

ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road
Fairfield, CT 06824-5001
Phone (203) 255-8345 - Fax (203) 255-8214



Meg Tiley, Principal
Steve DeAngelo, Assistant Principal

Karin Shaughnessy, Assistant Principal
Jason Purzycki, Dean of Students

Dear Student:

Welcome to Roger Ludlowe Middle School and a brand new school year! I am excited to join you in your middle school journey. The staff and faculty want to get know you and help you be your best.

Regardless of which grade you are in this year, sixth, seventh or eight, the staff at Roger Ludlowe recognizes that your middle school years are an exciting and important time in your personal development academically, socially and emotionally.

We have worked extremely hard to develop and implement programs, activities and opportunities that will be interesting and challenging for you. Our expectation is that you accept the responsibility required to be a successful student by being conscientious and taking pride in all aspects of your work. Also, get involved! Remember the more you immerse yourself in the numerous opportunities available at Roger Ludlowe, the more enjoyable and rewarding your middle school experience will be.

In order to help you succeed we have developed this handbook/daily planner as an informational and organizational tool. This combination student handbook and daily planner has been designed to provide you with important information about your school and to help organize your assignments both during and after school. I encourage you to read the handbook and refer to it often to gain a better understanding of the policies, procedures and expectations at Roger Ludlowe. Our goal is to provide a safe, challenging and nurturing environment that prepares you for the next step in your educational journey. The more informed and organized you are, the more successful you will be.

If there is anything that I can personally do to improve or enrich your middle school experience at Roger Ludlowe, please do not hesitate to see me so that we can discuss your ideas or concerns.

On behalf of the entire staff, I would like to extend our best wishes for a successful school year. GO BULLDOGS!!!

Sincerely,

A handwritten signature in dark ink, appearing to read 'Megan Tiley', with a stylized flourish at the end.

Megan Tiley
Principal

IMPORTANT INFORMATION

Main Office

Ms. Megan Tiley
Mrs. Karin Shaughnessy
Mr. Steve Deangelo
Mr. Jason Purzycki
Mrs. Laretta Janz
Mrs. Barbara Herman
Mrs. Susan Eckert

255-8345

Principal
Assistant Principal
Assistant Principal
Dean of Students
Secretary to the Principal
Attendance Secretary
Main Office Receptionist

Guidance Office

Ms. Karyn McNeil
Ms. Kate Harder
Mrs. Kelly Cummings
Mrs. Kelly Renna
Mr. Walter Young
Mr. Jason Martin
Mrs. Janice Adams

255-8343

Grade 6 Counselor
Grade 7 Counselor
Grade 8 Counselor
Grade 6,7,8 Counselor
School Psychologist
School Psychologist
Guidance Secretary

Health office

Mrs. Lynn Damato-RN, BSN

255-8404

Library/Media Center

Mrs. Nicola Callahan
Mrs. Penny Proskinitopoulos

255-8217

Library Media Specialist
Computer Resource Specialist

School Resource Officer

Mr. Edward Kovac

255-7373

PTA Officers

TBD
TBD

President
President-Elect

ABSENCE CALL-IN NUMBER

203-255-8403

ROGER LUDLOWE MIDDLE SCHOOL

BILL OF RIGHTS

These rights apply to all people, students and staff, for the entire school day, including travel to and from school.

The rights to develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.

Freedom from physical and mental abuse such as name – calling, intimidation and harassment.

Freedom from being set apart, mocked, or made fun of because of race, religion, sex, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.

The right to be treated with respect.

The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by unruly or inconsiderate students.

The right to have personal and school property respected. Our school community is a safe place for property as well as people.

2020-2021 Fairfield Public Schools Student Calendar

Approved by BOE October 10, 2019

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3—Independence Day (Observed)

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 27, 28—PD Days

August 31—PD Day; 6th and 9th grade orientations

September 2020 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 1—First Day of School

Sept 7—Labor Day

Sept 18—Rosh Hashanah at sunset, No evening activities

Sept 22—Early Dismissal PK-12 (PD)

Sept 28—Yom Kippur

October 2020 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 8—Early Dismissal, Conference Day **PK-8** (Not HS)

Oct 13—Early Dismissal, Conference Day **PK-8** PM Conf (Not HS)

Oct 14—Early Dismissal, **PK-12**, Conference Day and HS PSAT

November 2020 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 3—All Day PD

November 11—Veterans Day

November 25—Early Dismissal PK-12

November 26-27—Thanksgiving

December 2020 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 23—Early Dismissal PK-12

December 24-31—Winter Break

January 2021 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1—New Year's Day

January 15—Early Dismissal PK-12 (PD)

January 18—Martin Luther King, Jr. Day

February 2021 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 11—Early Dismissal PK-12 (PD)

Feb 12—February Break

Feb 15—Washington's Birthday

Feb 23—Early Dismissal PK-12 (PD)

March 2021 (23)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 17, 18, 25—Early Dismissal **PK-5** Elementary Only (Conference Days, PM Conf on Mar 25)

April 2021 (16)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2—Good Friday

April 12-16—Spring Break

May 2021 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31—Memorial Day

June 2021 (10)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 1—All Day PD

June 14—Early Dismissal PK-12

June 15—Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation. The Board of Education will set the graduation date in April 2021. Additional snow days will reduce the April Break beginning with the last day, April 16.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

**Roger Ludlowe Middle School
Fairfield, CT**

Mission, Beliefs and Vision Statements

**Developed by the Faculty
And Parents, 1999-2000**

Mission

The mission of Roger Ludlowe Middle School is to create a quality educational environment where the unique gifts and talents of its students are acknowledged, affirmed, and developed. Working collaboratively, students, faculty and parents create a safe, supportive and tolerant atmosphere where academic, emotional, social, artistic, and physical development can reach their fullest potential. This is a place where making responsible choices and respecting one's self and others are necessary to become productive members of society and life-long learners.

Beliefs

The School Environment should:

- ◆ Provide a safe environment where all students can achieve.
- ◆ Provide an environment where the students feel safe and secure so that they are more capable when facing personal and academic challenges.
- ◆ Encourage people at school to connect with students to establish healthy, respectful relationships.
- ◆ Provide an environment where all children can feel successful and can be encouraged to reach their full potential.
- ◆ Nurture its community to grow academically, socially and creatively.

Teachers use instructional methods that:

- ◆ Provide students ample choice in what and how they learn.
- ◆ Give students the frequent and regular opportunity to express themselves in a variety of ways.
- ◆ Set high expectations for their students.
- ◆ Model for students the skills, behavior and values we want them to have.

Respect is exhibited through:

- ◆ The belief that students need to be held accountable for their actions.
- ◆ Mutual respect in student/teacher/parent relationships.
- ◆ An understanding and appreciation by all teachers of the difficulties experienced by adolescents.

Students experience a sense of team by:

- ◆ Being involved in some type of charity and community outreach.
- ◆ Learning from other students.

The curriculum should:

- ◆ Be meaningful and interesting to children.
- ◆ Have connections between academic subjects and life activities.

Teachers/Parents/Staff work cooperatively by:

- ◆ Providing opportunities for various learning styles.
- ◆ Encouraging the enjoyment of students with a sense of humor
- ◆ Celebrating diverse learners and empowering all to assist these students to participate fully in learning.
- ◆ Communicating openly with each other and administrators to develop true collaboration on behalf of all students

Vision

School Environment

- ◆ Roger Ludlowe Middle School is a nurturing and safe environment that encourages creativity, risk-taking, self-directed learning and the pursuit of extra-curricular activities and community involvement through the guidance of knowledgeable and enthusiastic teachers, administrators and parents.
- ◆ Roger Ludlowe Middle School has a strong sense of community where middle school students feel that they belong and are able to connect with other students to establish healthy, respectful relationships.
- ◆ Roger Ludlowe Middle School has a support system in place for all students.
- ◆ Roger Ludlowe Middle School supports collaboration to make learning more meaningful.
- ◆ Students feel confident speaking in small or large group settings.
- ◆ School environment promotes students as comfortable and contributing partners in their educational/social experiences.
- ◆ All children can feel successful and are encouraged to reach their full potential.

- ♦ The students have the opportunity to have fun while learning.
- ♦ There is structure and consistency.

Respect

- ♦ There is respect for all, adults as well as children.
- ♦ Students are recognized for achievement and positive behaviors.
- ♦ Students and teachers are accepting of others and tolerant of differences.
- ♦ Students are held accountable for their actions.
- ♦ There are supportive relationships among staff and students.

Teacher/Staff/Parent

- ♦ Team teaching is in evidence.
- ♦ Teachers are empowered to make decisions that directly involve the kids.
- ♦ Interruption to instruction is minimized.
- ♦ Time is allocated for all staff to collaborate and to develop interdisciplinary instruction.
- ♦ Parents are encouraged and assisted in helping children learn.
- ♦ Instruction is differentiated.
- ♦ Children are able to explore themes using several disciplines
- ♦ Teachers provide positive role models for students.
- ♦ Each child is allowed to develop at his/her own pace.
- ♦ Collegiality among staff is modeled for children.
- ♦ Roger Ludlowe Middle School emphasizes communication among staff, parents, and students.
- ♦ Mutual respect and support is emphasized between teachers and administrators.
- ♦ Teachers' strengths are taken into consideration when crews are formed.

Team Building

- ♦ Time for team building is built into the schedule.
- ♦ Students are encouraged to work collaboratively and learn from each other.
- ♦ All students have the opportunity to participate in after-school activities.

Instructional Methods

- ♦ Students have regular leadership opportunities and meaningful input into team operations, events, units of study, assessments and performances of their work.
- ♦ Students will have additional opportunities to participate in physical activities beyond the physical education curriculum.
- ♦ Our school will continue to develop a strong facility with quality Project Adventure equipment.
- ♦ Differentiated instruction in the classroom will include hands-on experiences and opportunities for peer collaboration where appropriate.
- ♦ Collegial collaboration and planning during the school day will be encouraged.
- ♦ Adults will model skills, behaviors and values expected of the students.
- ♦ Teachers use a variety of teaching methods to help students learn and express themselves in myriad of ways allowing students to progress and learn at their own pace.
- ♦ Students will have access to technology throughout the school day.
- ♦ Teachers and students need to have access to computer labs and technology for all their classes to meet curriculum and instructional goals.
- ♦ Students are actively engaged in the learning process, participating in hands-on and community-oriented activities.

