# LYMAN MEMORIAL HIGH SCHOOL

917 EXETER ROAD
LEBANON, CT 06249
www.lebanonct.org



**Important Phone Numbers**

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

Superintendent's Office (860) 642-3560
LMHS Main Office (860) 642-7567
LMHS Guidance Office (860) 642-5687
LMHS Health Office (860) 642-7673
LMHS Agricultural Science (860) 642-7759
LMHS Cafeteria (860) 642-3524
Special Education Office (860) 642-3565

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

*The Lebanon Board of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Lebanon Board of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.*

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# What do you know about Schools in Lebanon?



***Did you know that...*** **In 1743, The Tisdale School was founded by Jonathan Trumbull and several townspeople? It was located on the site of the current town hall as depicted is this engraving by John Warner Barber, published in 1836?**

***Did you know that...*** **during the 19th century Lebanon had a total of 16 school districts each with their own school houses? In 1936, all the one –room schools were consolidated, when a federal grant allowed the town to build a central elementary school on Route 207.**

***Did you know that...*** **the Baptist Church District School was also known as School House #5?**

*Below Left:* Photograph of School House #5 with teacher Gladys Clark posing with her students in 1904. *Lebanon Historical Society Collection*

*Below Right:* Another view of School House #5 taken from the North end of the Green. It was located at the junction of Routes 87 and 289, on a small triangle of land. *Photo courtesy of Robert Slate*



## *Did you know that…*

**The original Lyman Memorial High School opened in 1922? It was Lebanon's first high school and was located on the current site of the Lebanon Town Hall.**





*Top Right:* The First Lyman Memorial High School and below the graduating class of 1932.
*Lebanon Historical Society Collection*



*Middle Right:* Students who attended the Lebanon Center School house, circa 1925 and below is the front of the Lebanon Center School.
*Lebanon Historical Society Collection*

## *Did you know that…*

**The Center School, also known as School #6, was located in center of town next to the First Congregational Church? In 1937, it became the town library, after the new elementary school on Route 207 opened in 1936.**



# LEBANON PUBLIC SCHOOLS
# 2026 / 2027 CALENDAR

**AUGUST 2026 - 4 days**

| M | T | W | TH | F |
|---|---|---|---|---|
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

**SEPTEMBER 2026 - 21 days**

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

**OCTOBER 2026 - 20 days**

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

**NOVEMBER 2026 - 17 days**

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

**DECEMBER 2026 - 17 days**

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

**JANUARY 2027 - 19 days**

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

## Important Calendar Dates

**August 21 -** New Staff
**August 24 -** Convocation
**August 25 -** Professional Development
**August 26 -** School begins for all students, Early Dismissal
**September 7 -** Labor Day, District Closed
**October 2 -** Professional Development
**October 12 -** Indigenous Peoples' and Columbus Day, Dist. Closed
**November 2 -** Early Dismissal All Students
LES, LMS, LMHS Parent Teacher Conferences
**November 3 -** No School All Students
LES, LMS, LMHS Parent Teacher Conferences
**November 11 -** Veterans Day, District Closed
**November 25 -** Early Dismissal
**November 26-27 -** Schools Closed, Thanksgiving Break
**December 23 -** Early Dismissal
**December 24 - January 1** Schools Closed
**January 14-20 -** Early Dismissal LMHS (Exams)
**January 18 -** Martin Luther King Day, District Closed
**February 12 -** Professional Development
**February 15 -** Presidents' Day, District Closed
**February 16 -** Schools Closed
**March 5 -** Professional Development
**March 24, 25 -** Early Dismissal All Students
LES, LMS, LMHS Parent Teacher Conferences
*March 25 - No PM PreK*
**March 26 -** Good Friday, District Closed
**April 12-16 -** Schools Closed, April Break
**May 7 -** Early Dismissal All Students, Afternoon P.D.
**May 31 -** Memorial Day, District Closed
**June 4-9 -** Early Dismissal LMHS (Exams)
**June 8-9 -** Early Dismissal All Students
**June 9 -** Last day for students

**Indicates Holiday/District Closed**
**Indicates No School**
**Indicates Prof. Dev. / Conferences No School for Students**
**Indicates Early Dismissal: All Students**
**Indicates Early Dismissal: LMHS Only**

**FEBRUARY 2027 - 17 days**

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

**MARCH 2027 - 21 days**

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

**APRIL 2027 - 17 days**

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

**MAY 2027 - 20 days**

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

**JUNE 2027 - 7 days**

| M | T | W | TH | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | | |

**If five school days are cancelled due to inclement weather, etc. prior to March 1st, additional school closing days will be made up during April vacation beginning on April 16th.**

**180 Student Days**
**186 Teacher Days**

**BOE Approved:11/18/2025**

## Lebanon Board of Education

| | | | | |
|---|---|---|---|---|
| Dawn Whitcher, Chairperson | Brian Green, Vice Chairperson | Rachael Archer, Secretary | Carrie Bender Schwartz | Christopher Darrow, Sr. |
| Nicole McGillicuddy | Danelle Person | Elizabeth Sullivan | Karl Weinsteiger | |

**Superintendent of Schools**

Mr. Andrew Gonzalez

**School Administration and Staff**

| | |
|---|---|
| Principal | James C. Apicelli |
| Assistant Principal | Susan J. Mike |
| Director of Curriculum and Instruction | Rita Quiles- Glover |
| Director of Technology | Jacques Dulac |
| IT Building Support | Nicholas Kercado, Lamar Porter |
| Director of Special Services | Dawn DeLia |
| Director of Athletics | Brandon Strout, Connor Hill (Assistant Director of Athletics) |
| Agriculture Sciences: | Rebecca Burton, Megan Grogan, Anna Tromza, Brenda Wildes (*Vo- Ag Secretary*) |
| Applied Technology: | May Kiselica, Kevin Hayden, Mark Skaff |
| Art: | David Covino, Roselyn Marino |
| Business | Mark Doyle |
| English: | Diane Ayer, Ryan Fabry, Brian Girasoli, Joel Kuczynski, Melanie Martin |
| Guidance Counselors: | David Tedesco, Darlene Loukides<br>Christine Chalifoux (*Administrative Secretary, Guidance*) |
| Health: | Justin Costick, Connor Hill, Brandon Strout |
| Mathematics: | Melynda Flanagan, Alexandria Field, Zachary Johnson, Sarah Manfre, Shane Morse |
| Music: | Kathryn Ricard |
| Nurse: | Madison Doucette |
| Physical Education: | Justin Costick, Connor Hill, Brandon Strout |
| Science: | Michelle Battles, Adam Berlin, Jason Conn, Catherine Hunt |
| Social Studies: | Kevin Brodie, Amber Van Dyne, Baird Welch-Collins |
| Special Education: | Patricia Cady, Jacqueline Gorborino, Heather McCluskey, Margaret Quinn, Emily Zastowsky |
| Speech and Language: | Alyssa Flynn |
| Student Services: | Melanie Dunphy (*School Psychologist*)<br>Sabena Escott (*School Social Worker)* |
| World Language: | Ian Holland, Sandra Rios |
| Instructional Assistants: | Anne Angelastro, Heather Carney, Chantal Fauteux-Fields, Margaret Goodrich, Lara McCluskey, Linda Peterson, Barbara Renna, Lorraine Strenkowski |
| Administrative Assistants: | Kristy Michele, Abigail Leger( *Attendance Secretary*) |
| Facilities Manager: | John Jarvis |
| Maintenance Department: | Joshua Poquette |
| Custodians: | Theo Cecchetti, Michael Hartnett, Debra Hutter, Anthony Marson |

## ACCREDITATION STATEMENT

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

## EQUAL OPPORTUNITY

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

# Lebanon Public School's Portrait of a Graduate

To ensure that students have the necessary skills and dispositions to accomplish our mission, the school community has identified six qualities that each student should develop over their Pre-K-12 experience and demonstrate prior to graduation.

### Responsible Citizen

A responsible citizen collaborates with diverse people to accomplish community goals through democratic processes. They manage themselves and their resources in a way that is beneficial to their community. A student who demonstrates the qualities of a responsible citizen:

- Respects diverse people, cultures, and viewpoints when addressing a variety of issues;
- Contributes to the betterment of their community;
- Applies their understanding of democratic processes to participate in community decisions;
- Advocates for themselves and others;
- Manages time and materials appropriately; and
- Makes ethical and responsible decisions.

### Effective Communicator

An effective communicator clearly conveys their ideas using the appropriate medium. They adjust their presentation of ideas as needed to better reach their audience. A student who demonstrates the qualities of an effective communicator:

- Uses a multitude of platforms (digital and analog) to meaningfully express ideas;
- Articulates and defends their viewpoint clearly in writing, in media and orally;
- Applies the conventions of their chosen communication medium appropriately; and
- Adapts their communication to the needs of a particular audience.

### Innovative Problem Solver

An innovative problem solver thinks flexibly when analyzing and reflecting on their work. They attempt challenging problems and persevere in solving them. A student who demonstrates the qualities of an innovative problem solver:

- Engages in challenging work by developing plans to accomplish it;
- Develops flexible and/or creative solutions;
- Analyzes and evaluates situations to draw conclusions and troubleshoot issues; and
- Reflects on successes and failures and persists in improving their work.

## Critical Thinker

A critical thinker asks thought provoking questions and seeks out accurate information to answer those questions. They assess the validity of ideas and opinions by drawing on their experiences and on data. A student who demonstrates the qualities of a critical thinker:

- Asks appropriate and insightful questions;
- Supports an argument with accurate, relevant, and compelling evidence;
- Seeks out a range of information to inform their opinion and evaluates it critically;
- Recognizes bias and differences in perspective in self and others; and
- Connects new learning to prior knowledge.

## Lifelong Learner

A lifelong learner builds knowledge and skill through practice and the application of appropriate learning strategies. They possess a well-rounded pool of background knowledge and skills, which they can leverage to address their areas for growth. A student who demonstrates the qualities of a lifelong learner:

- Articulates their current strengths and weaknesses as a learner;
- Develops healthy coping strategies to compensate for areas of personal difficulty;
- Applies their understanding of growth mindset to the learning of new skills/knowledge;
- Demonstrates an understanding of the fundamental concepts within a discipline; and
- Identifies community organizations that offer assistance and learning opportunities beyond those available in their school.

