



LEBANON MIDDLE SCHOOL

Chad Johnson, Principal

*891 Exeter Road
Lebanon, CT 06249
(860) 642-4702*

September 2023

Dear LMS Students, Parents, and Guardians,

It is with great excitement that I write the first of what will hopefully be many letters welcoming you to the start of another school year here at LMS. To our parents and guardians, I want to thank you for entrusting us with the town's most precious resource - your children. To all our sixth, seventh, and eighth grade students I say "Welcome back!". I cannot wait to meet you all. I hope you had a fantastic summer vacation and are ready for new beginnings. I would especially like to welcome our incoming fifth graders. This will be my first year at Lebanon Middle School as well, so I look forward to starting this journey together with you all.

By the time this letter reaches you, the faculty and staff of LMS will have completed preparations and will be welcoming you into their classrooms for the first day of school. I can assure you they share that same sense of nervous-excitement that many of you are probably feeling. My job as principal is to ensure that both students and teachers have all of the tools, skills, and resources needed to ensure that students grow into their 'best selves'. Our number one priority is student success so please don't ever be afraid to ask for help or to seek advice. That being said, educators are lifelong learners as well, so I welcome and honor all comments and suggestions you have as we dive into the new academic year.

The handbook that follows includes important information necessary for ensuring a smooth start to the school year. As a family, please take the time to review the policies and procedures herein with regard to attendance, academic, and behavioral expectations. Please reserve a moment to read and review all pertinent health and safety guidelines. A copy of the school calendar and daily schedule can be found within this manual in addition to all you need to know in order to access our food-related services. You will also find information about programs and services such as sports, band and chorus, as well as extracurricular clubs and other student activities. Finally, take a moment to review our district and school-related policies with regard to appropriate use of cell phones and other technologies that access online information.

Many of the policies and procedures herein will also be reviewed with students by their classroom teachers. That being said, parents are encouraged to review the full list of Board of Education policies accessible via the district website. I respectfully request that both parents and students read and sign the attached Acknowledgement of Handbook Receipt Form as well as the Electronic Information Acceptable Use Form and return them to the student's homeroom teacher as soon as possible. If you have any questions, please contact either your child's homeroom teacher or the main office at (860) 642-4702. It's going to be a FANTASTIC year!

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Johnson", written over a horizontal line.

Chad Johnson
Principal

LEBANON MIDDLE SCHOOL MISSION STATEMENT

Lebanon Middle School is committed to instilling a love of learning, an appreciation of self, a respect for others and a responsible attitude toward society and the environment. To these ends, the Lebanon Middle School will encourage and stimulate academic achievement based upon individual potential, while recognizing and nurturing special talents in all students. These commitments require a supportive community of students, parents and staff to foster successful learning experiences responsive to the needs of young adolescents.

LEBANON PUBLIC SCHOOLS 2023 / 2024 CALENDAR

Important Calendar Dates

August 22 - New Staff
August 23 - Convocation
August 24, 25 - Professional Development
August 28 - School begins for all students
September 1 - Schools Closed
September 4 - Labor Day, District Closed
October 6 - Professional Development
October 9 - Indigenous Peoples' and Columbus Day, Dist. Closed
November 6 - Early Dismissal All Students
 LES, LMS, LMHS Parent Teacher Conferences
November 7 - No School All Students
 LES, LMS, LMHS Parent Teacher Conferences
November 10 - Veterans Day, District Closed
November 22 - Early Dismissal All Students
November 23, 24 - Thanksgiving, District Closed
December 22 - Early Dismissal All Students
December 25 - January 1 Schools Closed
January 15 - Martin Luther King Day, District Closed
January 16-19 - Early Dismissal LMHS (Exams)
February 16 - Early Dismissal All Students, Afternoon P.D.
February 19 - Presidents' Day, District Closed
February 20 - Schools Closed
March 1 - Professional Development
March 14, 15 - Early Dismissal All Students
 LES, LMS, LMHS Parent Teacher Conferences
 March 15 - No PM PreK
March 29 - Good Friday, District Closed
April 8-12 - Schools Closed, April Break
May 24 - Early Dismissal All Students, Afternoon P.D.
May 27 - Memorial Day, District Closed
June 4, 5, 6, 7 - Early Dismissal LMHS (Exams)
June 6, 7 - Early Dismissal All Students
June 7 - 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 2024 - 19 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	

MARCH 2024 - 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

APRIL 2024 - 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
29	30			

MAY 2024 - 22 days				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024 - 5 days				
M	T	W	TH	F
3	4	5	6	7

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 12th.