Curriculum

- ♦ All students will have opportunities and support to study areas of individual interest/topic in depth through projects and independent study.
- ♦ Students better understand, appreciate and gain competency in the "essentials" that they must learn/know.
- ♦ Students make and demonstrate connections among their academic subjects.
- ♦ The curriculum provides a core foundation of skills that are meaningful and driven by student needs.
- ♦ Technology is provided and integrated in teaching and learning.
- ♦ Unified Arts are part of a core curriculum whereby every student experiences the history and appreciation of art.
- ♦ Students are prepared for the world with a well-rounded education.
- ♦ Subject matter is taught with an interdisciplinary approach.
- ♦ Curriculum is appropriate and meaningful to students.
- ♦ Roger Ludlowe Middle School faculty utilizes technology and "best teaching practices" to deliver the curriculum.
- ♦ Students can make connections between all subjects and real life application.
- ♦ Students have a clear view of what is expected e.g. outlines, projects, rubrics.

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MIDDLE SCHOOL OVERVIEW

Middle School helps you answer these questions:

1. Who am I?
2. Where am I going?
3. How will I get there?
4. How will I fit in?

Roger Ludlowe Middle School is neither a super-sized elementary school nor a miniature high school. However, Ludlowe does offer:

- Exposure to a variety of teachers
- Challenging classes of different sizes and different subjects
- Long-range work assignments
- Opportunities for independent study
- A chance to share and discuss opinions
- Opportunities to make your own choices and decisions
- A chance to strengthen yourself in new areas of exploration

ORGANIZATIONAL STRUCTURE

As a student at Roger Ludlowe Middle School, you are a member of a crew. Crews have their own identity and are involved in special projects, trips or activities that are an outgrowth of your instructional program.

The teachers for your crew usually include your language arts, math, social studies, and science teachers. Your crew of teachers has common planning time to organize interdisciplinary instruction, monitor your progress, meet with you, your parents or counselors, and organize the special programs that occur throughout the year. Each crew has a liaison, or teacher leader, who will serve as a bridge between students and teachers, and is responsible for conducting crew meetings.

ACCESSIBILITY POLICY

The Fairfield Public School System provides services to ensure students, parents and other persons access to meetings, programs and activities. The school system will relocate programs in order to ensure accessibility of the programs and activities to disabled persons. To make arrangements, please contact: Pupil and Special Education Services, 785 Unquowa Road, Fairfield, CT 06430 -- Telephone: 255-8379.

AFTER-SCHOOL ACTIVITIES

The Fairfield Public Schools provide opportunities for you to receive the best possible education. You can respond by doing YOUR BEST to achieve the most from your Roger Ludlowe experience. Here are some school activities -- get involved!!! Sign-ups are announced in the morning bulletin as well as during lunches. If you have a suggestion for an activity, please discuss it with your homeroom teacher and the Dean. The following tentative list is just some of the possibilities that may be available to you:

BASKETBALL TEAM – BOYS – Varsity team will carry 12-15 players. Tryouts are held in October, and the team practices daily in November. League play begins in December, and the season continues through February. **A physical exam, which is current through the playing season, must be on file with the nurse.**

BASKETBALL TEAM - GIRLS – Varsity team will carry 12-15 players selected during an October "clinic/tryout" week. Basic skills will be stressed. The American Coaching Effectiveness Program's philosophy of "Athletes First -Winning Second" will be stressed. **A physical exam, which is current through the playing season, must be on file with the nurse.**

CHEERLEADING -- Cheerleading is limited to 12 students. Tryouts are held in October. The squad cheers at all home basketball games. Practices are held once a week prior to the start of the season. **A physical exam, which is current through the playing season, must be on file with the nurse.**

MURAL CLUB – Students with the help of Mr. Friedrichs, design and paint murals around the school.

CROSS COUNTRY – Do you love to run, want to build up your endurance? Then this is the club for you! Put your distance running skills to the test by participating on this healthy and fun team. All are welcome.

DRAMA CLUB -- The drama club produces a full-length musical each year using student talents in acting, singing, dancing, set design, lighting, and stage craft. Auditions are open to all students. Because of the great time commitment, please consider your school and extra-curricular responsibilities before auditioning for this club.

IBIC -- This is LUDLOWE'S homework club. If you need a quiet place to work on homework, this is the place for you! Advisors are available for help with assignments. To participate, a IBIC contract must be signed by students and a parent. IBIC stands for "I Believe I Can!"

MATH TEAM -- Open to all students. The math team meets once a week where they practice math skills in preparation for math "meets", have fun, and eat great snacks!

STUDENT LEADERSHIP -- Student Leadership is an exciting program that offers students opportunities to be involved with community outreach, school activities and projects. This group also helps to coordinate student-driven fundraising efforts and school spirit events during the year.

TRACK & FIELD – This ever-popular and highly successful club is perfect for the athlete that likes to run, jump, hurdle or throw! All students are encouraged to tryout in the spring... roughly 80 students will be selected to represent RLMS in the WCC Track and Field League.

YEARBOOK CLUB -- Many students are needed to put together a yearbook. The process begins in September and continues through the delivery of the books in June. Students participate in all aspects of the production from advertising, the sale of the books, collecting money, creating layouts, writing copy, choosing photos, and much, much more. The club meets weekly for at least an hour.

LATE TO SCHOOL (Tardy)

School begins at 8:10 a.m. Students should make every effort to arrive on time as part of developing a sense of responsibility. If you are tardy to school, please do the following:

1. Report to Homeroom as soon as you arrive at school.
2. Give your Homeroom teacher a note from home signed by your parent or guardian stating the following:
 - Your name
 - Date and time of your tardiness
 - Reason for tardiness
 - Parent's/guardian's signature
3. Every time you are tardy you must arrive at school with a note.
4. Students who do not arrive at school with a note will receive an unexcused tardy.

A student who arrives to school late due to a doctor or dentist's appointment must bring in a note from the doctor or dentist in order to be excused.

Parents should try to avoid making medical appointments during school hours whenever possible.

***Students who arrive at school after 11:30 a.m. will be marked absent.

Consequences:

Students are allowed **five** unexcused tardies each quarter. After 5 tardies, a warning letter will be given. Beginning with the sixth unexcused tardy, and for every subsequent unexcused tardy during

each semester (up to nine); the student may receive a one-half hour lunch detention. On the tenth unexcused tardy (up to fifteen), an after-school one-hour detention may be issued. Any further tardies will be dealt with individually, but consequences may include suspension. **Be advised that the only excused tardy recognized by the school involves doctor and dentist appointments.**

All other student tardiness is unexcused and requires a parent note. The parent note does not excuse the child, but instead informs the school that the parent/guardian is aware that their child was tardy.

LATE TO CLASS

If a teacher has detained you, you should get a pass from that teacher. If you are late, you should go as quickly as possible to your next class. Being tardy to class can impact your grades, result in detention or other consequences... so be on time!

ATTENDANCE / ABSENCE

We believe that regular school attendance is essential for your success as a student. **If it is necessary for you to be absent from school, please have your parent/guardian call us at 255-8403 as soon as you know you'll be absent. This number may be called any time of the day or night -- except between 8:45 a.m. and 9:15 a.m., when the tape is being transcribed.** If we do not hear from your parent when you are absent, we will call home to verify the absence. It is the policy of Roger Ludlowe Middle School to call home and/or a parent's place of employment to verify a student's absence from school for our students' health and safety.

It is your responsibility to see that you get any make-up work from your teachers.

When you are absent from school, it is mandatory for your parents (guardians) to write a note on your date of return, even for those who have been called in on the day of the absence, stating the following:

- Your name
- Date(s) of your absence
- Reason for absence
- Parent's signature

This note should be given to your homeroom teacher on the first day back to school. This note is required by the State of Connecticut and is kept on file.

The Connecticut State Board of Education has adopted new definitions of excused and unexcused student absences:

*Under CSBOE policy, a student is "in attendance" if present at his/her assigned school or an activity sponsored by the school, for at least half of the regular school day. A student who does not meet the definition of "in attendance" is absent. Under the newly adopted definition of an excused absence, **student absences one through nine in a given school are excused under the following circumstances:** 1) the student's parent/guardian approves such absence and submits appropriate written documentation within ten school days of the student's return to school. Such documentation must be submitted for each incidence of absenteeism and include either a signed note from a student's parent or guardian explaining the nature of and reason for the absence and the length of the absence, 2) a signed note from a school official that spoke in person with a parent/guardian about the absence or 3) a note confirming the absence by the school nurse or by a licensed medical professional.*

*For a student's **tenth absence and all absences over ten in a given school year**, an absence will be excused for the following reasons: for illness (only with documentation from a licensed medical professional for each day of absence), for observance of a religious holiday, death in the student's family or other emergency beyond the control of the student's family, mandated court appearances (with written documentation), extraordinary educational opportunities (pre-approved by school administration in accordance with CSBOE guidance), and in the event of lack of transportation that is normally provided by a district other than the one the student attends.*

Should a child accumulate four unexcused absences in one month or a total of ten unexcused absences in a given school year, RLMS is

required to report this child as truant under the current Families with Service Needs statute.

A student is considered to be in attendance if present at school, or at an activity sponsored by the school, such as a field trip, for at least half of the regular school day (minimum of 3.5 hrs.). A student who is serving an out-of-school suspension or an expulsion is considered absent.

ABSENCE FROM SCHOOL MORE THAN 5 DAYS

If you have a more serious illness than normal, please call the school nurse, and have your parent explain the problem. If necessary, we can gather together your books and assignments so that you can keep up with your work. Please call the main office at 255-8345.

ABSENCE FROM SCHOOL AND SCHOOL ACTIVITIES

If you are absent from school (or arrive after 11:30 a.m.) on the day of a dance or other after-school activity, please remember that you cannot attend those activities.

