residence 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, could be suspended.

EXAMPLES OF BEHAVIORS FOR WHICH DETENTION WILL BE ISSUED

The following behaviors will result in disciplinary consequences, often resulting in detention. No student will be allowed to accrue more than 12 Office Detentions. Once a student reaches that point, each subsequent violation will result in suspension. When a student is issued a detention, every effort will be made to contact a parent or guardian.

- Actions which disrupt 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 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 (two detentions)
- Forgery of a parent's or staff member's signature
- Misconduct in school or at school related activities
- Parking violations (repeat offenses may result in suspension of parking privileges)
- Plagiarism/cheating
- 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

School rules require proper conduct anywhere in **all** school buildings, on school grounds, **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 is a list of some behaviors that may result in suspensions up to 10 days.

Absence from school without parent authorization
Abusive language directed at a staff member
Actions which endanger the safety of others
Assault
Assaulting a staff member
Bullying
Distributing a drug, alcohol, or controlled substance
Failure to report to office detention
Fighting
Gambling
Harassment, taunting, or baiting
Hazing
Leaving school without proper dismissal / authorization
Misbehavior in detention or ISS
Plagiarism/Cheating
Possessing, using, selling or being under the influence or suspected to be in possession, using, selling or being under the influence of controlled substance or alcohol in school or at a school event
Possession of Drug Paraphernalia
Possession of instruments displayed in an intimidating manner
Possession of knives, chains, or other dangerous instruments (other than those listed above)
Possession, sale or use of a facsimile of a firearm
Possession, sale or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon as defined by law
Racial & Sexual Orientation slurs/hate crimes
Repeated failure to do as directed by a staff member
Repeated infractions of School Rules
Sexual Harassment
Tardiness to office detention
Theft
Threatening
Threatening or intimidating a staff member
Unexcused Absence from In-school Suspension
Use of any instrument in a manner to inflict bodily harm, intimidate, or threaten
Use/suspected use and/or possession of tobacco or nicotine products

Vandalism-Willful damage or destruction of school and personal property
Verbal or physical action which contributes to a fight or assault

Any of the above involving social media

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

Suspensions may be imposed as in-school or out-of-school per Administration's discretion. **Also Note:** Administration may also impose Saturday School detention in lieu of a suspension for lesser offenses.

If 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.

SUSPENSION - CONTINUED

Students placed on suspension are not permitted on school grounds until the opening of school on the day following the last day of the suspension. Suspended students are not permitted to participate in any school activities such as athletic practices or competition, concerts, dances, field trips, plays, etc., on or off campus. Exceptions to this rule may be granted only by the administration when extraordinary conditions exist.

Students often are required to serve an in-school suspension. In those cases, students will spend the school day in the suspension area, but must leave school immediately at the end of the school day and may not participate in any school activities on or off campus until the opening of school on the day following the end of the suspension.

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.

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 pupil whose conduct on school grounds or at a school sponsored activity is a violation of a publicized 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.

DRESS CODE

The purpose of the Ledyard High School Dress Code is to help maintain a safe and orderly environment, free of distractions and disruptions and conducive to high achievement, by providing students with guidelines regarding acceptable personal appearance in the school setting.

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.
8. Clean, well-maintained clothing must be worn at all times.

Students who fail to comply with these guidelines will be subject to school consequences as outlined in the student handbook.

ELECTRONIC EQUIPMENT

Ledyard High School faculty and administration recognize that there can be meaningful educational value in the use of personal electronic devices in school. There are many legitimate reasons to use a smart phone, tablet, or mp3 device during class. We encourage teachers to explore new ways to integrate technology, and we acknowledge that just as many adults in our society are beholden to their smart phones for communication, organization, and calendar planning, so are our students.

However, the following guidelines apply to smart phone, tablet, and mp3 use:

- Class time use must be limited to teacher-directed, educational activities.
- Students may not place or take phone calls without adult permission as it is a distraction to the learning environment.
- Students are not to have their ear buds in, even during passing time, unless it is with adult permission. We want students to be present and engage in conversation with peers.
- Students are allowed to freely access personal electronic devices during study hall and lunch
- Students are **NOT** allowed access to personal electronic devices while in ISS and will be required to give their phones to the attendant.

Please note: Teachers have the authority to establish acceptable use policies for their own classroom. In any given class, students may be

asked to place their phones on the chalk tray, in a hanging pocket file, on the front corner of their desks, or away in the bags. Students are obliged to adhere to the policies within each classroom, which will be clearly articulated by the teacher. Students are also obliged to comply with directives to put away (first offense) or surrender their cell phone (multiple offenses) for the duration of the period if directed to do so by an adult. Failure to comply will result in disciplinary consequences.

EXTRA HELP FOR STUDENTS

All staff members in this school are willing to help students who are having particular difficulties in their class work. Students who wish to receive extra help from a teacher are expected to make an appointment with the teacher for some mutually convenient time during the day or after school. It is not necessary to make an appointment to attend The Learning Center for after school help.

FIRE DRILLS/EMERGENCY EVACUATION

Students are to remain quiet and orderly while exiting so that teacher instructions can be issued. Alternate routes may be necessary if certain exits are blocked.

All students are to remain in class groups with their teacher. They are not to mingle with other classes or get into vehicles parked in the parking lot. This will give the teachers an opportunity to take attendance. This would be extremely important in the case of an actual disaster since this is the only way we would know that you are out of the building.

All students should follow the directions announced over the Public Address System by the administration during any emergency. No student should ever leave school grounds during a fire drill or emergency. Such action by any student will be considered a major disciplinary offense and result in suspension from school.

LOCK-DOWN PROCEDURES

If a threatening, suspicious, or violent intruder is found in the building, trying to enter the building or if their imminent presence is suspected, the lock-down code for the building will be announced over the Public Address System.

1. Students should stay away from the windows and doors. If there is a television in the classroom, do not watch local stations.
2. Listen for directions from administration over the intercom.

3. Students in the hallway, bathrooms or any other non-classroom setting will immediately enter the nearest open classroom.

HANDICAPPED STUDENTS: Procedures are clearly identified for staff in the Faculty Handbook.

GAMBLING AND WAGERING

Gambling and/or wagering is prohibited on school property. Any type of card playing is prohibited during school hours.

GRADES

Ledyard High School uses a letter grading system, which is converted from percentages. The following scale is used to calculate the letter grade.

Grading scale:

A	93-100	C	73-76
A-	90-92	C-	70-73
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and Below

The letter grading system also includes I (incomplete), M (medical excuse), W/P (withdrawn passing) and W/F (withdrawn failing).

Final grades are calculated as follows:

Full Credit Courses: Each marking period 20%, each exam 10%

Half Credit Courses: Each marking period 40%, final exam 20%

Teachers provide comments on report cards that will be useful to parents and students in understanding academic grades achieved.

HONOR ROLL

Each marking period, the administration will publish an honor roll of students who have no grade below a B- or A- during the quarter. The Honor Roll has two divisions:

Honors: No grade below a B-

High Honors: No grade below an A-

Pass/Not Pass courses are not included in calculations. Any student with a grade of "Incomplete" will be excluded from the Honor Roll.

Grade Point Average (GPA) and Rank in Class

The GPA is determined by taking into account every grade that is earned by the student during the year, including the exam (and summer school), for all four years of high school. Pass/Not Pass courses are not included. The curriculum contains a wide variety of courses at various levels of academic challenge including Advanced Placement courses and honors level courses. Students are allowed considerable choice in the selection of courses and are encouraged to strive for academic excellence.

Ledyard High School employs a “weighted grading system” to determine rank-in-class. Class rank is significant to those students who are seeking admission to colleges and universities and/or special employment opportunities. Students should consult their counselor for specific course weighting. A student’s weighted rank is reported on transcripts that are sent to colleges or employers. The “weighted GPA” is significant to those students who are seeking graduation honors admission to colleges and universities and/or special employment opportunities.

	Level 3	Level 2	Level 1	AP Level
A	4	4.6	5.2	6.2
A-	3.7	4.26	4.81	5.74
B+	3.3	3.8	4.29	5.12
B	3	3.45	3.9	4.65
B-	2.7	3.11	3.51	4.19
C+	2.3	2.65	2.99	3.57
C	2	2.3	2.6	3.1
C-	1.7	1.96	2.21	2.64
D+	1.3	1.5	1.69	2.02
D	1	1.2	1.3	1.55
D-	0.7	0.81	0.91	1.09
F	0	0	0	0

Four levels of weighting are used to compute rank according to the following criteria:

Level 3: These courses reflect the academic demands of four-year colleges. As such, they require a high degree of proficiency in the skills related to the field of study. Reading/writing/project assignments require non-class time to complete. Review and reinforcement of needed skills are ongoing. More guidance is offered to students at this level than at the other two levels.