180 Student Days
186 Teacher Days

AUGUST 2023 - 4 days				
M	T	W	TH	F
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023 - 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

OCTOBER 2023 - 20 days				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023 - 18 days				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023 - 16 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

JANUARY 2024 - 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		

Quarters End - HS

October 30, 2023
 January 12, 2024
 March 22, 2024
 June 7, 2024

Quarters End - MS

November 3, 2023
 January 12, 2024
 March 22, 2024
 June 7, 2024

Trimesters End - ES

December 1, 2023
 March 15, 2024
 June 7, 2024

Approved: 11/18/2022 (rev. 4/4/2023)

LEBANON MIDDLE SCHOOL STAFF EXTENSIONS AND EMAIL ADDRESSES

<u>Main Office</u>	Principal	Chad Johnson	642-5625	chad.johnson@lebanonct.org
	Admin. Secretary	Haley Bender	642-5632	haley.bender@lebanonct.org
	Office Secretary	Jennifer Maddocks	642-5626	jennifer.maddocks@lebanonct.org
<u>Student Services</u>	School Nurse	Jennifer Rahl	642-5630	jennifer.rahl@lebanonct.org
	School Counselor	Caitlin Clark	642-5627	caitlin.clark@lebanonct.org
	Social Worker	Amanda Mansfield	642-5690	amanda.mansfield@lebanonct.org
	Cafeteria	Sally Ewen	642-5672	sally.ewen@lebanonct.org
<u>8th Gr. Team</u>	Science	Jessica Biekert	642-5727	jessica.biekert@lebanonct.org
	Language Arts	Hannah Bowen	642-5649	hannah.bowen@lebanonct.org
	Social Studies	Erin Gaucher	642-5647	erin.gaucher@lebanonct.org
	Math	Jf Halbrooks	642-5651	jf.halbrooks@lebanonct.org
<u>7th Gr. Team</u>	Science	Andrew Schultheis	642-5645	andrew.schultheis@lebanonct.org
	Math	Natalia Korzhoff	642-5662	natalia.korzhoff@lebanonct.org
	Language Arts	Chris Andrews	642-5813	christopher.andrews@lebanonct.org
	Social Studies	Jordan Comeau	642-5640	jordan.comeau@lebanonct.org
<u>6th Gr. Team</u>	Social Studies	Barbara Archer	642-5639	barbara.archer@lebanonct.org
	Science	Megan Huntington	642-5641	megan.huntington@lebanonct.org
	Language Arts	Cynthia Violette	642-5669	cynthia.violette@lebanonct.org
	Math	Jennifer Wales	642-5666	jennifer.wales@lebanonct.org
<u>5th Gr. Team</u>	Math	Adam Reynolds	642-5643	adam.reynolds@lebanonct.org
	Science	Amy Reynolds	642-5664	amy.reynolds@lebanonct.org
	Reading	Chris McLean	642-5670	christopher.mclean@lebanonct.org
	Humanities	Jillian Yaun	642-5665	jillian.yaun@lebanonct.org
<u>Special Ed.</u>	5 th Grade	Ruma Gupta	642-5650	ruma.gupta@lebanonct.org
	6 th Grade	Emily Zastowsky	642-5667	emily.zastowsky@lebanonct.org
	7 th / 8 th Grade	Bailey Novic	642-5649	bailey.novic@lebanonct.org
<u>Reading/World Language</u>				
	Intervention Reading	Jeannette Picard	642-5660	jeannette.picard@lebanonct.org
	Literacy Inst	Julie Walbam	642-5676	julie.walbam@lebanonct.org
	Spanish	Theresa Keough	642-5735	theresa.keough@lebanonct.org
	Spanish	Ian Holland	642-5721	ian.holland@lebanonct.org
	French	Joanne Nowosad	642-5657	joanne.nowosad@lebanonct.org
<u>Interventions</u>				
	Instructional Coach	Erica Strong	642-5648	erica.strong@lebanonct.org
	Interventionist	Gabrielle Laskarzewski	642-5648	gabrielle.laskarzewski@lebanonct.org
<u>Music Dept</u>	Band/Chorus	Diego Smith	642-5646	diego.smith@lebanonct.org
<u>Exploratory Arts/Physical Education</u>				
	PE/Health	Chris Fabry	642-5708	christopher.fabry@lebanonct.org
	PE	Jeff Gaucher	642-5683	jeff.gaucher@lebanonct.org
	Library	Kate CoFrancesco	642-5623	kate.confresco@lebanonct.org
	Computers	John Klosowski	642-5622	john.klosowski@lebanonct.org
	Tech Ed	Paul Orsini	642-5659	paul.orsini@lebanonct.org

Art Roselyn Marino 642-5652 roselyn.marino@lebanonct.org

Superintendent Of Schools Andrew Gonzalez 642-7795 andrew.gonzalez@lebanonct.org
Lebanon Public Schools District Website: www.lebanonct.org

Affirmative Action and Students' Rights

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.

It is the policy of the Lebanon Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. (Reference BOE Policy 5145.5)

The Lebanon Public Schools pledges itself to avoid discriminatory action and instead seeks to foster good human and education 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 school, continual student and development of curricula toward improving human relations and understanding and appreciating cultural differences.

Anyone who believes that an educational institution that receives federal financial assistance has discriminated against someone 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, or who believes that a public elementary or secondary school, or state or local education agency has violated the Boy Scouts of America Equal Access Act, may file a complaint with:

**U.S. Department of Education
Office for Civil Rights
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921**

Compliance Officers

The Lebanon Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board will designate appropriate compliance officers. The Board shall, at least annually, notify all students, parents and employees of the name address and phone number of the compliance officers and the procedures for processing grievances:

Title 6 & Title 9	Dawn DeLia Superintendent's Office 891 Exeter Road Lebanon, CT 06249 (860) 642-5764	Section 504	Dawn DeLia Superintendent's Office 891 Exeter Road Lebanon, CT 06249 (860) 642-5764
-------------------	---	-------------	---

Grievance Procedure

If a student experiences some difficulty or feels he/she has been treated unfairly, he/she should try to solve the problem with the person(s) involved. Counselors and advocates are available to assist students in resolving conflicts. If, after discussing

the problem, it has not been resolved, the student should bring the matter to the attention of administration. Submissions of the written statements of the complaint are part of the formal grievance procedure.