## Engaged Collaborator

An engaged collaborator actively participates in and makes beneficial contributions to group endeavors regardless of their role. They can switch between leadership and supporting roles easily, as well as give and act on appropriate feedback. A student who demonstrates the qualities of an engaged collaborator:

- Listens to and values the contributions of others;
- Accepts feedback and adapts ideas;
- Contributes to a group goal both independently and interdependently; and
- Works effectively in both leading and supporting roles.

## EQUAL OPPORTUNITY, TITLE IX, SECTION 504

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

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

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

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

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

| LYMAN MEMORIAL HIGH SCHOOL BELL SCHEDULE | | | | |
|---|---|---|---|---|
| ODD | EVEN | ODD | EVEN | ODD |
| Per. 1<br>7:30-8:49 | Per. 2<br>7:30-8:49 | Per. 1<br>7:30-8:49 | Per. 2<br>7:30-8:49 | Per. 1<br>7:30-8:49 |
| Per.3 8:53-10:11 | Per.4 8:53-10:11 | Per.3 8:53-10:11 | Per.4 8:53-10:11 | Per.3 8:53-10:11 |
| PAWS<br>10:15-10:49 | PAWS<br>10:15-10:49 | PAWS<br>10:15-10:49 | PAWS<br>10:15-10:49 | PAWS<br>10:15-10:49 |
| **Per. 5 ~ *LUNCH***<br>10:53-12:42<br>1st Lunch-<br>10:53-11:23<br>2nd Lunch-<br>12:12-12:42 | **Per. 6 ~ *LUNCH***<br>10:53-12:42<br>1st Lunch-<br>10:53-11:23<br>2nd Lunch-<br>12:12-12:42 | **Per. 5 ~ *LUNCH***<br>10:53-12:42<br>1st Lunch-<br>10:53-11:23<br>2nd Lunch-<br>12:12-12:42 | **Per. 6 ~ *LUNCH***<br>10:53-12:42<br>1st Lunch-<br>10:53-11:23<br>2nd Lunch-<br>12:12-12:42 | **Per. 5 ~ *LUNCH***<br>10:53-12:42<br>1st Lunch-<br>10:53-11:23<br>2nd Lunch-<br>12:12-12:42 |
| Per. 7 12:46-2:05 | Per. 8 12:46-2:05 | Per. 7 12:46-2:05 | Per. 8 12:46-2:05 | Per. 7 12:46-2:05 |

| 2 HOUR DELAY SCHEDULE | | | | |
|---|---|---|---|---|
| ODD | EVEN | ODD | EVEN | ODD |
| 1 - 9:30 -10:28 | 2 - 9:30 -10:28 | 1 - 9:30 -10:28 | 2 - 9:30 -10:28 | 1 - 9:30 -10:28 |
| ***3~Lunch*** | ***4~Lunch*** | ***3~Lunch*** | ***4~Lunch*** | ***3~Lunch*** |
| 10:32-12:01<br>1st Lunch 10:32-11:02<br>2nd Lunch 11:31-12:01 | 10:32-12:01<br>1st Lunch 10:32-11:02<br>2nd Lunch 11:31-12:01 | 10:32-12:01<br>1st Lunch 10:32-11:02<br>2nd Lunch 11:31-12:01 | 10:32-12:01<br>1st Lunch 10:32-11:02<br>2nd Lunch 11:31-12:01 | 10:32-12:01<br>1st Lunch 10:32-11:02<br>2nd Lunch 11:31-12:01 |
| 5-12:05-1:03 | 6-12:05-1:03 | 5-12:05-1:03 | 6-12:05-1:03 | 5-12:05-1:03 |
| 7-1:07-2:05 | 8-1:07-2:05 | 7-1:07-2:05 | 8-1:07-2:05 | 7-1:07-2:05 |

Revised 7/13/2023

DELAYED OPENINGS/EARLY CLOSING DAYS

| **TWO HOUR DELAYED OPENING*** | |
|---|---|
| Grades Kindergarten-4 | School starts – 10:35 a.m.; School ends 3:10 p.m. |
| Morning Preschool | CANCELLED |
| Afternoon Preschool | Session starts 12:20 p.m.; Session ends 3:10 p.m. |
| Grades 5-8 | School starts 9:38 a.m.; School ends 2:15 p.m. |
| Grades 9-12 | School starts 9:30 a.m.; School ends 2:05 p.m. |

| **EARLY DISMISSAL*** | |
|---|---|
| Grades Kindergarten-4 | School starts 8:35 a.m.; School ends 1:05 p.m. (Lunch served) |
| Morning Preschool | Session starts 8:35 a.m.; Session ends 10:45 a.m. |
| Afternoon Preschool | Session starts 10:45 a.m.; Session ends 1:05 p.m. Note: Students will be picked up approximately 90 minutes earlier. PLEASE BRING A LUNCH. |
| Grades 5-8 | School starts 7:40 a.m.; School ends 12:10 p.m. |
| Grades 9-12 | School starts 7:30 a.m.; School ends 11:55 a.m. |

| **DELAYED OPENING ON A SCHEDULED "EARLY CLOSING DAY"** | |
|---|---|
| Early closing is CANCELLED and normal closing time observed | |
| Grades Kindergarten-4 | School starts – 10:35 a.m.; School ends 3:10 p.m. |
| Morning Preschool | CANCELLED |
| Afternoon Preschool | Session starts 12:20 p.m.; Session ends 3:10 p.m. |
| Grades 5-8 | School starts 9:38 a.m.; School ends 2:15 p.m. |
| Grades 9-12 | School starts 9:30 a.m.; School ends 2:05 p.m. |

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

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

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

# ACADEMIC REQUIREMENTS

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

Graduation Requirements

The following twenty-six (26) credits are necessary:

| Subject | Credits | Specific Requirements |
|---|---|---|
| English | 4 | |
| Social Studies | 3 | Including 1 credit in US History and .5 credit in Civics |
| Mathematics | 4 | |
| Science | 3 | Including 1 credit in Biology |
| Physical Education | 1 | |
| Health | 1 | |
| World Language | 2 | |
| Senior Project | 1 | |
| Electives | 7 | Electives for the Class of '27 and beyond must also include **.5 cr of Financial Literacy** which can be met by taking Personal Finance, Advanced Algebra with Financial Applications, or Ag Management. |
| Total | 26 | |

*** Must participate in the State approved mastery tests or district approved alternative assessment(s)**
*** SAT Grade 11**
*** NGSS (Science Test) Grade 11**
***Beginning with the Class of 2027 all students must complete the FAFSA application or submit a waiver.**
*** Beginning with the Class of 2030 students will need 25 credits to graduate with only on year of a World Language taken at Lyman Memorial High School.**

## ACADEMIC PROGRESS

Students must accumulate a minimum of twenty-six (26) credits, including the successful completion of a Senior Project in order to earn a Lyman Memorial High School diploma. Students are required to take a minimum of seven (7) credits each year in order to meet or surpass the total needed for graduation. Academic progress is marked by the accumulation of credits as is assignment to a student's high school grade level and grade level homeroom. The following chart is provided to help students monitor and assess their academic progress. Guidelines for minimum credits earned for each grade level 10 through 12 are listed below:

Grade 10: minimum 6.5 credits
Grade 11: minimum 13 credits
Grade 12: minimum 18 credits

**Class Rank:** Starting with the Class of 2030, class rank will no longer be calculated except for the purposes of identifying the class valedictorian and salutatorian. For purposes of determining class rank and identifying the class valedictorian and salutatorian, weighted averages will be computed at the close of the second marking period for seniors and will assume, for full-year courses, that grades earned at the mid-point of the year will remain constant for the remainder of the year (per BOE policy 6001). Class rank is a weighted average that

takes into account course level and grade. The quality point matrix is shown above. If you have any questions or concerns about your schedule, please call or see your counselor.

## GRADING CODE

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

### Mid-Year and Final Exams

In January (January 14- 20, 2027) and June (June 4-9, 2027 tentatively), mid-year or final examination periods will be scheduled for all courses. All first semester (1/2 credit) courses will have a final exam and all full-year (1 credit) courses will have a mid-year exam in January. Second semester (1/2 credit) courses and full-year (1 credit) courses will have final exams in June. In a full year course, seniors with an "A" average in a course may be exempt from the final exam. **Students may not reschedule mid-year or final exams without the permission of the administration.** Permission will be granted **only in the case of medical or family emergencies or other reasons approved by administration two weeks in advance.** Vacation plans are not considered acceptable reasons to reschedule exams. Please consider in your planning that snow days may alter the school calendar.

### Homework

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

### REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times during the school year. Report cards are mailed home. If there are concerns, parents are encouraged to contact individual teachers or counselors at any time during the year. Progress reports are distributed to students midway into the quarter. Progress reports are also mailed home. The dates are subject to change based on weather related conditions.

Every effort is made to make report cards available to students/families within two weeks of the end of each marking period. Final report cards are mailed home to students who have no outstanding financial or disciplinary obligations.

**Progress Reports Closing Dates & Marking Period Closing Dates**

| Progress Reports | End of Marking Period |
|---|---|
| September 25 | October 30, 2026 |
| December 4 | January 13, 2027 |
| February 26 | March 29, 2027 |
| May 7 | Last Day of School |

Parents/guardians are encouraged to meet with teachers and school counselors to plan a mutual course of action to help a student who is not achieving his/her ability. Students who are failing or under achieving, should design a plan to improve performance. Counselors, teachers, and parents should be included as supports and resources in addition to such actions as extra study time, extra help, and development of organizational skills. The Scientific Research Based Intervention (SRBI) is available to assist students and parents to develop school success plans. Referrals are made through Guidance.

## Honor Roll

**1st Honors** Students who receive a grade point average of 93 in all courses and no grades below 70.
**2nd Honors** Students who receive a grade point average of 87 in all courses and no grades below 70.