Level 2: These courses reflect the academic demands of four-year colleges. As such, they require a high degree of proficiency in the skills related to the field of study. Reading/writing/project assignments require non-class time to complete. Review and reinforcement of needed skills are ongoing. Most 2-level courses are dependent upon the completion of prerequisites or instructor approval.

Level 1: These courses are closely aligned with the academic demands of four-year colleges and require a high degree of proficiency in all areas. Independent thinking, intrinsic motivation, and complex problem-solving skills are among the stringent prerequisites for enrollment, along with a willingness to spend significant non-class time completing assignments. These courses require in-depth study, independent reading and research and/or preparation of comprehensive papers and reports.

AP Level: These courses must conform to the standards set by the College Board.

Parents and students shall be advised annually, via the school's parent/teacher handbook and the Course of Studies, of this policy. (cf. 5124 - Reporting to the Parents/Guardians)

Legal References

CGS Section 10-220g. Policy on weighted grading for honor and advanced placement classes

Policy adopted: November 2, 1994 LEDYARD PUBLIC SCHOOLS

Policy revised: June 20, 2001 Ledyard, Connecticut

Policy approved: February 4, 2015

REPORT CARDS and PROGRESS REPORTS

Report cards will be issued four times each year but mailed only in June at the conclusion of the academic year. Since the implementation of PowerSchool's Parent Portal, progress reports will no longer be sent home. The sole purpose for PowerSchool access is to provide academic/attendance data to parents/guardians for only their child and to provide this same data to the child. Parents without internet access may request mailed copies of progress reports and quarterly report cards by contacting guidance.

Seniors Final Exam Exemption:

Seniors who have earned a cumulative average of 90% or higher in any course will be exempt* from taking the **final** exam in that course. No grade shall be entered for the final exam, and the final grade for the course will be determined by the average of the quarter grades for

half-credit courses and by the average of the semester one and semester two grades for full-credit courses.

*Teachers retain the right to require all seniors to take final exams in a particular course, depending upon the nature of the exam, and regardless of the senior's average.

POWERSCHOOL PARENT PORTAL - GUIDELINES FOR USE

- The parent/guardian is given a username and password specific to his/her child. It is the sole responsibility of the parent/guardian to protect the security of this username and password. The student will be issued a different username and password and is also expected to secure his/her access. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian/student.
- The parent/guardian is only given access information via U.S. mail and in person with a photo ID. The district does not give this information via phone, email, or fax. If you forget your username or password please contact the guidance office.
- Users must realize that email and other communications via Internet are not guaranteed to be private.
- Users shall not attempt to use a username and password that has been assigned for use of another individual.
- All these conditions are applicable to student access, as well as parent/guardian access.

Please Note:

Only one username and password is, and can be, assigned per student. All parents/guardians must share the same username and password regardless of family circumstances.

GRADUATION

Only those students who have earned the appropriate number and distribution of credits and have successfully participated in the statewide mastery examinations shall receive a diploma from Ledyard High School. All credits and requirements for graduation must be completed prior to graduation in order for the student to participate in the graduation ceremony. No exceptions are allowed to this policy.

At the beginning of the school year, students and their parents/guardians shall be notified of the requirements to graduate from Ledyard High School. Notification shall also be given whenever there is a significant change to this policy or to any of the graduation requirements.

CREDIT DISTRIBUTION REQUIREMENT

Students must earn a total of twenty-six (26) credits as specified in the following subject areas:

English	4 credits	
Mathematics	3 credits	
Social Studies	3 credits	-World History (1 credit) -U.S. History (1 credit) -Civics (1 credit)
Science	3 credits	-Biology (1 credit) -Chemistry (1 credit) -Environmental Science (0.5 credit)
Math or Science	1 additional credit	
Physical Education	1 credit	
Vocational and/or Fine Arts	2 credits	
Health	0.5 credit	

One credit courses meet every other day for the entire academic year; half-credit courses meet every other day for one semester.

The Ledyard High School administration shall delineate the classification of courses by subject area, establish the minimum number of course credits a student must carry each year, and make other such requirements as deemed necessary to administer this policy.

Credit for Courses Completed at Other Educational Institutions: Credit toward satisfying the graduation requirements at Ledyard High School shall be granted in the following circumstances:

1. Credits earned from a public or private high school prior to enrollment at Ledyard High School.
2. Credit toward meeting a specified course requirement upon successful completion in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve.
3. Credit toward meeting high school graduation requirements upon the successful completion of a world language course (a) in grade six,

seven or eight, (b) through on-line coursework, or (c) offered privately through a nonprofit provide, provided the student achieves a passing grade on an examination prescribed by the Commissioner of Education. No more than four credits earned in such manner shall be counted toward meeting the graduation requirements.

4. Credit toward meeting high school graduation requirements upon achievement of a passing grade on a subject area proficiency examination identified and approved by the Commissioner of Education, regardless of the number of hours the student spent in a public school classroom learning such subject matter.

5. Credit toward meeting high school graduation requirements upon the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited (see Note below). One three-credit semester course, or its equivalent, completed at such institution shall equal one-half (0.5) credit toward the graduation requirements.

6. Credit toward meeting high school graduation requirements upon the successful completion of on-line coursework offered through (a) a secondary school or other educational institution accredited by the Department of Education, or (b) an institution of higher learning that is accredited by the Department of Higher Education or regionally accredited (see Note below).

7. Credits earned for courses passed during participation in an approved foreign exchange program.

Note: Ledyard High School students desiring to take either a course at another educational institution or an on-line course for credit toward meeting the high school graduation requirements (per sections 5 and 6, above) must receive prior approval from the Ledyard High School administration to take the course to be eligible to receive the credit. In cases where there is any disagreement between the student's parent/guardian and the Ledyard High School administration regarding the granting of credit toward the graduation requirements, the Superintendent shall make the final determination.

Credit for Community Service

A student enrolled in any grade at Ledyard High School may be awarded one-half (0.5) credit toward the elective graduation requirement for the satisfactory completion of community service. The community service must be supervised by a certified school administrator or teacher, consist of not less than 50 hours of actual service that may be performed at times when school is not regularly in session, and require not less than ten hours of related classroom instruction. For the purpose of this credit, community service does not include partisan political activities.

Exemption from Physical Education Credit Requirement:

Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated because of the physical condition of such student shall be excused from the physical education requirement. In such a case, the physical education credit requirement shall be fulfilled by an elective as determined by the Ledyard High School administration. However, students shall not be excused from the physical education requirement based on a medical condition that the School Medical Advisor determines is temporary in nature. In such cases, the student shall be expected to satisfy the physical education credit requirement after s/he is no longer medically restricted.

Performance Graduation Requirements (PGRs)

1. **Reading/Writing PGR** – Students shall successfully participate in statewide mastery examinations in Reading and Writing.
2. **Problem-Solving PGR** – Students shall successfully participate in statewide mastery examinations in mathematics.

Exemptions from the PGRs

1. Transfer students who enroll at Ledyard High School after completing at least three years in an out-of-state high school or an equivalent out-of-state secondary educational institution, including students who have been home-schooled, shall be exempted from having to meet the District's PGRs as a condition of graduation.
2. Special education students, whose performance is assessed using the state alternative assessment, may be exempted from the Reading/Writing and/or Problem-Solving PGRs by the Pupil Placement Team (PPT). The decision to exempt a student from the PGRs or require alternative/modified performance graduation assessments shall be based on performance data as documented in the individual student's evaluations, educational records, and Individualized Education Plan (IEP).

Student Transcripts

If a student scores at Level 4 (Goal) or higher on the CAPT Science, the student's score for that component shall be recorded on his or her transcript indicating that the student has met or exceeded the state-wide mastery goal. For each PGR, the student's transcript will indicate the date it was successfully met.

All courses used to satisfy the high school graduation requirements delineated herein shall be recorded on the student's transcript. The

transcript shall be annotated to indicate those courses not taken at Ledyard High School.

Eighth grade world language and algebra one credit

policy: All ninth (9th) grade students who have been placed in Geometry Level 1 or 2, Spanish 2 and French 2 as freshman will be awarded credit for their eighth (8th) grade Algebra 1, Spanish 1 and French 1. All ninth (9th) students who are repeating Algebra 1, Spanish 1 or French 1 as a freshman and earn a passing grade will earn the HS credit. Those who fail Algebra 1, Spanish 1 or French 1 as a freshman will retroactively be granted their 8th grade credit.