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

MIDDLE SCHOOL SCHEDULE

Arrival At School

7:25 Arrival – Busses unload. Students who are having breakfast are to report directly to the cafeteria. ***Parents are requested not to bring students to school prior to 7:25 a.m. as supervision is not available prior to that time.***

7:41 Morning Homeroom Students should report to homeroom by 7:41 a.m. Attendance will be taken in homeroom each morning. Students not in homeroom at that time are considered tardy and must sign in at the office.

7:49 Classes begin

2:16 Dismissal upon arrival of buses Grades 5-8
Scheduled early dismissal days will be at 12:10.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly unless the child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Daily attendance is a key factor in student success; thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

Absence

Every attempt should be made to keep necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school the morning of the absence. If a phone call is not received, a phone message will be sent stating your child is absent and requesting you to contact the school. No absence will be marked excused unless a phone call or a note is received explaining the reason for absence. If a student is out of school for an extended period of time, parents should contact the office in order to take advantage of special services such as the collection of homework assignments for the student.

Excused Absence

- A. Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate 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 in accordance with 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 and in accordance with Connecticut State Department of Education guidance and this regulation
 - f. lack of transportation that is normally provided by a district other than the one the student attends.

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) 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 or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - (1) a police summons
 - (2) a subpoena
 - (3) a notice to appear
 - (4) a signed note from a court official; or
 - (5) other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.

Students missing school for vacation is strongly discouraged and do not qualify as extraordinary educational opportunities. Teachers are not responsible for providing special make up sessions for work missed during such absences. It is the student/parent responsibility to secure information about work missed to be turned in for grading. Notice must be made in writing ten (10) days prior to the absences.

The responsibility for makeup of work lays with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 days after the student returns to school, or by special arrangement with the teacher. (See BOE Policy 5113.a)

Unexcused Absence

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

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued each marking period. Parents are also encouraged to contact the teachers, school counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Leaving School Grounds/Release of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be

released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements must be made with the building administrator and the parent or guardian directly responsible. The student will be picked up and signed out in the main office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Tardiness

Students are late to school if they are not in their seats at the bell signaling the start of homeroom which is 7:41. If students arrive late, they must report to the office and sign in. Any student who is late more than four times per month will receive a detention for each tardiness beyond four. A detention may be waived by an administrator if the cause of the tardiness is unavoidable.

Truancy

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 year. Furthermore, Lebanon Board of Education School Attendance Policy (5113.a) allows for retention of students who have twenty (20) or more absences (excused and/or unexcused) in a school year. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court (Juvenile Matters) if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

Attendance/Arrival Time

It is our expectations that students will attend school daily and arrive to all classes on time in order to achieve academically.

As is outlined in our district wide attendance policy, school attendance directly impacts student success in school. We believe that absences detract from the quality of learning and hopes that students are absent only when absolutely necessary.

Students not in attendance need to submit documentation of their reason for each absence from their parent or guardian. Parents may use the "Reason for Absence Note" provided by the school. Lack of sufficient reasons may result in possible retention or court referrals.

An important part of attendance is arriving to all classes on time. Tardiness without serious or legitimate reasons will not be tolerated and will result in appropriate consequences. Repeated absences and tardiness will require intervention from both school and home and may result in serious consequences.

Attendance/Extracurricular Activities

Students who are absent from school for more than half the school day will not be permitted to attend and/or participate in any extracurricular activities taking place on that day such as, dances, games, ceremonies or performances.

Dismissal from school

If a student must leave school early due to medical reasons, (i.e. doctor's appointment) a note must be sent to the office at the beginning of the school day so that an early dismissal pass can be provided for the student. **Parents must come to the office to sign-out their child. If someone other than a parent is signing out the student, a note from the parent must accompany the adult. The adult who is signing out the student will need to show identification.**

If students are riding home with parents and **do not** require early dismissal, then parents should make these arrangements with their child before the school day. It will not be necessary for parents to sign these students out in the office. The students can go directly to meet their parents at their car. Classes will not be interrupted to call students to leave with their parents unless a serious situation requires it.

GRADE REPORTS

Report cards are issued four times during the school year, at the end of each quarter. Grade reports will be mailed home about one week after the marking period ends. The tentative schedule for the end of each quarter is as follows:

November 3, 2023 January 12, 2024 March 22, 2024 June 7, 2024

MID-TERM PROGRESS REPORT

Teachers will record grades and comments on each student’s mid-term reports. Students will take reports home to parents and return a copy with a parent signature. Parents are encouraged to meet with teachers and school counselors to plan a mutual course of action to help a student who is not achieving at his/her ability. Parents are welcome to meet with teachers and school counselors at any time to discuss their child’s progress.

PARENT PORTAL

Parents at Lebanon Middle School who have Internet access are able to participate in Parent Portal. Parent Portal will enable parents to view the electronic grade book of their child’s teachers. We encourage this communication, as it will support the achievement of our students. Access registration at <http://www.lebanonct.powerschool.com/public>.



