

FAIRFIELD LUDLOWE HIGH SCHOOL

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Mr. Greg C. Hatzis, Headmaster

August 2014

Dear Student, Parent, and Guardian:

We welcome you to the 2014-15 school year and present to you this handbook as a resource of information. Our hope is that you utilize this book frequently to become informed about our policies, procedures, and expectations. Please fill out the attached cards regarding emergency information, PTA membership, etc., and return them to the school as soon as possible. We welcome any questions or suggestions you may have regarding the handbook which you can provide to the main office.

As a school, we are committed to each student experiencing an enriching curriculum that prepares him/her for the world beyond high school. We provide numerous supports to students along the way, and we encourage you to contact the teacher, counselor, or administration should you like to discuss anything related to our academic programs.

We are also proud of the many offerings we provide to meet the social, emotional, and physical needs of all students. We strongly urge students to be involved in the many activities available to them. Our work is driven by our school mission, as we strive to create an environment which promotes: **Fellowship, Acceptance, Learning, Commitment, Opportunity, Niche, and Success.**

We believe that your input is essential to ensure that we meet the needs of all students. Strong parental involvement and collaboration with the school is one of the key factors in our collective desire for students to have a high-quality education at Fairfield Ludlowe High School. We look forward to working with you and wish you the best as we start a new school year.

Go Falcons!

A handwritten signature in black ink that reads "Greg C. Hatzis". The signature is written in a cursive, flowing style.

Greg C. Hatzis
Headmaster

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FAIRFIELD LUDLOWE HIGH SCHOOL MISSION STATEMENT

The Fairfield Ludlowe High School community is committed to ensuring that all of our students meet our common academic, civic, and social 21st century expectations. In this pursuit, we believe:

Our environment fosters:

- **Fellowship:** we can accomplish more together than we can individually.
- **Acceptance:** we recognize and respect differences.

We are passionate about:

- **Learning:** we encourage intellectual curiosity within and beyond the classroom.
- **Commitment:** we pledge to honor our obligations to ourselves and to each other.

Our learning experiences generate:

- **Opportunity:** we broaden horizons, deepen understanding, and inspire creativity.
- **Niche:** we discover who we are and what we want to become through enriching our unique strengths and exploring new ideas.
- **Success:** we strive to achieve our goals.

EXPECTATIONS FOR STUDENT LEARNING

The Academic Expectations are currently being reviewed and edited. A new version may appear for the 2014-15 school year.

Academic Expectations:

Students will:

- Effectively access, evaluate, and apply information for authentic tasks.
- Work independently and collaboratively to solve problems and accomplish goals.
- Communicate information clearly and effectively using a variety of tools or media for a range of tasks and purposes.
- Demonstrate adaptability, creativity, and innovation and work effectively in a climate of change.
- Apply the analysis, synthesis, and evaluative processes to critically and effectively solve problems.

Social Expectations:

- Respect for one another
- Effort and persistence
- Integrity

Civic Expectations:

- Responsible citizenship
- Participation in community

Absence

Parents are expected to call or otherwise communicate with their child's house administrative office on each day their student is absent from school, tardy to school or to be dismissed from school. Communication from parents is required for absences to be recorded as excused. For your convenience, each house office has voice mail during non-school hours.

Warner House: 255-7223 Webster House: 255-7236 Wright House: 255-7240

It is essential that the school be informed when a student is absent from class(es) due to illness or other excusable reason so that the student's teachers can be properly informed. Failure to report absences to the school may cause a student to lose credit in accordance with the attendance policy.

Academic Integrity Policy

Our school values academic integrity as reflected by the Fairfield Ludlowe High School Mission Statement. Honest scholarly investigation is the cornerstone of our community's desire to promote the dignity of individual accomplishment. To that effect, academic dishonesty warrants response.

Cheating or plagiarism on academic work will result in no credit for the material.

Parents will be notified. Disciplinary action may result from multiple offenses.

Plagiarism – The Fairfield Public Schools comply with all copyright laws, and plagiarism in the academic environment is strictly prohibited.

As a learning community of students, parents, and staff, we all must accept responsibility for establishing and maintaining a climate of academic integrity at Fairfield Ludlowe High School. The Academic Integrity Policy assures that consistent and appropriate measures are taken to address offenses to academic integrity.

Violations of academic integrity are defined as, but not limited to:

- a. Using or possessing unauthorized notes or electronic devices during a test or quiz.
- b. Copying or possessing another student's work during a test or quiz.
- c. Sharing answers during a test or quiz.
- d. Giving information to others who have not taken the test or receiving information from those who have.
- e. Copying another student's class work or homework or allowing your work to be copied.
- f. Plagiarizing another person's work from any resource (periodical, book, internet, etc.) and submitting it as one's own.
- g. Plagiarizing by paraphrasing or using parts of another person's work (ideas, text, images, etc.) without citing it as a resource in context or in a footnote.
- h. Using an electronic, computer-based, or internet site and/or program translator for the purpose of completing any written or oral class assignment including homework in a world language class.

Consequences for violations of this policy will be determined by administration and may include (but not be limited to) academic consequences, disciplinary consequences, and loss of eligibility for some activities and/or leadership positions.

Accidents-Accident Insurance

A student accident insurance policy is available through a Board of Education approved agent. Applications and brochures explaining the coverage are available to all students at the beginning of the school year. Whenever a student is involved in an accident in the building, on school grounds, or during a school sponsored activity, the student should report this to the teacher in charge or to the school nurse. An accident report must be completed by either the school nurse or athletic trainer and must be signed by the Headmaster for the office files. If this report is not completed correctly, complications regarding insurance could arise. The school does not assume liability for accidents that occur on the school premises.

Activities

Opportunities exist for students attending Fairfield Ludlowe High School to participate in co-curricular and extra-curricular activities. These extra class experiences are an important adjunct to the instructional program and provide students with opportunities to explore and develop their own interests and abilities. An extensive club program as well as a very well-rounded athletic program exist in the high school. These programs are an important and beneficial factor in high school life. It is our hope that all students will participate. Announcements are made during homeroom concerning try-outs for team sports at the beginning of each sports season. In order to be eligible to participate in after-school extra-curricular activities such as athletic practices, games or proms, a student must be in attendance for a minimum of three and one-half hours on the day of the activity.

Student activities, clubs, and school service organizations meet on alternating Tuesday mornings during Activity Period at 9:14 a.m. Activities are categorized as Group A, Group B, or Group E. Activity Orientation will be held in early September.

Offices and Membership:

Membership in student activities and organizations is open to all students who are in good standing. To be in good standing a student cannot be on probation or have violated the discipline policy. Students may become involved in the Student Representative Council, Class Government and House Councils. Details about these organizations will be available at the start of each school year.

Activities include:

Group A Activities:

- Class of 2015 (seniors)
- Class of 2016 (juniors)
- Class of 2017 (sophomores)
- Class of 2018 (freshmen)
- Axis and Allies Club
- Center for Women and Families
- Circle of Friends (A/B)
- FLHS Powered Media Club
- Grassroots Tennis Club
- Impact (Bible Club)
- The League Club
- Livin' Healthy
- Red Cross Club
- Save the Children Club
- Spanish Club
- Teens for Tolerance
- Warner House Council
- Webster House Council
- Wright House Council

Group A/E Activities

- FCCLA
- Math Team
- Newspaper (*Prospect*)
- Tech Ed Club

Group B Activities:

- AFS (American Field Service)
- Amateur Film Club
- Anger Management Club
- Biology Club*
- Interact Club*
- Juvenile Diabetes Research Foundation
- Key Club
- Latin Club
- Ludlowe Republicans
- Make-A-Wish Club
- Mu Alpha Theta
- Science Research Club
- World Aids Day

Group B/E Activities:

- Athletics Captains' Council
- Bicycle Club
- Caelum (FLHS Yearbook)
- Dance Team
- Operation Hope Club
- Ultimate Frisbee
- YACS (Youth American Cancer Society)

Group E Activities:

- Animal Advocacy
- Asia Cub
- Curling Club
- Debate Team*
- Drama Club
- English Honor Society
- French Honor Society
- Future Business Leaders of America
- Gay Straight Alliance
- Intramurals
- Italian Honor Society
- Lewis and Clark Experience
- Ludlowe Leaders
- Mock Trial Club
- Music Honor Society (Tri-M)
- National History Club
- National Honor Society
- Science Honor Society
- Spanish Honor Society
- Squash Club
- Student Representative Council

* In need of an advisor

Group E activities meet during Activity Period but may also meet after school on another day decided upon by the students involved in the activity.

Student activities begin sharply at 9:14 a.m. or sooner (if arranged with the advisor). All students must either be in an activity or in the cafeteria. No student will be permitted to be in the corridors or elsewhere on school grounds. All students are encouraged to join an activity and take part in this important part of high school life. If students have an idea for an activity that they would like to see on the schedule, they should feel free to contact the Director of Student Activities in room 228.

Advisory

Every 3-4 weeks, students will be meeting in their advisory groups as part of an extended homeroom period. Students will meet with their homeroom teacher and usually one additional staff member. The purpose of the advisory program is to foster relationships between adults in the building and students and to assist students in achieving the school's twenty-first century learning expectations. Topics for the advisory will be focused on areas brought forward in our school climate survey, such as those related to emotional security, support for academic pursuits, social and civic learning, and school connectedness and engagement.

