

2019-20

STUDENT AND PARENT HANDBOOK



Fairfield Warde High School

Fairfield, Connecticut
fairfieldschools.org/schools/fwhs

Fitts House 255-8364

Kurt Simonsen, Housemaster
Carl Dioguardi, Dean
Barbara Pennell, Secretary

Fitts House Counselors 255-8365

Ben Levy, Nicole Colleran, Sara Drexel
Jennifer Montero, Secretary

Pequot House 255-8350

Brian Keating, Housemaster
Jeff Seganos, Dean
Janice Kliolz, Secretary

Pequot House Counselors 255-8351

Jill Cutter, Jim Perna, Richard Johnson
Karen Sanborn, Secretary

Townsend House 255-8362

Steve Fekete, Housemaster
Gina DiGiacomo, Dean
Virginia Mannetti, Secretary

Townsend House Counselors 255-8363

Ali Chagnon, Danielle Jurkiewicz, Lindsay Walker
Kristen Arsenault, Secretary

Main Office	255-8449
Pupil and Guidance Service.....	255-8388
Health Office.....	255-8358
Athletic Director.....	255-8387
College & Career Center.....	255-8357
Counseling Center.....	255-8360
Library Media Center.....	255-8451

Fairfield Warde High School

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Headmaster
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Fitts Housemaster
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Pequot Housemaster
Seth C. Fry
Athletic Director

August 2019

Dear Warde Students and Parents,

The 2019 – 2020 school year is going to be remarkable! Fairfield Warde High School has a rich tradition of excellence that is evident both inside and outside of the classroom. Our staff is working diligently to prepare for your arrival, and we are excited about the start of school. *The Student – Parent Handbook* is a valuable resource for both students and parents. Please take the time to review this document in order to familiarize yourself with the policies and procedures that govern our school community.

The Warde High School core values of being welcoming, academic, respectful, dynamic, and ethical are principles that we will continue to embrace as the fabric of our school community. It is our responsibility to work diligently every day to instill these values in our daily interactions. This philosophy is what makes Warde such a wonderful school where students have the opportunity to flourish and reach their full potential.

We strive to foster a school climate where all students feel safe, valued, and respected. To that end, this handbook communicates the expectations we have for our student body. The policies, procedures, and information articulated in this book outline the fundamentals for a successful year. Specifically, the rules that need to be followed in order to ensure a safe and orderly school environment. Please make sure you have a clear understanding of these guidelines and reference this resource throughout the school year.

On a personal note, I am honored to serve as your headmaster. We are looking forward to an outstanding year and encourage all members of our school community to try their very best in all endeavors. Warde is a *welcoming, academic, respectful, dynamic, and ethical* school community because of you! We are eager to see you on the first day of school on Thursday, August 29, 2019.

Sincerely,

Headmaster

WELCOMING * ACADEMIC * RESPECTFUL * DYNAMIC * ETHICAL

2019-2020 Fairfield Public Schools Student Calendar

Amendment to BOE Student Calendar - Approved by BOE March 12, 2019
 Amendment to BOE Student Calendar - Approved by BOE December 11, 2018

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4—Independence Day

August 2019 (2)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 26, 27, 28—PD days

August 29—First Day of School

September 2019 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2—Labor Day

Sept 24—Early Dismissal PK-12 (PD)

Sept 30—Rosh Hashanah

October 2019 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 9—Yom Kippur

Oct 10—Early Dismissal, Conference

Day **PK-8** (Not HS)

Oct 15—Early Dismissal, Conference

Day **PK-8** inc. PM Conf (Not HS)

Oct 16—Early Dismissal **PK-12**,

Conference Day and HS PSAT

November 2019 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 5—All Day PD

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 2019 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 23-31—Winter Break

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

Jan 1—New Year's Day

Jan 17—Early Dismissal PK-12 (PD)

Jan 20—MLK Jr. Day

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

Feb 13—Early Dismissal PK-12 (PD)

Feb 14—February Break

Feb 17—Washington's Birthday

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

March 10—Early Dismissal PK-12 (PD)

March 18, 19, 26—Early Dismissal **PK-5 Elementary Only** (Conference Days, PM Conf on Mar 26)

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

April 10—Good Friday

April 13-17—Spring Break

April 28 - Primary

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

May 25—Memorial Day

May 26—All Day PD

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

June 15 - Early Dismissal PK-12

June 16 - Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation. Additional snow days will reduce the April Break beginning with the last day, April 17.