HONOR ROLL

The school publishes an honor roll at the end of each marking period for grades 5-8. Two levels of honors may be achieved.

To receive First Honors, students receive an “A” in each course that meets daily for the school year and have no more than one “B” in classes that do not meet on a daily basis for the school year.

To receive Second Honors, students must receive a “B” in each course that meets on a daily basis for the school year and have no more than one “C” in classes that do not meet on a daily basis for the school year.

LEBANON MIDDLE SCHOOL JUNIOR HONOR SOCIETY

A faculty council will select students based on the following;

SCHOLARSHIP	A cumulative scholastic average of 95% during the seventh grade year in the five core curriculum classes. Demonstrates academic potential in all non core curriculum classes.
LEADERSHIP	Demonstrates academic initiative. Successfully holds positions of responsibility. Is a leader in the classroom, extra curricular activities, and community events. Exercises positive influence on peers in upholding school ideals.
SERVICE	Volunteers and provides dependable assistance enthusiastically; renders any requested service to the school does committee work without complaint assists visitors, teachers and peers
CITIZENSHIP	Understands important of civil involvement has high regard for freedom and justice; has respect for representative democracy. Demonstrates mature participation through civic activities has powers of concentration and sustained attention as shown by perseverance and application to studies.

CHARACTER

Consistently demonstrates all six pillars of character (Trustworthiness, Fairness, Respect, Caring, Citizenship and Responsibility) Takes criticism willingly and accepts recommendations. Demonstrates highest standards of honesty and reliability; observes instructions and rules, avoids cheating, shows unwillingness to profit by mistakes of others.

Members of the LMSJHS will be subject to removal from the Honor Society in the case of disciplinary situations, including multiple infractions, serious offenses and suspension from school, as determined by the LMSNJHS by-laws, the advisors and the administration.

Daily Academic Responsibility



LMS Assignment book

Each student at LMS will be provided with an assignment book. All students are required to use this assignment book throughout the year. Through reinforcement at school and home, the important skill of keeping written assignments and planning ahead will be maximized. If students lose their assignment book, they must purchase a new one.



Preparation For Class

Students are expected to arrive to their classes on time. They should bring all required materials to fully participate in the learning of that class. These materials would include a pen or pencil, notebook, textbook, completed homework as well as any other materials required by the teacher. The teams will present specific information to their students. All students must bring their assignment book to class at all times.

Homework

Homework is one way to extend the classroom to provide reinforcement of skills or accomplish objectives of the curriculum. Students should expect homework daily. It is their responsibility to see that it is completed neatly, with quality and on time. **If a student is absent, it is that student's responsibility to find out what assignments were missed.** In the case of prolonged absence due to a family emergency or illness, parents should contact the school to request assignments.

Student Services and Programs

School Counselor

The school-counseling program is an integral part of our educational process. We strive to inspire young people to enjoy learning and growing, to nurture one's self worth to take responsibility for one's life and to develop a sense of belonging to a community. We are committed to the belief that each individual student has the potential for positive growth, development and personal achievement. The role of the school counselor is to facilitate and nurture the development of personal/social, career, and educational needs of all students. The school counselor also assists staff, faculty, administration, parents, and other community members in their relationships with students.

Lebanon believes in a pro-active, developmentally based guidance and counseling program. While the developmental aspects of the guidance program focus on prevention and developing skills, the responsive services aspect ensures attention to immediate needs and concerns through consultation, crisis intervention or referral. Students who wish to see the school counselor may do so by completing a guidance appointment form which is available in homeroom and returning it to their

homeroom teacher, guidance or the main office. Parents may call the school office to schedule an appointment with the counselors.



Psychologist

The school psychologist is available on a full-time basis to provide individual or group counseling and consultation between home and school related to a child's education. The counseling, in a planned program, will focus on resolving social or emotional issues that impede a student's ability to learn and achieve academic success. The school psychologist also provides psychological evaluations for students who are being tested for special education services.

Outside Resources

The names of local resources are available from school counselors for families who request more intensive support.

Student Assistance Model Team (SAM)

The SAM team is composed of teachers, counselors, psychologist and administrators to develop intervention strategies for students who have violated Board of Education policies regarding drugs and alcohol. Strategies may also be developed to assist students who are at risk of drug and alcohol use. The SAM team handbook provides the phone numbers of local crises and counseling services.



Parent/Teacher Conference

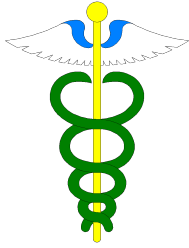
Parent/teacher conferences will be held at a mutually convenient time at the request of either the parent or teacher. Parents are encouraged to confer with teachers by phone or in a conference whenever they have questions, concerns or wish to check their child's progress. Conferences will be available during the month of November and March.

Peer Educators

Peer Educators are students who have been trained to lend "student assistance" to other students in the form of correct information, proper referrals and reaching out to those who may need assistance. Peer Educators also sponsor activities for the benefit of the school.

LMS Parent Association

Lebanon Middle School has a Parent Teacher Organization (PTO). This group meets monthly usually on the second Wednesday of the Month at 7pm in the LMS library.