## National Honor Society

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

Once a student is determined as being eligible for membership, they complete an application which is then reviewed by a faculty committee. The committee is guided by the four tenants of NHS: scholarship, character, leadership, and service. Each one of these qualities is defined below.
Scholarship – students must demonstrate a commitment to academic excellence.
Character – students must be above reproach; they are trustworthy and respected by students and staff alike.
Leadership – students are not only taking leadership roles in school and community activities, but also demonstrating leadership in the school setting through appropriate classroom and school-wide behaviors.
Service – students must demonstrate a commitment to helping others both within and outside of school including extracurricular activities, athletics, community service, and volunteer work.

## Credit Information

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

1. All students must enroll in a minimum of 5 major subjects, plus physical education each semester. Physical Education is optional for seniors. Other students are excused from Physical Education only by a physician's statement presented and approved at the beginning of the exemption period. Alternative programs for those medically excused must be approved by the department coordinator.
2. In the event a student in grade 9, 10, or 11 fails English for the year, he/she will not be permitted to take two English classes the following year unless approval from administration. Students who fail English have two options available to them: a) must attend an approved summer school, or b) repeat same academic level English course the following year.
3. Prerequisites are required for some subjects, and all subjects must be taken in sequence.
4. Any student who transfers to Lyman Memorial will be scheduled as closely as possible with the subjects taken in his/her former school.
5. A student who repeats a course may not receive credit if credit has previously been granted.
6. Audit courses receive no credit value, and students may enroll in them only with approval from the teacher, parents, and Guidance Office.

## Health Class Information

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

## Transfer Credit

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

## Summer School Credit for Credit Recovery

A full credit may not be given for summer school work unless a student previously has taken the course during the regular academic year. Students must remain in a Lyman course the full time to be eligible for summer school unless administration permission is granted.

## Add/Drop Procedure

If a student has a valid reason for requesting a schedule change the reason is to be stated in writing and submitted to guidance within 6 days of the change.
Add/drops and course level change may only be completed with the approval of the teacher, counselor, and parent. There is an extension to the add/drop timeline with World Languages. The time is extended to the middle of the first quarter progress report time.

**Steps for Requesting a Schedule Change**

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

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

# STUDENT SUPPORT SERVICES

## MTSS

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

HOW STUDENTS CAN BE REFERRED TO THE MTSS LEADERSHIP TEAM

A. Self-Referral -a student can refer to himself/herself by telling any member of the SRBI Leadership Team, the support personnel teachers, of their desire to be involved. A student who initiates drug-related help or advice for himself/herself or for a friend from a staff member will not receive disciplinary action. The staff member will inform the student of the availability of professional help and his/her rights in receiving such help and will encourage and support the student in seeking help.
B. Peer referral -a friend may refer you.
C. Staff referral -a staff member who sees signs that you are having problems and who cares about you may make a referral.

D. Disciplinary referral -a building administrator will, whenever possible, pair consequences with the offer of the chance to get help with whatever caused you to get into trouble.
E. Parent -a parent may contact the school and refer you if they are concerned. See Referral Form.
F. Guidance Counselors will refer students that are failing one or more subjects and notify parents/guardians.

## Guidance Services

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

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

## College Search and Application Process

Responsibilities of the student/parent:

- Request applications for admission from the colleges/universities you plan to apply to or download applications online.
- After a student applies, they **must notify** the guidance office via the Transcript Request Form immediately so corresponding school records may be mailed from the guidance office. (Forms are available in the guidance office - Two weeks' notice is required for all transcript requests)
- Be aware of and register for all assessments required by the colleges/universities you are applying to (SAT, SAT Subject Tests, ACT, etc).
- Schedule visits and/or interviews at college/post-secondary schools.
- Meet all application and financial aid deadlines. As a courtesy please make the counselor aware of all application deadlines far in advance via the Transcript Request Form.
- Write required/recommended essays with the help of an English Teacher.
- Request letters of recommendation from faculty at least two weeks in advance of when it will be needed.
- Request letters of recommendation from Counselor at least two weeks in advance of when it will be needed or it cannot be guaranteed.
- Make sure all supplemental recommendation forms are submitted to teachers and counselors at least two weeks in advance of the deadline.
- Request official SAT score reports from the College Board to be sent to appropriate colleges/universities when applicable.
- Complete and submit the Free Application for Federal Student Aid (FAFSA) and CSS Profile (if applicable).
- Research and apply for scholarships.

Responsibilities of the School Counselor:

- Provide the opportunity for individual counseling and advice with each student.
- Be accessible to both parents and students for assistance throughout the search and application process.
- Assist students/parents in researching deadlines, requirements and other relevant information upon request.
- Host college admissions representatives.
- Host a Financial Aid Night in December.
- Make available FAFSA forms, SAT/ACT registration materials and other forms/information when appropriate in the guidance office.
- Update and maintain the Scholarship Binder, which is available in the Guidance Office.
- Forward official school records to colleges upon request via the Transcript Request Form (transcripts, class rank, G.P.A., school profile, course selections, secondary school reports etc.)

- Complete Secondary and Mid-year school reports when applicable.

## College Fairs

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

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

## Student Directory Information

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

## Contents and Examination of Student Records

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

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

Parents of a minor may examine the school records of their son/daughter as consistent with FERPA and BOE policy by giving 24 hours' notice to the Guidance office. The same right is given to students who have reached the age of 18. Lebanon Board of Education Policy 5125 covers student record management in detail. A copy of FERPA regulations and BOE policy is available in the main office. Persons seeking additional information should contact Guidance or Administration.

## Transfer of Records

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

## Standardized Testing

**PSAT/NMSQT -** The Preliminary SAT/National Merit Scholarship Qualifying Test will be slated to be administered by the guidance department at Lyman Memorial High School. The date is TBD. Students in grades 9, 10, and 11 will be taking this test to practice for the SAT I (Scholastic Assessment Test), compete in scholarship programs, and receive information from colleges.

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

**The SAT Reasoning Test and the SAT Subject Tests -** The Connecticut State Board of Education adopted the SAT (created by the College Board) as the annual state assessment for eleventh graders in Connecticut. All students in Connecticut must be tested once in high school for English language arts/literacy and mathematics using the same assessment for all students. This is a requirement of federal and state law. By adopting the SAT, we are eliminating duplicate testing, and eleventh grade students in Connecticut will have an opportunity to take the SAT free of charge during the school day in the second semester of the 2026 school year.

The SAT assesses the critical thinking skills students need for academic success. Support is available for students with special needs, as determined by an individualized education program (IEP) or an Americans

with Disabilities Act-Section 504 plan. There will also be accommodations for English Learner (EL) students. Many students will be able to use their SAT scores for both the state school accountability system, as well as college admission (if agreed upon by the student/family and the College Board). School personnel are being trained in all aspects of administration of the SAT, including supports for students with special needs and English learners.

There are many free College Board resources to help students get to know the exam. Resources will provide targeted review and authentic practice with SAT approved questions. Please visit the following website https://collegereadiness.collegeboard.org/ to view resources such as sample questions, printable full practice tests, and other practice materials at Khan Academy (https://www.khanacademy.org/ ). As educators, we are committed to working together to support all students and families with resources and information on the SAT, in the hopes that each student will achieve his or her personal best.

## Test Fee Waivers

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

## AP-Advanced Placement Program

Advanced Placement (college level) courses are offered at Lyman Memorial High School. Not all courses are offered annually. The AP examination schedule will be announced for May 2027. The fee for each examination is approximately $99.00. Qualified students with acute financial need are eligible for fee reductions. See your guidance counselor to obtain information.

## Transfer/Withdrawal Policy

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

## School Psychologist

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

## Confidentiality

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

## Individual Planning and Placement Team

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

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

## LEBANON PUBLIC SCHOOLS
## SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

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

## AFFIRMATIVE ACTION AND STUDENT RIGHTS

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

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

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

## Health Services
## Requirements for Admission to School

**I. Physical Examinations:**

During the 10th grade, a student must have a complete physical examination and present written results of the exam to the school on the state approved form. **Responsibility for this physical examination and for obtaining the results rest with the parent and/or guardian.**

All students transferring from out-of-state must have a physical exam if there is no record of one within a year of entry.

**II. Immunizations:**

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

**III. Emergency Information**:

Emergency Information forms must be completed by parents or guardians prior to the opening of school. Incomplete or missing emergency or medical information will result in a withheld schedule. Parents or guardians must keep the information on the card up-to-date to facilitate locating parents in case of illness or emergency. Parents are expected to come for children as soon as possible after being notified by the nurse or arrange for someone else to assume care of the child. The school nurse cannot assume the responsibility for long term care. Students enrolling at Lyman after the start of the school year need to complete emergency information prior to attending class.

**IV. Procedures:**

### Injuries Occurring in School

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

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

### Illness Occurring in School

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

### General Health Service Guidelines

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

To ensure a smooth transition and appropriate care, students returning to school after Hospital/Emergency room or Physician office care of the type that would impact school services and student safety must present a note from the Hospital/Emergency Room/Physician. This note must include: date student may return to school, and any restrictions, limitations, or assistive devices necessary, (crutches, wheelchair, sling, etc.,) and length of time necessary. In order to maximize student safety, no student will be allowed to attend school without written physician authorization and guidelines. Students requiring assistive devices or returning to school following Hospital or Emergency room care must be signed into school through the Health Office.

**2. Miscellaneous conditions affecting student Health and Safety.**

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

## Communicable Disease Protocol

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

## Medical Excuse from Physical Education

If a student is ill or injured and needs to be excused from Physical Education, a note from the student's physician is needed stating length of time the student is to be excused. Otherwise it will be left to the discretion of the school nurse depending on the student's past and present medical history. The excuse from the school nurse shall cover one school day. School policy advises that a student who is able to be in school should participate in Physical Education. If a student has a temporary or chronic limitation, a limited physical education form must be completed by your physician and returned to the Health Office and the Physical Education teacher at the start of the limitation.