Awarding of Diplomas

Students who meet all the graduation requirements of this policy shall receive a diploma at the June commencement ceremony.

A student who is under expulsion from Ledyard High School but has satisfactorily completed all of the graduation requirements shall receive a diploma. However, that student shall not attend the commencement ceremony.

A Ledyard High School diploma shall be awarded upon request to: (1) a veteran of World War II, the Korean hostilities, or the Vietnam Era who withdrew from high school prior to graduation in order to serve in the armed forces of the United States and did not receive a diploma as a consequence of such service; and (2) any person who (a) withdrew from high school prior to graduation to work in a job that assisted in the war efforts during World War II, December 7, 1941, to December 31, 1946, inclusive, (b) did not receive a diploma as a consequence of such work, and (c) has been a resident of the state for at least 50 consecutive years.

GRADUATION HONORS: Graduating seniors are recognized for their academic achievements according to the following criteria:

Highest Honors:

1. Cumulative weighted average of 13.5 at end of first semester of senior year.

Ledyard Scholars:

1. Is one of the top ten students in the class.
2. Achieve goal on Connecticut Academic Performance Test.
3. Complete at least two Advanced Placement courses on the final transcript.
4. Take no graded courses Pass/Not Pass. Courses such as Ledyard Senior Experience are not graded and therefore do not impact Ledyard Scholars.

Students Attending Out-of-District Programs

Students who are Ledyard residents but are attending regional technical and vocational schools, magnet schools, charter schools, or other out-of-district programs shall receive a diploma from those institutions and must comply with the graduation requirements as specified for those schools. In the absence of specific graduation requirements at the out-of-district locations, the graduation requirements of Ledyard High School must be fulfilled.

Legal References:

Connecticut General Statutes

10-14n. State-wide mastery examination.

10-18. Courses in United States history, government and duties and responsibilities of citizenship.

10-221. Boards of education to prescribe rules, policies and procedures.

10-221a. High school graduation requirements.

10-223a. Promotion and graduation policies. Basic skills necessary for graduation; assessment process.

Revised August 17, 2011

LEDYARD PUBLIC SCHOOLS

Revised: March 6, 2013

Ledyard, CT

Revised: February 4, 2015

GUESTS

Students may not invite out-of-school guests or students from other schools to visit or attend classes at Ledyard High School.

HAZING

"Hazing" means committing an act that creates a risk of harm to a person or property for the purpose of initiation or admission into, affiliation with, or continued membership or affiliation with in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

Hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials. The complete Hazing Policy 5131.91 can be found in the Ledyard Board of Education Policies.

HOMEWORK

Students can expect to have homework assigned in their classes on a daily basis.

INSURANCE

Insurance is available to all students at the beginning of the school year. Those students participating in interscholastic athletics will be covered under an "excess" policy. All claims must first be submitted to the parents' own insurance company. Any amounts remaining will be covered for injuries incurred during official practices and contests under the school's "excess policy."

LAVATORY RESTRICTION

Any student found to be in violation of the tobacco policy, pass procedure, or found loitering in a lavatory may be placed on Lavatory Restriction for a period of time to be determined by an administrator. While on Lavatory Restriction a student may only use the lavatory located in the Health Office after signing in with the nurse. If a student on Lavatory Restriction is found in a lavatory from beginning of classes until the close of the school day, disciplinary action will be taken.

LOCKERS

All students will be issued lockers which should be kept closed and locked. You are expected to keep your combination confidential and not give the locker combination to anyone.

LOCKERS ARE SCHOOL PROPERTY AND MAY BE INSPECTED BY SCHOOL OFFICIALS.

LOST AND FOUND

The *Lost and Found* is in the *Main Office*. If you have found an item, please bring it there. If you have lost an item, you should ask permission to look for it among those turned in.

LUNCH

Ledyard High School will offer a 25 – minute hot lunch program. There will be two lunch waves scheduled, and students are expected to remain in the cafeteria during their scheduled lunch wave unless they sign out to a specific room that is listed as being open during that lunch wave. Only those students with a pass issued by a staff member will be

allowed to leave the cafeteria before the end of lunch. Bathroom privileges will be the only exception.

Students are expected to follow all school rules in addition to the following:

- Do not throw anything.
- Do not block the doorways.
- Do not cut in line.
- Pick up all of your trash and dispose of it in the receptacles provided.

Lunch Detention:

A Lunch Monitor or administrator may put a student on lunch detention if they feel the student is not following the above expectations.

Students on lunch detention will have five minutes after the lunch bells ring to arrive at the designated lunch detention room.

NATIONAL HONOR SOCIETY

The Serena B. Mowry Chapter of the National Honor Society was inaugurated at Ledyard High School in 1966. The organization, chartered by the National Association of Secondary School Principals, recognizes students who have demonstrated a pattern of commitment to high standard in each of the four pillars: Scholarship, Character, Service and Leadership.

The Constitution of the National Honor Society and the Ledyard High School Chapter By-Laws governs selection to National Honor Society. To be eligible for membership at Ledyard High School, a junior or senior must have been a student at LHS for a minimum of one semester. In addition, students must have a simple GPA of at least 10.0, or a combination of a weighted GPA of 12.0 and an un-weighted GPA of not less than 9.5. All academically eligible students are notified of their candidacy by mail. Candidates are then required to submit - in the format provided - documentation of their service, leadership and character by the specified date.

A five member Faculty Council appointed by the principal evaluates each candidate in the areas of character, service and leadership. Evaluation is based upon materials submitted by the student as well as recommendations from activity supervisors, employers, volunteer coordinators, etc. In addition, all teachers, staff members and coaches receive a list of candidates and a copy of the NHS standards. They are invited to rate and comment on each student with whom they are familiar. Faculty recommendations are treated as confidential throughout the process. Candidates are notified of the decision of the

Faculty Council by the NHS advisor. An Induction Ceremony for new members is held once per year.

Membership in the Ledyard High School National Honor Society carries certain obligations, as outlined in the chapter By-Laws. Members are required to attend regularly scheduled chapter meetings and to perform a minimum of five hours of community service each month. Hours performed for chapter activities as well as for other volunteer groups are acceptable; however, at least one hour per month must be in a chapter-sponsored activity. Additionally, each member must assume the leadership role of a NHS committee during their membership.

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>.

ON-CAMPUS RECRUITMENT

The Ledyard High School administration shall provide, upon request by recruiters representing the Armed Forces of the United States of America, the State Armed Services, or an institution of higher education, access to student names, addresses and telephone numbers, unless a student's parent/guardian or the student, if the student is an adult or legally emancipated minor, has requested in writing that the District not release such information to recruiters.

Student and Parent/Guardian Notification and Rights: Ledyard High School students and their parents/guardians shall be notified of this policy at least annually at the beginning of the school year, when enrolling students for the first time at Ledyard High School, and when there is any substantive change to this policy. This notification must explain that parents/guardians or students, if the student is an adult or legally emancipated minor, have the right to request, in writing, that the District not release the student's name, address or phone number to recruiters from the military or institutions of higher learning.

Access to Students: The Ledyard High School administration shall provide military recruiters the same access to students as is provided to recruiters from institutions of higher education or other non-military organizations.

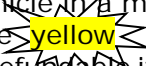
Ledyard Public Schools shall also provide access in accordance with state statute, for the recruitment of students by regional vocational technical schools, inter-district magnet schools, charter schools and inter-district student attendance programs, provided such recruitment is not for the purpose of interscholastic athletic competition.

Building Administrators shall make the determination of when recruitment meetings are to take place and have the right to postpone any scheduled recruitment meeting when the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Right to Appeal: Any person or organization denied access to students or student information contrary to the requirements of this policy shall have the right to request a review of such decision by the Superintendent and, if necessary, may appeal the Superintendent's decision to the Board.

PARKING

Parking for Seniors

Student parking on school grounds is a privilege extended to seniors by the school administration. Students who park on LHS property do so at their own risk. The Ledyard Board of Education assumes no responsibility for damage to or theft from any vehicle parked or driven on LHS property. Due to the limited availability of parking spaces, **only seniors** and a very **limited number of juniors** will be permitted to park on LHS property during the school day. All students who park on LHS property during the school day must acquire a parking permit and affix it to the rearview mirror of the vehicle in a manner which makes it readily visible and must park in the  numbered parking spaces. The fee for parking is \$25 (refundable if a permit is not issued). Below are the procedures for acquiring a parking permit. This privilege may be revoked at any time by school administration for violations including but not limited to: student misconduct, disregard of student parking regulations, excessive tardiness to school, leaving school grounds without proper dismissal, or any other violation of CT or Ledyard Motor Vehicle Laws and ordinances. **Students are not allowed to park in white numbered spaces and are not allowed to go to their vehicles during the school day without a pass from APO.** When a student parks their vehicle on LHS property, they agree to allow the administration to search the vehicle for materials that may be in violation of the published Board of Education Policies.