Health Services

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

Students who become ill during the school day should report to the nurse with a pass from a teacher. If there is a necessity to go home, the nurse will inform the parent and the student will be released from school. **Students who feel ill may not leave the building without approval of the nurse. Such absences will be considered unauthorized.**

Requirements for Admission To School

1. **Physical Examinations**

Prior to entry into kindergarten, **seventh** and eleventh grades, a student must have a complete physical examination within the last twelve months and must present written results of exam to the school on the blue State of Connecticut form. Responsibilities for this physical examination and for obtaining the results rest with the parent and/or guardian. Sports physicals must be repeated every year.

2. **Immunizations**

All students are required to show proof of immunizations required by the State of Connecticut. Any student that does not have these immunizations will not be allowed to attend school.

3. **Emergency Information Card**

Parents or guardians are required to fill out an Emergency Information Card within five days of pupil registration. 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.

4. **Procedures**

a. **Injuries Occurring In School**

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

b. **Illness**

To help us maintain a safe and healthy environment for our students, please notify the school nurse of any medical conditions, special needs, life threatening allergies or changes in your child's health. Update emergency information or contacts as necessary.

If a parent discovers that a child has a communicable disease at home, he/she should notify the school nurse. In some instances a doctor's note may be requested prior to re-entry to school. If a long term absence (more than 10 days) is anticipated, parents should contact the guidance office.

A student will be sent home from school for any temp over 100 degrees, excessive coughing or sneezing, vomiting and/or suspicion of conjunctivitis, strep throat, undiagnosed rashes or any other potentially

contagious condition. Students should not return to school until:

- Strep Throat - free of fever and symptoms for one day and at least 24 hours after first dose of antibiotic.
- Fever—normal temperature for 24 hours.
- Vomiting—no vomiting for 24 hours.
- Conjunctivitis – when discharge and inflammation have cleared, or with doctor's approval. Bacterial conjunctivitis requires at least one dose of antibiotic. The student may return the next day.
- Mononucleosis – a doctor's note is required for re-entry to school. It must include PE and recess restrictions.

c. **Returning to School After Hospital/Emergency 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 the day they return.** This note must include: Date student may return to school, and any restrictions, diagnosis, limitations, or assistive devices necessary, (crutches, wheelchair, sling, casts, ace bandages, splints etc.) and length of time necessary.

No student will be allowed to return to school using an assistive device without written physician authorization and guidelines. Students requiring assistive devices or returning to school following Hospital or Emergency room care should be signed into school through the Health Office.

d. **Medical Excuse from Physical Education**

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

5. **Medication**

Students are not allowed to carry or transport any medication, OTC or prescription, on the bus or in school.

Parents must bring the medication to the school nurse. No medication, OTC or prescription, can be given in school without medication authorization form completed. Medication must be delivered directly to the school by the parent or a responsible adult in the original pharmacy container with an **Authorization to Administer Medication** form signed by both the doctor and parent. Please send no more than a 45 day supply.

Any medication not picked up by a parent within one week after the close of school will be thrown away. This includes inhalers and epi-pens. Inhalers and epi-pens should be brought to school by the parent with the **Authorization to Administer Medication** form. Student may self-carry an inhaler or epi-pen with a doctor's order, a parent/guardian signature, and **Authorization to Administer Medication** form on file with the school nurse.

Acetaminophen and ibuprofen are available in the nurse's office. Parents must sign the permission area of the emergency information for them to be administered.

GENERAL SCHOOL INFORMATION AND GUIDELINES

Lockers

Individual lockers are provided for students' clothing and books. Every student is expected to keep his or her locker neat at all times. Lockers are the property of the Board of Education and may be searched if there is reasonable cause.

Bicycle Riding

As state law requires all students under the age of 15 wear a helmet when riding a bicycle, it is expected that any LMS student riding a bicycle to school to do so. Students who do not meet with this requirement will lose the privilege of riding a bicycle to school and will not be permitted to leave the school on their bike without a helmet.

Articles Prohibited In School

No hazardous articles (such as lighters, matches, novelty shock devices or laser pointers) may be brought to school. They will not be returned to the student. Weapon paraphernalia such as casings or clips are unacceptable in school and students risk serious consequences. Cell phones will not be allowed in class. Skateboards are also not allowed in school, or on the school grounds. In general any articles that are deemed by administrators to be disruptive or detract from the learning environment are prohibited.

Book bags

Students may not carry book bags during the school day from class to class. This is to improve student organization and school safety.

Fire Drills

Passing during fire drills will be done quickly and quietly according to directions given in each classroom. Fire drill instructions are posted in each classroom. Teachers will inform all students of these instructions.

Lockdown Drills

During a lockdown, no admittance to the school will be allowed. There will be a brightly colored banner posted on the office window overlooking the parking lot that will state **“LOCKDOWN IN PROGRESS”**. If you are dropping a student off, please do not let the student out of the vehicle until the drill is complete. In the event that this is an emergency, please do not drop the student off and contact the local police at Troop K. Please do not attempt to make contact with the school, as telephone lines will need to be kept free. The procedures for lockdown drills will be reviewed with students during the course of the year.

Books

Each student is responsible for the care of his/her books. Books must be kept covered. Students are expected to pay for lost or damaged books. Report cards will be held until payment is made to the school.