## Medication

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

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

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

## Student Insurance

High school students are offered low cost accident insurance through a private insurance plan. Neither the school nor anyone connected with it profits in any way from the plan. All students are encouraged to consider this low cost private insurance protection. The school's liability policy covers interscholastic sports injuries only, and is secondary to the family's medical insurance.

## Accidents

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

## Important Notice to Lyman Families

We have several students at Lyman with life-threatening allergies, including food and latex allergies. We ask for your help and cooperation to provide a healthy and safe educational environment.

Please follow these practices:

- No classroom projects with tree nuts, peanut butter, peanut shells, egg cartons or latex.
- Latex products including latex balloons are not permitted.
- Students should not share food with others.
- Because foods provided for class-wide consumption must be selected with extreme care, we ask students refrain from bringing in surprise classroom snacks/treats.

# STUDENT ACTIVITIES

## Social Activities

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

1. Dances and social activities are restricted to Lyman Memorial High School students and pre-registered and approved guests.
2. Hours for socials or dances: Dances: 7:00 p.m.-10:00 p.m. Proms: TBA. Also see Junior Prom.
3. For all class or school-wide dances, faculty chaperones are required (number to be determined by the Assistant Principal). Faculty advisors are responsible for ensuring that chaperones are provided for activities. Confirmed lists must be turned in to the Student Activities Director and Assistant Principal one week in advance of the event.
4. Once students arrive at a social affair, they are required to remain in the building. If students leave the building they are expected to leave the school grounds and will not be permitted to return.
5. Students must conduct themselves in a proper manner at all times. Behavior that may result in injury/intimidation of others is not permitted. Students violating this rule will be dismissed from the event, and will be suspended from attending future activities. Parents of pupils who are asked to leave a school activity because of misconduct will be notified.
6. No smoking is allowed in the school building or on the grounds during the school activities or during off campus activities.
7. If a student is suspended just prior to or is asked to leave an activity for a disciplinary reason, the entrance fee will not be refunded.
8. The use or possession of a drug/mood altering substance, alcoholic beverage or intoxicant of any kind at any school function will not be permitted regardless of the age of the student or guest. Police will be notified and students will be subject to disciplinary consequences.
9. The class or club sponsoring a dance or other social event is responsible for cleaning the cafeteria, gymnasium or atrium. Students may not be in the building at any time without the advisor arranging for supervision and permission to be there. This regulation applies during the decoration and cleaning up before and after an activity.
10. Students owing fees or disciplinary obligations may be excluded from student activities. Any student whose behavior at an off campus event or activity violates school rules or is disruptive or disrespectful will not be permitted to attend future events until approved by administration

## Working Papers

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

## Athletics

Athletic Director:Brandon Strout, Assistant Athletic Director:Connor Hill

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

Students are also required to abide by the rules of eligibility as prescribed by the Connecticut Interscholastic Athletic Conference and The Lebanon Board of Education. These rules are interpreted for the students on a regular basis by the athletic director and/or the principal. Eligibility rules will be distributed by coaches along with health forms and permission slips. Lyman varsity competition includes the following activities:

| | |
|---|---|
| Fall | Soccer – Boys and Girls Varsity and Junior Varsity<br>Cross Country – Boys and Girls Varsity<br>Football- Co-op<br>Girls' Volleyball – Varsity and Junior Varsity |
| Winter | Basketball – Boys and Girls Varsity, Junior Varsity<br>Wrestling – Co-ed Co-op<br>Ice Hockey- Co-ed Varsity<br>Indoor Track – Boys and Girls Varsity |
| Spring | Baseball (Boys' only) – Varsity and Junior Varsity<br>Golf- Boys and Girls<br>Softball (Girls' only) – Varsity and Junior Varsity<br>Tennis, Boys' – Varsity<br>Tennis, Girls' – Varsity<br>Track and Field – Boys and Girls Varsity |

Lyman is a member of the Eastern Connecticut Conference, a league of small, medium, and large schools located in eastern Connecticut and competes in the sports of football, ice hockey, golf, soccer, basketball, baseball, softball, cross country, track, tennis, volleyball, and wrestling.
We are proud of our athletes and encourage all students and community members to support the players and the program. Membership in the Boosters Club is open to all Lyman community members. Questions about the program may be addressed to Mr.Brandon Strout, Athletic Director.

## Athletic Player Policies

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

1. **Eligibility:** Scholastic eligibility for team competition will follow C.I.A.C. rules. The Lebanon Board of Education expects that students pass all of their courses. Students who have a cumulative marking period average below "70" (C-) or a failure in any course at the conclusion of the marking period will be placed on academic probation. The failed class will be monitored for a progress period (half a marking period). The student will be declared ineligible if their progress report remains a failing grade. The policy shall apply to grade nine students after the first progress period; the policy shall be in effect the entire year for all students in Grades 10-12. The fourth progress period or the final grade average shall be used to determine eligibility for the first progress period the following fall. (See Lebanon Board Of Education Policy 6145.2 for details).
2. **Practice Requirements:** The students are expected to attend all practices unless excused by the coach. An excused absence must be allowed for a) medical reason; b) legal reason; c) a family emergency; d) conflict with other school activity. An excused absence, however, will subject players to the usual team rule regarding starting a game immediately following a missed practice. Unexcused absences will result in discipline in accordance with coaches' rules.
3. **Tardiness:** Tardiness in school will not be tolerated. Team members must be in attendance by 11:00 am of the school day in order to participate in practice or play in a game on that day. The only exceptions will be medical or personal appointments approved by the coach and principal at least 24 hours prior to the appointment. Players who are habitually late to school will be subject to disciplinary action or suspension from the team at the discretion of the athletic director for the duration of the season. Players that are habitually late to school will be subject to disciplinary action or suspension from the team at the discretion of the Athletic Director and with the recommendation of the coach.
4. **Tobacco:** State law prohibits smoking or use of tobacco of any type by our students anywhere in the school building or on school grounds. Failure to abide by this law results in a suspension from school. Additional consequences can be imposed by coaches up to and including dismissal from the team.
5. **Alcohol, Drugs:** Any student using, possessing, or distributing drugs including controlled substances, chemicals, steroids or medications which a prescription is required or any substance intended to alter mood and/or alcohol on school grounds or at a school sponsored event will be referred to the Administration and subject to consequences as outlined in the Lyman Memorial High School Parent and Community Handbook and Board of Education Policy 5114.

Student athletes may face consequences, up to and including dismissal from the team, for drug and alcohol activities that occur beyond the school day. Student athletes have a 24 hour, 7 day a week prohibition against alcohol and drug activities. Activities include but are not limited to using, possessing, distributing, or association with alcohol and or drugs. Attendance at a function where alcohol and /or drugs are available to underage persons may result in consequences imposed by the Principal and the Director of Athletics.

6. **Language:** Abusive and profane language will not be tolerated at any time. Players will be subject to strict disciplinary action.
7. **Hazing:** Any team member caught in hazing activities will be immediately dismissed from that team and may also be subject to police investigation.
8. **Suspension:** A student suspended from school shall not play or practice through the duration of his/her suspension. Players may also be suspended by coaches for disciplinary reasons: absences, behavior and/or violation of other team rules.
9. **Players coming to or going from games not on team bus:** Players not on the team bus may arrive or leave the game with parents only. Players must have parents send a note, telephone or see the coach to make these arrangements. A player may arrive or leave a contest without a parent only under special circumstances and must have presented a permission slip to the Principal for approval at least 24 hours in advance of the contest.
10. **Uniforms:** Athletes who do not turn in their uniforms and/or fulfill other obligations are not eligible for awards or letters and will not receive any other uniform until restitution is made. Lost uniforms and other athletic equipment must be paid for by the athlete at the original cost to the school.
11. **Senior Freedom:** Players with Greater Freedom may not leave and return to the school during the sports season that they are participating in.
12. **Eligibility for awards:** All participants in J.V. and Varsity sports shall receive certification of participation. Any team members will be eligible for J.V. certificate by attending practices and games for the duration of the season, regardless of actual time of play during games. A student must participate in the allotment of varsity games specified by the coach and athletic director to be eligible for a varsity letter.
13. **Discipline:** General discipline and behavior problems will be handled by the coach, and their individual team rules will apply. Punishment will be determined by the coach. All players should be made aware of School Player Rules and individual team rules prior to each season.

### NCAA Division I, II Eligibility Registration

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

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

## SCHOOL REGULATIONS

### Building Care

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

### Surveillance Cameras

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

## Fire Drills / Emergency Evacuation of Building

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

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

## Lockdown Procedures

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

## Lockers and Desks

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

## Lost and Found

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

## Cafeteria / School Lunch Program

The Lebanon Lunch Program is designed to meet the nutritional needs of adolescents as defined by Federal Regulations. At the same time, it tries to offer students an array of choices to meet their tastes. The Lebanon Lunch Program is open at 7:15 a.m. to serve breakfast with no cost. They are also open during the 10 minute breaks. The program offers an entrée, (main meal, pizza, pasta, hot and cold sandwiches), and a variety of fresh or canned fruit, fresh or frozen vegetables, and a variety of milks for lunch at $4.40. Any student removing food or redistributing food without payment is subject to disciplinary and possible legal consequences. All students are expected to report to the cafeteria during their assigned lunch period and remain in the cafeteria until they are dismissed.

## Application for Free or Reduced Lunch

The Lebanon Public Schools participate in the National School Lunch Program. Students may buy lunch for $4.40. Meals are also available free or at a reduced price.

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

## Senior Freedom

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

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

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

## Student Parking

Student parking is a **privilege** and permits are granted at the discretion of the administration. This is a public parking area. Students are only permitted to park in the student section of the main parking lot. There is no parking in the circle in front of the building or behind the school. **The school is not responsible for your car.**

1. Students who drive to school must register within the first two weeks of school the motor vehicle(s) that they will be driving. A copy of the student's license and insurance card must accompany the application. Forms will be available in the office. Parking permits will be issued according to criteria as noted on applications. **No non-registered motor vehicles of any type are permitted at Lyman Memorial High School (i.e., pocket bikes, go carts, quads).**
2. Upon entering the school grounds from Route 207 (Exeter Road), all students are to report directly to the building. There is to be no loitering in the student parking lot.