Asbestos Management Plan

Each school building's Asbestos Containing Materials Management Plan is available for review at the school office. (E.P.A. Reg. 763.93 (4)) Fairfield Public Schools employs the services of an outside consultant for our asbestos-related work and continues to perform periodic surveillance and necessary response actions as required.

Athletics

FLHS students are encouraged to participate in Falcon athletic programs. *In order to be eligible, a student must be in good academic standing, have an up-to-date health form submitted to the school nurse prior to tryouts, and have filled out the online parent permission form. The parent online permission form can be found by going to www.fairfieldschools.org/schools/flhs/athletics, and linking to **Parent Permission Form**. The Athletic Handbook is now also online on the athletics web page.*

Boys' Fall Sports

- Soccer – Varsity, JV, Freshman
- Football – Varsity, JV, Freshman
- Cross Country – Varsity and JV

Boys' Winter Sports:

- Basketball – Varsity, JV, and Freshman
- Wrestling – Varsity and JV
- Swimming – Varsity
- Ice Hockey - Varsity (co-op team)**
- Indoor Track – Varsity
- Skiing – Varsity (co-op team)**
- Fencing – Varsity and JV (co-op team)**
- Bowling – Varsity, co-ed (co-op team)**

Boys' Spring Sports:

- Baseball – Varsity, JV, and Freshman
- Golf – Varsity and JV
- Lacrosse – Varsity, JV, and Freshman
- Sailing – Varsity, co-ed (co-op team)**
- Tennis – Varsity and JV
- Track – Varsity
- Volleyball – Varsity and JV (co-op team)**

Girls' Fall Sports

- Cheerleading – Varsity
- Field Hockey – Varsity, JV, and Freshman
- Soccer – Varsity, JV, and Freshman

- Swimming – Varsity
- Volleyball – Varsity, JV, and Freshman
- Cross Country – Varsity and JV

Girls' Winter Sports

- Basketball – Varsity, JV, and Freshman
- Bowling – Varsity, co-ed (co-op team)**
- Cheerleading – Varsity competition team
- Gymnastics – Varsity
- Ice Hockey - Varsity (co-op team)**
- Indoor Track – Varsity
- Skiing – Varsity (co-op team)**
- Fencing – Varsity and JV (co-op team)**

Girls' Spring Sports

- Golf – Varsity and JV
- Lacrosse – Varsity, JV, and Freshman
- Sailing – Varsity, co-ed (co-op team)
- Softball – Varsity, JV
- Tennis – Varsity and JV
- Track – Varsity

**All sub-varsity teams are subject to change depending on the number of participants.*

***Co-op team is a team comprised of students from Fairfield Ludowe High School and Fairfield Warde High School.*

Athletic Eligibility

In order to be eligible:

- A student-athlete must take at least five Carnegie Units of work.
- Initial fall eligibility is determined by passing four Carnegie Units from the previous year's final grades. Winter and spring eligibility (also fall eligibility if the team is still playing after the first marking period report cards are issued) are determined by passing a

minimum of four Carnegie Units from the 1st, 2nd and 3rd marking period report cards. (Any class that meets 5 days a week is considered a Carnegie Unit).

- A student-athlete may not turn 20 years old prior to the final day for competition as determined by the CIAC.
- A student-athlete must not have changed schools without a change of legal residence.
- A student-athlete has 4 consecutive years of eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition.
- A student-athlete must not play under an assumed name on an outside team. No student-athlete may receive personal economic gain for participation in any CIAC sport.

Exceptions shall be:

- Participation in parent-child tournaments.
- Individual rules with swimming, tennis and gymnastics.
- The athletic code and requirements for participation and eligibility are in line with those established and governed by the CIAC.

Please consult the Headmaster or Athletic Director for other rules affecting athletic eligibility. In order to be eligible to participate in after-school extracurricular activities such as athletic practices, games, dances or proms, a student must be in attendance in school for a minimum of three hours and twenty minutes (half a day) on the day of the activity (arrive by 10:50 a.m. or sign out no earlier than 10:50). If students are absent from school on a Friday, they cannot participate in a Saturday sports game, without expressed permission of the Athletic Director or Headmaster.

Attendance

The primary goals of Fairfield Ludlowe High School Attendance Policy are to promote regular attendance and prompt arrival to all classes and to foster responsible decision-making by all students. Students and parents are expected to familiarize themselves with the policy and the associated procedures. Parent support of good school attendance and of the school's attendance policy is critical to student success. Any question regarding this policy or about a student's attendance may be addressed to the student's dean or housemaster.

The Fairfield Ludlowe High School Attendance Policy and the Fairfield Board of Education's Policy # 5112 on attendance can be found in the appendix of this handbook (page 33). Please refer to this policy for detailed information about the definitions of excused and unexcused absences as well as the State of Connecticut's definition of truancy.

Reporting Absences from School

Parents are expected to call or otherwise communicate with their child's house administrative office within two school days of each day their child is absent from school, tardy to school, or dismissed early from school. For your convenience, each house office has voice mail during non-school hours:

Warner House: 255-7223 Webster House: 255-7236 Wright House: 255-7240

It is essential that the school administration be informed when a student is absent from class(es) due to illness or other excusable reason so that the student's teachers can be properly informed. Failure to communicate with the school administration will cause consequences to occur according to the Attendance Policy (page 33).

Parents are urged to make every effort to keep excused absences and tardiness to a minimum. Appointments with health care professionals or for other reasons should be made for non-school hours.

Homeroom Attendance

All students are required to attend homeroom on time each day. During homeroom, official daily attendance is taken, and other information is communicated. Failure to attend homeroom and lateness to homeroom will result in disciplinary action, for example, detention, probation and/or loss of privileges.

Board of Education Policies

All Board of Education policies are available for references in each House Office and in the Main Office of the high school and on line at www.Fairfieldschools.org.

Bookroom Policies and Obligations

Textbooks are individually barcoded and checked out to students. Students are responsible for returning all textbooks in good condition and in a timely manner. Students can check their textbook accounts any time by logging in to the library/textbook catalog. The link is available on the school home page.

Obligations: Students are expected to pay for lost, miss, or damaged textbooks. The bookroom cannot accept replacement books in place of payment for lost materials. Students must resolve outstanding obligations before purchasing parking passes, prom tickets, or picking up graduation tickets.

Refunds: Grades 9, 10, 11: Refunds will be issued if materials are returned within twelve months of payment. Grade 12: Refunds will be issued if materials are returned before October 1 following graduation.

Bullying

The Board of Education 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.

“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.)

Any student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion or referral to law enforcement officials. Additional information regarding the policy on bullying (#5330) may be found in the Fairfield Public Schools Board of Education Policy Guide.

Parents or students wishing to file a formal complaint of bullying can do so by submitting a written statement to the Headmaster, Director of Pupil Services and Counseling, or a student's housemaster. Students may also make anonymous reports of bullying behavior by submitting a written statement to any administrator or dean. Anonymous reports will be investigated to the best of our ability, and, per state law, no disciplinary action can be taken based solely on an anonymous report.

An Incident Report form can be found on our website or in any office. The administration and School Climate Specialist will review all reports.

Cafeteria & Courtyard Rules

Students have two important responsibilities while eating in the school cafeteria and courtyard: to remove any trash and other material at their table and to conduct themselves appropriately at all times. Behavior considered irresponsible may result in the suspension of cafeteria/courtyard privileges. Horseplay, gambling and all forms of card playing are prohibited anywhere on school grounds. To protect the safety of all, no flying objects such as Frisbees, footballs, etc. are allowed in the courtyard.

Calculators

Graphing calculators are essential to graphing functions, learning new concepts, and solving many complex mathematical problems in all of the math courses. Furthermore, the use of graphing calculators is permitted and in some cases required on the CAPT, PSAT, SAT, AP Calculus and AP science tests. It is beneficial that students are familiar with this calculator well before these exams. Therefore, we recommend that students purchase a Texas Instruments TI 83+ or TI 84+ calculator because it is the model regularly used in classroom demonstrations. Students will be required to clear the memory of the calculators regularly, especially prior to and after tests.

If a student is unable to purchase a TI 83 or TI 84 graphing calculator, FLHS owns a limited number of these calculators, which may be borrowed in the same manner as a textbook. If it is lost, stolen or damaged during the school year, the student will be charged to replace it. See a math teacher with any questions.

Cancellations and Delayed Openings

Announcements of school cancellations and delayed openings are made on local radio stations—WICC (600 AM), WEBE (108 FM)—on a telephone recording—255-TALK (8255), and through Infinite Campus (registration is necessary). A delayed opening means that school will begin **two hours later (9:30 a.m.)** than the regular starting time. Students are to report to homeroom first then follow the rotation of classes for that day using the time blocks below.

Delayed Opening Schedule

Time block 3 (Homeroom)	9:30—9:38
Time block 1	9:43—10:12
Time block 2	10:17—10:46
Time block 4	10:51—11:20
Time block 5	11:25—11:54
Time block 6	11:59—12:28
Time block 7	12:33—1:02
Time block 8	1:07—1:36
Time block 9	1:41—2:10

Pre-scheduled Early Dismissal Schedule

Time block 1	7:30—7:56
Time block 2	8:01—8:27
Time block 3 (Homeroom)	8:32—8:39
Time block 4	8:44—9:10
Time block 5	9:15—9:41
Time block 6	9:46—10:12
Time block 7	10:17—10:43
Time block 8	10:48—11:14
Time block 9	11:19—11:45

On days when **early dismissal is announced because of changing weather conditions or other emergencies occurring after 7:30 a.m.**, the first six time blocks (which include homeroom) (7:30 to 11:43) meet using the day's regular rotation and time blocks, and lunch is served during the first two lunch shifts.