Parking Procedures

The Town of Ledyard Parking Ordinance at LHS states the following:

- At no time will parking be allowed along school driveways.
- At no time will parking be allowed on front, side or rear unpaved areas.
- At no time will parking be allowed at designated no parking areas.
- While school is in session (7:00 am until 2:30 pm), only visitors are allowed to park in the front visitor parking area.
- While school is in session (7:00 am until 2:30 pm), only staff members in possession of a numbered parking permit are allowed to park in the front numbered staff parking area.
- While school is in session (7:00 am until 2:30 pm), only students in possession of the current year's parking permit will be allowed to park in the yellow numbered student parking area (lower lot).

Whenever any motor vehicle is found to be parked in violation of this ordinance, the motor vehicle may be removed (towed) at the owner's expense and/or a State of Connecticut Complaint Ticket (a parking

ticket) shall be issued by the Town of Ledyard or State of Connecticut Police.

PARKING PERMITS: To be issued a parking permit, a student must show a valid driver's license and vehicle registration, and agree to follow all parking rules and regulations stated above. Students must have their permits on their vehicle (and visible) by September 16, 2016. Any student found parking in the parking lot without a current permit or in a non-assigned parking area after September 16, will be subject to the penalties outlined above. The administration reserves the right to revoke student parking privileges at any time.

Parking for Juniors

Because there are a limited number of parking spaces for students, it is necessary to create a procedure for issuing student parking permits. The procedure is:

1. **Seniors** will be given first priority and be issued a permit on a first-come, first-serve basis.
2. **Juniors** may fill out the paperwork for a permit and turn it in any time **after** September 16. After all the senior requests are filled, the remaining spaces will be available to juniors on a first-come, first-serve basis. If the number of parking requests for juniors exceeds the number of spaces available, spaces will be assigned to those who have had their driver's license the longest until the spaces have been filled. If we do not issue all the students parking permits through this process, the remaining permits will be issued to seniors and juniors on a first-come first serve-basis (seniors first) until all permits are issued. There are 165 student parking spaces.
3. A \$25 administrative fee will be required in order to obtain a parking permit.

PASSES

No student is to be in the hallway at any time during class periods or lunch unless s/he has been issued a pass from a staff member.

PHONES

Students may use the Main Office phone for local calls only. Please see page 26 of this handbook for details regarding cell phone use.

PHYSICAL EDUCATION

All Students in grades 9-10 must be enrolled in Physical Education classes unless excused by medical authorities.

Students will be required to change into other clothes for gym. Students are to provide their own athletic apparel, sneakers, and are encouraged to bring toiletries and fresh towels to school for their personal use.

Students excused from Physical Education class for any reason are to remain in the gym area.

PHYSICAL EXAMINATIONS

Board of Education policy and Connecticut state law require that all students must have physical examinations at their family's expense as follows:

1. During the freshman or sophomore year - State statute requires this physical in order to enroll for the junior year. The school is required to exclude any student who has not met this requirement by the start of the junior year.
2. For athletes - One physical annually with interim reports prior to each season in which the student wishes to participate in a sport.

Information regarding physicals, immunizations, and other health requirements will be sent to parents as needed. Parents and students are urged to fully comply in order to remain either in school or in athletic competition.

Students who qualify for free or reduced lunch may request physical exams and other health services from the town's health officer.

Arrangements may be made with the school nurse.

POSTERS

Informational posters sponsored by Ledyard High School groups/clubs or other organizations or that are directly related to the activities of students at Ledyard High School may be, with administrative approval, posted within the school. All posters must be mounted on bulletin boards in the stairwells, cafeteria and main hallway. Posters that are not sponsored by Ledyard High School based groups may be, with administrative approval, posted in the main office area.

PROMOTION

A student must have earned the following credits by the last Friday of the summer vacation of each year in order to be promoted to the next class:

Grade 9	5
Grade 10	10
Grade 11	18

All credits and requirements for graduation must be completed prior to graduation in order for the student to participate in the graduation ceremony. No exceptions are allowed to this policy.

SCHEDULE CHANGES

In most instances, students will not be permitted to change their schedule after the Add/Drop period which extends through the first seven school days of each semester. Changes made after Add/Drop will result in the student's earning a grade of W/P or W/F for the course on his or her transcript.

SCHOOL CLOSINGS

CANCELLATION OR DELAYED OPENING OF SCHOOL: If the weather conditions or other emergency situations indicate that schools will be closed or have a delayed opening, announcements will be made on local radio and television stations by 6:30 a.m. Postings also appear on the district website, on social media and through school messenger. All decisions will be based on the most current weather forecasts available and observations of road conditions. **IF PARENTS ARE CONCERNED THAT THEY DON'T HEAR OR SEE LEDYARD SCHOOLS MENTIONED, PLEASE CHECK MORE THAN ONE STATION.**

FM Radio: WCTY-97.7, WNLC-98.7, WBMW-106.5, WKNL-100.9

AM Radio: WICH-1310

Television: WTNH-8, WVIT-30, WFSB-3, FOX-61

Cancellations will also be posted on the following web-sites:
www.ledyard.net, www.cancellations.com, and
www.ctweather.com.

DELAYED OPENINGS: Should there be a need to delay the opening of school, Ledyard Public Schools will open **two hours later**.

- For Ledyard residents in **Grades 9-12**, transportation would arrive approximately 2 hours later than usual.
- Out-of-town students should follow transportation schedule from their home district.

EARLY SCHOOL DISMISSALS: It is sometimes necessary to close schools earlier than usual because of emergency situations such as storms, loss of heat, etc. Parents should discuss this possibility with their children and make contingency plans for children to enter their homes or go to a neighbor if no one is at home. In case of an early

emergency closing, announcements regarding dismissal times will be made by the same stations and websites that notify parents/guardians of school cancellation.

- *All after-school activities will be cancelled.*

SCHOOL COUNSELING & GUIDANCE SERVICES

Ledyard High School has school counseling and guidance staffs of five counselors who are prepared to assist students in academic, career, and personal matters.

Parents and students are encouraged to contact the assigned counselor for assistance and information. The school counseling and guidance office is open and counselors are available from 7:30 a.m. until 3:30 p.m. during the school year. The Director of School Counseling & Guidance is often available from 7:30 until 3:30 p.m. during the summer.

School counseling and guidance services include personal counseling, career information, college and other post-high school education planning. Students and parents are welcome to use the services of the school counselor for information regarding course selections, jobs and careers, college admissions, financial aid, College Board and other standardized testing programs, academic progress, study skills, effective communication, and other areas necessary for achieving developmental success for high school students.

The school counseling and guidance office has resources to assist in preparing for and registering for the SAT I, SAT II: Subject Tests, and ACT. Application forms for financial aid, colleges, and scholarships are also available in the school counseling and guidance office.

Good communication among parents, students and school is vital. The school counseling and guidance department provides a crucial link between school and home. Parents are invited to make appointments with teachers and/or counselors by calling the school counseling and guidance office. Students are urged to contact their counselor during supervised study, before or after school, or lunch. *NOTE: Students must have a pass from the School Counseling Guidance Office in order to see a Counselor during lunch.*

Small groups, facilitated by professional staff, are available to students to provide support information and communication skills.

THE CAREER CENTER

The Career Center works in conjunction with the School Counseling & Guidance Department to provide all students with career exploration, planning, and preparation opportunities. Students are able to explore their career interests through the use of interest inventories, career nights, and various research tools. After developing a career pathway, students may participate in a variety of work-based activities such as workplace tours, job shadowing, and internships. The Career Center

also provides assistance with preliminary post-secondary education searches, and job search skills.

The Career Center is open on all school days and by appointment after school hours.

SCHOOL DAY

The school day begins at the time a student boards the bus in the morning and ends at the time the student leaves the bus in the evening. A bell schedule for the academic day will be found inside the front cover of this book. Students are responsible for their actions during the entire school day, inclusive of bus rides to and from school.

SECURITY CAMERAS

Security cameras have been installed throughout the building and are in use twenty-four hours a day. Any attempt to tamper with or destroy video cameras/covers will result in disciplinary consequences.

SENIOR LOUNGE

Seniors who are not scheduled for a class will be scheduled for Senior Lounge (cafeteria) in lieu of a study hall. As a privilege for seniors - if they have Senior Lounge first block, they may arrive to school late but in time to attend second block*. In addition, if they have scheduled Senior Lounge last block of the day – they may leave school right after their 3rd period class ends*. Seniors intending to leave after 3rd period must do so within the first five minutes of block four by signing out in the APO or they must report to Senior Lounge. Once a senior leaves at the beginning of block four, they cannot return until after the end of the school day.