3. At the end of the day, all students are to leave school grounds without delay unless they have legitimate business. Students who drive to school may not loiter in the parking lot, but must leave school grounds immediately upon dismissal of school. Students must allow the buses to leave school grounds first.
4. Students who drive to school and are chronically tardy, truant or who have office referrals are subject to having their parking privileges suspended or revoked.
5. Any student who drives recklessly on school property or fails to comply with school parking regulations **will not be permitted to park** on school property. The administration reserves the right to press legal charges against reckless drivers which includes the right to tow vehicles.
6. The school assumes no responsibility for any damage or vandalism to student vehicles. **Park at your own risk.**
7. Students are not allowed to park around the circle during school hours and after school.
8. Students are permitted to park in the designated student parking section of the parking lot. Students are not allowed to park in the staff parking area.

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

## Telephones

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

## Textbooks ~ Materials ~ Tools

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

## Transportation

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

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

## Visitors

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

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

Students are asked to tell friends who are picking them up at the end of the day to remain in their cars in the designated parking area and to follow all school rules. Loitering on grounds is not permitted. We

reserve the right to limit access to those who violate school rules or who pose a threat to school safety and security.

## Field Trips

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

## CONDUCT GUIDELINES

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

## Student Dress

In order to maintain an environment conducive to the educational process, the Board of Education (the "Board") prohibits the following from wear during the academic school day:

a. Footwear which mars floors or is a safety hazard.
b. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
c. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
d. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
e. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
f. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/ or the Nazi swastika.
g. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
h. Clothing that reveals undergarments and/or does not appropriately cover the body.
i. See through clothing.
j. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

## Assemblies in Auditorium and Gymnasium

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

## CONNECTICUT SCHOOL CLIMATE POLICY

Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein. The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The Lebanon Board of Education adopts this policy.

Lebanon Public Schools Policy 5014- CT School Climate Policy

Definitions:
1. "School climate" means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. “Positive Sustained School Climate” is the foundation for learning and positive youth development and includes: a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe. b. People who treat one another with dignity and are engaged, respected and solve problems restoratively. c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision. d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and e. A school community that contributes to the operations of the school and the care of the physical environment.
3. "Social and emotional learning" means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, selfmanagement, social awareness, relationship skills and responsible decision-making.
4. "Emotional intelligence" means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. "School environment" means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

8. "Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
9. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited 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.
10. "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, photoelectronic or photo-optical system.
11. "School climate improvement plan" means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.
12. "Restorative practices" means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. "School climate survey" means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. "Connecticut school climate policy" means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. "School employee" means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) 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 enrolled in a public school, pursuant to a contract with a local or regional board of education.
16. "School community" means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.
17. "Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee. Challenging Behavior Reporting Form
18. “Evidence Based Practices” in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.
19. “Effective School Climate Improvement” is a restorative process that engages all stakeholders in the following six essential practices: (A) Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful

roles and perspectives where all voices are heard; (B) Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process; (C) Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time; (D) Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child; (E) Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and (F) Strengthening policies and procedures related to: a. climate and restorative informed teaching and learning environments. b. infrastructure to facilitate data collection, analysis, and effective planning. c. implementation of school climate improvement plans with the goal of becoming restorative. d. evaluation of the school climate improvement process; and e. sustainability of school climate and restorative improvement efforts.

## Cheating ~ Forgery ~ Plagiarism

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

## Computer and Internet Usage

Lyman Memorial High School provides its students with the privilege of using the Internet and computer system. Students are expected to be responsible and abide by the Rules and Code of Ethics for Lebanon Schools Computer Users. These are outlined in the LMHS Computer Contract in the Parent and Student Handbook. Students are provided with a secure password, access, and a storage folder for their use. Passwords should not be shared with anyone. Students should change their password periodically. Students will be held responsible for the use of their password and any violations of the Computer Use Contract that is associated with their password. Computer usage throughout the district is periodically monitored to maintain the integrity of our network, and to ensure that no one is in violation of the Rules and Code of Ethics. Violation of the computer contract can result in loss of computer and internet privileges, liability for damages done to the network. Students can also receive out-of-school suspensions. It is our intention to provide a safe and secure environment where students can access and experience the internet for academic pursuits. Each student will be provided with a school issued Chromebook. Each student is responsible for the care of his/her Chromebook and any textbooks that are provided. Families of students are expected to pay for lost or damaged Chromebooks and textbooks. Chromebook covers and textbook covers are recommended to help prevent damage. Report cards will be held until payment is made to the school.

## Destruction of School Property ~ Vandalism

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

## Drugs and Illegal Substances

We at Lyman Memorial High School recognize the value and rights of each individual to grow and develop in a safe, drug-free environment. Substance abuse and dependency endanger the safety and well-being of individuals within the school environment and will not be tolerated. Strict disciplinary consequences of suspension and/or expulsion will result when students possess, use or distribute tobacco,

alcohol and drugs or mood altering substances. At the same time, we recognize that drug use and abuse may be indicative of serious underlying problems. Every effort will be made to offer a student help and assistance. Prevention through education, early identification and intervention, referral for treatment and aftercare support will be emphasized. See Board of Education policy 5131.6 and the MTSS Leadership Team data for details.

## Fighting (Verbal and Physical)

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

## Gambling

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

## Locker ~ Desk Search

Federal Courts have determined that school lockers and desks are the property of the school and therefore subject to search by school administration if reasonable cause exists. Students are not permitted to use their own locks on lockers. (See Lebanon Board of Education policy 5114). Students are expected to keep lockers neat and clean. Regular locker clean out is encouraged.

It is the responsibility of students to lock hallway and P.E. lockers, securing all personal goods. Lyman Memorial High School assumes no responsibility for misplaced, lost, or stolen articles or for items left in the lockers. Students are encouraged not to have personal items or large cash sums in school. Students finding lost items must return them to a teacher or the office immediately.

## Loitering

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

## Public Display of Affection

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

## Skateboards and Roller-skates

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

## Study Hall

Student behavior in study halls should be such that it contributes to the individual's overall achievement and does not interfere with other students' rights to study. Students are expected to bring work, study materials or reading. Game playing must be educational and be pre-approved by staff.

## Tardiness to Class

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

## Tardiness to School

1. Students who arrive after 7:30 a.m. must report directly to the main office and sign in.
2. When a student is tardy to school, a note signed by a parent/guardian must accompany the student to excuse his/her late arrival.
3. After three unexcused tardies per semester, the student will be assigned a detention for every tardy thereafter.

## Tobacco ~ Smoking

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

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

## Theft, Intimidation, and Forgery

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

## Weapons

No materials which pose a threat or danger to others, real or perceived, are allowed on grounds. Possession of knives, guns, explosives and other weapons or facsimile thereof is strictly prohibited. Large and excessive chains are also considered dangerous and are prohibited. Students found in possession of a weapon or materials on school grounds are subject to suspension and/or expulsion and will be referred to the police. (See Suspension, Expulsion policy #5114). **Students are reminded that this prohibition applies to even materials such as pocket knives, farming or fishing equipment, whether intent to harm exists or not.**

## Video Release

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

# CODE OF CONDUCT GUIDELINES

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

### A. RESPECT TO OTHERS:

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

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

### RESPECT TO PROPERTY:

LMHS students who respect property:

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

**B. THE LMHS STUDENT WILL BE ACADEMICALLY RESPONSIBLE AT ALL TIMES**

ACADEMIC RESPONSIBILITY AT LMHS LIES WITH THE STUDENT.

The LMHS student who is academically responsible:

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

**C. APPROPRIATE HALLWAY BEHAVIOR**

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

1. Students at LMHS are expected to behave in the following manner:

a) Moving between classes should be at an orderly, respectful pace, keeping in mind the safety of all those in the high school. Thus, students will refrain from wrestling, running, unwanted physical contact, or any other action that may be offensive or cause physical injury.
b) Movement on the stairwells should be consistent with the movement in the halls. Students will avoid congregating or stopping on the stairwells while passing between classes.
c) Talking during the passage of classes or while in the hall during classes should be at a conversational tone and using appropriate language.
d) Any use of profanity in the hallways is unacceptable.
e) Students are reminded that derogatory remarks made about individuals, cultures, or races are inappropriate and therefore unacceptable.

2. In addition, while classes are in sessions, students are expected to abide by the following:

a) Every student is responsible to have a SmartPass when leaving a classroom and present it upon the request of a staff member.
b) When students are late returning to class the teacher will assign consequences in this order
   1. Verbal warning
   2. Lunch Detention
   3. Referral to Administration
c) Every student is expected to move directly to and from his or her destination.
d) Students are expected to behave in a manner that will not disrupt or interfere with classes in sessions.

3. Finally, in the interests of maintaining a pleasant and healthy environment, students at LMHS should conduct themselves in the following manner:

a) Every student should refrain from and will be held responsible for defacing school property. This includes graffiti of any form.
b) There will be no eating or drinking in the classrooms.
c) Students should use the proper receptacles to dispose of trash and unwanted materials.