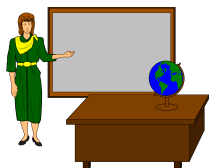
Telephones

OFFICE TELEPHONES ARE NOT FOR PERSONAL CALLS. Students should not use the office phone for things that have been forgotten at home. Also, teacher classroom phones are not be used by the students for **any** reason.

School Lunch Program

Lebanon School Lunch is designed to serve our student customers both breakfast and lunch. The program is intended to be nutritious, convenient, and economical and still comply with the U.S. Department of Agriculture's standards of the five component lunch. The components include: milk, protein or alternate, fruit, vegetable and choice of grain. With the new lunch regulations, a student must take a fruit or vegetable with their meal. If they do not they will have to pay a la carte prices for each item. Students at all levels have a choice of items that meet the school lunch pattern. It is intended to mix and match lunch to each students liking.

The middle and high schools offer two hot entrees, three to five cold sandwiches and grinders, and a salad daily. The students have a choice of fresh, canned, or frozen fruits and vegetables, and milk varieties. Breakfast is also served beginning at 7:25 AM.



School lunch is student oriented. The food service staff recognizes that students have many likes and dislikes and therefore provide options in all food categories. If a student wishes to substitute salad for broccoli, or an apple for peaches, that is fine. Ask and we will try to accommodate your child's needs. If you have questions you may contact the lunch program at 860-642-3524.

Extra Help

Teachers are available before and after school for extra help. It is the student's responsibility to seek extra help when he/she feels it is necessary. The teachers may also require students to see them for extra help. The guidance department can help to develop support and monitoring systems for homework.

Transportation

Students should arrive on time at the designated school bus stops and should wait until the bus comes to a complete stop before approaching the bus to board. While on the bus, students should remain seated and keep hands and heads inside the bus at all times. Students should never tamper with the bus. Books, lunches or other articles should not be left on the bus. Nothing should be thrown in the bus or out of the window. Students are not permitted to leave their seats when the bus is in motion. Bus riders are expected to be courteous to fellow pupils and to the bus drivers. School rules are in effect while students ride the bus. **Video cameras are in use in all busses. Please be aware that your child will be recorded while they are on the bus.** Bus transportation is provided by M & J Bus Inc. at 860-423-9552.



School Cancellation

When bad weather occurs, the Superintendent will contact the town road foreman and a representative of the transportation company. If road conditions are hazardous for buses, the Superintendent will call radio stations: WILI, WTIC, WICH, WDRC, and TV stations WVIT, WTNH and WFSB to announce the late opening or closing of school for the day. School will either have a 2 hour delay or close. School will begin at 9:41 if there is a delayed opening.

Also, all parents and/or guardians are urged to complete the annual student data form sent home with students. **Thrillshare** is a computerized system that will contact the parents and/or guardians in the event of a school closing, early dismissal, late openings, a school emergency, change in return field trip time, or other situations that would change your child's normal routine of school. Please be aware that the phone numbers you listed will be called by a computer. Please do not include a phone number that must be accompanied by a department or extension number.

Please be aware that if you choose not to have an e-mail or phone number listed, you will not receive any notifications.

BEHAVIORAL EXPECTATIONS

It is a major goal of Lebanon Middle School for students to learn to demonstrate the characteristics of **Pride and Respect**. The following are specific expectations for students to demonstrate pride and respect for the school, other students, staff and themselves.

Cafeteria, Corridors and Assemblies

Students are expected to uphold school standards of behaviors while attending assemblies, during meal time and walking through corridors. Any disruptive behavior will require detentions, suspensions or other consequences. These areas and time periods are part of our school program where pride is essential. Students should take note that food or beverages are not to be consumed in the school hallways. Any student who brings snacks into school should leave them in their locker until the end of the day and not eat in the hallway. Students will not be allowed in the teacher's room to buy snacks or soda.

Field Trips/Extra Curricular Activities

Students may be excluded from field trips/extra curricular activities for infractions of our behavior or academic guidelines. Students suspended for violation of our substance abuse guidelines will lose their field trip and/or class trip privileges. Students excluded from field trips/extra curricular activities for disciplinary reasons **will not** be reimbursed any monies paid for these field trips/activities.

Gum

Gum is not allowed during the school day.

Clothing

Students are expected to wear clothing that is clean, neat, in good repair, and suitable for academic and extracurricular functions. The following are examples of attire that is prohibited from wear during the school day and at school sponsored events to include field trips, dances and ceremonies. **Given how clothing and fashion continuously changes, the school administration has the final decision on the appropriateness of attire for school.**

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outer wear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Items a. and b. above, must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by Principal.
- d. Footwear which marks floors or is a safety hazard.
- e. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- f. 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.
- g. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- h. 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."
- i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.

j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.

k. See-through clothing, tank tops or sleeveless shirts.

l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.

Electronic communication devices

Cellular phones or similar communication devices are not allowed to be used during school without prior approval of the principal. These items will be confiscated and, in some cases, parents will be asked to pick them up.

Destruction of School Property/Vandalism

Students who damage or misuse school or staff property will be subject to strict disciplinary action and payment for damage, including materials and labor.