Seniors may use mp3 players with headphones in Senior Lounge.

* *Parent/Guardian Permission Form is Required (see A.P.O. for form).*

SMOKING ON SCHOOL PROPERTY

The Ledyard Board of Education is committed to maintaining and improving the health and well-being of students and employees alike. It is the policy of the Ledyard Board of Education that no student, staff member, or member of the public is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours on school property. Please see BOE Policy # 5131.6 for more information.

In addition, no student is permitted to possess a tobacco or nicotine products under any of the situations delineated above. No student may leave the school campus during breaks in the school day to use a tobacco product.

Tobacco Prevention: Any person found smoking in the school building or on a school bus will be referred to the police to receive a court summons for violation of the Connecticut General Statutes 1-21b. This carries a \$60.00 court fine for smoking in a prohibited location. In addition, any student found to be using or in possession of tobacco products on school grounds may be subject to germane sanctions as determined by school policy, including disciplinary action. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

STUDENT CONGRESS

Student Congress shall develop and practice attitudes of good citizenship; promote harmonious relations throughout the entire school; to provide orderly direction of school activities; improve school morale; assist in the management of the school; charter school clubs and other organizations; and promote the general welfare of the school. The Student Congress meets regularly during Activity Period. All powers of this council are delegated to it by the school administration.

STUDENT IDENTIFICATION

Students should carry their Student ID Cards while attending school and at school functions. Students who lose their ID cards can purchase a replacement ID for five dollars in the main office.

STUDENT CLUBS / ORGANIZATIONS

Ledyard High School offers a wide variety of student organizations. The majority of these organizations meet during the school day during activity period. Students are encouraged to become involved with these organizations. A complete listing of organizations meeting during activity period is available from the students' advisory teacher. Other organizations may meet at different times. These times are announced on the daily announcements or may be determined by contacting the organizations' advisor.

Here are the organizations offered at Ledyard High School along with their respective Advisors:

Club / Organization	Advisor(s)
• A CABELLAS	• Ms. Melanie Cometa
• AMIGOS DE LAS AMERICAS CLUB	• Mr. Kurt Jannke
• AMNESTY INTERNATIONAL	• Mr. Kurt Jannke
• ASTRONOMY CLUB	• Mr. James Wisniewski
• BUSINESS CLUB (D.E.C.A.)	• Mrs. Angela Folino
• CAROLERS	• Mr. Russell Hammond
• CHESS CLUB	• Mrs. Gina Potkul
• CHINESE CLUB	• Dr. WenQiao Wang
• CREW CLUB	• Mr. Kurt Jannke
• CUPCAKES AND CAUSES	• Mr. Kurt Jannke
• CYCLING CLUB	• Mr. Kurt Jannke
• DRAMA CLUB	• Mr. Russell Hammond
• FFA	• All Agri-Science Teachers / Lead Matt Smith
• FINAL CUT	• Ms. Melanie Cometa
• FIRST ROBOTICS	• Mr. Charles Estabrooks
• GAY-STRAIGHT ALLIANCE	• Mrs. Starpoli
• GOSPEL CHOIR	• Ms. Corrine Thompson
• GRADE 12 ADVISORS	• Mrs. Nina Bumpus / Mrs. Elizabeth Dubreuil
• GRADE 11 ADVISOR	• Mrs. Carol Schwenk
• GRADE 10 ADVISOR	• Mrs. Claire Malavazos
• GRADE 9 ADVISOR	•
• INNER VISIONS	• Ms. Barbara Park
• INTERACT	• Mr. Doug Meyer
• KEY CLUB	• Ms. Kirsten Montgomery
• LEDYARD SAX	• Mr. Thomas Green
• LEDYARD WIND	• Mr. Thomas Green
• LHS – JAZZ BAND	• Mr. Thomas Green
• LHS – MATH TEAM	• Ms. Jennifer Bednarz
• More Than Words	• Mr. Kurt Jannke / Mrs. Lisa Sumner / Mrs. Corrine Thompson
• NATIONAL HONOR SOCIETY	• Mr. Kurt Jannke
• NATIONAL OCEAN SCIENCES BOWL	• Mr. David Bednarz
• OPERATION SMILE	• Ms. Diana Riley
• PEER MEDIATION	• All school counselors
• PREMIER	• Ms. Joy Lamb
• SKI CLUB	• Mr. Scott Woodruff
• SPANISH CLUB	• Ms. Dawn Anderson
• STAND: Student Lead Movement to end Mass Atrocities	• Mr. William Casertano
• STUDENT CONGRESS	• Mr. William Casertano
• STUDENT POET LAUREATE	• Teacher???
• THE COLONEL	• Ms. Claire Malavazos / Ms. Summer Szell
• TRI-M	• Mr. Russell Hammond
• UNIFIED SPORTS TEAM	• Ms. Kathryn Lyon
• VIDEO PRODUCTION	• Teacher???
• YEARBOOK	• Mrs. Amanda Fagan
• YOUTH ALIVE BIBLE CLUB	• Mrs. Heather Yano
• YUGA: Youth United for Global Action	• Mrs. Jennifer O'Brien

Student organizations are considered **Extracurricular Activities** if the organization meets after school on a regular basis. Therefore, students participating in these after school activities are required to maintain academic eligibility in order to participate (see **Eligibility to Participate in Extracurricular Activities** in this handbook for more information).

No student or group of students may use school facilities without the express consent of the administration. It is mandatory that all student functions, whether they take place during or after school hours, must be properly supervised by a faculty member. Therefore, any student group wishing to meet must first request the permission of the advisor in charge of their activity.

STUDY HABITS

All students should keep notebooks for their classes. In these notebooks should be daily assignments given by the teacher. In addition, all other information, including notes taken in class, homework notes and other important information should be kept neatly in these notebooks. Each teacher will discuss the method in which s/he desires you to keep your notes.

TRESPASSING

Students are not to be on school property except during school hours and when attending school or community-sponsored activities. Students found in the building or on school property at other times will be considered trespassers and be subject to arrest.

TRUANCY

Connecticut State law defines a "truant" as a child age five to eighteen years, inclusive, who is enrolled in Ledyard Public Schools and has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. Studies have shown that students who are truant are in danger of having significant difficulty in making the same academic progress as their peers who regularly attend school.

Within ten (10) school days after a student's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year, the school administration shall hold a meeting with the parent/

guardian of the student who has become truant, or with such other person having control of the truant student, to review and evaluate the reasons for the child being truant.

If the truant student's parent/guardian, or other person having control of the truant student, fails to attend the above required meeting or if such parent/guardian or other person otherwise fails to cooperate with the school administration in attempting to solve the truancy problem, the Superintendent shall file a written complaint with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. This written complaint shall be filed within fifteen (15) calendar days after the truant student's parents/guardians or other person having control of the child fails to attend the required meeting or fails to cooperate with the school administration in attempting to solve the truancy problem.

VANDALISM

Deliberately mischievous or malicious destruction or damage of property: *vandalism of school buildings or property.*

Willful or ignorant destruction of artistic or literary treasures, to include posters, student art work, Administrative notices, etc...

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.

APPENDIX

LEDYARD PUBLIC SCHOOLS POLICIES AND REGULATIONS

Ledyard Public Schools District and High School Safe School Climate Plan

Absences and Truancy BOE Policy 5133 (a)

The Ledyard Board of Education believes that regular attendance at school is critical to students being able to master the necessary skills for academic success in Ledyard Public Schools. A growing body of research indicates that missing an excessive number of school days, regardless of the reason, can place a child at risk of falling behind his or her peers academically. The goal of this policy is to identify those students at risk based on their absenteeism and implement appropriate levels of intervention.

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., a 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."* According to this policy, a student who is not "in attendance" is considered absent.

In order to identify those students who are chronically absent and at risk of becoming truant and to provide clear guidance to school districts for complying with truancy laws and reporting student truancy statistics, the State Board of Education has adopted the following definitions and guidance regarding student absences:

Disciplinary Absences – Absences that are the result of school or District-level disciplinary action (e.g., out-of-school suspension and expulsion) are excluded from State-level accounting and will not be counted against the student for the purposes of this policy.