**D. PUNCTUALITY**

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

**E. APPROPRIATE LANGUAGE**

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

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

**DISCIPLINARY GUIDELINES**
**STUDENT ACTIVITIES / CONSEQUENCES**

| ACTION | DISCIPLINARY CONSEQUENCE |
|---|---|
| *Abusive Language/Profanity*<br>Any statement directed to/at/or about an individual or group that ridicules, or disparages person(s) based on identity, race, sex, religion, or ethnic origin. Includes obscene behavior/gestures/written messages. | Directed at a student: 1st offense – teacher takes appropriate action - warning & restorative session. 2nd offense – detention or suspension determined by the administrator.<br>Directed at a staff member: ISS or OSS determined by administrator; possible restorative session. |
| *Arson*<br>Setting fire to any part of the building or grounds or setting any objects on fire within the school | Up to 10 days OSS, police referral, parent/guardian notification, possible referral for expulsion hearing. |
| *Assault*<br>Any willful touching of a person by another with intent to do harm with any instrument, article or substance (i.e. spitting), or any portion of the body. | Assault on another student: Up to 10 days OSS, police referral; possible arrest; parent notification. Possible referral for expulsion hearing.<br>Assault on a staff member: 10 days OSS, police referral, arrest, parent notification, (referral for expulsion). |
| *Bomb Scare/False Alarm*<br>Students set off fire alarm systems without probable cause, or cause a bomb scare (i.e., written threat; verbal threat). | Students will be referred to the police and fire marshal; 10 days OSS; parental notification; (possible referral for expulsion hearing). |
| *Bullying* See Bullying Policy, 5014 | Bullying reports will be filed by students or staff members.<br>BOE policy will be followed, i.e. investigation, parental contact, safety plans, possible change of schedule, possible consequence, i.e ISS. |
| *Bus Infraction* | Detention or suspension depends upon the severity of the offense. Parent notification and possible suspension of the right of the student to transportation services. |
| *Cafeteria / Lunch*<br>Inciting or participating in the throwing of food or any material during lunch | Restorative - Cafeteria/lunch cleaning<br>Repeat offenders should get a lunch detention<br>In-school or out of school suspension depends upon the severity of the offense. |
| *Cheating, Plagiarism, Falsification*<br>The unauthorized use of notes, calculators or other aids on tests, quizzes or specified assignments or the use of another's work as one's own. Includes the verbal or written statement of any untruth. | 1st offense – The teacher will determine that the offense has occurred and will determine the discipline measures to follow. Students will be assigned a grade of zero. Parents will be notified by the teacher.<br>2nd offense – Teacher contacts student; "0" given; incident report filed, ISS, parent contacted by administration<br>3rd offense – Teacher contacts student; "0" given; incident report filed. , parent contacted by administrator. |

| ACTION | DISCIPLINARY CONSEQUENCE |
|---|---|
| *Class Cuts (51% of class)* | 1st offense -Parent notification, 2 office detentions.<br>2nd offense -Parent notification, 1 day ISS.<br>3rd offense -Parent notification, 2 days ISS.<br>Students who cut a class will not be allowed to do make-up work. |
| *Defiance of Authority- Insubordination - Disrespect*<br>Not following a reasonable request by a staff member. | Minor Offense: the teacher will handle the incident and inform the parent.<br>More Serious Offense 1st offense: possible restorative session; possible 2 office detentions with a restorative session; possible ISS (depending on circumstances) |
| *Detention – Failure to report to Teacher Detention* | 2 office detentions. |
| *Disrespectful to a Staff Member*<br>May include harassment (see "Defiance of School Authority" and "Abusive Language"). | Possible restorative session (depending on circumstances)<br>Possible detention or suspension depends upon the severity of the offense. |
| *Disruptive Behavior in the Classroom*<br>Behavior that is detrimental to the learning environment or that causes disruption to the learning process of others. | 1st offense – teacher detention; parent contact by teacher.<br>2nd offense – 1 day ISS; parent contact by administrator.<br>3rd offense – up to 3 days ISS; parent contact by administrator. |
| *Dress Code Violation See Dress Code Policy 5132* | 1st offense – warning; student expected to adjust any clothing or remove any item, or the parent will be contacted to bring in appropriate clothing or pick up the student.<br>Subsequent offenses (after 3 offenses) – Parent contact and possible ISS. |
| *Distribution of Drugs*<br>A student distributes any alcohol, controlled substance, chemical (including steroids), abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood (Policy 5114) on school grounds or at a school sponsored activity. | Confiscation of substance; a search will be conducted; parent and police notification; MTSS referral; 10 days OSS; referral for expulsion for up to one year. |
| *Possession of Drugs*<br>A student possesses, uses, or is under the influence of a drug/mood-altering substance, alcoholic beverage, or intoxicant of any kind (inhalants)-[Policy 5114] on school grounds, on the school bus, or at a school sponsored activity on or off school property, or at another school within the district, | Confiscation of substance; a search will be conducted; parent and police notification;; 10 days OSS; referral for expulsion. |
| *Drugs – Possession of Drug Paraphernalia (*includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances) This may include but is not limited to roach clips, pipes, bowls, hitter boxes, rolling papers or spoons, razor blades, etc. Policy 5131.6 and 5114 | Confiscation of paraphernalia; a search will be conducted; parent and police notification; up to 10 days OSS; possible referral for expulsion. |

| ACTION | DISCIPLINARY CONSEQUENCE |
|---|---|
| *Drugs – Suspicion of Use*<br>A student is suspected of possible drug/mood altering substances/alcohol<br>use on school grounds, or at a school sponsored activity. | Referral to nurse for assessment. Possible search conducted. Contact parent/guardian. Up to 10 days OSS, possible expulsion. |
| *Ethnic, Racial, Religious, or Other Slurs* | 1st offense – 1-3 days OSS. Subsequent offenses -up to 10 days OSS. |
| *Excessive Display of Affections* | 1st offense – verbal warning. 2nd offense – detention; parent notification. 3rd offense – detentions or suspension dependent upon the disruption of the educational process. |
| *Failure to Follow Late Arrival & Dismissal Procedures*<br>Students are expected to enter and depart at the main entrance of the building. Students arriving late or leaving early must sign in/out in the main office. | Parent notification; possible detention or suspension depends upon the severity of the incident, i.e. safety concern, etc. |
| *Failure to Leave Room as Directed by Teacher* | Administration will fetch the student.<br>Possibly up to 2 days ISS.<br>May need a restorative session upon return or prior to return to the classroom. |
| *Fighting -or mutual participation as observed by staff*<br>Physical contact of a person by another with intent to do harm with any instrument, article, or substance, or any portion of the body. See "assault." | Up to 10 days OSS; possible police referral and/or arrest; parental notification; possible restorative session depending on the circumstances; possible referral for expulsion. |
| *Forgery or Alteration of Official School Documents or Parental Communication*<br><br>The falsification of written information, the changing of information, misuse of such documents beyond defined purpose of use. Documents would include but not be limited to early release forms, parental notes for early dismissal or absence, forms for tardiness or absence, and report cards. | Detention or suspension depends upon the severity of the offense. |
| *Gambling*<br>gambling during school hours or during school activities is prohibited. | 1st offense – 2 detentions.<br>2nd offense – 2 days ISS.<br>3rd offense – 2 days OSS. |
| *Harassment –*<br>Verbal or physical conduct based on one's actual or perceived race, religion, color, national origin, gender, sexual orientation, disability, or other personal characteristics, and which has the purpose or effect of substantially interfering with a student's education performance or creating an intimidating, hostile or offensive environment. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, extorting or the display or circulation of written material or pictures. | Minor Offenses: 1st offense – meeting with parents/guardians; 2 detentions.<br>2nd offense – meeting with parents/guardians; 2 days ISS. Possible class schedule change<br>3rd offense – meeting with parents/guardians; 2 days OSS; Possible class schedule change<br><br>Major Offenses: Out of School Suspension up to 10 days, meeting with parents/guardians, possible MTSS referral, and possible referral to police. |

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| *Hazing*<br>Any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. | Disciplinary action up to and including suspension, expulsion, and/or referral to police |
| *Impersonating a Teacher or Parent with duplicitous intent*<br>(See "Forgery") | Possible restorative meeting including the teacher.<br>Detention or suspension depends upon the severity of the offense. |
| *Disorderly conduct/Breach of Peace and/or Inciting a fight or disturbance.* | Out-of-School suspension up to 10 days and referral to police if necessary. Potential referral for expulsion. |
| *Inappropriate Behavior*<br>Behavior that is not suitable or acceptable in the learning environment. | The teacher takes appropriate action. Detention or suspension depending upon the severity of the incident. |
| *Internet / Electronic Use (cell phones/watches)*<br>A student who accesses the internet (at LMHS or on a school-provided device) in an irresponsible manner (Policy 6141.321). Irresponsible use may include, but is not limited to the use of computers for illegal purposes, abusive language, pornography, profanity, obscenity, illegal copyright; abuse/modification of hardware/software, and forwarding personal communications without the author's prior consent. Students cannot access other student's or staff members' password or email. | 1st offense – loss of computer privileges for up to the remainder of the school year, possibly locked Google account);<br>2nd offense - Detention or suspension dependent upon the severity of the incident. Parent notification and possible police referral. |
| *Tardy to School*<br>Any student arriving (past 7:30 and up to 8:10) in the morning must present a written excuse for tardiness from parent/guardian or a parent phone call to the attendance secretary in the Main Office. | On the fourth unexcused tardy to school (without a note per semester), the student will be assigned one office (after school) detention for every unexcused tardy to school. |
| Lack of Pass<br>Not having a SMARTPASS in the hallway and/or bathroom | 1st offense- verbal warning.<br>2nd offense-lunch detention.<br>3rd offense- after school detention. Subsequent offenses- after school detention. |
| *Leaving Class Early Without Teacher Permission* | 1st offense – teacher detention; parent contact by teacher.<br>2nd offense – ISS; parent contact by administrator.<br>3rd offense – 2 days ISS; parent contact by administrator. |
| *Leaving School Property During School Hours Without Permission*<br>Students may not leave prior to his/her authorized dismissal without permission from an administrator or nurse, and a parent/guardian. If a vehicle is involved, the privilege of bringing a vehicle to | 1st offense – 1 day ISS.<br>2nd offense – 2 days ISS and parent conference with principal required before re-admission. |