TRUANCY POLICY

Under the law, a student who is truant is subject to the jurisdiction of the Superior Court (Juvenile Division) on a delinquency petition. General Statutes S10-190a (a) defines "truant" to mean "a child enrolled in a grade from kindergarten to eight, inclusive, in a public or private school, who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year; and a "habitual truant" means any such child who has twenty unexcused absences within a school year.

Truancy is often symptomatic of other problems with the child or the child's home. Truant students, or students who are cutting class, will be assigned In-School Suspension, after or before school detentions and/or result in other loss of privileges. Chronic truancy will result in a referral to the courts.

VACATION POLICY

The administration and faculty of the Fairfield Public Schools would like to emphasize the importance of regular school attendance for each pupil. We recognize that there are times when illness, a family emergency, or a religious observance makes it necessary for a pupil to be absent.

However, in recent years, we feel that there has been a growing tendency for parents to remove children from school for reasons other than those cited above. In particular, we are concerned about the number of families who take their children out of school for planned family vacation during school time.

Each of the 183 days during the year when school is in session is critical for learning. Families receive a calendar of those dates to plan family trips at times other than important school days. Please be advised that vacation days fall under the state approved attendance policy stated above.

If you must take a family vacation during school time, the following will be the responsibility of both the parents and the student:

1. Parents should complete the "Notification of Extended Absence" form and request that it be distributed to the student's teacher(s) **at least one week before you will be away** requesting schoolwork to be covered during that period. To the extent that the teacher can provide work that the student can do with little or no assistance, it will be provided.
2. During the vacation, parents should set aside regular study time and, when possible, assist their child with his/her work.
3. Upon the student's return to school, all work that the teacher assigns must be made up and handed in within two weeks of the return to school. It must be stressed here that the "participation" part of the work missed cannot be made up and may lower the grade.

If the student cannot understand the work, it is the responsibility of the parent to provide tutorial assistance outside of school to help the student. While teachers do help youngsters after school, that time is

properly reserved for students who were absent from school due to illness, family emergency, a holy day, or for students who attend class and still need extra help to grasp skills and concepts.

ASSEMBLIES

Periodically assemblies are held for concerts, plays, class meetings and other school-sponsored programs. At assemblies students should:

1. Arrive and leave with their classroom teachers in an orderly manner;
2. Sit with their class;
3. Remain quiet during a performance or presentation;
4. Show appreciation by applauding at appropriate times; no other responses (such as booing or whistling) are acceptable.

BACKPACKS

Backpacks should be viewed as a means of carrying books to and from school. Backpacks are expected to be left in your locker during school time. The reasons for not allowing backpacks around the school during the day include:

1. Backpacks can be a hazard when left in the student dining room, in hallways, under desks, and carried in the corridors during passing times. Lockers are assigned to all students to provide storage for backpacks, books, jackets, and hats during the school day.
2. Backpacks become too heavy to carry as the year progresses and as books and papers are added to them. We suggest that you empty book bags regularly and organize notebooks weekly.

Please be guided when purchasing a backpack by the size of your locker.

BEFORE AND AFTER SCHOOL

School opens at 8:00 a.m. **Students should not be on school grounds prior to 8:00 a.m. unless under the direct supervision of a teacher.** Students arriving earlier must have a dated pass signed by the supervising teacher. Homeroom begins promptly at 8:10 a.m. Please be on-time.

School is dismissed at 2:50 p.m. After school, all school rules remain in effect. For safety considerations, students not involved in a supervised after-school activity must leave school grounds immediately after dismissal.

Those students waiting for the late bus must wait in the front entrance, away from the driveway, or quietly in the main lobby. Students who leave school grounds at 3:00 may not use the late bus at 4:00 p.m.

Please note that skateboarding is not allowed on school grounds. Any student found skateboarding on school grounds will lose the privilege of bringing a skateboard to school for one month. They will also receive a one hour after-school detention. Skateboards brought to school must be left in the main office before homeroom.

For safety reasons, any student bringing a skateboard on a school bus must carry the skateboard in a bag, so it won't present a hazard on a moving bus.

BASKETBALL GAMES

We believe in supporting both our boys and girls basketball teams. Our student body is encouraged to attend and cheer positively for all home games. Remember that all school rules apply while participating as a fan of the basketball teams.

BUILDING SECURITY

In order to assure the safety of all students and staff from the possibility of an unwanted guest, we ask that **all parents and guests** stop in the main office and sign in to receive a **visitor pass** before moving about the building during regular school hours. The only doors available for entry into the building during school hours are the main doors nearest the main office. For safety purposes, the other

doors are only available in the event of an emergency. Parent cooperation is critical for this procedure to be effective.

CAFETERIA / STUDENT DINING ROOM

The school cafeteria is maintained as a dining room and vital part of the health program at school.

There are a few procedures in the dining room to make it an enjoyable place to eat. The staff and your fellow students appreciate your cooperation in following these procedures.

- Please do not borrow or lend money. It only leads to personal problems between friends. Please don't feel that you can be "forced" to give friends money or food.
- Students may sit anywhere in the dining area, provided they can handle this privilege. The Dean reserves the right to assign seats to any or all student(s) whom he deems necessary.
- Pushing, cutting in line or other physical or verbal acts against anyone are unacceptable.
- Use a courteous, "inside" voice.
- When finished eating, clear your place, dispose of waste in the proper area and make sure the floor is clean.
- Throwing objects is dangerous and unacceptable.
- Passes are required to leave the dining room.
- Be courteous and respectful to the staff.
- Food & drink are not to leave the cafeteria unless in a bag.
- Pizza, UberEats, and anything other food service delivery is prohibited.

For any student having difficulty adhering to these procedures, the following may be considered:

1. Warning (explaining the rule broken)
2. One-half hour lunch detention/Assigned seat
3. One-hour detention and parent contact
4. Removal from cafeteria for three days and parent contact
5. Removal from cafeteria for five days and parent conference with Dean

Severe Infraction Clause: Immediate removal from cafeteria and discipline at Dean's discretion (up to and including suspension).

CARE OF TEXTBOOKS AND LIBRARY MATERIALS

The school furnishes textbooks and library materials. Each student is responsible for the care and safekeeping of all such materials. All books are to be covered. Fines will be assessed for lost, damaged or excessively worn books. All textbooks and library books must be returned or paid for prior to yearbook distribution.

CELL PHONE/SMART WATCH POLICY

Students will be allowed to have a cell phone or smart watch in school providing that it **is turned off and kept in their locker from arrival at school until dismissal.** **Cell phones and smart watches are not to be used in the building at any time unless given consent by a teacher or after dismissal at 2:50 pm.** Any student that is witnessed using a device for any purpose during the school day will be referred to the Dean. A second offense will result in the cell phone being held until picked up by a parent/guardian.

CHEATING

Copying other's work, whether a friend's homework, another student's test paper, a text or internet article, or a pre-written essay from the internet violates the Code of Conduct and will result in loss of academic credit and a consequence from the Dean's office, including up to placement in internal suspension.

CODE OF CONDUCT

We, the students of Roger Ludlowe Middle School, take pride in our school community. Therefore, we have certain responsibilities to our school and our community:

- **RESPONSIBILITY:** I will take accountability for my actions and demonstrate qualities of respect, reliability and persistence.

- **LEADERSHIP:** I will follow all school rules, be a positive role model and promote a healthy school climate.
- **MOTIVATION:** I will try my best in all classes, problem-solve when faced with challenges and value the importance of learning.
- **SENSITIVITY:** I will listen with understanding and empathy and strive to develop positive relationships with others.

COMMUNITY SERVICE

Sometimes students are asked to provide some positive service around the school. They may work after the lunch shift or be assigned work-time after school. Breaking school rules may result in a student being assigned community service as a way of giving back to the school community.

CYBER-BULLYING

It is not the intention of Roger Ludlowe Middle School to monitor the behavior of its students outside of the normal school day. However, from time to time, student behavior outside of school can negatively impact the learning environment inside school. For instance, if a student posts harmful, mean-spirited comments about a fellow student on a website, this may cause a disruption at school, whereas feelings can be hurt, reputations tarnished or emotional states compromised. If the school environment is negatively effected by a student's use of technology outside of the school, a consequence (including detention, suspension and/or referral to law enforcement agencies) may result.

Students are not to use another person's name and/or information to set up a web site, to post derogatory comments, send instant messages, emails or text messages.

Students need to use the internet, instant messaging and text messaging in a responsible manner. Involved parents are the best solution for preventing negative interactions on-line and cyber-bullying.

DANCES AND SCHOOL SOCIALS

Look for dates and times for school socials and dances listed in the school calendar. Announcements will be made in the school bulletin for students. All school rules apply for dances and socials.

DISCIPLINE PLAN FOR ROGER LUDLOWE M.S.

We believe all students can and should behave at school. We feel that all students have the right to learn and that teachers have the right to teach, free from distractions, in a safe and orderly environment.

Therefore, all students have the responsibility to behave in a manner that does not interfere with another person's rights. Your education will prepare you for the rigorous demands of life and help you make informed decisions now and in the future.

Students are reminded that they must adhere to a code of good conduct, not only for their benefit, but for the benefit of others.

To help students follow our code of conduct, all teachers have in effect a classroom management plan. A plan is made up of expectations, behaviors needed to be successful in class, consequences and recognition for students.

You are responsible for your actions. If you do make a poor choice concerning your behavior, you should be willing to accept the consequences. Consequences may include referral to the Dean, detentions, community service, suspension, parental contact or loss of social privileges.

We strongly believe in recognizing students who are good school citizens. Words of praise, Quarterly Citizenship Awards, RLMS Top Dog recognition, letters and calls home will be offered as we observe you doing great things!

REMEMBER: KEEP YOUR HANDS, FEET, OBJECTS, AND NEGATIVE COMMENTS TO YOURSELF

DETENTION

Violation of school rules may result in being assigned a detention. All after-school detentions are allowed 24-hour notice in order to arrange transportation, unless the teacher or Dean arranges the detention for that day with a parent. When conflicts arise, it is your responsibility to make arrangements with teachers to fulfill detention obligations. Discipline issues take precedence over extra help. You are expected to make dental/doctor and similar appointments or arrange after-school jobs after 3:15 p.m., to meet your school obligations.