Excused Absences – A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten **(10)** school days of the student's return to school, or the absence is in accordance with section 10-210 of the Connecticut General Statutes (exclusion for medical reasons), and student's absence meets the following criteria:

A. For absences one through nine (1-9), a student's absences from school are considered excused when the student's parent/guardian approves such absence, regardless of the reason, and submits appropriate documentation; and

B. For the tenth and subsequent absences, a student's absences are considered excused for the following reasons:

1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional for the absence to be excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (additional documentation required);
5. The lack of transportation that is normally provided by a school district other than Ledyard (no parental documentation is required for this reason); and
6. Extraordinary educational opportunities pre-approved by the Principal or his/her designee, per the guidance in this policy.

Unexcused Absences – A student's absence from school shall be considered unexcused unless it meets the definition of an excused absence (including the documentation requirements) or the absence was a disciplinary absence.

Note that the State Board of Education's policy only considers a student absent when s/he misses half or more of the normal school day. A student missing less than half the school day will be considered tardy; student tardiness shall be dealt with at the school building level. Additionally, while the state looks at student absences on a daily basis, Ledyard Middle School and Ledyard High School shall also track absences for each class and take the appropriate actions as outlined in this policy.

Documentation of Student Absences

The State Board of Education requires careful and thorough documentation of all student absences. Parent and guardian notes and other documentation are central to determining whether a student's absence is excused or unexcused. While a written note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student's absence are acceptable, such as a parent/guardian making a report in person to the designated

school staff member, through an online system with controlled access, or via video chat. **Email and texting do not meet the State's security requirements; however, email may be used to deliver a scanned image of a note.**

The bottom line is that the school staff must be certain that the student's parent/guardian was the one providing the information regarding the student's absence in order for it to be excused should the absence meet all the applicable criteria specified herein.

School staff must receive or generate documentation for each instance of absence, which is one or more consecutive school days absent. Schools should only accept notes covering a series of absences for non-consecutive school days if the absences share a common cause.

Once a student has accrued a total of nine absences, including both excused and unexcused, additional documentation (besides the note from the student's parent/guardian) is required in order for absences resulting from illness or mandated court appearances to be excused:

A. Students missing school for mandated court appearances must provide additional documentation such as a police summons, a subpoena, a notice to appear, or a signed note from a court official.

B. For absences resulting from illness, students must either provide a signed note from a medical professional who has evaluated the student confirming the absence and giving an expected return date or have the school nurse verify the student's absence with the medical professional treating the student. Families who lack health insurance and/or those with limited means may find it challenging to meet this requirement to obtain a note from a licensed medical professional. In these cases, school nurses can evaluate the ill student, either in person or over the telephone, and, where appropriate, provide the required documentation for an excused absence.

For parents/guardians who are not proficient in reading or writing English, the schools shall make efforts to help these parents report their child's absences, including accepting notes in languages other than English. For parents who are not proficient in writing in any language, schools should verbally inform them of the attendance requirements and that they may report a student's absence in person at the school.

Absences for Emergency Situations

For the purposes of the definition of excused absences, emergencies are generally significant events that are outside of the control of the student's family. They are normally short absences consisting of a few days at most. The only required documentation is a parental note clearly explaining the emergency situation that resulted in the student's absence. Examples of emergencies include, but are not limited to:

- Family member who is very ill and close to dying;
- Student's home is lost to fire or eviction;
- Family's home being quarantined;
- Natural disaster;
- A student who is a parent and whose child needs to go to the hospital; or
- A family member's military deployment or return from deployment.

Absences for Extraordinary Educational Opportunities

From time to time, students may be presented with an exceptional opportunity for an experience of an educational nature. While these events may not be part of the student's normal schoolwork, they can provide an excellent chance to further their education. Students and their parents/guardians must understand that approval as an excused absence is made on a case-by-case basis, in consideration of a number of factors, and that opportunities approved for one student may not be approved for another. Under the specific criteria outlined herein, the days devoted to these opportunities can count as excused absences:

- The opportunity must be educational in nature and have a learning objective related to the student's coursework or plan of study;
- It must be an opportunity not ordinarily available to the student;
- It must be grade and developmentally appropriate; and
- The content of the experience must be highly relevant to the student.

It is important that the school administration, the student, and the student's family all have a common understanding of the extraordinary

educational opportunity that is being requested and approved. To that end, building-specific procedures implementing this policy shall include the following:

- All requests for approval of an exceptional educational opportunity as an excused absence must be submitted in writing prior to the event, bear the signature of the student and his/her parent or guardian, describe the learning objective of the opportunity, and detail how the objective is linked to the student's coursework or plan of study; include additional documentation as appropriate to support a full understanding of the opportunity.
- Approval of an exceptional educational opportunity as an excused absence should be in writing, detail any requirements placed upon the student as a condition of approval, include the specific days approved for the opportunity, and include the caveat that the school administration may withdraw its approval if the opportunity is canceled or the student fails to meet the mutually-agreed-upon requirements of the approval.

Within ten (10) days after the end of the approved period for the extraordinary educational opportunity, the student must submit all required documentation as specified during the approval process, or the time away from school will be considered an unexcused absence.

Students from Military Families

A student, whose parent or legal guardian is an active duty member of the Armed Forces and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted an additional ten (10) days of excused absences in any school year to visit the student's parent or legal guardian during the period of leave, prior to deployment and after return from deployment. The Superintendent, at her/his discretion, may authorize additional excused absences in a school year beyond the initial ten (10) mandated herein.

In the case of excused absences which have been granted in accordance with the above paragraph, the student and their parent/legal guardian shall be responsible for obtaining assignments from the student's teacher(s) prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the period of excused absence.

Truancy

Connecticut State law defines a “truant” as a child age five to eighteen years, inclusive, who is enrolled in Ledyard Public Schools and has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. Studies have shown that students who are truant are in danger of having significant difficulty in making the same academic progress as their peers who regularly attend school.

Within ten (10) school days after a student’s fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year, the school administration shall hold a meeting with the parent/guardian of the student who has become truant, or with such other person having control of the truant student, to review and evaluate the reasons for the child being truant.

If the truant student’s parent/guardian, or other person having control of the truant student, fails to attend the above required meeting or if such parent/guardian or other person otherwise fails to cooperate with the school administration in attempting to solve the truancy problem, the Superintendent shall file a written complaint with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child’s family is a family with service needs. This written complaint shall be filed within fifteen (15) calendar days after the truant student’s parents/guardians or other person having control of the child fails to attend the required meeting or fails to cooperate with the school administration in attempting to solve the truancy problem.

Investigating Student Absences

The Superintendent is authorized by the Board to designate one or more District employees to serve as an attendance officer for the purpose of investigating student absences. The role of an attendance officer is to gather/verify information so that school personnel may better understand the factors contributing to the student’s absenteeism. This may include a visit to the student’s residence.

When a Principal believes that a student’s absences, excused or not, are having a negative impact on the student’s academic performance and that more information is needed regarding the factors behind the student’s absenteeism, the Principal shall recommend to the Superintendent that an attendance officer be assigned to further investigate the situation. Only the Superintendent, or her/his

designee, may authorize the use of an attendance officer in Ledyard Public Schools.

Implementation

The Superintendent is responsible for the development of District-wide and building-specific procedures to implement the requirements of this policy. All elementary schools shall use a common procedure regarding student tardiness, absenteeism and truancy. These procedures shall provide for:

- the clear expectation among students and their parents/guardians regarding the need for regular, consistent attendance at school;
- a uniform understanding among staff, students and their parents/guardians of the requirements for excused absences;
- the potential of consequences for unexcused absences; and
- the possibility that a student may be required to receive remedial assistance even when all absences are excused but potentially have negatively impacted their education.

The Board requires that District and building-level procedures developed to implement this policy contain the following specific elements:

1. Annually at the beginning of each school year and upon enrollment during the school year, the school administration shall inform students and their parents/guardians of the school attendance requirements, the building-specific procedures regarding absenteeism, and obtain a phone number or other means of contacting the parents/guardians during the school day. This and all subsequent notifications regarding student absenteeism shall be made in such a manner as to be easily understood by both students and their parents/guardians (for example, using an alternative language when the primary language in the home is not English).
2. Each school shall monitor individual student absences; additionally, Ledyard Middle School and Ledyard High School will track student absences for each class.
3. Whenever a child enrolled in grades kindergarten to eight fails to report to school on a regularly scheduled school day and no

indication has been received by school personnel that the child's parent or other person having control of the child is aware of the pupil's absence, school personnel shall make a reasonable effort to contact the student's parents/guardians by telephone in regard to the student's absence. If school personnel are unable to reach the student's parents/guardians via telephone, then a letter will be sent to the student's home address requiring the parents/guardians to contact the school. The letter shall include a warning that two (2) unexcused absences from school in a month or five (5) unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the child's family is a family with service needs.