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| school is lost for 8 weeks in addition to the other penalties. | |
| *Misbehavior in Detention or In-School Suspension* | OSS (Out-of-School Suspension). |
| *Missing from Fire Drill* | 1st offense – 2 detentions.<br>2nd offense – 2 days ISS.<br>3rd offense – 2 days OSS. |
| *Motor Vehicle – Improper Use on School Property*<br>The improper parking (i.e., parking in a staff/visitor/handicapped space); careless manner of driving or excessive rate of speed of a student-driven motor vehicle on school property. Students need permission from the main office to go to the parking lot prior to their dismissal from school, during lunch, or PAWS. Failure to register a car with the main office results in disciplinary consequences. | Improper Parking: 1st offense – warning. 2nd offense – revoke driving privilege; 2 days ISS.<br>Reckless Driving: 1st offense – loss of driving privileges 2 weeks or more; possible police notification; and 2 days ISS. 2nd offense – permanent loss of driving privileges for the remainder of the year and possible police notification; 2 days OSS. * **Note: If a student loses driving privileges for a specific period of time, that student may use bus transportation or use means other than his/her driving to school. If that student drives a vehicle on school grounds during the period of motor vehicle restriction, this act will be considered defiance of authority.* |
| *Not Reporting to the Administrator's Office Following Removal from Class* | Detention(s) / internal suspension(s), or out-of-school suspension. |
| *Out of Bounds*<br>Being in an unauthorized part of the school including the parking lot, area of refuge, school roof, school grounds, and mechanical areas without permission will result in disciplinary consequences. | Detention(s) / internal suspension(s) or out-of-school suspension.<br><br>*Add a progressive hallway restrictions for _times and /or___# of minutes over in a quarter.* |
| *Aggression* (less severe than fighting, bumping, elbowing). See "Assault." | 1st offense – detention / ISS. Subsequent offenses – up to 5 days OSS. |
| *Possession of Pornographic or Sexually Explicit Material* | 1st offense – 1 day ISS and possible restorative meeting with administration and parents/guardians, possible police referral. Subsequent offenses -up to 5 days OSS. |
| *Refusing to Identify Oneself to a Staff Member and/or refusing to identify what class one is in to a staff member* | If appropriate, restorative session with staff member<br>2 days ISS. |
| *Sexual Harassment*<br>Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to insulting, degrading sexual remarks or conduct; threates or suggestions that a student's submission to or rejection of unwelcomed 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 learnring environment, such as the display in the educational setting of sexually suggestive objects or pictures. | *Policy 5145.5 (Disciplinary action as deemed appropriate according to the severity of the sexual harassment).* |

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| A student should make a written complaint to the appropriate school personnel. The district will take all reasonable actions to ensure the harassment ceases and will not reoccur. | |
| | Detention(s)/internal suspension/or up to 10 days OSS, (dependent upon severity of the harassment); parent/guardian meeting; possible police notification; ; possible referral for expulsion, possible change to class schedule and/or safety plan adherence. |
| *Skateboards / Rollerblades*<br>Skateboards and rollerblades are prohibited from use on school grounds at any time. | 1st offense – confiscation of skateboard/rollerblade until the end of the school day; warning.<br>2nd offense – confiscation of the skateboard/rollerblade until the parent/guardian retrieves the item; 2 office detentions.<br>3rd offense – confiscation of skateboard/rollerblade until the parent/guardian retrieves the item; 2 days ISS. |
| *SMARTPASS Violation* | 1st offense - restorative session<br>2nd offense - lunch detention<br>3rd offense - parent notification, after school detention<br>4th offense - pass restriction, parent meeting |
| *Smoking, Vaping or Tobacco Use*<br>State law prohibits smoking or use of tobacco of any type by our students anywhere in the school building or on school grounds. Failure to abide by this law results in a suspension from school. | 1st offense – 2 days ISS.<br>2nd offense – 2 days OSS.<br>3rd offense – 5 days OSS.<br>Parent/Guardian notification and referral to police |
| *Tardiness to Class (students without a pass)*<br>All students are expected to be on time to classes. | Teachers will be responsible for managing a student's unexcused tardiness to class: Teacher detention; parent/guardian notification; referred to the office as a class cut. Attendance will be adjusted in the office. |
| *Theft*<br>Theft of any material owned by another student, staff member, or the school system. | Each offense – up to 5 day OSS. Restitution. Possible referral to police when school materials are involved; parent contact by administrator. |
| *Threats*<br>Threatening in any manner including orally or in writing, a member of the school community (teacher, administrator, staff, or student). | 1st offense - restorative session (if appropriate)<br>2nd offense - ISS/OSS - dependent upon severity of the threat; parent notification; possible police notification; possible referral for expulsion. |
| *Throwing Objects*<br>Dangerous horseplay. Inappropriate activity. | 1st offense -1 to 2 days internal suspension or OSS. Subsequent offenses -up to 10 days OSS. |
| *Truancy*<br>Absence from school without the knowledge or consent of parent or guardian. | Up to 1 day of ISS per day of truancy. Parent meeting. |
| *Vandalism* or willful destruction of school or private property on school grounds.<br>Defacing or damaging school property including computers and their records, files, and systems. | In-school or out of school suspension dependent upon the severity of the offense. Parent notification and possible police notification. Possible restorative participation in repairs or fundraising needed for repairs. |

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| *Violation of Office Detention or In-School Suspension* | Reverts to Out-of-School Suspension. |
| *Violation of Out-of-School Suspension, such as attending a school event on school property.* | Up to 10 days OSS, parent notification; possible police notification. |
| *Walkout/Sit-in Participation (Without prior approval from administration)* | Students asked to return to the building. If students refuse to return to the building, then 5 days ISS. |
| *Weapons and Dangerous Instruments – Possession and/or Use (Policy 5114 & Policy 5131.7)*<br>A. Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon as defined by law on school property or at a school sponsored activity:<br>B. Possession of a facsimile of a firearm:<br>C. Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten:<br>D. Possession of any dangerous instrument or substance, such as mace, pepper guard, small pen knives, fireworks, or laser pens will result in: | Possession of any firearm, deadly weapon, or martial arts weapon will result in:<br>A. Confiscation of material; 10 days OSS: notification of parents/guardians; referral to police; referral for expulsion hearing.<br>B. Confiscation of material; 10 days OSS: notification of parents/guardians; referral to police; referral for expulsion hearing.<br>C. Confiscation of material; 10 days OSS; notification of parents/guardians; referral to police; (referral for expulsion hearing).<br>D. Confiscation of instrument/substance; notification of parents/guardians; up to 10 days OSS; possible police notification; (possible referral for expulsion). |

**Addendum to the discipline guidelines in the student agenda handbook regarding cell phone and personal mobile electronic devices including earphones during school hours: See Electronic Devices-Communication.**

1. Cell phone use is prohibited in academic areas unless permitted by staff member or for approved medical monitoring.
2. Students are not permitted to use cellular phones during school hours except during passing time, lunch, break, before and after school and during study hall with staff permission.
3. Students should store cell phones out of sight in a purse, pocket, or locker at all times. The phone must be turned off or silenced at all times while in the school building. If a phone rings or vibrates during class, the teacher will confiscate the phone. Forgetting to turn off the cell phone is not an excuse.
4. Students are prohibited from using a cell phone or personal mobile device to take photographs or record video at any time on school property. This includes taking photographs or video recordings in classrooms, restrooms, locker room areas, etc.
5. All cell phone use must be respectful and non-disruptive to students and staff.
   **If a student is using a cell phone or electronic device, with the exception of educational purposes, for any other reason during the restricted time, the following consequences will be imposed:**
   **Violation #1**
   - Verbal warning

   **Violation #2**
   - Cell phone/device will be confiscated from the student and returned to the student at the end of the period.

   **Violation #3**
   - Cell phone/device will be confiscated from the student and the student can pick up the phone in the office at the end of the day.

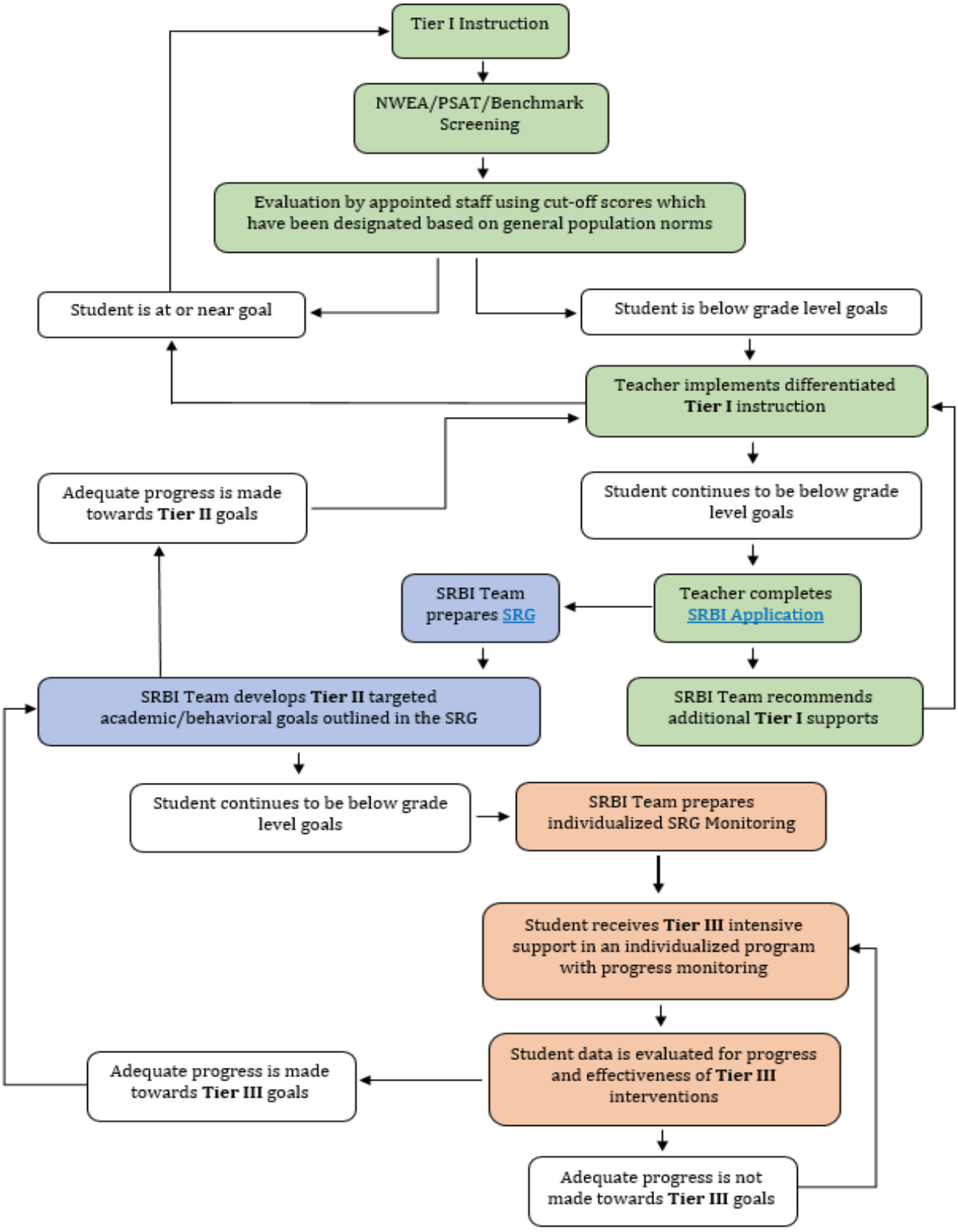
   **Violation#4**
   - Cell phone/device will be confiscated from the student and will be returned only to the Parent/Guardian of the student.