Cell Phones and Electronic Communication Devices

Fairfield Ludlowe High School recognizes that cell phones and other electronic devices are a part of modern society and are sometimes used in emergencies or other vital communication between parents and students. However, these devices are prohibited from unauthorized use at any point during class time. The allowance of cell phone/device use within classrooms is determined solely by the teacher of each classroom for very specific purposes as defined by the teacher. Cell phones/devices cannot be used without the teacher's permission. Cell phones may be used when students are not in class, but they must be on "silent/mute" during school time. Students may not talk on the cell phones except in following designated areas: house offices, guidance offices, main office, cafeteria/senior commons, and courtyard. Students may not use the photo, recording, and video features without the express permission of a teacher, dean, or administrator. Students may never use cell phones for sharing information about assessments, as this is a violation of the academic integrity policy. Cell phones should not be used during fire drills, lockdowns, or evacuations unless told to do so. Cell phones and other devices cannot be used for violating school policy, including, but not limited to, bullying, cheating, plagiarizing, or posting unauthorized or inappropriate pictures or videos.

Cell phones/devices can be confiscated by school staff if these guidelines are not followed. Staff are allowed to search contents of cell phones with reasonable suspicion there is content that directly or indirectly leads to the violation of a school policy or contains evidence of a school investigation. Confiscated phones will be given to a student's dean. Additional/frequent offenses will result in disciplinary measures.

Cheating/Academic Integrity – see Academic Integrity Policy

College Visits

Seniors may be excused from school for college campus visits provided advance arrangements are made with the housemaster or dean. Such absences will count toward loss of credit and will be recorded as excused only when a parent calls in advance. Please refer to the Attendance Policy in the appendix (page 33).

Computer Network Code of Conduct

Each time a student logs into a Fairfield Public Schools computer, they receive the following message: "By logging in, technology users agree to always adhere to the standards and expectations for conduct according to FPS Board regulations 5335 or 3530." Those standards and expectations are listed here for your reference.

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

Once logged in, students are required to adhere to these Acceptable Use Guidelines. Should a student commit any violation or in any way misuse access to the school district's information and communication technologies resources, it should be understood that the student's access privilege may be revoked and disciplinary action may be taken. For further clarification, refer to Board Policies 3530, 4235, and 6417.

Conduct/Suspensions & Expulsion

Students and staff have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. In all cases, the rights of students will be preserved and protected. Basic student responsibilities include following an assigned schedule,

completing assigned work, and obeying all school regulations, as well as all local, state, and federal laws.

Those students who infringe upon the rights of others, abuse the dignity of students or employees through insulting, harassing, bullying, or inappropriate or degrading remarks or conduct because of race, color, ethnicity, religion, gender, sexual identity, appearance or disability are subject to disciplinary action. The disciplinary actions that may be imposed include, but are not limited to, include removal from class, detention, probation, loss of privileges, Saturday detention, suspension from school or expulsion. Defiance of school staff and/or school policies will result in serious disciplinary action.

For the welfare and safety of everyone in the school community, fighting, possessing or using fireworks, acts of vandalism, gambling, throwing of snowballs, body piercing and all forms of card playing are prohibited. Defiance of school staff and/or school policies is considered insubordination and will result in disciplinary consequences. See appendix for Board of Education Policy 5119.

General Conduct:

The rules of this school include proper conduct in the halls, auditorium, classrooms, and cafeteria and on school grounds.

Serious infractions of school rules may result in suspension in and/or out of school and/or expulsion from school. These infractions include, but are not limited to, the following: (See appendix for BOE Policy 5119 Student Discipline-Suspension/Expulsion for additional details.)

- Vandalism
- Theft
- Possession of weapons or facsimiles thereof
- The possession, use, sale, or distribution of alcohol, drugs or drug paraphernalia
- Physical fighting or assault
- Abusive language
- Insubordination
- The possession, use, sale, or distribution of fireworks
- Threatening, intimidation, harassment, bullying, or other unacceptable behaviors deemed disruptive to the school environment
- Gambling, all forms of legal or illegal gambling including card playing and sports betting
- Repeated infractions of school rules

Violations of local, state and federal laws may result in suspension, expulsion and/or referral to Fairfield Police.

Students who are suspended out of school or expelled are not allowed to be on school grounds. Also they may not participate and/or attend school sponsored events during the length of their suspension.

The length of suspension varies with the severity of the incident. State law supports suspension up to 10 days per incident and allows for possible expulsion from school. A suspension may be expunged from a student's record under certain circumstances and if it is the only suspension a student has had in his/her first 3 years at FLHS. A student may request an administrative review for the purpose of expunging a suspension from the record from the high school headmaster with the understanding that this review will not occur before the middle of the student's junior year.

Conduct at Athletic Contests

At all athletic events, we expect good sportsmanship, which includes courtesy to the opponents, respect for their cheering section and support for our own team-win or lose. All school rules are in effect at all athletic contests home or away.

Conduct on School-Sponsored Trips

Students on a school-sponsored trip represent the school and should behave appropriately. They must go, remain, and return with the group. All school rules remain in effect on field trips.

In-School Suspension—Room 343

- Students must report to in-school suspension before 7:30 a.m. with all textbooks, materials, and supplies for the day.
- Students are required to stay on task and to follow rules established for ISS.
- Students who miss in-school suspension due to an excused absence are required to make up days missed in ISS.
- No unexcused tardiness is permitted. Students later than 15 minutes will be assigned to Saturday detention.

Students assigned to in-school suspension must leave campus immediately after dismissal from school. Students are not permitted to participate in any school-sponsored activities during the period of their suspension.

Students who are removed from in-school suspension due to policy violations may be suspended out of school. Students will not be permitted to return to class until their in-school suspension has been served.

Counseling and Pupil Services:

Three school counselors provide an array of services to students in each house. Students are assigned to a counselor upon entering FLHS and remain with that counselor until graduation. Each counselor delivers a Developmental School Counseling Program that is sequential in nature. This approach allows for the delivery of individual, small group, and classroom sessions on topics such as career exploration, post-high school planning, personal/social development and academic counseling. A variety of assessments are used to help determine students' strengths and preferences for career and college choices. Individual and group meetings with every junior and his/her parents to further explore post high school options and to continue to develop individual plans are also offered. In addition, counselors offer individual, group, and parent meetings to finalize plans during senior year. Included in this planning process is an orientation in the use of a variety of internet-accessible college and career programs. Students may use these programs here at school and can access them from home as well. Several evening and day programs are also offered such as our Junior Post-High School Planning Program, Financial Aid Night, and our 9th and 10th Grade Parent Programs. Every student also receives a Post-High School Planning Guide from his/her counselor to address the many aspects of this complex process.

The counselors also assist students in the course selection process each year, advising them on the proper courses for their post-high school options and assisting in the development of each student's schedule of courses for the school year. In addition, the school counselors are available to assist students and families with any academic or social issues that may be impacting student learning. Counselors regularly meet with students to discuss academic progress, transition and adjustment to high school, social progress and difficulties, and any other issues raised by students and their families. Students may make appointments to see

their counselor through the school guidance office secretaries. Parents may also call the school guidance offices at any time to schedule an appointment to see their student's counselor. The counselors are also a valuable referral source for students and families who may need additional assistance or who wish to seek assistance privately.

College and Career Center, Room 360

The College and Career Center is a valuable resource for students to use in making their post high school plans. The center is managed by a full-time staff member and operates during the school day. Students may use the center during any of their free periods during the day. Call 203-255-7230 with questions.

- **Resources:** The center houses a library of information including: college and technical school; career; military; test prep info (PSAT/SAT/ACT; AP); scholarships; gap-year programs and job search materials. Additionally, there are eight computers available for students to research post high school opportunities, including Naviance/Family Connection which is utilized by the counselors for planning and college searches.
- **College Application Night:** Students can make an appointment to have their completed college application and essay reviewed prior to the first application deadlines in the fall at our designated College Application Night in the fall.
- **College Fair:** In the spring, students and their parents may attend the College Fair, a night where representatives from more than 180 colleges, career and technical schools are available to answer questions and provide information.
- **College Visits:** Each year over 175 college admissions counselors, military recruiters and career representatives visit the College & Career Center to speak with juniors and seniors about their schools and programs. The individual information sessions are posted on Naviance. <http://www.connection.naviance.com/ludlowe> Students may attend these meetings during classes or free periods by signing up on Naviance, printing a pass, and having their class teacher sign the pass. Students may attend the sessions at their classroom teacher's discretion.
- **Gap Year Fair:** More students are opting to take some time off after high school before starting college or going to work. The C&CC hosts a Gap Year Fair in the winter with representatives from several organizations offering supervised programs for travel, study abroad, community service, internships, and other activities.
- **Military Career Day:** Students have the opportunity to speak to representatives from the armed forces at the annual Military Career Day held in the spring.
- **Part-Time Jobs:** Students looking for after-school and summer jobs can sign up to receive part-time job announcements or check the job book and board for positions with local employers.
- **Senior Internship Program:** The Senior Internship Program is coordinated through the C&CC for eligible seniors who want to gain employment skills and experience by working for local businesses and organizations at the end of the school year. (These positions are unpaid.) (See details at Senior Internship Program, page 26.)