SOCIAL PROBATION

Students may lose the privilege of attending after-school activities, field trips, or dances, for a period of time. This probation may occur for repeated misbehavior, lack of academic motivation, or serious offenses against the school community.

DRESS

We take pride in all Ludlowe students and believe that your dress reflects the way you feel about yourself and the quality of the school. Clothing must be clean and in good repair. At no time should clothing detract from a student's attention to the academic process. Students wearing attire that is disruptive to the educational process, dangerous to personal safety, or advocates substance abuse or makes sexist statements will be required to change immediately.

Here are some guidelines for appropriate dress:

- Footwear must be worn - certain classes for safety reasons may require specific footwear for the students. These policies must be adhered to.
- Clothing should cover undergarments, and provide appropriate coverage at the midriff and neckline.
- Hats are not to be worn inside. (Please leave hats in your locker.)
- Headbands with ears, antennas, etc. are a distraction in class and are prohibited.
- Outerwear (coats, jackets, and windbreakers) is not allowed in class.
- Clothing that promotes or depicts alcohol, drugs, tobacco, violent behavior, or sexually explicit words or pictures is prohibited.
- Skirts and shorts must be longer than fingertips when rested at sides.
- Sunglasses are not to be worn inside the building.
- Pajamas/sleepwear/slippers are not to be worn to school.
- Pocket chains for wallets are not permitted in school.
- Total face paint is not allowed.

EARLY DISMISSAL

There are two very important things to remember when you have to leave school early:

1. A student being dismissed early must have a note signed by a parent. The note is to **be approved by the office when you arrive at school.** The note must include:
 - Your name
 - Your homeroom
 - The dismissal and return time
 - Reason for early dismissal
 - Who will be picking the student up
 - Parent/Guardian signature
2. If you are permitted to leave early, it is required that a **parent or guardian signs the Early Dismissal Roster in the Main Office before you will be released from class.** *No child should leave school without permission or without a parent or guardian signing the Early Dismissal Roster.* For everyone's safety, we need to know where you are at all times.

ELEVATOR PASSES

Elevator passes are available for students returning to school with a medical problem that will not allow them to use the stairs. Elevator passes can only be obtained with a doctor's note verified by the school nurse. Only students with the appropriate pass can use the elevator.

EXTRA HELP AND MAKE-UP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is too difficult, or if you have been out of class for any reason and have missed assignments and class discussions. Arrange a conference time with a teacher before or after school, or another time convenient for both of you. A teacher will sometimes request a student to stay afterschool if it is apparent that he/she is having difficulty. This should not be thought of as a punishment, rather the desire of the teacher to help ensure student success.

Please note: All teachers will be available for extra help for 20 minutes after school on Mondays and Thursdays.

FIELD TRIPS

Field trips are important extensions of our curriculum and the middle school experience. However, if students do not attend a field trip, they are expected to be in school. No student will be allowed to go on a field trip without a signed permission slip from a parent or guardian.

Student field trip eligibility is subject, in part, to criteria established by the LUDLOWE Code of Conduct. Because field trips entail a much greater degree of responsibility for teachers, chaperones, and students, a special screening procedure may be used to reduce the likelihood of any discipline problems on such a trip. Students will be given ample opportunity to exhibit self-control and respect for school rules. Parents will be notified if their child is not demonstrating appropriate standards of behavior prior to the planned field trip and is in danger of being removed from the trip roster.

FIRE DRILLS

At the sound of the fire alarm you are to leave the building with your teacher following the directions posted in each of your classrooms. It is important to find those directions and understand them. There is to be no talking during the entire drill in case an adult needs to give you further directions. Once outside, you are to remain at the assigned area until told to re-enter the building. A special procedure for evacuation of students with handicapping conditions is on file and available for review in the Dean's office. This procedure, as well as instructions for times when you are passing between classes or when you are in the cafeteria will be given in your homeroom. When you are outside, get away from the building, do not stand in the roadway (fire trucks and emergency vehicles may be coming), and do not sit on cars parked in the parking areas.

GETTING STARTED

1. **EARLY TO BED** -- Develop good habits in September! Get enough rest...Don't run yourself down.
2. **A GOOD BREAKFAST** -- Juice or fruit; cereal or eggs; toast; milk -- we suggest a balanced lunch and dinner as well. Your good health requires sensible eating habits. Take personal responsibility for your personal health!
3. **GOOD STUDY HABITS** -- Use an assignment calendar! Don't lose it! Have a quiet place to study...no interruptions...good lighting. Do the toughest subjects first, while you are fresh. Don't put off long-range assignments. Keep to a schedule. Set time goals for yourself. Reward yourself with a break!
4. **LISTEN, ASK, SHARE** -- If you don't understand, ask questions. Don't be afraid to ask...Silence usually means that you understand. Above all, share your experiences with your classmates. Contribute!
5. **GET HELP** -- If sickness, poor preparation, a change of schools, or personal problems get you in trouble, get help immediately

from a teacher or counselor. Extra help is available. Don't despair... we're here to help you.

6. **PLAN YOUR DAY** -- Know what books to bring to classes. Keep your lockers uncluttered. Be ready for special days -- changes in schedule -- due dates for long-range assignments. Think about these things before your school day begins.
7. **LABEL EVERYTHING** -- All clothing, books, equipment. Claim lost items as soon as you can. Lost and Found is located in the Cafeteria and Main Office. Report all losses immediately. Don't bring large amounts of money to school.

GUIDANCE/COUNSELING SERVICES

School counselors and a school psychologist provide counseling services at Roger Ludlowe Middle School. The counselors rotate so that each one will, in turn, start with the sixth graders and stay with that class through the three years of middle school.

The school psychologist works closely with the counselors and administers diagnostic and educational testing for those students who appear to be in need of special services. In addition, the school psychologist also counsels students who have needs requiring additional support.

Counseling is available to all students anytime. Communication between the student and the counselors is confidential. Counseling sessions may be individual or group meetings, one meeting or multiple meetings for short term or longer term counseling. By reading and signing off on the handbook you are agreeing to have your child see the counselor if the need arises.

Wherever possible, weekly meetings are scheduled on a rotation through class periods to minimize the number of times students are absent from any one class. Students leaving for counseling sessions are given passes to be signed by their teachers. In keeping with school policy, students are responsible for making up any work they have missed.

Teachers are encouraged to refer students to the School Counselors whom they feel are having personal, social, emotional, psychological, or academic difficulties. Teachers in need of interpretation of standardized group test results can enlist the services of the counselors.

GUM/CANDY

Candy is not permitted in class unless permission is granted by a staff member. This will only be as a result of a specific activity. Gum is not allowed in school for any reason. Students found chewing gum can be assigned a 30-minute detention.

HALL PASSES

Hall passes are required ANY time you leave a classroom. Media center passes are issued by your teachers. They may be a full-period research pass or a 10-minute "book loan" pass. Passes must be obtained if you are late to class or have been with another teacher or the Dean.

HALLWAYS

Corridors can become very congested as all students pass from class to class. Please remember a few simple rules for safe and quick passage:

- Keep to the right.
- No running or jumping.
- Keep voices low, as some classes will be in session.
- You must always have a pass to be in the halls during class time.

Inappropriate hallway behavior can result in a referral to the Dean.

HOMEROOM

Your homeroom is your home base at school. Your homeroom teacher is someone you will see each morning and is a person who will be available to help you if you have a minor difficulty that you cannot resolve. Your homeroom is also a place for other activities

such as filling out schedule forms, assigning lockers, catching up on work, etc. During homeroom, attendance will be taken and announcements will be made.

HOMEWORK

Home study is a necessary part of every student's education. It is an excellent time to share with parents your ideas and the subjects you are studying. Homework helps you learn how to work independently, organize time, develop effective work habits, develop self-discipline, and accept responsibility.

Students often ask, "How much time should be spent on homework?" Our advice is, spend as long as it takes to get the assignments done properly! You can expect daily homework. Suggested time allotments (20 minutes per subject) are listed below:

Grade 6	60-70 min. daily
Grade 7	60-90 min. daily
Grade 8	60-90 min. daily

Homework may vary depending on the assignments or projects being conducted in class. If you have any questions regarding homework responsibilities, do not hesitate to contact the individual teacher.

ILLEGAL ACTIVITIES

It is the policy of the Fairfield Schools to prevent and prohibit the possession, use and/or distribution of any drug (narcotics and alcohol) or drug paraphernalia on school property, at school-sponsored events, on school buses, and to and from school by any mode of travel.

Violations of this policy, including the possession, use, distribution of any drug or drug paraphernalia and being under the influence of any drug on school property or at any school-sponsored event, will be dealt with in accord with the procedures developed by the administration and Board of Education Policy. The consequences of such violations may ultimately result in expulsion from school.

Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interests of the student, the school population and the community in mind.

The building administrators shall notify the police department of all crimes of a serious nature, such as carrying a weapon or dangerous object*, assault, possession of a controlled substance, vandalism on school grounds, and larceny. The consequences of such violations may ultimately result in expulsion from school. (*Dangerous objects: fireworks of any kind, toy guns, pellet guns, chain wallets, laser pointers, etc.)

Board of Education property includes all public schools and adjoining property, office facilities, buses used for student transportation, whether owned or contracted, and properties used by the Board of Education for educational purposes.

INFINITE CAMPUS

Infinite Campus is the primary communication vehicle for assignments, progress reports and grades. All students will receive accounts and orientation through school. Parents who need to request an account should email reghelp@fairfieldschools.org.

LOCKERS AND LOCKS

You will be assigned two lockers. One is near your homeroom (for storage of books, book bags, jackets, and other items); the other is in the locker room near the gym where you may keep your gym clothes. All lockers have combination-type locks with a three number combination. **Do not share your combination with anyone.** Do not keep any valuables in your lockers—the school is not responsible for items kept in the lockers. Lockers remain the property of the school

and are assigned for the use of the students. We retain the right to examine the contents of your lockers at anytime with reasonable cause for hazardous, illegal, or unsafe materials. Locker searches may include the use of canines, video surveillance and metal detectors. **The school is not responsible for any personal property that is missing from a locker.** Large sums of money and expensive items should not be brought to school.