Student Behavior Towards Staff

Students must show respect to all members of the school staff. Disrespectful behavior in the form of insubordination, profane language or gestures, or disruptive behavior will be considered a serious offense and subject to strict disciplinary action.

Plagiarism/forgery

Students may not represent the work of others as their own. This includes sources that are accessed electronically. The signing of a parent's signature by a student is also to be considered a serious infraction.

Notes

All confiscated notes will be sent home to be signed by a parent/guardian. More serious consequences may result depending upon the content of the note.

Public Displays of Affection

Students should not engage in public displays of affection, such as kissing or hugging, while at school or attending school activities.

Gambling

Gambling of any form is strictly prohibited in school, on school grounds or at any school related functions.

Selling In School

The selling of any item in school not approved by the Principal is not allowed.

Leaving Immediate School Area Without Permission

No student is allowed to leave the immediate school area during the school day without the prior authorization of the principal. Any student who leaves the building without permission will be subject to disciplinary action. Students may not leave school grounds to go to Jasper's store after arriving at school or after school prior to a school activity.



Controlled Substances

Each member of the Lebanon Middle School has the right to grow and develop in a safe, drug-free environment. Substance use endangers the health, safety, and well-being of individuals within the school environment and will not be tolerated. The use or possession of non-prescription drugs, alcohol, or tobacco is a serious offense. When appropriate, strict disciplinary action will be taken.

The use of controlled substances may be indicative of serious underlying problems. Therefore, 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.

Dangerous Weapons

Possession of knives and other weapons is strictly prohibited. Students found in possession of a weapon on school grounds are subject to suspension, expulsion, or arrest.

Fighting

Any student who deliberately incites a fight, strikes or physically abuses or threatens to abuse another individual will be subject to strict disciplinary action.

Statements of Threat

Any verbal or written statements of threat by any student to other students, staff or the school as a whole will be taken seriously. The student responsible will be subject to disciplinary action that may include suspension, expulsion or arrest.

Sexual Abuse/Harassment

Sexual abuse and/or harassment of any form will not be tolerated. Students found responsible for any of these actions are subject to severe disciplinary action. Reporting forms are available in the guidance office or the school office.

Bullying

The Lebanon Board of Education promotes a secure school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Multiple School Rule Infractions

Multiple infractions will be dealt with on an individual basis and may be cause for suspension or expulsion.

DISCIPLINE GUIDELINES

In order to ensure a productive learning environment for all students it is important to provide consequences for negative actions. The student's understanding of their behavior as related to the choice they made is central to the disciplinary process. Each consequence is issued with student learning as a desired outcome. The standard of conduct within the Middle School will operate on three levels: teacher, team, and administration.

1. The Teacher

Every classroom teacher has his/her own standards of acceptable behavior. Every teacher is responsible for routine classroom management, and the enforcement of team and administrative standards.

2. The Team

Each team will set standards of behavior suitable to their individual needs and expectations. Once agreed upon those standards will be enforced uniformly by all teachers. The team will deal with more serious offenses than does

the classroom teacher. The team will also develop ways to recognize and reinforce positive student behaviors through the school year.

3. **The Administration**

The administration will set school-wide standards of conduct that will be enforced on a consistent and uniform basis by all members of the middle school staff. The administration will address the most serious offenses: profanity directed at staff, fighting, stealing, vandalism, substance abuse, possession of weapons, as well as supporting teachers and teams.

We believe in the individual rights of all members of the Lebanon Middle School community. We want to assure that every individual enjoys these rights. Students are expected to conduct themselves in a manner that reflects favorably upon themselves, their families, and their school.

In administering disciplinary action, every effort will be made to permit students to remain in their classes, with suspension reserved for only the most serious offenses. Whenever possible, disciplinary action will proceed as a natural consequence of the child's behavior.

Students should become aware of the specific regulations governing student behavior at Lebanon Middle School as stated below.

DISCIPLINARY CONSEQUENCES

Although we provide a wide range of interventions for inappropriate behavior; such as parent contact, behavioral plans and revoked privileges, it may be necessary to issue one or more of the following consequences.

Detention

A. **Teacher Detention**

The student must report to the assigned room for a teacher detention within five minutes of the close of school. If a student fails to report to a teacher detention (without just cause as determined by the teacher), he/she will be referred for office detentions.

B. **Office Detention**

Office detention will start five minutes after the close of school and will end at 3:20 p.m. If a student has been assigned both office detentions and teacher detention, the student must report to the teacher detention first and serve the office detention the next day (notifying the principal/assistant principal). Cutting office detention will result in two detentions. Subsequent cutting of the detention will be considered a serious infraction of school rules and will be dealt with accordingly.

C. **Extended Office Detentions**

Extended office detentions will begin five minutes after dismissal time and end at 4:20. Parents are requested to have transportation available for the student at that time.

D. **Detention Dismissal**

Students will be dismissed to a parent/guardian unless prior notification has been authorized.

School Suspension

If it is determined that a student's infraction requires a suspension from school, the student will be told of the reported infraction and given the opportunity to respond. The student will then be given the reasons that the infraction requires suspension from school. If an emergency or safety issue exists a suspension from school may be immediate. In this case a hearing will be scheduled as soon as possible after the start of the suspension.

This process can be done informally, with the reasons delivered orally or in writing.