Counseling Center, Room 286

In addition to the services offered by the school counselors, the Counseling Center offers a wide array of support services to our students and families who are experiencing difficulties that impact a student's academic success. Staffed by school psychologists, social workers, and a student assistance counselor, services offered include short- and long-term counseling, individual, group, and family counseling, substance abuse counseling, parent support groups, and referral services to community resources. Students may make appointments through their

school counselor or by going to the Counseling Center directly. Parents and families may also make appointments through the school counselors or by calling the Counseling Center directly.

Student Assistance Team

A Student Assistance Team composed of counselors, administrators, and teachers meets on a regular basis to plan prevention programs and referral services for students and families. The goal of the team is to provide services and programs to all students, families, and staff that may prevent problems from developing or provide pre-referral strategies to all.

School Crisis Team

A Crisis Team composed of administrators, teachers, counselors, and community resources deals with any emergency or crisis situation that may arise during the year. In the event of a sudden death, a community or national tragedy, or other urgent or traumatic situation the team will meet to discuss an appropriate response by the school community.

Dances

- School dances are private social events and no tickets can be purchased at the door.
- No students or guests will be permitted to re-enter after leaving the dance.
- A student or guest must be at the dance within thirty (30) minutes of the beginning of the event.
- Every FLHS student attending a school dance must be a member in good standing.
- All dances with the exception of the proms will begin no later than 8 p.m. and end no later than 11 p.m.
- Students must be in attendance at school on the day of the event in order to be eligible to attend.

As with any school-sponsored event, all students are expected to follow all school regulations or be subject to disciplinary action.

Delivery of Personal Items

Please refrain from dropping off items to the office unless it is an essential item expected by the student such as a forgotten assignment or PE attire. The Main Office will not contact students to inform them of drop-off items. All medications must be brought to the nurses' office.

Detention

Students may be detained after school by individual teachers, a dean, or a housemaster for infractions of rules and regulations. Students are responsible for their own transportation arrangements.

Dress Code

In the interest of minimizing distractions, Fairfield Ludlowe High School has established a dress code. The goal of the code is to minimize distractions while promoting an attitude of respect for oneself and for Fairfield Ludlowe High School.

- Clothing that promotes or depicts alcohol, drugs, tobacco, violent behavior, or sexually explicit or suggestive words or pictures is prohibited.
- Clothing should cover undergarments and should provide appropriate coverage at the midriff and neckline.
- Clothing that is too revealing or otherwise detracts from our educational environment will not be permitted.

Driving on School Grounds/Student Drop-off Area

The student drop-off area is located in the back of the building. Parents are to access the drop-off area from Unquowa Road (directly across from Barlow Road). **ALL VEHICLES EXCEPT BUSES ARE PROHIBITED IN THE CIRCULAR DRIVEWAY IMMEDIATELY IN FRONT OF FAIRFIELD LUDLOWE HIGH SCHOOL FOR STUDENT DROP-OFF, EXCEPT WHEN RETURNING A STUDENT TO SCHOOL DURING SCHOOL HOURS.** Instructions for Drop-off/Pick-up can be found on our website under General Information.

Drug and Alcohol/Breathalyzer Policy

Possession or use of drugs, alcohol or associated paraphernalia, being under the influence of alcohol/drugs during school and/or school activities, or any time on school property, including school bus transportation are violations of school policy and the law and will result in suspension and/or arrest. Disciplinary consequences for violating this policy will be as follows:

- First Offense: Five (5) days' 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.
- Additional Offenses: (Cumulative over 4 years) maximum of ten (10) days' suspension and recommendation for expulsion.

Connecticut General Statute Section 10-233(d) requires that expulsion be considered for students who are distributing or selling controlled substances on school grounds or at any school-sponsored activity.

The Fairfield board of Education, consistent with its mission, is committed to the promotion of healthful living and to the safety and well-being of its students. Research findings on underage drinking coupled with incidents where students were found to have been drinking alcohol before or during high school dances and other high school events have heightened that concern. With that commitment in place, the Board of Education requires the use of breathalyzer tests at school-sponsored dances and, upon reasonable notice and at the discretion of the school administration, at other selected school-sponsored events both on site and off site. The Board of Education endorses the use of breathalyzer tests for all students and their guests in order to provide a safe and healthy environment for the students, staff, and community-at-large when students are attending school functions.

Early Dismissals

- **Inclement Weather:** If it is necessary to close school early due to inclement weather, a decision will be made by 11:00 a.m. The scheduled dismissal time is 11:45 a.m. and will be announced on local radio stations: WICC (600 AM), WEBE (108 FM), and through Infinite Campus (registration is necessary). To register for automatic notification of changes in school hours, log onto the Infinite Campus parent portal. Also, call 255-TALK (8255) to hear a recorded message.
- **Personal:** Students needing to leave school early must have a parent or guardian call the house office or present a note from their parent or guardian to the house office secretary in the house office prior to or at the time of dismissal. Students are required to sign out before leaving. If necessary, a pass will be issued to the student to be released from class. Upon returning to school, the student must sign in with the house secretary. Failure to follow this procedure constitutes leaving school grounds without permission. See "Leaving School Grounds."

- **Waiting For A Ride When Being Dismissed Early From School:** Students who depend on a ride to leave school grounds during the school day must meet their ride at the flag pole in front of school. Students must instruct the person who provides the ride to meet them only at the flagpole. During bad weather students may wait for their ride in the main lobby outside the library. Waiting for a ride anywhere else will result in disciplinary action.

Emergencies and Emergency Information

Parents/guardians must submit a **new** emergency card **each** year for each student in their family for use in the health office. The revised card to be used for the 2013/14 year is part of the outer cover of this handbook. **The card should be returned to the Health Office or Main Office by September 5, 2014.** *In addition to providing the school health office with a new emergency card each year, parents/guardians are requested to complete the immediate medical care information section in Infinite Campus for each child.*

Exam Policy and Procedures

All students are required to take mid-term and final exams. Exam schedules are posted on the school website as they become available. Students who are not scheduled for an exam (such as during a free period/study hall) do not need to report to school. Buses are available at the regular times in the morning and at the end of the last exam each exam day.

Senior Exam Exemption Policy

Student must:

1. Be a senior
2. Have an A- or better for the "In-Progress Grade" at the end of the fourth marking period
3. Have not earned less than a "C" in the fourth marking period

Policy DOES NOT apply to:

1. Semester-length courses
2. Classes taken for pass/fail
3. Anyone opting for UConn credit in the pre-approved UConn ECE courses

Procedure:

1. Grades are tallied before the exam, and teachers will notify students, counselors, and administrators of seniors who have earned exemption.
2. A grade of "E" for Exempt will be entered in the final exam field.
3. The final grade will be the "In Progress Grade" at the end of the fourth marking period.
4. Eligible seniors do not need to attend school during the exam block for which they have earned exemption.

Field Trips

Students and teachers plan field trips as an extension to classroom learning. Often class trips take students away from their other class periods during the school day. While these are excused absences, students are still responsible for making up all assignments from classes missed. Students must follow school rules when on field trips. Financial assistance may be available by contacting the student's counselor or a school social worker.

Fines/Financial Obligations – see Obligations and Bookroom

Fire Drills

Fire drills and Lockdown drills are conducted under the supervision of the faculty and administration. Each student should become familiar with the directions given to them from faculty and the evacuation plan from each classroom scheduled during the day. Students need to maintain quiet and calm during drills to hear directions from school staff. Cell phones should not be used during emergency drills unless students are instructed to do so.

Forgery

Students who forge or alter school passes, parent notes, or other documents or otherwise attempt to deceive are subject to Saturday Detention and/or other disciplinary action.

Hazing Policy

The Fairfield Public Schools prohibits any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or participation in a school activity.

Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to, or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student willingly participates.

All coaches and advisors are required, prior to commencement of their athletic season or activity, to meet and explain this policy to all participants. In the event that a coach or advisor becomes aware of any violations of this policy, it must be reported immediately to the building administrator.

If a student believes that hazing has occurred, the student shall promptly report this incident to a coach or advisor, counselor or administrator. This information must immediately be brought to the building administrator. The building administrator will conduct a comprehensive investigation. All information will be held in strict confidence. The Incident Report form is available online.

Consequences for hazing activities may include, but are not limited to: team/activity suspension or removal, school suspension or expulsion, or legal prosecution (Board of Education Policy # 5325).

Health Services, Room 206

The nurses' office is staffed by registered nurses and is open from 7:20 a.m. to 2:30 p.m. every school day. Treatment is limited to first aid care. The school health department cannot assume responsibility for the care of illness and infections other than immediate care. In such cases the parents are notified and are asked to make plans for transportation of students to their homes; the family then assumes the responsibility. The same procedure is followed in the case of accidents. We welcome contact by parents related to their children's health concerns and hope to be able to assist you or recommend other resources if necessary.

All grade nine students are screened for vision problems and scoliosis. Parents are contacted individually if there is a concern in either of these areas. In addition, students in grade ten are required to have a physical exam sometime during their sophomore year (unless there is a documented physical from the last school year on their health record). This physical must be dated on or after August 15 of the prior year to meet this requirement. Parents whose children need a physical will be notified by mail in September and reminded again in January. Failure to

comply with this will prevent a student from entering his/her junior year, so we urge parents to contact their health care provider for an appointment as soon as possible. School physicals are available on a limited basis to those who meet financial eligibility guidelines.

The Town of Fairfield asks us to keep statistics on communicable diseases within our school. Student names are not reported to the Health Department. We ask your help in letting the house office or the health office know if your child has contracted a communicable disease (i.e. mono, strep, conjunctivitis, bronchitis, etc.). Please feel free to call our office if you have any questions.