No School



No School and Professional Development for Staff



Early Dismissal



Early Dismissal and Professional Development or Conferences



The last 2 days are Early Dismissal days for students only.



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Fairfield Public Schools Vision of the Graduate

The fulfillment of the mission, for all students, PK – 12+, demands our ongoing commitment to realize the Vision of a Graduate.

All students will be:

Collaborators

Communicators

Critical Thinkers

Responsible Citizens

Innovators

Goal Directed, Resilient Learners

FWHS Core Values

Welcoming Academic Respectful Dynamic Ethical

Fairfield Warde High School Belief Statements

1. Students are most successful when there are positive collaborative relationships among all members of the school community, diversity is valued and opportunities enable all to be a part of a nurturing school community.
2. Students benefit from a comprehensive, rigorous educational experience where authentic, creative and self-directed learning takes place and critical thinking yields imaginative and meaningful products.
3. Students develop an altruistic sense of community when they understand, respect, and take responsibility to promote expected and ethical standards of behavior.
4. Students prepare for global citizenship when held accountable for their own analytical problem solving skills, and demonstrate flexibility, adaptability and perseverance to address current challenges.

Fairfield Public Schools' High School Academic Expectations

Critical & Creative Thinking	Communicating & Collaborating
How do students demonstrate critical and creative thinking to effectively evaluate evidence and construct solutions?	How do students communicate information clearly and effectively in a variety of contexts and work collaboratively to solve problems?
<p><i>Exploring and Understanding</i> The student engages in an investigative process using a variety of research tools and methodologies.</p>	<p><i>Conveying Ideas</i> The student organizes information to support a claim or assertion in a style appropriate to purpose, audience, and task.</p>
<p><i>Synthesizing and Evaluating</i> The student weighs evidence, arguments, claims and beliefs in order to critically and effectively solve problems and to justify conclusions.</p>	<p><i>Using Communication (Media) Tools</i> The student makes strategic and ethical use of a range of media to enhance understanding of and interest in a claim or assertion.</p>
<p><i>Creating and Constructing</i> The student transforms existing ideas and knowledge into new ideas, products, and processes.</p>	<p><i>Collaborating Strategically</i> The student takes into account prior knowledge, beliefs, and experiences of self and others; roles and relationships within the group; and the group's purpose, goals, and norms.</p>

FWHS

Social & Civic Expectations

Show

RESPECT

for People, Ideas, & Property

Demonstrate

RESPONSIBILITY

for the Impacts of Personal
Decisions, Beliefs, & Actions

Exhibit Positive

CITIZENSHIP

in the School Community



Absence Reporting

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.

Fitts: 255-8364 Townsend: 255-8362 Pequot: 255-8350

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 Code of Conduct

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

Cheating or plagiarism of academic work will result in no credit for the material. Parents will be notified. National Honor Society members may be dismissed or candidates denied membership if they are found to have violated the FWHS Academic Integrity policy.

Academic Integrity Policy

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

Academic dishonesty at Fairfield Warde High School is defined as, but not limited to:

- Using or possessing unauthorized notes or electronic devices during a test or quiz.
- Copying or possessing another student's work during a test or quiz.
- Sharing answers during a test or quiz.
- Giving information to others who have not taken the test or receiving information from those who have.
- Copying another student's class work or homework or allowing your work to be copied.
- Plagiarizing another person's work from any resource (periodical, book, internet, fellow student, older brother or sister etc.) and submitting it as one's own.
- 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.
- 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.
- Presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors.

Note: Sharing ideas in a group as directed by the teacher is not academic dishonesty.