Suspension may be the penalty for insubordination, continual misconduct, verbal abuse of staff, stealing, possessing any type of fireworks or dangerous weapons, malicious damage to school property, fighting, the use or possession of controlled substances, and other acts considered to be seriously disruptive, hazardous, or endangering the safety of others.

As a result of being suspended, a student may lose privileges such as field trips, class activities, athletic/team activities and dismissal from the Student Council and NJHS. Members of the Peer Educators will be dismissed from the program upon receiving an in or out-of-school suspension.

All suspensions may include a parental conference as a condition for readmission to school.

Students on school suspension are not allowed to attend any school function, including sport practices, dances, athletic events and other extracurricular activity. Any student who is on out-of-school suspension and who is found loitering is subject to additional disciplinary action. Any student on out-of-school suspension who wishes to come on school grounds to see a teacher or principal must call the office to make an appointment. Written confirmation to parents will be made for any out of school suspension. Parents will be contacted in all instances of out of school suspension. Students are expected to make up academic work while serving the suspension. (Please refer to BOE Policy 5114)

Expulsion

For serious infractions, a student's case may be referred to the Board of Education for an expulsion hearing. Parents and all other concerned parties will be informed in writing of the Board's decision. When the Board has expelled a student, the student may be readmitted only by the Board or in the manner prescribed by it. Expulsion may extend to the school year following the school year in which such expulsion was imposed. During the time of his/her expulsion, a student may not attend classes or activities at Lebanon Middle School. A student who has been expelled and wishes to return to school to see a teacher or principal must call the principal to make an appointment. (Please refer to BOE Policy 5114)

INTERSCHOLASTIC ACTIVITY ELIGIBILITY

The Lebanon Board of Education Policy 6145.2 addresses Interscholastic Activity Eligibility. Please review this policy for academic and behavioral expectations and policy applications.

Participation Guidelines

1. Suspensions

- a) A student suspended for any disciplinary reasons (other than substance involvement) will be suspended from interscholastic activities for one (1) week upon a first offense.
- b) Any student suspended for any disciplinary reasons a second time, will be ineligible to participate in interscholastic activities for the remainder of the season.
- c) A student suspended for substance involvement including alcohol, tobacco or drug paraphernalia will be suspended immediately from the team for the remainder of the season

2. Detentions

a) Extended Office Detentions

1. A student receiving **one** extended detention will not be allowed to participate in the next practice and will not participate in the next game scheduled after his/her detention.
2. A student who receives two (2) extended office detentions will be placed in the same category as first disciplinary suspension.
3. Any subsequent extended office detentions will result in suspension from interscholastic activities for the rest of the season.

b) Regular Office Detentions

Two (2) regular office detentions is equivalent to one (1) extended office detention and will be treated accordingly. Four (4) regular office detentions will be treated as two (2) extended detentions and have the same consequence. The same progression holds for the next multiples of two (i.e. 6, 8, etc.)

3. Academics

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, monitored for a **progress period (half a marking period)**, and declared ineligible for participation in interscholastic athletics and extra-curricular activities.

Students must:

- a) Participate in a parent/student conference with the teacher(s) of the subject(s) where improvement is essential.
- b) Attend promptly each class.
- c) Participate actively in class.
- d) Complete all homework.
- e) Work to individual capacity.

At the conclusion of the **progress** period, an evaluation of progress will be conducted by an administrator or guidance counselor. Students meeting the criteria will be re-instated to the activity. Students failing to meet the established criteria will continue to be ineligible for participation.

STUDENT RECORDS - PARENT INFORMATION

Contents 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 provide for parent communication. These records include identifying data (e.g. age, address), academic grades, attendance records, test results, student activities, and student’s future plan.

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

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 10 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Lebanon District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administration, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Retention of Special Education Records

State law requires that special education records be retained for six years after they become inactive. However, if your son or daughter is no longer receiving services and/or these records are no longer needed, you may request their destruction before the end of sixth year. These records will be destroyed at that time.

BOARD OF EDUCATION POLICIES

Please be sure to review the following Board of Education policies located on The Lebanon Middle School Website:

<http://www.lebanonct.org/district/>

1100.2	Communications With The Public – Web Pages
1140	Distribution Of Materials To And By Students
1260	Educational Foundations
1332	Possession of Deadly Weapons Or Firearms
3281	Fundraising Activities
3541	Transportation
4001	Alcohol, Tobacco And Drug-Free Workplace
5113	Student Attendance & Truancy and Chronic Absenteeism
5113	Administrative Regulations Regarding Attendance, Truancy, Chronic Absenteeism
5114	Student Discipline
5123 & 5123.1	Promotion/Retention Policy
5125	Confidentiality And Access To Education Records
5131.6	Drug And Alcohol Use By Students
5131.911	Bullying Prevention and Intervention
5002	Student Dress Code rev. 2-9-2021
5145.2	Affirmative Action And Student Rights
5145.5	Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (students)
5145.12	Search and Seizure
6141.321	Student Use Of The District Computer Systems and Internet Safety
6141.324	Public Display of Student's Work Or Image using Electronic or Printed Communication Methods
6141.326	Online Social Networking
6145.2	Interscholastic/Extra Curricular Activities

6162.51
9311

Student Privacy
Formulation, Adoption, Amendment Or Deletion Of Policies