Medications may be administered in school by the nurse or by the student when appropriate. Any medication administered by the nurse or self-administered by the student in school, **including over-the-counter medications**, requires appropriate pharmacy containers and specific forms (see Medications/Nursing Services). These forms are available by calling our office or by downloading the forms from the Fairfield Public Schools' website (www.fairfieldschools.org). Physical exam forms for sports participation are also available for downloading at the Fairfield Public Schools' website (www.fairfieldschools.org).

Students are asked to submit Emergency Cards each year to assist staff in reaching parents or a designee in case of emergency. We request that you **return the Emergency Card to school at the opening of the school year (no later than September 5, 2014) and contact the school with changes during the year.** In addition, parents/guardians are requested to complete the immediate medical care information section on Infinite Campus for each child and update that as well during the year. Please be advised that we contact ONLY THOSE NAMES GIVEN BY PARENTS in case of an emergency.

Dental Clinic

The Town of Fairfield Health Department provides teeth cleaning and topical fluoride treatments by a dental hygienist for all students meeting income guidelines. Additionally, limited funding for eligible students who are Fairfield residents is available for care by participating dentists for problems such as cavities or tooth extractions. If you wish to apply for cleaning, fluoride treatments, or dentist services for your child, complete the Dental Clinic Information Card on the cover of this booklet and return it to the school nurse by the end of September.

Homebound Instruction

If you anticipate that your child will be absent for medical reasons or other recognized disabilities for ten school days or longer, please consult or contact your child's school counselor in advance of the period of absence or, in emergency situations, as soon as possible after the absence begins so that homebound instruction may be requested. The counselor will inform you of the details of the required medical certifications. Homebound instruction will be arranged through the use of online resources.

Homeroom

Students are required to attend homeroom on time where official attendance is recorded and information is communicated. Failure to be on time or to attend homeroom will result in disciplinary action.

Identification

Each student will be issued a Fairfield Ludlowe High School ID card that will serve as a bus pass, library card, and student activity card. **Replacement ID cards cost \$5.00.** Students

should keep the card in their possession and may be required to present it when asked. Students failing to identify themselves upon request will be subject to disciplinary action.

Junior & Senior Privileges

- **Early Dismissal**—Juniors and seniors may leave school after their last scheduled class. Juniors and seniors who have a schedule that will permit the exercise of the early dismissal privilege must obtain an early dismissal pass from the dean. Those remaining in school for extra help, athletics, or any another activity should remain in the cafeteria or library until the end of the school day. Seniors may also use the senior lounge.
- **Late Arrival**—Juniors or seniors who do not have a scheduled class the first or second time block may arrive at school later but must be in time for homeroom. Juniors and seniors arriving prior to homeroom must go to the cafeteria and avoid activity in the corridors or at lockers that might disturb classes.
- **Unassigned Periods**—Juniors and seniors in good standing are not scheduled into study halls. Although they are unassigned, juniors and seniors are not permitted to walk about the building after the bell that starts a class period. The students may be in the library (with a pass), College/Career Center, or cafeteria. Students are expected to meet appointments and obligations during these unassigned times.
- **Parking**—Reserved student parking areas are limited to use by students with permits. See Parking and Traffic regulations for details.

NO STUDENTS ARE PERMITTED TO LEAVE SCHOOL GROUNDS FOR ANY REASON DURING ANY UNSCHEDULED TIME BLOCKS OTHER THAN STATED ABOVE.

Laser Pens

Possession of any laser light-emitting device is prohibited in public schools in the State of Connecticut according to Public Act 99-256.

Late to School

All freshmen and sophomore students arriving after the beginning of the school day (7:30 a.m.) must sign in at the house office. Juniors and seniors exercising their “Late Arrival Privileges” must report to school by the beginning of homeroom. Juniors or seniors arriving after the beginning of homeroom must sign in at the house office. Students are required to be on time to school and to class. Juniors and seniors who come late to school, other than with late-arrival privileges, must sign in at their house office. For further information see Attendance Policy on page 32.

Leaving School Grounds/Building

Fairfield Ludlowe High School is a closed campus. Students may not leave the building, loiter in the parking lots, go to their car on or off school grounds, congregate anywhere on public streets, or leave the school grounds during school hours without first obtaining permission from their housemaster or dean prior to leaving. Students who leave the building or grounds are subject to disciplinary action. The consequence for each offense is a Saturday detention.

Library Media Center

The Library-Media Center is open to students throughout the school day and after school most days. The staff encourages students to make use of our extensive book collection, records and

media facilities. Students are expected to know and follow the rules for use of library passes. Inappropriate behavior will result in exclusion from the library.

Lockers

Lockers are the property of the school and are assigned to students for the storage of books, coats, etc. The school is not responsible for safeguarding the contents of the locker. The administration reserves the right to inspect lockers at any time. Money and other valuable articles should never be kept in hall lockers or gym lockers. If needed, the main office can safeguard valuables in the school vault. Students wishing to secure their locker must purchase a school lock. No other locks are permitted. All students have an opportunity to purchase locks. The school administration strongly suggests the locking of all property.

Loitering

Loitering in the school building and on the school grounds is prohibited. Students who need to go to their vehicles must obtain permission from a housemaster or dean. Students may not be in the building without adult permission and supervision. Students found loitering in the lavatories are subject to disciplinary action.

Lost and Found

Books, pens, keys and articles of clothing and other personal effects that are often left in classrooms and /or in the cafeteria should be brought to the Main Office. Students are requested to help each other by returning things of this nature to the Main Office. All claims for lost articles may be made at the Main Office. Lost items are not the responsibility of the school. Found items of value such as cell phones and electronic equipment are given to the security guard for processing.

Make-Up Work

Students who have excused absences from school or class have the privilege of making up work for credit. Those students whose absences have not been excused forfeit this privilege. Students are granted two days for every day they are out to make up work missed during their absence. Work due on the day of an absence must be handed in on the day the student returns to school. An incomplete grade on a report card must be made up within two weeks of the report card distribution after which the grade of I, for incomplete, will change to zero percent and F. Make-up quizzes and tests are given at the discretion of the teacher.

Students who are absent from school due to family vacations or other extended absences of a personal nature, not including illness, at times other than scheduled school vacation periods, are personally responsible to make up all class work, quizzes, tests, and projects missed during the absence. Students should make arrangements with their teachers and give them one week's notice of the anticipated absence. House offices should also be given advance notice of extended absences.

Medications/Nursing Services (Board of Education Policy 5514)

Some students require medications during the school day for either a long-term or a short-term period. These medications may be ordered on a daily basis or "as necessary." All medications, **including over-the-counter medications**, require written authorization from the health provider and written authorization from the parent. For greater detail please refer to Board of Education policy 5514, Administrative Regulations.

At FLHS, medications may be administered in one of three ways:

1. Medications Administered by the Nurse

This requires the completion of a form by the parent and authorized prescriber (physician, physician's assistant or APRN) and the delivery of the medication to the health office by the parent. The medication will then be administered by the nurse to the student according to the prescriber's order. The medication must be in an appropriately labeled container as described on the form.

2. Self-Administered Medication

This requires the completion of a form by both parent and authorized prescriber specifically circling the part indicating the student's ability to self-administer the medication and must be deemed safe and appropriate by the school nurse. The form is kept on file in the health office, and the student may carry the medication with him/her in a correctly labeled container as described in the form and self-administer the medication. Students may not self-administer controlled medications.

If it is necessary for a student to take medication during the school day, the parent should call the Health Office at 255-7204 with questions or to have forms sent home. Forms are also available online on the Fairfield Public Schools' website (www.fairfieldschools.org).

3. Medications Administered by Coaches

Coaches may administer emergency medications (inhalers and/or auto injector epinephrine) for life-saving intervention if the student is unable to self-administer the medication. This requires the completion of a form by both parent and authorized prescriber and the delivery of a separate supply of the medication to the health office by the parent. The nurse will train coaching staff in the administration of these medications and provide them with your child's medication that will be stored in the athletic department and accompany your child to practices and games.

Messages to Students

Only messages of an emergency nature can be forwarded to students from the House Office. Parents should not attempt to contact their son or daughter via cell phone during the school day. Students are not permitted to use cell phones during classes, even to receive messages from parents or others. House office personnel will make every effort to deliver emergency messages. Parents should pre-arrange for students to pick up items left in the Main Office. Classes will not be disturbed to inform students an item is waiting for them.

Obligations

All financial obligations to the school must be met before the conclusion of the school year. School-owned books, materials and equipment must be paid for if lost, stolen, or damaged. Other privileges may be denied until all obligations are met.

Parent Organizations

- **PTA** – Fairfield Ludlowe High School PTA's objectives are in common with the National PTA and the Connecticut PTA. National PTA is the largest volunteer child advocacy organization in the United States. FLHS PTA supports the mission to speak on behalf of our students, assist parents in developing the skills they need to raise and protect their children, and encourage parent and public involvement in our school. See Membership and Volunteer Opportunities cards in the center of this book and meeting dates and volunteer opportunities on the last page.
- **MPA – Music Parents Association** – functions to assist and support the music department as well as sponsors musical enrichment and cultural activities. Parent and student members

may earn shares by volunteering their time. Shares are assigned a cash value and will be applied to students' accounts in late spring. This money may be used for music lessons, instrument repairs or other related items. See membership card in the center of this book.

- **Booster Clubs** – Many of our sports teams have parent-organized booster clubs.