MAKE-UP POLICY

Students will have three days from the day of return, to make up their work and hand it in to the teacher unless special arrangements can be made with the teacher, as in the case of a prolonged absence. It is the responsibility of the student to obtain make-up work. Students who fail to do so within the required time will receive a "0" for all work missed.

MISCELLANEOUS

Students are not allowed to sell anything to another student on school grounds or on school buses.

Throwing snow, rocks or anything else is dangerous and is obviously against school rules.

Fidget cubes/spinners are prohibited unless in a student's specific school plan. Slime and putty are banned from school, as well.

MUSIC LESSON POLICY

The music policy at Roger Ludlowe Middle School will be as follows: Students will attend all regularly scheduled music lessons except for the following reasons:

1. Guest Speaker in the Classroom
2. Labs (Science, Foods, etc.)
3. Test Review

All lessons will begin five minutes after students are due to their regularly scheduled class. This will allow all students to go to their classes and inform their teacher that they will be attending their lessons*. Lessons will be 30 minutes long. This will allow the student to go back to their classes and check in with the teachers about what they missed and write down homework.

*If student is held in regular classroom for any of the reasons above, the teacher should immediately email the music lesson colleague with the student name and reason for the absence from the lesson.

The instrumental music staff offers make ups as follows:

1. Make-up per week during HR
2. Make-up per week during school
3. Before/after school as needed

All teachers will receive make up lesson schedules prior to the start of lessons.

NON-DISCRIMINATION STATEMENT

It is the policy of the Fairfield Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, mental retardation, mental or physical disability, including, but not limited to, blindness.

PARENT CONTACT

We believe the school and parents are partners in your education. Regular communication between parents and school is extremely important. Our effectiveness as a school is greatly enhanced by cooperative and concerned parents. Progress reports are issued for all students during the first marking period. For the remainder of the year progress reports will be issued to any and all students who academic or behavioral standing in class has fallen below their previous levels. Report cards are issued four times a year, at the conclusion of each marking period. Conferences are scheduled after

the first marking period and other conferences can be scheduled as needed. Parents will be notified if academic or behavioral difficulties are persistent or of a serious nature. Contact may occur by phone, by letter, or through a conference with the teacher, the counselor, the dean, and/or an administrator.

The PTA sends out a weekly newsletter via e-mail called The Blast, and every effort is made to include all school happenings.

PERSONAL TECHNOLOGY USE

The taking of pictures is only allowed with prior permission from teachers.

We support the use of technology to help promote reading by our students. With this in mind, the use of iPads, Kindles, Nooks and other personal electronic devices (excluding cell phones) will be permitted in school under the following rules:

1. The use of an e-reader device will be permitted solely at the discretion of the teacher.
2. Students are NOT to bring e-readers to UA classes.
3. During independent reading, only pre-loaded books will be permitted. Searching for and purchasing texts and other titles, as well as playing games, will not be permitted during class time.
4. At no time are students permitted to access the internet without prior teacher approval and guidance.
5. Cell phones are prohibited in class unless given prior teacher approval, and for instructional purposes only.
6. Students who wear an Apple watch to school, must remove and store in their lockers prior to going to any class where they will be taking a test or quiz that day and before reporting to physical education classes.
7. Owners of such devices who chose to bring them to school will be solely responsible for any loss or damages incurred and not RLMS and its staff.

If any student is found violating the aforementioned rules, or the misuse of a personal electronic device becomes an obvious distraction, the teacher reserves the right to revoke the privilege of using the device in class.

Further offenses will require a mandatory parent conference with administration or administrative designee and may result in the loss of all technology use in school.

PHYSICAL EDUCATION AND MEDICAL EXCUSE

All students must change. Lockers will be provided for your clothing. Proper gym clothing includes sneakers (no black soles), clean shirt, shorts or sweats. Clothing should be taken home to be washed routinely.

You must have a written note from your family physician in order to be excused from physical education. Depending on the circumstances, a note from your home may be acceptable for a one class absence.

REFERRAL TO THE DEAN

When a student is sent to the Dean of Students for breaking school rules, our primary goal is to find a solution to the problem. Being referred demonstrates that the student has chosen by his/her behavior a limit-setting consequence. Some consequences might be:

- Conference with the Dean
- Administrative conference
- Warning – review expectations
- Detention / phone call and/or letter home
- Community service
- Assignment to In-School Suspension
- Social Probation, loss of all after school activities except detention
- Parent conference / behavior contract developed

- Out-of-School Suspension

If a student is sent from class because of severe misbehavior -- defying the teacher, fighting, vandalism or stopping the entire class from functioning -- more serious consequences will apply. These may include immediate placement in In-School Suspension, parent contact, out-of-school suspension, administrative detention, community service, etc.

RELIGIOUS OBSERVANCES

Our faculty is sensitive to the assignment of schoolwork around religious holidays. Assessments and assignments will be adjusted to take into consideration religious observances.

REPORT CARDS

Report cards are issued four times a year. Grades range from "A" to "F". Also on the report card are comments that refer to your achievement and behavior. You might also get an "I" (incomplete) if you have been absent and not completed work. This work is to be made up as soon as possible. The "I" will become an "F" if not made up within two weeks. This is your responsibility.

Honor Roll

The Honor Roll is published four times a year, shortly after each marking period report card is issued. In order to qualify for either High Honors or Honors, you must meet the following criteria:

High Honors – All **A's** in all subjects listed on your report card.

Honors – All **A's** and **B's** in all subjects listed on your report card.

- ♦ A grade of "**P**" in a pass/fail course will not disqualify you for either High Honors or Honors.
- ♦ Any letter grade of **C, D, F** or **I** in any course will disqualify you from achieving either High Honors or Honors.

SPECIAL NOTE: If you receive an "I" on your report card, you will be unable to qualify for the honor roll until your outstanding work is completed. You will be given two weeks from the issue date of the report card to complete and turn in any work you are permitted to do. Remember it is your responsibility to seek out your teachers, complete your assignments and return all work within the time limits established. Once this is done your class average will be compiled. If you receive either an **A** or **B** as a grade that replaces an "I", you will qualify for recognition on the appropriate honor roll. Any outstanding work not completed within the established time limits will receive a grade of "0". The "0" grades will be averaged with all other grades earned in the course during the marking period, to determine your grade.

REPORTING A CONCERN

If you have a concern or complaint, please feel free to share it with a counselor or the Dean. If you wish to report an issue discretely or anonymously, you can place a note in the concern box outside of the library or use the TIPS on-line reporting system.

SCHEDULE CHANGES

If there is a question about your schedule, check first with your homeroom teacher. If your teacher cannot solve the problem, please consult your guidance counselor.

SCHOOL NURSE

Our nurse's office is located near the main office opposite the guidance suite. The nurse will be available for the entire day. If you need to see the nurse, get a pass from your teacher **AFTER** you report to class. If you want to consult the nurse about a problem, leave a note in her office with your name and homeroom, and she will leave a pass with your homeroom teacher. However, school nursing services are provided for those who are sick during the day and emergency situations. If you are ill prior coming to school, please stay home or see your physician. We hope that you never need to go home from school sick, but if you do, our nurse will assess the illness and will make the decision to send you home. The nurse will handle all the necessary phone calls and paperwork.

There are other things you should know about the health office:

- **Medication:**

You are not to take any form of medication in the school without the knowledge and supervision of the school nurse. She will also store and/or administer medicines as are prescribed by your family physician. Medical permission forms are available in the health office for the purpose of administering allergy medicines, etc.

- **Physical Examinations:**

All sixth graders must have a health assessment by his/her physician before the end of the school year. All students who take part in our interscholastic sports teams must show evidence of their good health and ability to participate in a given sport by their physician's certification. Special forms will be provided to those to whom this may apply.

- **Physical Testing:**

The school health office will administer a screening test for scoliosis to grade students in grades 6, 7 & 8. Grade 6 is tentatively scheduled for the week of October 25th and 7th and 8th graders the week of November 1st. A hearing screening is done on all 8th grade students and a vision screening is done on all 6th grade students.

SCHOOL VISITOR POLICY

Non-Ludlowe students are not allowed to attend school with you. Visitors to the building are requested to sign in with the office upon arriving at school. **Visitors who are not authorized are considered to be loitering and can face a misdemeanor charge of trespassing.** Parents are always welcome to visit our school for special events. Please sign in at the office and pick up a visitor's pass.

SEXUAL HARASSMENT POLICY

See page 12 for policy information.

SMOKING POLICY

Smoking is considered hazardous to your health and **IS NOT PERMITTED** in school, on school buses or school grounds.

Students are prohibited from bringing smoking paraphernalia of any kind to school, including e-cigarettes and vapes.

Consequences:

First offense: One-day Internal Suspension and a parent phone call.

Second offense: (Severe clause) Up to a three-day External Suspension.

STUDENT ASSISTANCE TEAM

The SAT is a voluntary group of trained staff members (teachers, counselors, administrators, and health personnel) who meet together on a regular basis during the school year to formulate ideas, develop plans, and coordinate activities for dealing with various issues which affect students' lives and well-being.

The task of the SAT is threefold:

1. Plan and deliver programs for students, parents, and staff members that reflect the needs of Fairfield adolescents in the school and the community.
2. Assist in the implementation of appropriate intervention techniques on behalf of students.
3. Primarily emphasize the social and emotional development of the student body with an emphasis on prevention through education.

STUDENT DROP-OFF AND PICK-UP

STUDENTS MAY BE DROPPED OFF AT SCHOOL AT 8:00 AM & PICKED UP AT 2:50 PM IN THE REAR STUDENT DROP-OFF/PICK-UP AREA. Please refer to the letter which was included in the summer mailing for specific procedures.

STUDY HABIT SUGGESTIONS

- Use our assignment book.
- Make and keep a study schedule.
- Study in the same quiet place every day.
- Set a specific time of day to study.
- Plan ahead by estimating the amount of time it will take to complete the assignments.
- Always read the directions before starting.
- Turn off the TV or radio when studying.