4. The District and each school shall have procedures for coordinating services with and making referrals to community agencies providing child and family services. These organizations should be used to address, where appropriate, the student's personal or family issues that may be affecting his or her ability to attend school on a regular basis.

5. Student tardiness and unexcused absences shall be used as factors in determining eligibility to participate in extra-curricular activities.

6. In an effort to prevent absenteeism from rising to the level that it affects a student's academic performance, building-level procedures implementing this policy shall include a tiered series of interventions designed to recognize the factors uniquely affecting a student's attendance and put in place various support actions that can have a positive effect on both their future attendance and academic performance.

Legal References:

Connecticut General Statutes

10-184. Duties of parents. School attendance age requirements.

10-198a. Policies and procedures concerning truants. (as amended by Public Act 14-198)

10-198b. State Board of Education to define "excused absence" and "unexcused absence"

for purpose of reporting truancy.

10-199. Attendance officers. Duties.

- 10-210. Notice of disease to be given parent or guardian.
- 10-220. Duties of boards of education.

State Board of Education "*Guidelines for Excused and Unexcused Absences*" dated May 15, 2013

Policy adopted: November 20, 2013

Revised: December 17, 2014

Ledyard Public Schools Safe School Climate Plan **Background Information:**

As part of Policy 5131.92, the Assistant Superintendent is designated as the Safe School Climate Coordinator. In August 2011 each school principal is designated the Safe School Climate Specialist of their respective school. The responsibility of the Safe School Climate Specialist includes:

- Investigating acts of bullying as established in the School Climate Plan;
- Collect and maintain records of reports and investigations;
- Act as the school official responsible for preventing bullying in the school;
- Complete the biennial Safe School Climate assessment created and distributed by the CSDE beginning in July 2012. 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 in the high school main office, on the high school website (www.ledyard.net/lhs), and at the Ledyard Board of Education website (www.ledyard.net).

District Safe School Climate and Title IX Coordinator:

Dr. Jennifer Byars, Assistant Superintendent

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

Reporting Acts of Bullying at Ledyard High School

Anyone (students, parents, other concerned parties) should report bullying directly to the principal or an assistant principal, but there are a number of options when choosing how to report. Reports may be oral, in the form of email, or through hard copy. Reporting anonymously is possible by mailing or placing a written report directly in the mailbox of the principal. It should be noted that anonymous reporting, while perfectly acceptable, may make the subsequent investigation a bit more difficult. Nonetheless, any form of reporting

bullying is far better than choosing not to do so. Complainants will be assisted, as necessary, in submitting the district bullying reporting form.

Board of Education Policy #5131.92 (Bullying)

Bullying

The Ledyard Board of Education promotes a secure and happy school climate that is conducive to teaching and learning and is free from threat, harassment, teen dating violence, and any type of bullying behavior.

Definitions

“Bullying” means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending Ledyard Public Schools, or (2) a physical act or gesture by one or more students repeatedly directed at or referring to another student attending Ledyard Public Schools, that:

- Causes physical or emotional harm to the student or damage to the student’s property;
- Places the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for the student;
- Infringes on the rights of the student at school; or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of these characteristics.

“Cyber bullying” means any act of bullying through use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable to providing data communication between two or more individuals, including, but not limit to, a text messaging device, a paging device, a personal digital assistant, a

laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

“Outside of the school setting” means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by Ledyard Public Schools.

“School employee” means: (1) a teacher, substitute teacher, school administrator, the Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by or working in Ledyard Public Schools; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students in Ledyard Public Schools pursuant to a contract with the Board.

Bullying Prohibited

Bullying of any form will not be tolerated in Ledyard Public Schools. The Board prohibits bullying:

- On school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by Ledyard Public Schools, or through the use of an electronic device or an electronic mobile device owned, leased or used by Ledyard Public Schools; and

- Outside the school setting if such bullying: (1) creates a hostile environment at school for the student against whom such bullying was directed; (2) infringes on the rights of the student against whom such bullying was directed at school; or (3) substantially disrupts the education process or the orderly operation of a school.

Disciplinary Actions

Students who engage in any verified act of bullying that falls under the scope of this policy will be subject to disciplinary action up to and including suspension, expulsion and/or referral to the Ledyard Police. Additionally, any acts of cyber bullying that involve school computers or other technology may result in the loss of privileges to use such school equipment.

Safe School Climate Plan

The Board believes that a comprehensive program involving both staff and students of Ledyard Public Schools is essential to reducing incidents of bullying. To this end, the Board directs the Superintendent to promulgate such administrative rules and procedures as is necessary to implement the following Safe School Climate Plan elements in each school:

1. Enable students to anonymously report acts of bullying to school employees and require that students and their parents/guardians be annually notified of the process by which students may make such reports.
2. Enable the parents/guardians of students to file written reports of suspected bullying.
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making the oral report.
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made regarding bullying. Require that the Safe School Climate Specialist give prompt notice that the investigation has commenced to the parents or guardians of the student alleged to have committed an

- act or acts of bullying and to the parents or guardians of the student against whom such alleged act or acts were directed.
5. Require the Safe School Climate Specialist to review any anonymous reports of bullying, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
 6. Include a prevention and intervention strategy, as outlined later in this policy, for school employees to deal with bullying.
 7. Require each school to include language in student codes of conduct concerning bullying.
 8. Require each school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in step 4, above. These notifications shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
 9. Require each school to invite the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and the policies and procedures in place to prevent further acts of bullying. These invitations shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
 10. Require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separated and distinct from the meeting described in step 9, above, to discuss specific interventions undertaken by the school to prevent further acts of bullying.
 11. Require each school to document and maintain records relating to reports and investigations of bullying in the school, maintain a list of the number of verified acts of bullying in the school, make such list available for public inspection, and annually report that number to the Department of Education in such manner as is prescribed by the Commissioner of Education.
 12. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetuated bullying incidents by the same individual. Such interventions may include both counseling and discipline.
 13. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying.
 14. Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying.

15. Require the school Principal, or his/her designee, to notify Ledyard Police when the Principal, or his/her designee, believes that any acts of bullying constitute criminal conduct.
16. Require that, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the District's Safe School Climate Plan.
17. Require that all school employees annually complete training on (1) the prevention of and response to youth suicide, and (2) the identification and prevention of and response to bullying. This training should specifically cover District-wide and school-specific procedures regarding these topics. Additionally, all school employees shall complete the annual training provided by the Department of Education on these topics.

Prevention and Intervention Strategy

Each school shall implement prevention and intervention strategy for school employees to deal with bullying that may include, but is not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, his/her parents/guardians and school employees, and interventions with the bullied child, his/her parents/guardians and school staff.
6. School-wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation. Funding for the school-based bullying intervention and school

climate improvement strategy may originate from public, private, federal, or philanthropic sources. For the purposes of this policy, “interventions with the bullied child,” includes referrals to a school counselor, psychologist, or other appropriate social or mental health service, and periodic follow-up by the safe school climate specialist with the bullied child.

District Safe School Climate Coordinator

The Board appoints the Assistant Superintendent as the District Safe School Climate Coordinator who shall:

- Be responsible for implementing the District’s Safe School Climate Plan;
- Collaborate with the Safe School Climate Specialists from each school, the Board and the Superintendent to prevent, identify and respond to bullying in Ledyard Public Schools;
- Provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying and teen dating violence; and
- Meet with the Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying and teen dating violence in the District and to make recommendations concerning amendments to the District’s Safe School Climate Plan.

Safe School Climate Specialists

The Principal of each school, or his/her designee as approved by the Superintendent, shall serve as the Safe School Climate Specialist and shall:

- Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District’s Safe School Climate Plan;
- Collect and maintain records of reports and investigations of bullying in the school; and
- Act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

School Climate Assessments

Starting July 1, 2012, and biennially thereafter, each school shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The District Safe School Climate Coordinator shall collect the safe school climate assessments for each school, report the results to the Board, and submit them in the manner specified to the Department of Education.

Safe School Climate Committee

Beginning with the school year commencing July 1, 2012, the Principal of each school shall establish a committee, or designate at least one existing committee, in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the schools. The Principal shall appoint at least one parent or guardian of a student enrolled in the school to serve on the committee.

Each school's Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendations to the District Safe School Climate Coordinator regarding the District's Safe School Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents/guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of school data regarding bullying; and
7. Perform any other duties as determined by the school Principal that are related to the prevention, identification and response to school bullying for the school.

Any parent or guardian serving as a member of a Safe School Climate Committee shall not participate in the activities listed in items 1 and 2, above, or in any other activity that may compromise the confidentiality of a student.