Parent Teacher Conferences

Fairfield Ludlowe High School's calendar does not include Parent-Teacher Conference Days. The opportunity to schedule a parent-teacher conference is available by making an appointment through the house secretary or the guidance office secretary.

Parking and Traffic Regulations

Parking on school grounds is a privilege that must be applied for each school year and may be denied or revoked at any time. Parking permits must be obtained from the student's dean to park on school grounds. There is a fee for a permit. Students may park in the **white** student parking spaces only. Any student who parks in an unauthorized area will have his/her parking privileges rescinded. See the application form for further details. Students who drive recklessly will lose parking privileges. All Connecticut Department of Motor Vehicle rules and regulations will be enforced on school grounds.

If students without permits are found to be parking in the student lot during the school day, their vehicle is subject to restraining measures such as "the boot" or possibly being towed off campus. All expenses related to recovering use of the vehicles are the responsibility of the party who violated the parking regulation or the owner of the vehicle.

FLHS students may not park in the Roger Ludlowe Middle School parking lots. Violation may cause a Saturday detention.

Passes

- **Corridor:** Students are required to have a pass to be in the corridors when classes are in session. Students will only be permitted to leave class in the case of an emergency.
- **Bus:** The student identification card is also a bus pass. Students are required to carry their identification card while riding the bus and must show or surrender their pass to the bus driver if requested.
- **Early Dismissal:** Juniors and seniors who have a schedule which will permit the exercise of early dismissal after all classes are completed must obtain an early dismissal card from their dean.

Photographs/Videotaping

Videotaping and photographing students in classrooms throughout the year for educational purposes or for newspapers, orientation slides, web page, posters, or student memorabilia is a common practice. ***Parents who do not want their student photographed or videotaped must submit a letter to the Headmaster no later than September 6, 2013.*** Students are not permitted to photograph or videotape without authorization by a member of the faculty or administration. This includes the use of cell phones with these capabilities.

Physical Education

Physical education is a graduation requirement. Students in this Physical Education classes are expected to dress appropriately for the activity following the guidelines set forth by the physical education department.

Plagiarism/Academic Integrity – see Academic Integrity Policy (page 4)

Publications

A Fairfield Ludlowe High School daily newsletter (*The Falcon Flyer*) is published and posted on the FLHS website. It contains pertinent news, announcements, and information on upcoming events. In addition, there are two student publications: the **Prospect** – a student newspaper distributed within school, and **Caelum** – the yearbook, which is available for purchase and includes photos of each class and all student organizations.

Public School Choice in Connecticut

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse and vocational-technical schools, Open Choice, inter-district programs, and vocational agriculture centers. Contact the Pupil and Guidance Services Office for further information on these school choice options. Fairfield Ludlowe High School students currently participate in:

- The Center for Global Studies Magnet School, Brien McMahon High School in Norwalk.
- Regional Center for the Arts located in Trumbull.
- Regional Program for Marine and Related Studies located at the Aquaculture School in Bridgeport.
- Fairchild Wheeler Magnet School in Bridgeport

Relocation Policy

Fairfield Public Schools provides services to ensure students, parents, and other persons access to meetings 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 your housemaster.

Report Cards and Progress Reports

Report cards are issued to students at the end of each marking period. It is the school's expectation that these reports are brought home and shared with parents/guardians. Final report cards are mailed home after the close of school in June. The dates for distribution of report cards are published in the FLHS Newsletter and on the FLHS website. Parents are urged to access the parent portal of Infinite Campus in order to access student grades, attendance, and course information throughout the school year.

School Hours

Fairfield Ludlowe High School's regular school day begins at 7:30 a.m. and concludes at 2:10 p.m. In case of a delayed opening, classes will begin two hours later (9:30 a.m.), and in the case of early dismissal, classes end at 11:45. See Cancellations and Delayed Openings (page 11) for the delayed opening and early dismissal schedules.

School Lunch Program

The Fairfield Public Schools has implemented an electronic process for students to purchase food in the cafeteria. Students may pay cash or parents may set up pre-paid accounts for the purchase of school lunch. This may be done on line at MyPaymentsPlus.com or by phone at 1-866-875-6833. There is a transaction fee for this electronic payment to cover bank fees. Regardless of payment method, student ID cards are needed for students to purchase food in the cafeteria. Parents with questions about the payment plans or the food service program may call the Food Services Department at 255-8370.

A variety of items will be available each day. These items will include hot entrees made from scratch, grilled items, fresh crust pizza and stuffed breads, southwestern specialties, a fresh salad bar and grab-and-go sandwiches and salads. Also, every month, different themed specialty entrees will be offered in order to bring in new flavors.

The menu will be posted in the cafeteria and also available online on the Fairfield Public Schools website <http://fairfieldschools.org/food-services>.

An application for free or reduced-price meals is available at the Main Office, on the District website and included in this Student Parent Handbook mailing. It may also qualify a student for assistance for field trips and testing fees.

Searches

Searches of a student's person, personal belongings, electronic devices, and vehicles parked on school grounds or at a school activity, and/or school lockers are conducted when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. This may include but is not limited to the possession of drugs, alcohol, dangerous weapon, stolen property, etc. Whenever a dean or school administrator has reasonable suspicion to conduct a search, it is the school's expectation that the student will consent to the search. Failure to cooperate with a search may be considered insubordination and disciplinary consequences will be administered.

Security

The Security Office is located in the Main Office corridor. The security staff will assist students with parking complaints, thefts, and identification cards. In order to provide for a safe environment for all, surveillance cameras are used throughout the building in common areas such as the library, halls, cafeteria, parking lot, and outside campus.

Senior Internship Program

The Senior Internship Program is designed to expose our students to areas of interest outside the constructs of their formal educational program. Students spend the last several weeks of their high school career working twenty-five to thirty-five hours per week without pay at an internship site. Students are expected to attend their internship five days per week for the duration of the internship.

Eligibility Requirements:

- A minimum cumulative grade point average of 2.0.
- No grade of F during **any** marking period senior year for semester and full year courses.
- A passing grade **in every marking period** for all PE, Computer Information Systems and Health courses taken
- Loss of Credit must be reinstated by Senior Appeals Board.
- Successfully meeting graduation requirements (including CAPT).
- Completion of application and all other required paperwork **on or before the deadline**.
- Meeting the civil and social expectations of FLHS (**any suspensions, more than one Saturday detention, and/or excessive disciplinary actions during junior or senior year will make you ineligible for an internship**).

PLEASE NOTE:

- Students taking a UCONN ECE course will need to make arrangements to take the final exam during their internship.

- Internships are not allowed at the student's present place of employment or with an immediate family member.
- Internships must be located between Stamford and New Haven (***NYC is not allowed***). Students must provide their own transportation to and from the site. Students should discuss all transportation arrangements with their parents ***prior to submitting their application***.
- Interns are expected to commit to the entire internship experience--no vacations or time off is allowed.
- Participation in sports or any other after school activity will be dependent upon the arrangement the student has made with the internship site. Students are encouraged to discuss this program with any coaches, club advisors or employers.
- Failure to comply with any of the above eligibility requirements may result in withdrawal from the internship program at any given time during the program.

The senior internship application along with more detailed information about the program will be made available to students in late fall.

Sexual Harassment

It is the policy of the Fairfield Public Schools to maintain a working and learning environment free from harassment, insults or intimidation on the basis of sex or sexual orientation. Sexual harassment is against the law and school district policy. Complaints should be referred to the Title IX Coordinators, Mr. Robert Esposito in room 266, or to Ms. Joanna Giddings in the Webster House Office. The Incident Report form can be found online. Anonymous reports can be made and will be investigated to the best of our ability. The office of Pupil Services and Counseling can be reached at 203-255-7232. The fax number is 203-255-7244.

Definition: Sexual Harassment is unwanted sexual attention from peers, subordinates or supervisors, customers, clients or anyone the victim may interact with in order to fulfill job or school duties, where the victim's responses may be restrained by fear of reprisals. The following behaviors are grounds for disciplinary action:

- Abusing the dignity of a student or staff member through insulting or degrading sexual remarks or conduct.
- Threats, demands or suggestions that a student or staff member's status is contingent upon their tolerance or acquiescence to sexual advances.
- Retaliation against a student or staff member for complaining about the behaviors described above. (Board of Education Policy #5544)

Smoking Policy

The Fairfield Board of Education, in accordance with legislation passed by the State of Connecticut, prohibits smoking by anyone in the school and on school grounds at any time before, during, or after school. The use of chewing tobacco, snuff, and "E-cigarettes is" also prohibited anywhere on school grounds, both in the school building and outside the school building. Connecticut Statute Section 1-21b also prohibits smoking in town buildings.

Violation of the Smoking/Smokeless Tobacco/Electronic Cigarette Policy will result in the following consequences:

1st offense: Saturday Detention

Additional offenses: Saturday Detention and possible In-School Suspension

It is the intent of the high school administration to continue a program of education in our health classes pointing out the serious health hazards of smoking and addiction to tobacco. In addition, a smoking cessation program is offered several times during the year during school hours for students who wish to give up smoking. This program is sponsored by St. Vincent's hospital. See the Student Assistance Counselor in the Counseling Center for more information on Smoke Cessation.

Soliciting and Selling of Any Item or Service

Soliciting, ordering, arranging for delivery to school, buying, distributing, or selling of any item or service on school property is prohibited. Students and organizations wishing to sell any item or service on school property must get prior approval from the Activities Director.