Homework is your responsibility. If you don't do your homework, your teacher and your parents will work out a plan to help you successfully complete your assignments. Remember that if you choose not to do homework, your grades will suffer, and you risk an academic probation.

TELEPHONES

- **Students, with permission and a written pass, may use the office phone.** Phone use should be limited to break times, lunch, and after school.
- When items are delivered to the school, upon the request of the student, the student assumes the responsibility of retrieving the item in the main office. This procedure eliminates interrupting the classroom, however, consideration is always given in an emergency.
- Lunch/lunch money delivered to school PRIOR to 10:45 a.m. without a student's knowledge will be brought to the cafeteria for the student to pick up at lunchtime.
- Your child needs to be responsible. We encourage you to establish a daily routine at home that fosters this responsibility. We discourage parents from calling to leave messages for their children. With a population of approximately 900 students, this can become an impossible task. In case of an emergency your child can be called from class if you wish.

TRANSPORTATION

In order to get you to and from school safely, we ask that you understand the following:

Bicycle Riders/ In-Line Skaters/Skateboarders

- Bicycles, skates, skateboards must be dismounted prior to entering school grounds, which include all driveways and the parking lots during the peak time of motor vehicle traffic (generally from 8:00 a.m. to 2:50 p.m.)
- The school is not responsible for damage to, or theft of, your bike, skates or skateboard.

Bus Riders:

The bus is an extension of the school grounds, and all the rules that are observed at school concerning behavior, respect for property, etc. should be observed on the bus. Students should be aware that all school rules apply while they are riding on the bus. Students transported in a school bus are under the authority of, and responsible directly to, the driver of the bus. The bus driver is charged with the safe transportation of students to and from school, and he/she must have the full cooperation of students on the bus at all times. The driver may assign seats in the bus if s/he deems it advisable. Disruptive behavior of any sort can disturb the driver and therefore will not be tolerated. Serious or continued inappropriate behavior on buses may result in the suspension of a student's bus privilege. In such cases, it is the parents' responsibility to provide transportation. Students should not litter, write on or damage the bus or anyone else's property in any way. Student must pay for damage caused by their actions.

All students must follow the rules of conduct listed below:

Safe Bus Riding Procedures:

1. Be at the designated bus stop at least 5 minutes before the bus is scheduled to arrive. Conduct yourself in a safe

manner at the bus stop, as well as on the bus. Wait for buses well off the roadway, and while waiting, respect the property of others.

2. If you must cross the street after exiting the bus, please pass in front of the bus, not behind it.
3. If you must cross the street to board the bus, wait for the signal from the driver before crossing, then walk approximately ten steps away from front of the bus.
4. Please enter the bus in a single file, remembering not to push or shove.
5. Remain seated at all times when the bus is in motion.
6. Keep bus windows closed unless permission is given by the driver to open them. When allowed to open windows, keep head, hands, feet or any object out of windows and in the bus.
7. Shouting or other acts that distract the drivers are a safety hazard and, therefore, cannot be tolerated. Loud talking, laughter and unnecessary confusion can divert the attention of the driver and could result in a serious accident. Ordinary conversation is the norm.
8. Do not prevent others from sitting where they wish to.
9. There should not be any unauthorized tampering with bus and/or emergency equipment especially emergency exit levers.

Important Note:

Except for emergency situations that must be approved in advance by the transportation office (255-8385), only students who have been assigned to a specific bus route may ride. This rule must be enforced so that we will have a list of all possible bus riders, to prevent a school bus from becoming overloaded, and to assure that eligible bus riders will have a seat.

An infraction of the rules will be reported by the driver to the Transportation Office. The Dean will take appropriate disciplinary action and inform the child's parent. Serious or continuous infractions may result in suspension of transportation privileges.

Consequences for inappropriate behavior on the bus may include any of the following:

1. Warning
2. Assigned seat on bus
3. Detention/Parent phone call
4. Loss of bus privilege for specific time period
5. Removal from bus for extended period of time, conference with parents, transportation director and Dean.

Severe Clause:

For serious misbehavior, students may lose bus privileges for an extended period of time. Parents will then be responsible for transportation of their child to and from school.

LATE BUS--p.m. (activities)

A late bus is available on Mondays and Thursdays for all students involved in an after-school activity. The late bus route is posted in the main office. Just look for the stop closest to your home and tell the driver the late bus stop number. Our late bus picks students up at the front of the building between 3:50 p.m. and 4:00 p.m. (Remember that our late bus will bring you as close as possible to your home.) Also, students are not permitted to take the late bus if they leave school grounds to go downtown.

WEATHER RELATED MODIFIED SCHEDULES DELAYED OPENING

If the weather is a problem, it may be necessary to delay the opening of school. When this occurs, announcements are made on the local radio stations (**WICC, WEZN**) and local TV stations (**Channel 3, 8, 12, 30**) between 6:00 a.m. and 7:15 a.m. indicating that school will open two hours later at 10:00 a.m. *This, of course, means that the school bus schedule will commence two hours later.* Parents are also encouraged to sign up for the K-12 Alerts.

EARLY DISMISSAL

Occasionally the weather conditions worsen after school has started. When it appears that conditions will be worse by dismissal time, the school will close earlier. Most often that will be after a four-hour session (12:40 p.m.). *Announcements will be made on the radio when that happens so that parents will be aware of the change.*

FPS INFORMATION AND COMMUNICATION TECHNOLOGIES ACCEPTABLE USE GUIDELINES AND AGREEMENT 6417 AR

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

Scope:

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of technology resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using electronic media information resources.

To ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be periodically reviewed, updated and distributed.

In order to initiate and maintain access to technology resources, all users must submit a signed **Acceptable Use Agreement** (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

Digital Citizen:

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- **Respects One's Self.** Users will select online names that are appropriate and will carefully consider the information and images that are posted online. **Respects Others.** Users will refrain from using technologies to bully, tease or harass other people.
- **Protects One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respects Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protects Intellectual Property.** Users will request to use the software and media others produce.

- **Publishes Responsible** Users will adhere to the Districts Publishing Guidelines.

Data Retention- Legal Discovery:

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

Publishing Guidelines:

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Expectations:

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes

whether district or personally owned, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources*. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

***The district is establishing a "Bring Your Own Technology" program ("BYOT"). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district's filtered Internet portal.

Policy Violations:

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

By signing the Parent/Student Acknowledgement Form, DISTRICT TECHNOLOGY RESOURCE users (employees, students, and their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. Behave ethically and responsibly when using District Technology Resources.

- a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
- b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
- c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.

2. Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.

- a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
- b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
- c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
- d. Refrain from using social network tools for personal use.

3. Respect the privacy of others and treat information created by others as the private property of the creator.

- a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
- b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
- c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district **Publishing Guidelines**.
- d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior

Distance Learning Expectations

- *Successful Students during distance learning will:*
 - *Create a space and dedicated time for learning.*
 - *Complete daily activities and post to their teachers' online platform by the posted due date.*
 - *Respond to teacher comments*
 - *Communicate with your teacher and examine feedback.*
 - *Follow the class schedule specified by the instructor.*
 - *Engage in class following the instructions given by the instructor.*
 - *Demonstrate learning with completion of assignments.*
 - *Notify school personnel of any technical issues immediately.*
 - *Follow the Code of Conduct.*
 - *Check Email regularly throughout the school day.*
 - *Reach out to your teachers if you are overwhelmed.*
 - *Understand that daily attendance is expected.*
 - *If for any reason you miss class, it is the student's responsibility to reach out to the instructor to determine what is missed.*
 - *Use equipment as outlined in the Acceptable Use Policy.*
 - *Check both Google Classroom and Infinite Campus regularly.*
 - *When participating in a google meet with video - participate in a social space in your home. For example, the kitchen.*

ADMINISTRATION POLICIES AND PROCEDURES

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases this may be the provisions in the handbook. The board will immediately update the Board Policy as needed in these circumstances.) If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parents/guardians.

SEXUAL HARASSMENT

The Fairfield Board of Education is committed to safeguarding the right of all students within the school district to a school environment that is free from all forms of sexual harassment including molestation and unwelcome fraternization. Therefore, the Board condemns all unwelcome behavior of a sexual nature that is either designed to extort sexual favors from a student that has the purpose or effect of creating an intimidating, hostile, or offensive school environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately as specified in the student handbook so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

No employee shall engage in any such conduct or condone such conduct by students. Furthermore, retaliation against an employee or student making a complaint is also prohibited. Violations of this policy will result in disciplinary action.

Complaints should be referred to the Title IX Coordinator at the site of the occurrence:

- either high school, the Administrator for Pupil Services and Guidance
- any middle school, the Assistant Principal
- any elementary school, the Principal

A complaint may also be filed with the district Title IX Coordinator, P.O. Box 320189, Fairfield, Connecticut 06825 or 255-8462.

Investigations of the alleged violations shall commence immediately and a report rendered to the Superintendent or designee within forty (40) days. Those involved with a sexual harassment investigation are expected to protect the confidentiality of all individuals and information related to the case. Investigations will be documented with a written, factual report, regardless of the investigation's outcome. Findings of an investigation may be appealed to the Board of Education.

CIVIL RIGHTS

The Fairfield Public School System does not discriminate against anyone based on sex, race, color, national origin or handicapping condition. In order to protect and ensure compliance with the law, Roger Ludlowe Middle School has appointed Megan Tiley and Ian Banner as coordinator of Title 9, Title 6 and Section 504. The inquiries concerning the application of or grievances for these regulations should be addressed to:

Megan Tiley,
Principal

Roger Ludlowe Middle School
Fairfield, CT 06824

Any parent or guardian of a student or an employee who feels his/her rights have been misused in the provision of equal opportunity in educational programs, activities or employment, should address those concerns to the address above.