Once a student reaches **Violation #4**, they remain on that level of discipline. If a student refuses to relinquish the cell phone/device to the teacher it will be considered defiance of authority and disciplined according to the disciplinary guidelines in the student agenda handbook.

**Lyman Memorial High School is not responsible for lost, stolen, or broken cell phones and will not pay for phones that are lost, stolen, or misplaced by staff members after confiscation.**

# Student Assessment Process

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



# LMHS COMPUTER CONTRACT

**YEAR OF GRADUATION:** (circle one) **2027 2028 2029 2030**

**Student Initials: ___**

**RULES AND CODE OF ETHICS FOR LEBANON SCHOOLS COMPUTER USERS**

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

**I.** I recognize that all computer users have the same right to use the equipment; therefore,

- I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes;
- I will not waste nor take supplies that are provided by the school system; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.

**II.** I recognize that software is protected by copyright laws; therefore,

- I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and
- I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

**III.** I recognize also that the work of all users is valuable; therefore,

- I will protect the privacy of others' areas by not trying to learn their passwords;
- I will not copy, change, read, or use files in another user's area, without that user's prior permission;
- I will not attempt to gain unauthorized access to system programs or computer equipment;
- I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and
- I will not download information onto the hard drives of any school system computer for permanent storage.
- I will download information onto flash drives if planning to store the information for more than one week.

**IV.** Violations of the rules and code of ethics described above will be dealt with seriously. Violators may lose computer privileges, be liable for damages done to school property and/or receive a school punishment, including out-of-school suspension.

---

**PLEASE SIGN AND RETURN**

**Student's Signature**_____

**Print Student Name** _____

We, the parent/ guardian of _____

(Student's name, please print clearly)

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

Parent/ Guardian Signature: _____ Date: _____

## LYMAN MEMORIAL HIGH SCHOOL ~ CODE OF CONDUCT

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

~

**STUDENT ACKNOWLEDGEMENT – HANDBOOK 2026-2027**

**IMPORTANT NOTICE FOR STUDENTS**

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

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

Student signature _____Date _____

_____Grade _____
Student Name-PLEASE PRINT CLEARLY

Parent/Guardian signature _____Date_____

_____ Grade _____
Parent/Guardian Name PLEASE PRINT CLEARLY

**Please sign above and return this page to the Main Office.**
**Signature indicates that the handbook was received online.**

## BOARD OF EDUCATION POLICIES

All Lebanon Board of Education policies are now available online at http://www.lebanonct.org

**Sample Attendance Policy Letters:**



# LYMAN MEMORIAL HIGH SCHOOL


917 Exeter Road LEBANON, CONNECTICUT 06249

*"Home of the Bulldogs"*

**JAMES C. APICELLI**
Principal
(860) 642-3547

**OFFICE:** (860) 642-7567 **FAX:** (860) 642-3523
GUIDANCE: (860) 642-5687

**SUSAN J. MIKE**
Assistant Principal
(860) 642-3568


August 1, 2026

Dear Mr. and Mrs:

In accordance with the Lebanon Board of Education School Attendance Policy (5113.a), we are notifying you of your child's absences from school. Our records indicate that your student has a total of (X) unexcused absences this month. Absences are considered either excused or unexcused upon receipt of a written note explaining the reason for the absence within ten (10) days of the student's return to school.

Connecticut State Law (CGS 10-198a) considers a child to be truant if he/she has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year. At this point, I am concerned about the number of days your child has been absent from school and would like to make you aware of this.

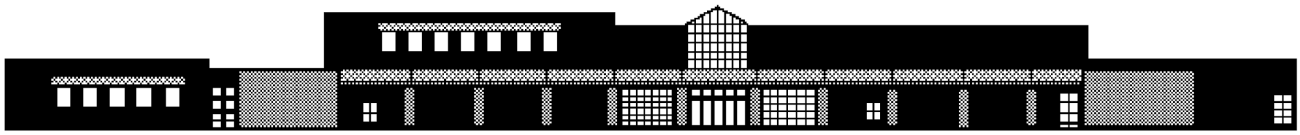
If you have any questions or wish to discuss this matter further, please feel free to give me a call at (860) 642-5746.

Sincerely,

James Apicelli
Principal

cc: File

*The Lebanon Board of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Lebanon Board of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.*



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**SUSAN J. MIKE**
Assistant Principal
(860) 642-3568

August 1, 2026

Parents/Guardians of
Address

Dear Parent/Guardian:

In accordance with the Lebanon Board of Education School Attendance Policy (5113.a), we are notifying you of your child's absences from school. Our records indicate your student has been absent a total of 10 (ten) days to date.

Please understand that after nine (9) absences in a school year, further absences which are due to illness will require a note from a physician to be considered excused.

Attached to this letter is an abbreviated copy of the Attendance Policy for your reference. You may also view the complete Policy online at: http://www.lebanonct.org/district/lms/lms.htm or pick up a copy from the Lyman Memorial High School Office.

If you have any questions or wish to discuss this matter further, please feel free to give us a call.

Sincerely,

James Apicelli
Principal

cc: File

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**Notes taken from Lebanon Board of Education Policy 5113/5113.1,**
**Student Attendance and Truancy:**

An **absence** from school is defined as a student not being in attendance for at least one half of the school day.

A student's absence will be considered excused if written documentation explaining the absence is received within ten school days of the student's return to school **and** the following criteria are met:

A. Any absence before the student's 10th absence is considered excused when the student's parent/guardian submits written documentation in accordance with this regulation
B. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation with accordance to this regulation, considered excused only for the following reasons:
    a. Student illness (verified by an appropriately licensed medical professional)
    b. Religious holidays
    c. Mandated court appearances (documentation required)
    d. Funeral or death in the family, or other emergency beyond the control of the student's family
    e. Extraordinary educational opportunities pre-approved by the district administrators
    f. Lack of transportation that is normally provided by a district other than the one the student attends

**Written Documentation Requirements for Absences:**

The first nine days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse.

For the student's tenth absence, and all absences thereafter, documentation must be submitted and include the reason for absence. If the absence was due to a student's illness, it must include a signed note from a medical professional, who may be a school nurse, who has evaluated the student confirming the absence and giving an expected return date.

**Truant –** Any student five to eighteen years of age who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year.

# AI use in Lebanon Public Schools

*Educator Expectations*

Lebanon Public Schools are actively integrating artificial intelligence (AI) into PK-12 education, aiming to enhance teaching and learning while ensuring responsible and ethical use.

## Enhancing Instructional Practices:

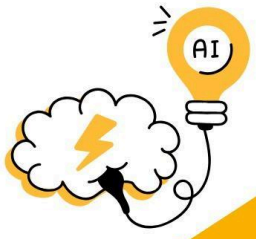
- AI tools are expected to support differentiated instruction, provide real-time feedback, and assist in personalized learning pathways. Educators are encouraged to use AI to supplement traditional teaching methods, not replace them.

## Professional Learning

- Teachers will receive ongoing informal and formal training to effectively integrate AI into their classrooms. This includes understanding how to use AI tools for lesson planning, grading assistance, and student progress monitoring.

## Ethical and Responsible Use

- Educators are expected to adhere to ethical guidelines when using AI, ensuring that AI applications are used appropriately and responsibly in the classroom .



# Acceptable Use of AI

*Students*

## Supportive Learning Tool

- Students may use AI to enhance their learning experience, such as brainstorming ideas, summarizing complex texts, practicing language skills, and receiving feedback.
- AI can assist in exploring topics, generating practice questions, or providing explanations of challenging concepts

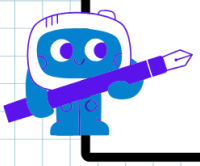
## Academic Integrity

- AI should not be used to complete assignments, write essays, or solve problems without active student engagement.
- Students must not present AI-generated content as their own work. If AI tools are used, proper citation is required.

## Critical Thinking and Evaluation

- Students are encouraged to critically assess AI-generated content for accuracy, bias, and relevance.
- AI should be used as a supplement to, not a replacement for, independent research and analysis.

## Teacher Oversight



- Teachers will provide instruction and guidance on appropriate AI use and monitor student interactions with AI tools.
- Assignments may include checkpoints or discussions to ensure genuine student engagement.

# Educator Guidelines for AI Implementation

## Alignment with Educational Goals

- AI tools should align with the district's educational objectives and curriculum standards. Before adopting new AI tools, educators should assess their relevance and effectiveness in meeting specific learning outcomes.

## Data Privacy and Security

- Schools must ensure that AI tools comply with data privacy laws and regulations. This includes safeguarding student information and using AI platforms that offer robust security features.



## Inclusivity and Equity

- AI should be used to promote equitable learning opportunities for all students, including those with diverse learning needs. The goal is to use AI to support inclusive education and address achievement gaps.

## Community Engagement

- AI use in education offers transformative potential for personalized learning and innovation. However, its successful integration hinges on strong community engagement, ensuring that families, educators, and local stakeholders are informed, involved, and aligned with ethical practices. Collaborative dialogue is essential to fostering trust, transparency, and shared responsibility as we navigate AI's evolving role in our schools.