SRBI—Scientifically Research-Based Interventions

Each house has an SRBI Team, comprised of counselors, administrators, and teachers. The teams meet on a regular basis to assess student progress and plan interventions and referral services for students and families. The goal of the team is to provide services and programs to all students, families, and staff that may prevent problems from developing or provide pre-referral strategies to all.

Student Government

Student Representative Council: As a student organization, the Student Representative Council serves to sponsor school activities and to further unity and citizenship within the school. All of the meetings are open, and all students are urged to attend to voice their opinions and ideas. Every student attending high school is eligible for membership in the Student Representative Council.

House Councils: Each house also has the opportunity to elect homeroom representatives for house councils.

Class Governance: Each class elects officers who conduct business for the benefit of the class. Meetings are called as needed. All students can participate in class meetings.

Student Records

In accordance with federal and state legislation, student records are available to parents and to students who have reached the age of eighteen. It should be noted that only essential educational information is kept in students' files. Requests for a review of records should be directed to the student's counselor. The Family Education Rights and Privacy ACT (FERPA) specify rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review the child's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any record on the grounds that it is inaccurate, misleading, or violates the child's rights.
- Receive a hearing on the issue if the school refuses to make the amendment.

Study Halls

All freshmen and sophomore students are scheduled for study halls when they are not assigned classes or lunch. Students must attend study halls and they are expected to use the time productively. Attendance is mandatory and failure to attend study hall will result in disciplinary

action. Any student wishing to leave study hall for academic or school-related purposes must obtain a pass from the appropriate staff member and must arrive on time to study hall to present the pass to the study hall teacher prior to leaving the study hall. The pass must be returned to the study hall teacher signed by a staff member to verify that the student went to the appropriate location/activity indicated on the pass.

Testing

PSAT, SAT, and AP Testing

PSAT and SAT exams will be given at Fairfield Ludlowe High School on these days:

PSAT only

October 15, 2014

SAT I and SAT II

October 11, 2014

March 14, 2015

May 2, 2015

June 6, 2015

FLHS School Code

070187

Visit www.collegeboard.com to register for SAT and SAT I & II testing. Please note: Students are not guaranteed a seat at their home school for PSAT or SAT testing. A rolling registration format is used. Students are advised to register early. School counselors and the College and Career Center have hard copy registration forms. AP and Vocational and Technical Education Assessment tests are administered in the spring.

Thefts

All suspected thefts should be reported immediately to school security personnel in the security office located across from the Main Office. If the security guard is not available to take a report, students should report to their dean. Lost items are not the responsibility of the school.

Title IX

Title IX is a federal law requiring equal opportunity for students. 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, Fairfield Ludlowe High School has appointed two members of the staff as coordinators of Title IX, Title VI, and Section 504.

Any parent, guardian of a student, or an employee who feels his/her rights have been misused; or has inquiries in the provision of equal opportunity in educational programs, activities or employment, should address concerns to the Title IX Coordinators, Mr. Robert Esposito in room 266, or to Ms. Joanna Giddings in the Webster House Office. The Incident Report form can be found online. Anonymous reports can be made and will be investigated to the best of our ability. The office of Pupil Services and Counseling can be reached at 203-255-7232. The fax number is 203-255-7244. Concerns may also be reported to the FLHS Headmaster.

In accordance with Section 86.6 (b) of the Title IX Regulations, students or employees may report any grievances directly to the U.S. Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 2110-1491.

Transportation

School bus transportation is provided for students who live more than 1 ½ miles from Fairfield Ludlowe High School. Students should report to their bus stop 5 minutes before the scheduled pick-up time. School rules apply on school buses. Bus routes are posted on the Fairfield Public Schools' website, [www.http://fairfieldschools.org](http://fairfieldschools.org).

Truancy

A student who has four unexcused absences from school in one month or a total of ten unexcused absences from school in one year is considered a truant. The policies and procedures included in Public Act 90-240 may require the Superintendent to file for each truant a written complaint with the Superior Court. *See full Attendance Policy (Board of Education Policy 5112).*

Unauthorized Recording

Unauthorized recording of any type, including but not limited to photographs, video and sound, by electronic and other devices, including but not limited to cell phones and video cameras, without permission of school administration is prohibited. Infractions may be subject to disciplinary action including suspension and/or expulsion.

Vandalism/Damage to School Property

Intentional destruction or defacing of personal or public property is prohibited. Students will be disciplined and billed for all damages.

Visitors

- All visitors are required to sign in at the Main Office and obtain a visitor's pass. *The administration reserves the right to deny a visitor's pass.*
- Casual visitors from other towns or schools are not allowed and will be prosecuted for loitering or trespassing.
- Under special circumstances students may be allowed to bring a visitor to school, but the student must obtain permission from his/her housemaster 24 hours in advance of the visit with written parental permission stating the reason for the visit.
- For safety reasons, former students who are visiting teachers need to make arrangements with the teachers and report to the Main Office to obtain a visitor pass. Students without prior arrangements are not allowed to interrupt classes or roam the hallways and will be asked to leave the campus.

Weapons

The safety of all students is our highest concern. Therefore, students who bring to school, threaten to 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 (10-233a[e]).

Withdrawal Procedure

The parent or guardian must first submit a letter to their child's housemaster stating their intent to withdraw their child from school. Directions to complete the process will be provided.

Working Papers

Upon receiving a "Promise to Employ" letter from a prospective employer in the state of Connecticut, minors (a student under the age of 18) must report to the Main Office of their local public high school with the letter and request "working papers."

In Connecticut the official name for working papers is **Statement of Age Form, ED301**. The Statement of Age Form is recognized as the proper documentation verifying a minor's legal age.

It also requires a detailed description of the work expected of the minor. Working papers may not be issued if employment is in an occupation that is unacceptable under the law for that age group. For instance, fourteen-year-old minors may work in various jobs but may not work in food service or laundry rooms in convalescent homes or hospitals. Fifteen-year-old minors may be employed in mercantile establishments as baggers, cashiers, or stock clerks but only during non-school weeks and on Saturdays.

Employers must be ready to provide their copy of the form upon request by a representative from the state. The provider of the working papers (the superintendent's designee) must maintain files of copies of the issued working papers until the minor has turned 21 years of age.

The minor must obtain a new Promise to Employ letter and new working papers with each new job. Working papers issued in Connecticut are not valid in any other state, and out-of-state working papers are not valid in Connecticut. For more information, please call the Main Office at 255-7201 or go to www.ctdol.state.ct.us.

Parent Teacher Association

The FLHS PTA is organized to promote the welfare of children and to bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of students.

Our PTA raises funds to support numerous programs and activities including:

- Battle of the Houses
- Freshman Picnic
- Junior and Senior Post Prom Parties
- College Fair
- Senior Scholarships
- Mid-Term & Final Breakfasts
- School Beautification
- Teaching and Learning Grants
- Reflections
- Staff Appreciation Events
- PTA Directory

We encourage you to become a member. Contact Megan Bochanis at mbochanis@snet.net or visit our website, www.FLHSPTA.com for additional information. PTA members receive a copy of the FLHS student directory. They may also opt to receive the *Falcon Flash*, our weekly email update of PTA and school happenings.

PTA Meetings

All PTA meetings begin at 7:30 p.m. and are held in the Library Lecture Hall, located directly behind the Library Media Center, unless otherwise noted.

September 10	November 18	January 14	March 11	May 13
October 8	December 10	February 11	April 8	June 3

FLHS PTA EXECUTIVE BOARD 2014-2015			
President	Christine Vitale	cvitale@optonline.net	203-319-0252
President-Elect	TBA		
Treasurer	Dena Sprague	denasprague@gmail.com	203-543-5377
Recording Secretary	Donna Boyle	jhndon@optonline.net	203-256-9483
Corresponding Secretary	Lynn Goddard	godd411@optonline.net	203-209-2489
Membership	Megan Bochanis	mbochanis@snet.net	203-254-7595
VP Fundraising	Colleen Phelan	phelancol@gmail.com	203-258-8857
VP Programs	Laura Lawlor	lbecker@moxieco.com	203-258-3859
VP Volunteers	Suzie Schroeder	suzieschro@gmail.com	203-292-6143
BOE Delegate	Ed Grzeda	eegrzeda@gmail.com	224-234-3381
PTA Council	Debbie Reynolds	crdr@optonline.net	203-256-0477
Teacher Rep	Eileen Frankel	efrankel@fairfieldschools.org	

We invite you to visit the FLHS PTA website at www.FLHSPTA.com for news, events, membership and additional information.

APPENDIX

Fairfield Ludlowe High School Attendance Policy

Purpose of the Attendance Policy:

The Fairfield Ludlowe High School Attendance Policy reflects our desire to have each student attend all classes and arrive on time in order to support and maintain a positive learning environment for all students. Students and parents are expected to familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their students to have good attendance. Any questions should be directed to the student's Housemaster or Dean.

The Attendance Policy

All absences, *both excused and unexcused*, from class will count toward loss of credit.
(Exceptions are indicated below)

Loss of credit in a course can be caused by an accumulation of either unexcused or excused absences. Loss of credit in a course may result in failure to meet graduation requirements.

The maximum number of absences before credit is lost:

Full-year course (Meets five class periods per week)	18
Semester course (Meets five class periods per week)	9
Health and PE courses	4
Special courses (9 th Grade Health, Reading, Algebra Workshop, etc.)	Pro-rated absences

Loss of credit will occur when the accumulated absences exceed the maximum indicated above. Both excused and unexcused absences count toward loss of credit.