RIGHT TO ACCESS, RELEASE AND PRIVACY OF RECORDS

The release of student records is governed by federal law in the Family Education Rights and Privacy Act. All parents and guardians of students under 18 years of age and all students 18 years of age or over (if no legal guardian has been appointed) have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or of the parents or guardian of a student under 18, except (1) the teachers and officials of this school district who have legitimate educational interest in such information; or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aide. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. In addition, the board may release student records without prior written consent to: "officials of another school (or) school system where the student seeks or intends to enroll." Where disclosure is made under this provision, the Board is required to "make a reasonable attempt to notify the parent." For other investigation of student records, parental or student consent is needed. Copies of the Board of Education policy and procedures pertaining to the privacy of student records may be obtained by writing or calling the Fairfield Public School District, P.O. Box 220 Unquowa Road, Fairfield, Connecticut.

BOARD OF EDUCATION PROPERTY CHAPTER 52

52.1 Definitions

52.2 Consumption of alcoholic beverages

52.3 Littering

52.4 Violations and penalties

52.5 Students to be informed of provisions; posting of copies

HISTORY

GENERAL REFERENCES

Board of Education - See Charter, Ch. XX Littering - See Ch. 72

52.1 Definitions

As used in this chapter, the following terms shall have the meanings indicated:

ALCOHOLIC BEVERAGE- Includes alcohol, beer, spirits or wine, as those terms are defined in Section 30.1 of the Connecticut General Statutes, as amended, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being for beverage purposes, except for any liquid or solid containing less than one-half of one percent (1/2 of 1%) of alcohol by volume.

BOARD OF EDUCATION PROPERTY - Includes all public schools and adjoining properties, office facilities, buses used for student conveyance, whether owned or contracted, and properties used by said Board of Education for educational purposes.

LITTER - Any discarded, used or consumed substance or waste, including but not limited to any bottle, jar or can or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or

52.2 Consumption of alcoholic beverages.

Unless medicinally administered or used in conjunction with a class supervised by a member of the school faculty or used for maintenance purposes by maintenance personnel, the consumption, possession or transfer by any means of alcoholic beverages is hereby prohibited in or on property of the Board of Education, but nothing in this chapter precludes the appropriate application for and issuance of temporary permits under Section 30-35 of the Connecticut General Statutes, as amended.

52.3 Littering.

The depositing of litter upon Board of Education property, except in receptacles provided for the depositing of such material, is hereby prohibited.

52.4 Violations and penalties.

Any person violating any of the provisions of this chapter shall be fined not more than fifty dollars (\$50) for each offense, except that, during the thirty-day period commencing with the effective date of this chapter, alleged violators of this chapter shall receive a written warning and shall not be subject to arrest. Violators of 52.2 of this chapter after three (3) violations may be referred to an appropriate professional counsel or agency.

52.5 Students to be informed of provisions; posting of copies.

The Board of Education shall inform all public school students enrolled in grades seven through twelve of the provisions of this chapter, and copies of this chapter shall be placed in at least one (1) conspicuous place in each school attended by students in any of such grade levels.

NOTICE

(Published in accordance with the requirements of Section 86.9(a)(2) of the Title IX regulations of the Department of Health, Education, and Welfare) NOTICE IS HEREBY GIVEN to all persons that Fairfield Public Schools, in accordance with Federal Regulations set forth in the Federal Register, Vol. 40, No. 108, June 4, 1975, does not discriminate on the basis of sex in any education program or activity which it provides, promotes, or promulgates. This non-discrimination policy extends to employment and admission procedures. The Title IX Coordinator for the Fairfield Public Schools is Dr. Ralph M. Burke, Jr., P.O. Box 220, Fairfield, CT. 06430 (255-8462).

Questions regarding programs or activities may be directed to Mr. Brian Fagan, Assistant Superintendent, Instruction. Questions relating to employment practices and procedures may be directed to Dr. Ralph Burke. Resolution of specific problems and interests for staff relating to Title IX will follow the established grievance procedures as set forth in the appropriate labor contracts with the Board of Education. Resolution of specific problems and interests for students relating to Title IX will follow procedures as follows:

1. Discuss first the problem or interest with the classroom teacher, or if it is a building-wide problem, with the building principal.
2. If it is a system-wide problem and/or you cannot get any satisfaction from the building principal or classroom teacher, contact the superintendent of schools or one of the superintendent's staff, depending on the area of your concern (business, personnel, pupil services and special education, curriculum and instruction, or elementary education).
3. If the problem is not resolved to your satisfaction by someone from the superintendent's office, then either write a letter to the Secretary of the Board of Education at P.O. Box 220, Fairfield, CT 06430, or come to a regularly scheduled meeting of the Board of Education and speak to the matter under the agenda item "Hearing of Citizens."
4. If the matter is not resolved to your satisfaction by the Board of Education, you also have recourse to the State Commissioner of Education in Hartford.
5. In accordance with Section 86.6(b) of the Title IX regulations, students or employees may report any grievances directly to the Director of the Regional Office for Civil Rights, RKO Building, Government Center, Boston, MA 02114.
6. It is the intention of the Fairfield Public Schools to accommodate the learning needs of all students irrespective of the sex of the student.

Dr. Ann Clark
Superintendent of Schools

BH
July 27, 1976
Rev: 10/8/91

RELOCATION POLICY/ADMINISTRATIVE REGULATION

"It is our practice to make accommodations for persons with disabilities. Please contact the school office if you need assistance at 255-8345."

BOARD OF EDUCATION POLICY 5330 CODE OF BEHAVIOR BULLYING

The Board of Education (Board) promotes a secure and happy 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.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- causes physical or emotional harm to such student or damage to such student's property,
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- creates a hostile environment at school for such student,
- infringes on the rights of such student at school, or
- substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (*The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.*)

"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 electronic communications.

"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.

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

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

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; 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 elementary, middle or high school, pursuant to a contract with the local or regional board of education.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and disparaging language including ethnically-based or gender-based verbal disparaging language
3. sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct
4. threats and intimidation
5. extortion or stealing of money and/or possessions
6. exclusion from peer groups within the school
7. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
8. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
 2. infringes on the rights of the victim at school, or
 3. substantially disrupts the education process or the orderly operation of a school,
- are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program: (*Also outlined in 5330AR "Safe School Climate Plan."*)

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after

- making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;
1. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
2. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
3. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and
17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than, January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

- Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
- School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
- Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
- Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
- Individual interventions with the bully, parents and school employees and interventions with the bullied child, parents, and school employees.
- School wide training related to safe school climate.
- Student peer training, education and support.
- Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

- Implement the District's safe school climate plan;
- Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
- Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and

- Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

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

Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

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

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

Safe School Climate Plan

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

- Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
- Enable the parents or guardians of students to file written reports of suspected bullying;
- Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- Include a prevention and intervention strategy for school employees to deal with bullying;
- Provide for the inclusion of language in student codes of conduct concerning bullying;
- Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying;
- Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;
- Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
- Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying;
- Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;
- Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
- Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

Safe School Climate Assessment

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education. The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. In designing administrative regulations (School Climate Plan), the Superintendent will consult with the greater school community, including parents and students. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

(cf. 0521 – Nondiscrimination)

(cf. 4131 – Staff Development)

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior)

(cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy Adopted:

Revised 6/06

Revised 7/08

Revised 11/10

Revised 7/11

Revised & Approved 11/22/2011

SUBSTANCE ABUSE

5313

It is the policy of the Fairfield Public Schools to prevent and prohibit the possession, use and/or distribution of any drug (narcotics and alcohol) or drug paraphernalia on school property, at school-sponsored events, on school buses, and en route to and from school by any mode of travel.

Violations of this policy, including possession, use, distribution of any drug or drug paraphernalia, and being under the influence of any drug on school property or at any school-sponsored event, shall be dealt with in accord with the procedures developed by the administration. The consequences of such violations may ultimately result in expulsion from school.

Recognizing that drug use and abuse may be indicative of serious, underlying problems, every effort shall be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind.

Due consideration will be given to the rights of students:

- questioning of a student on school premises will take place only in the presence of a school building administrator and/or dean;
- a student's right to remain silent or to speak through an attorney or parent or guardian may not be abridged; and
- a school building administrator and/or dean will maintain a record of all proceedings under this policy, which shall be available to the student.

Approved 8/27/04

ADMINISTRATIVE REGULATIONS ON SUBSTANCE ABUSE

5313AR

School personnel shall observe and report inappropriate behavior, poor class performance, tardiness, absenteeism, or physical changes in any student to their immediate supervisor or appropriate designated staff member.

The school shall maintain and extend programs that help students to assess implications of the use of addictive substances, such as drugs and alcohol, and help students to understand the personal and social implications of abuse of these substances.

Any teacher or other school staff member who suspects a student in demonstrating symptoms of possible drug / alcohol use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, and unconsciousness) shall immediately refer the student to the appropriate administrator who will treat the situation as a medical emergency. A referral will be made to the Student Assistance Team.

Should the school nurse determine the student's symptoms are drug / alcohol related or if he is unable to function normally, the school principal or designee shall take appropriate action which may include notifying the parent or guardian, taking the student home or for medical care, depending upon the severity of the student's condition. If drug use is confirmed, the student will be suspended. A referral will be made to the Student Assistance Team.

When there is evidence of use, illegal transmitting, or possession of drugs, including alcohol, during school hours or at any school-sponsored activity, the student will be advised of his rights, the police summoned, and the parent or guardian shall be asked to confer with the principal and/or appropriate members of the school staff. The student will be suspended. A referral will be made to the Student Assistance Team.

If a student is caught in possession, use, distribution, or selling of drug paraphernalia, the principal or designee will confiscate the drug paraphernalia, summon the police, and notify the parent or guardian. The student will be suspended. A referral will be made to the Student Assistance Team.

On school buses en route to and from school or any school-sponsored event, bus drivers will radio any inappropriate or bizarre behavior, which might indicate possible drug or alcohol use or possession to the transportation office immediately. The transportation office shall then notify the appropriate building administrator. A referral will be made to the Student Assistance Team.

Disciplinary consequences for students found to be in violation of this policy shall be:

- first offense: five (5) day suspension;
may be reduced by up to one (1) day if student and parents participate in a Saturday morning session with the Student Assistance Counselor.
- second offense: maximum of ten (10) day suspension; and
- third offense: referral to the Board of Education for a hearing that might result in expulsion.

The dean shall make available to the parent or guardian (upon the first violation) a resource list of drug / alcohol counseling, rehabilitation, and reentry programs.