Immunity when Acting in Good Faith

No claim for damages shall be made against a school employee who reports, investigates, and responds to bullying in accordance with the provisions of the Safe School Climate Plan if the employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment.

No claim for damages shall be made against a student, parent or guardian of a student, or any other individual who reports an act of bullying or teen dating violence to a school employee in accordance with the provisions of the Safe School Climate Plan if such individual was acting in good faith.

The immunity provided by the Connecticut General Statutes does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Policy Notification Requirements

This policy, the applicable attendant rules and procedures, and the Board-approved Safe School Climate Plan shall be posted on the Internet websites for the District and each school and shall be included in any school or District publication of the rules, procedures and standards of conduct for schools and in all student and staff handbooks.

Legal References:

Connecticut General Statutes:

10-220a – In-service training.

10-222d – Policy on bullying behavior.

10-222g – Prevention and intervention strategy re bullying.

10-222h – Analysis of bullying policies.

Public Act 11-232 – An Act Concerning Strengthening of School Bullying Laws

Public Act 14-172 – An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates

Public Act 14-234 – An Act Concerning Domestic Violence and Sexual Assault

Policy Revised: August 17, 2011

LEDYARD PUBLIC SCHOOLS

Policy Revised: April 22, 2015

Ledyard, CT

Sample School Response Form for Acts of Bullying

To report bullying, the student will leave a note in the "Office Suggestion Box" (Located in APO) 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) _____

Information submitted on this form will be reviewed by Administration.

Once bullying is reported to the building principal, the principal/designee will follow the following guidelines/practices:

- Consult with staff to get a broader perspective of the problem.
- Inform school staff to intervene immediately and/or alert them to the problem.
- Speak to the alleged bully and the victim separately.
- When speaking to the alleged bully:
 - Refer to the school policy/code.
 - Inform the alleged bully why his/her alleged behavior is unacceptable.
 - Consequences which could be imposed.
 - Expected behavior.
- Reassure victim:
 - That all possible steps will be taken to deter behavior from reoccurring.
 - Monitor intervention to ensure safety.
- The principal will notify the parent/guardian of a student(s) who commit verified acts of bullying and will discuss the consequences of those actions and of future actions should the behavior continue.
- Consequence(s): As part of the disciplinary and remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reprimand, reassignment, transfer, suspension, termination, or expulsion.

	<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>
Elementary	Up to 3 days	Up to 4 days	Up to 5 days

	parent conference Child Study Team Referral	parent conference referral Ledyard Youth Services	parent conference referral to School Resource Officer to
Middle School	Up to 5 days	Up to 10 days	10 days* (Expulsion Hearing)
High School	Up to 5 days	Up to 10 days	10 days* (Expulsion Hearing)

Regulation approved: June 20, 2001 LEDYARD PUBLIC SCHOOLS
 Regulation revised: October 8, 2002 Ledyard, Connecticut
 By BOE Policy Cmt.
 Regulation Revised: Nov. 29, 2011
 by BOE Policy Cmt.

Ledyard Board of Education Policy (#5143)

ACADEMIC DISHONESTY

The Ledyard Board of Education believes that honesty and integrity are essential character traits that every student should develop and exhibit in becoming a responsible citizen. Therefore, the Board prohibits all forms of academic dishonesty within Ledyard Public Schools.

"Academic dishonesty" shall, in general, mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to:

- Cheating on an examination;
- Collaborating with others on an assignment to be presented as one's own work when such collaboration is contrary to the stated or written rules for that assignment;
- Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own;
- Stealing or having unauthorized access to examination or course materials;
- Falsifying records of laboratory experiments or other data;
- Submitting, if contrary to the rules of the course or assignment, work previously presented in another course; and

- Knowingly and intentionally assisting another student in any of the previously listed prohibitions, including assisting in an arrangement whereby any work, classroom performance, examination or other academic activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Disciplinary Actions

At a minimum, a student will lose credit for an assignment/examination when it has been determined that the student intentionally violated this policy. Additional disciplinary actions may be taken up to and including suspension and expulsion based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy.

Policy Implementation

Each school Principal shall implement rules and procedures to carry out the requirements of this policy in a manner that is consistent and fair for all students.

The Board supports the use of automated processes, such as "Turnitin.com", to assist in dissuading students from intentionally committing plagiarism.

Teachers in all grade levels shall make their students aware of what constitutes academic dishonesty as delineated in this policy. Directions for class assignments shall be clear as to whether or not group collaboration is allowed.

Notification

This policy in conjunction with the school procedures and rules regarding academic dishonesty shall be published annually in each school's student handbooks.

Legal Reference:

Connecticut General Statutes, Section 10-221. Boards of Education to prescribe rules, policies and procedures.

Policy adopted: January 17, 1996

Complete revision: December 17, 2008

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.

Civil Rights Officer

Questions, complaints, and other matters concerning harassment will normally be handled by the Assistant Superintendent, who is designated as the District's Civil Rights Officer. The Civil Rights Officer is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including, but not limited to, investigations may be referred directly to and handled by the Superintendent or his/her designee.

Training

Each year, or more frequently if the Board deems it appropriate, students will receive training regarding sexual harassment and related matters. Such training may include a review of this regulation and procedures, discussion, films, or other activities.

Complaint Procedure

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges or harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

A student who believes that s/he has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that s/he has been subjected to sexual or other forms of harassment should next submit a written complaint to the Civil Rights Officer. If the Civil Rights Officer is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Civil Rights Officer, guidance office, building principal, and the Superintendent. The complaint should state the

name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of harassment. All complaints are to be forwarded immediately to the Civil Rights Officer unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

Investigation

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Civil Rights Officer, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. 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.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within five (5) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, s/he can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Civil Rights Officer and/or the Superintendent.

Dissemination, Posting and Discussion of Policy

This policy shall appear in the Student Handbook. This policy shall be discussed with students at least annually and more often as needed. This policy shall be posted in prominent and accessible locations in each school building.

Alternate Complaint Procedures

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows:

Office for Civil Rights/U.S. Department of Education *

8th Floor

5 Post Office Square, Suite 900

Boston, MA 02109-3921

Telephone

#

(617)

289-0111

E-mail: ocr.boston@ed.gov

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000 *et seq.*, Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681

Policy Adopted: May 5, 1993

Policy Revised: June 2, 2004

*Policy Revised: November 2, 2009 (Only revision was change of address for Office of Civil Rights)

SEXUAL HARASSMENT IS ILLEGAL AND IS PROHIBITED BY THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT (Section 46-60(a)(8) of the Connecticut General Statutes)

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 United States Code Section 2000e et seq.)

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Such conduct may further constitute illegal harassment if based upon other protected class status including: race, color, religious creed, age, sex, pregnancy, national origin, past or present history of mental disorder, mental retardation, physical disability, marital status, ancestry and sexual orientation. Any harassment based on protected class status will not be tolerated.

Examples of **SEXUAL HARASSMENT** include:

UNWELCOME SEXUAL ADVANCES; SUGGESTIVE OR LEWD REMARKS; UNWANTED HUGS, TOUCHES, KISSES; REQUESTS FOR SEXUAL FAVORS; RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT; DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS.

Remedies for **SEXUAL HARASSMENT** may include:

CEASE AND DESIST ORDERS; BACK PAY; COMPENSATORY DAMAGES; HIRING, PROMOTION OR REINSTATEMENT.

Individuals who engage in acts of sexual harassment or harassment based on protected class status may also be subject to civil and criminal penalties.

Contact the Civil Rights Officer, Mrs. Amanda O. Fagan, Principal, 24 Gallup Hill Rd., Ledyard, CT 06339, (860) 464-9600 if you have questions or concerns or believe that you or others are being harassed. Please refer to the policies of the Ledyard Board of Education concerning sexual and other forms of harassment and complaint procedures (Policy #4118 for Personnel and Policy 5145.5 for Students).

If you feel that you have been discriminated against, contact the **Connecticut Commission on Human Rights and Opportunities**,

90 Washington Street, Hartford, Connecticut 06106. (Telephone Number: 860-566-3350; TDD Number: 860-566-2301) or **U.S. Department of Education Office for Civil Rights**, 8th floor, 5 Post Office Square, Boston MA02109-3921. Telephone: 617-289-0111. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

If you need additional information, contact:

The Permanent Commission on the Status of Women

18-20 Trinity Street, Hartford, Connecticut 06106.

(Telephone Number: (860) 240-8300).

To report sexual harassment, the Sexual Harassment Reporting Form (Policy #'s 4118 and 5145.5) is available at the Ledyard Public Schools' website (www.ledyard.net), the Board of Education Office on Blonder Blvd., and the high school assistant principals' office.