Excused absences which count toward loss of credit include the following:

- Illness
- College visits
- Doctor appointments
- Dentist appointments
- Driving test appointments
- Family vacations
- Family celebrations
- Non-school sponsored athletic, performing arts or other events

Unexcused absences which count toward loss of credit include but may not be limited to the following:

- When a student misses class/school and there is no excused reason

Absences which DO NOT count towards the loss of credit include, but are not limited to, the following:

- Religious Holidays
- Scheduled office and counseling appointments
- Homebound instruction
- Special absences

- Class meetings
- Field Trips
- Sports and/or other extracurricular activities sponsored by the school
- In-school and out-of-school suspensions

Excused & Unexcused Absences:

It is the responsibility of students to attend all classes. When a student is absent from class or school, it is the responsibility of the student and/or parent to provide a verified excuse to the office within two (2) days. Phone calls to excuse an absence, lateness, or early dismissal must be made to the house office by 10:00 A.M. on the day of the absence or may be left on voicemail to be listed as excused. Parent notes to excuse an absence or lateness must be received within two school days for the lateness or absence to be considered excused. Parent notes to request an early dismissal must be presented before the student is dismissed in order for the dismissal to be considered excused. All parent notes must include the following: (1) the student's name, (2) the date and time of the absence, late arrival or dismissal, (3) the specific reason for the absence, (4) the signature of the parent or guardian and (5) a daytime phone number where a parent or guardian can be reached to verify the note. Notes that omit one or more of the above items will result in the absence being recorded as unexcused. If the school cannot verify the information, the absence, lateness, or dismissal will be recorded as unexcused.

Schedule Changes:

Until a schedule is officially approved by a school counselor, and the student is informed of the change, the student must attend all classes in the original schedule. Failure to attend all of the classes on the original schedule will result in unexcused absences to all classes missed.

Monitoring of Attendance by Parents and Students:

Student attendance is available on the student's Infinite Campus Portal.

Parents and students are expected to monitor their attendance via Infinite Campus for tardies, unexcused absences, and excused absences. Students' parents will be notified by mail when a student reaches the half-way point to losing credit in a class and again if a student loses credit in a class.

Dismissal during the School Day:

Once students have reported to school, they are expected to remain in school and attend all classes for the entire day. Under the following conditions, students may have an excused dismissal:

1. A written request from a parent must be presented or a phone call must be received prior to dismissal. A parent may come to the house office and personally request a student's dismissal.
2. The student must sign-out at the house office when leaving school. If a student returns to school, the student must sign in to verify the time of return. Failure to meet the above two conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit, and make-up privileges will be forfeited.
3. In case of illness while in school, the student MUST report to the Nurse's office. To miss a class or go home without the permission of the nurse will cause any absences to be considered unexcused. Such absences will be counted towards the loss of credit and make-up privileges will be forfeited.

Lateness to School and Class:

Students are expected to be on time to school and to class. Tardiness will appear on a student's attendance record as T (Tardy) or TC (Tardy to Class). Unexcused lateness to class will result in disciplinary consequences and have a negative impact on learning and future appeals for credit reinstatement by the Appeals Board.

Immediately upon arrival, all students are required to sign in at the house office accurately indicating the time of arrival and the reason for lateness and present a note of excuse. The student will then go directly to class. Failure to sign in upon arrival will cause class absences or lateness to be unexcused and could lead to the recording of an unexcused absence.

Unexcused lateness which causes a student to miss more than ½ the class will count as an unexcused absence and will be counted towards loss of credit.

Driving to school or choosing to ride with a person who drives is considered a personal choice. Lateness to school due to a transportation problem will be recorded as an unexcused absence.

Unexcused lateness to class may result in after school detention, house detention, or Saturday Detention.

Missing Class Due to an Appointment with Counselor (House or Counseling Center):

Upon arrival for an appointment, it is the student's obligation to inform the counselor when a test or major assignment is planned. The student should request that the appointment be rescheduled. Failure to do so will result in the absence being unexcused.

Certification of Chronic Illness or Other Frequent Absences:

The school will require written confirmation from a doctor to explain the severity and chronic nature of frequent absences which occur due to medical reasons.

Per Connecticut state law: and Board of Education Policy #5112

- **For absences one (1) through nine (9)**, a student's absence from school are considered "excused" when a student's guardian/parent approves such absence and submits appropriate documentation to school officials.
- For the tenth (10th) absence and all absences thereafter, a student's absence from school are considered excused for the following reasons:
 - o Student illness (must be verified in writing by a licensed medical professional to be deemed excused, regardless of the length of the absence) If a doctor's note is not provided, the absence will be designated as unexcused.
 - o Death in a student's family or other emergency beyond the control of the student's family
 - o Mandated court appearances (documentation required)
 - o The lack of transportation that is normally provided by a district other than the one the student attends(no parental documentation required)
 - o Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance
 - o Religious observance
- Unexcused absences totaling four (4) in one calendar month or ten (10) in one year will cause the student to be declared truant.

Loss of Credit

A student will lose credit in a course when the number of accumulated absences exceeds the maximum number of absences referred to on the first page. When a student has lost credit, the Dean will review the record with the student. The Dean will instruct the student to attend class and discuss the procedure for a possible appeal to have credit reinstated. A letter will be sent to the parents indicating that a loss of credit has occurred. The letter will explain the procedure for requesting a hearing before the Appeals Board. Deadlines will be indicated for the request of an appeal. It will be the student's responsibility to meet the deadline without reminder from the Dean.

If credit is lost or if an appeal to reinstate credit is unsuccessful, the student is expected to attend the class. Some courses require a minimum grade for the student to take the next course in sequence. All courses require a passing grade for the student to advance to the next level. A final letter grade will appear on the transcript even though credit is lost.

Absences which are recorded as unexcused will have additional penalties. Unexcused absences will (1) be counted as an absence towards the loss of credit, (2) result in the forfeiture of make-up privileges and (3) severely weaken a student's case during an appeal for reinstatement of credit lost due to excessive absences

Right of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the students'/parents' control. In January and June, students who have lost credit will have an opportunity to appeal to have credit reinstated.

When absences and tardiness continue after loss of credit, reinstatement of credit is not likely. When a student deliberately chooses to be absent from school or a class, he/she is intentionally violating the intent of the Attendance Policy. After a student has lost credit, he/she will be expected to attend and participate in class.

A student's decision to appeal must take into consideration the student's total attendance record. For students who lost credit due to unexcused absences, any unexcused absences after the date of the loss will weaken the student's chances to have credit reinstated. For students who lose credit due to excessive excused absences, absences without documentation will weaken the student's chances to have credit reinstated. Absences from school, which remain unexcused, reduce the likelihood of reinstatement of credit. Students wishing to appeal must follow the directions given to them by the Dean and those contained in the loss of credit letter. If students do not have valid reasons for appealing loss of credit, students should contact their counselor to identify what options are available for making up the credit.

The Appeals Board will be composed of three teachers, the student's counselor, and the student's Dean. The Appeals Board will hear the student's case and make a decision on whether to reinstate credit. An Appeals Board decision should be considered final. The decision will only be reviewed by the Headmaster upon written request by the parent and student as a result of the introduction of additional information which was not presented to the Appeals Board. The Headmaster's decision is final.

FAIRFIELD BOARD OF EDUCATION POLICIES:

The entire Fairfield Board of Education Policy Manual is available in all school and district offices and online at www.fairfieldschools.org.

Board of Education Policy Guide

Students

Attendance

ATTENDANCE, EXCUSED ABSENCES, AND TRUANCY **5112**

Connecticut state law requires parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents/guardians or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excused Absence

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation is provided by the student’s parent/guardian approving the absence, due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. Lack of transportation that is normally provided by a district other than the one the students attends, (This reason does not require documentation.)
- G. An emergency, or

- H. Other exceptional circumstances and extraordinary educational opportunities pre-approved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

A student's absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child.

Unexcused Absence

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

Release of Student During School Day/Dismissal

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Truancy

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
 - a. to attend the required meeting to evaluate why the child's truant or
 - b. to cooperate with the school in trying to solve the truancy problem.

Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)

10-199 through 10-202 Attendance, truancy in general. (Revised 1995 - PA 95-304)

10-221(b) Board of education to prescribe rules.

Campbell v New Milford, 193 Conn 93 (1984).

Action taken by State Board of Education on January 2, 2008, to define "attendance."

Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

Approved 8/27/04
Approved 6/11/2013

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.

**Board of Education
Policy Guide**

Instruction

Curriculum

BASIC INSTRUCTIONAL PROGRAM 6220

FAMILY LIFE AND SEX EDUCATION 6221

The Board of Education recognizes that helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents or guardians have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents or guardians' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

To comply with the provisions of the No Child Left Behind Act, the Superintendent will, in writing, notify the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that

encourage sexual activities. The District will comply with federal guidelines concerning age appropriate sex education.

The Citizens Family Life Committee, established by the Board of Education, assists the staff in planning, developing and monitoring the family life and sex education curriculum. It will also serve as a resource for evaluation and ensuing recommendations. The committee shall be advisory to the District Curriculum Committee and shall work in cooperation with the Superintendent or designee.

Students and parents or guardians shall be informed annually of their right to exempt the student from the family life curriculum.

Legal Reference: Connecticut General Statutes
 10-16c State board to develop family life education curriculum guides
 10-16d Family life education programs not mandatory
 10-16e Students not required to participate in family life education
 programs
 10-16f Family life programs to supplement required curriculum
 20 U.S.C. 7906 No Child Left Behind Act of 2001

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