All communications between the school, students, parents or guardians, and police will be considered confidential as defined in Connecticut General Statutes 10-154a.

All students and parents or guardians will be notified of this policy yearly and understand that compliance is mandatory.

8/27/04 Revised 7/22/09

STUDENT DISCIPLINE - SUSPENSION/EXPULSION

5119

I. Definitions

- A. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- B. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- C. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- D. **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.
- F. **School Days** shall mean days when school is in session for students.
- G. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- H. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- I. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- J. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any BB gun, sling shot, blackjack, sand bag, metal or brass

knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length, or any martial arts weapon as defined below at section VII.B.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages). For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.
28. Bullying is defined under Sec. 10-222d. as amended by PA 08-160 as: any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
29. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
30. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

For review of the complete Board of Education Policy 5119 please refer to the Fairfield Public Schools website.

Revised and approved 5/15/12

WEAPONS POLICY

The safety of all students is our highest concern. Therefore, students who bring to school, use, sell or attempt to sell a firearm, deadly weapon, dangerous instrument or facsimiles of weapons will be suspended from school and reported to the Fairfield Police Department. State law specifically prohibits such behavior. **Such behavior may result in expulsion from school for a period of up to, but not exceeding, 182 school days.**

TRUANCY 5118

In accordance with Connecticut General Statutes, it is the policy of the Fairfield Public Schools to define a truant in the following manner:

A **truant** is a child aged five (5) to eighteen (18) inclusive who has four (4) unexcused absences in one (1) month or ten (10) unexcused absences in one (1) year.

Upon the determination that a child ages five (5) to eighteen (18) inclusive is a truant, the building administrator or designee will hold a meeting within ten (10) days with the parent or guardian of the child who is truant. Reasons for the truancy will be reviewed and evaluated including referral to the building Planning and Placement Team to determine whether or not an educational evaluation is appropriate. School services will be coordinated with referrals of the child to community agencies providing child and family services, as appropriate. The Superintendent may file a complaint pursuant to Connecticut General Statutes in the Superior

Court, Juvenile Matters regarding the child's truancy alleging the belief that the acts or omissions of the child are such that his family is a family with service needs, if the parent or guardian fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the truancy problem.

At the beginning of each school year and upon any enrollment during the year the building administrator or designee shall obtain from the parent or guardian of each child ages five (5) to eighteen (18) inclusive a telephone number or other means of contacting such parent or guardian during the school day. Provision will be made that, whenever a child ages five (5) to eighteen (18) inclusive fails to report to school on a regularly scheduled day and no indication has been given by the child's parent or guardian of their awareness of the child's absence, school personnel or volunteers under the direction of school personnel will make a reasonable effort to notify the parent or guardian by telephone.

Parents or guardians of children, ages five (5) to eighteen (18) inclusive, in the Fairfield Public Schools will be notified annually in writing of their obligation to cause their child to go to school
Approved 8/27/04

Video Surveillance 5131

The Board authorizes the use of video cameras on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The use of video cameras in school locker rooms or bathrooms is prohibited. Video cameras may be used in other school or district locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and/or school transportation vehicles.

Video recordings establishing a violation of Board policies, administrative regulations, building rules or law may be used to support appropriate disciplinary action or may be provided to law enforcement agencies even in the case of individuals who are not students or staff.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Legal Reference: Connecticut General Statutes

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec 438, 20 U.S.C. sec. 1232g (1988).

First read: May 23, 2005

Policy adopted as amended: June 28, 2005

Board of Education
Policy Guide

Students

Welfare

MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS

5516

The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The Board supports the education of school personnel, students, and parents or guardians regarding food allergy management to maintain a safe school environment for allergic children.

-Approved 8/27/04

Infinite Campus Frequently Asked Questions

How do I get an Infinite Campus account?

Students: Students already have accounts. Their usernames and passwords are the same as the ones they use to get onto the computers in school. All 6th graders will be given computer orientation classes, where they will be instructed how to use Infinite Campus.

Parents/Guardians: Parent/guardian accounts travel with you from one school to another in our district, so if you already have an account it should work. If you have never had an account for Infinite Campus in Fairfield, please email reghelp@fairfieldschools.org to get one.

How do I get on Infinite Campus from home?

There is a link from our school website. Or go to: <https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>

As a parent, do I really need my own account or can I use my child's account?

All parents should have their own accounts. The parent account has permission to update personal household information as well as access to all children in the household at once.

What kind of information do I get on Infinite Campus?

Infinite Campus provides parents and students with constant updates on assignments, communications from the schools, grades, attendance, and personal household information.

What do I do if I have an account, but cannot remember my username and password?

Go to the Infinite Campus website and click on the HELP button. There are links there that will help you.

What do I do if my child cannot access all the assignments on the app?

The smartphone/tablet app does not show all assignments, only ones that will be given a grade directly. Many teachers assign and collect homework, then give a homework grade every few weeks. Many teachers post study guides, announcements and other "assignments" that do not receive a grade. Many teachers also post assignments that have attachments that cannot be pulled up using the app. The full range of assignments can only be seen using Infinite Campus on a computer.

Parent/Student Acknowledgement Form

September 2020

Dear Parents and/or Guardians:

This is the 2020-21 Roger Ludlowe Middle School Student Handbook, which was distributed and explained to all students during homeroom. It has been included with an assignment pad and tentative calendar so that each can be readily available to you.

Please read the handbook carefully so that you are aware of the procedures and regulations at Roger Ludlowe Middle School. It represents our best thinking in September for our next year at Roger Ludlowe. We will be making modifications throughout the year. Continuous improvement is one of our goals as our school matures. If your family has any suggestions toward this end, please let us know.

Please be aware that all students attending Fairfield Public Schools and their families are bound by all Board of Education policies in addition to the policies outlined in this handbook. A complete list of Fairfield Public Schools Board of Education policies can be viewed on the Fairfield Public Schools website.

Kindly remove this form, sign it, along with your son/daughter, indicating that you have received and read the handbook, and return the signed form to his/her homeroom teacher by Friday, September 18, 2020.

Thank you for your continued support.

Sincerely,

The Roger Ludlowe Middle School Staff

We have read and discussed the Roger Ludlowe Middle School Handbook.

I have also read, understand, and agree to abide by the terms of the FPS Information and Communication Technology Acceptable Use Guidelines. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

Parent's Signature: _____

Student's Signature: _____

Date: _____ Homeroom: _____

ROGER LUDLOWE MIDDLE SCHOOL

School Climate Pledge



In partnership with parents and students, the staff of RLMS shares a commitment to foster a caring community of active learners and leaders. High expectations for student success are balanced with the recognition of individual differences. We are striving for a learning community in which young people can feel good about themselves while learning to be caring, kind and empathetic individuals. Our mission is to serve the intellectual, emotional, social and physical needs of our students and to create an environment designed to respond to the unique characteristics of early adolescents.

**I will make positive contributions to my learning community
and choose to be kind, and treat staff and students with
RESPECT, DECENCY and DIGNITY.**

Print Name: _____

Signature: _____

Homeroom: _____

Date: _____

RETURN TO YOUR HR TEACHER

SUCCESS SKILLS *helpful hints*

THE SUCCESSFUL STUDENT'S

(**BAG OF SKILLS**)

LAUDABLE LISTENING

- Concentrate on what the instructor says.
- Avoid distractions.
- Pay attention to the lecture, and take good notes.
- Participate! Ask questions if you don't understand.
- Listen for key words, names, events, and dates.
- Don't assume or judge. Separate fact from opinion.
- Connect what you hear to what you already know.

HEALTHY HOMEWORK SKILLS


- Use this datebook to track your daily assignments.
- If you're absent, have a friend or parent get your assignments.
- Develop a routine for completing your homework: Set aside a time; choose a place; have your supplies at hand; and turn off the TV or music.
- Study in blocks of time (if that works best for you).
- Begin with your most important assignments first.
- Take breaks periodically to refresh yourself and review what you've learned.

A MEMORABLE MEMORY

- Use a variety of avenues (listening, notetaking, reading, online resources, etc.) to improve your chances of retaining the material.
- Look for the main ideas, then find out how they all relate.
- Use mnemonic devices. For example, make a word out of the first letters of the items you are trying to remember. To remember the five Great Lakes, think of HOMES: Huron, Ontario, Michigan, Erie, and Superior.

NOTABLE NOTETAKING

- Date your notes and organize them chronologically.
- Paraphrase and abbreviate – but make sure you understand your own shorthand!
- Use the right two-thirds of the page for notes and the left third for writing questions and highlighting key points.
- Review your notes immediately after the class session.
- Fill in any points you missed. Use titles, drawings, etc., to organize and highlight the material.

- 
- Make up rhymes using the information you want to remember.
 - Visualize the information or make up a story using the different facts you must recall.
 - Use and review the information as often as you can because repetition is the key to a good memory.

SUCCESS SKILLS *about cheating*

WINNERS NEVER CHEAT.
CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZE THE REASONS WHY THEY CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME," "MY COMPUTER CRASHED AND I LOST MY PAPER," "IT WAS ONLY A LITTLE HOMEWORK," "IT WASN'T LIKE IT WAS A TEST OR ANYTHING IMPORTANT!"

But the bottom line is,

nobody wins when they cheat.

What happens when you actually need to know the answer?
Don't be fooled, someday it will come back to haunt you.

Cheaters:

MISS OUT ON LEARNING THE MATERIAL AND EVENTUALLY FIND THEMSELVES IN OVER THEIR HEADS.

UNDOUBTEDLY FEEL BADLY ABOUT CHEATING, WHETHER THEY WANT TO ADMIT IT OR NOT.

HAVE TO TRY TO KEEP TRACK OF THEIR LIES, WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

ARE USUALLY CAUGHT. WEB-BASED ANTI-PLAGIARISM SERVICES AND CHEAT-PROOF SOFTWARE MAKE IT EASY FOR TEACHERS TO ROOT OUT CHEATERS. YOU CAN'T CHEAT FOR LONG WITHOUT SOMEONE EVENTUALLY UNMASKING YOU.