Accidents-Accident Insurance

A student accident insurance policy is available through a Board of Education approved agent. Applications and brochures explaining the coverage are distributed 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

Many opportunities exist for students 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 and a comprehensive 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.

Student Activities, Clubs and Service Organizations meet on Wednesday mornings during Activity Period beginning at 7:30 a.m. Membership in student activities, clubs, and service organizations is open to all students. There will be an Activities Fair in early September to showcase all of our student clubs and groups, which are listed on the Activities tab on school website.

All students are encouraged to join an activity and take part in this important part of high school life. If a student has an idea for an activity that they would like to see on the schedule, they should contact the Directors of Student Activities, Mrs. Freehill or Ms. MacIntosh. Rules and procedures for students not involved in an activity during Activity Period will be explained when school opens in August.

Student Advisory Program:

All students at Fairfield Warde will be participating in a monthly activity in their homerooms, known as Advisory Period. These thirty minute sessions will be facilitated by the homeroom teacher and another member of the staff and will touch upon a number of important topics. Examples of topics include: goal setting, academic planning and course selection; fostering positive connections among students and involvement in school activities; increasing awareness of school resources; time management and study skills; other issues of relevance to our school climate and to student success. The overall goal of this program, an important component of the state-mandated Student Success Plan, is to foster student success and develop a strong sense of belonging and commitment to our core values for each student at Fairfield Warde. Questions about the program may be directed to the student's school counselor or to Caryn Campbell, Director of Student Services.

National Honor Society and subject Honor Societies meet at other specific times. Students are invited to be a member based on academic achievements.

Honor Societies

- Students are invited to participate through academic achievement

National Honor Society

National Art Honor Society
National Business Honor Society
National Chinese Honor Society
National English Honor Society
National French Honor Society
National History Honor Society
National Italian Honor Society
National Latin Honor Society
National Math Honor Society
National Music Honor Society (Tri-M)
National Science Honor Society
National Spanish Honor Society

Anonymous Reporting

Students or parents can make anonymous reports using our online incident report portal known as TIPS. It can be accessed on the school website at the top of the page; just click on "report incident." Topics can include, but are not limited to: bullying, harassment, cheating, safety concerns, and theft.

See TIPS for a complete list. TIPS provides the option for you to leave your name and contact information so we can follow up for more details if necessary. Anonymous reports are taken seriously and investigated to the best of our ability. Per state law, no disciplinary action can be taken based solely on an anonymous report.

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

FWHS students are encouraged to participate in Mustang 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 completed the online registration through the website on the FWHS athletic page.* The Athletic Handbook is available in the Athletic office, Main Office or online at:

<http://schcdn.fairfieldschools.org/schools/fwhs/content/uploads/2013/12/Athletic-Handbook-2014.pdf>.

Boys Fall Sports

- Cheerleading
- Dance Team
- Cross Country
- Football, Freshmen, JV and Varsity
- Soccer, Freshmen, JV and Varsity

Boys Winter Sports:

- Basketball, Freshmen, JV and Varsity
- *Bowling
- Cheerleading
- Dance Team
- *Fencing
- *Ice Hockey-Varsity
- Indoor Track
- *Skiing
- *Swimming and Diving
- Wrestling, JV and Varsity

Boys Spring Sports:

- Baseball, Freshmen, JV and Varsity
- Golf, JV and Varsity
- Lacrosse, Freshmen, JV and Varsity
- *Sailing
- Tennis, JV and Varsity
- Track
- Volleyball, JV and Varsity

Girls Fall Sports

- Cheerleading
- Cross Country
- Dance Team
- Field Hockey, JV and Varsity
- Soccer-Freshmen, JV and Varsity
- Swimming and Diving
- Volleyball, Freshmen, JV and Varsity

Girls Winter Sports

- Basketball, Freshmen, JV and Varsity
- *Bowling
- Cheerleading
- Dance Team
- *Fencing
- Gymnastics
- *Ice Hockey, Varsity
- Indoor Track
- *Skiing

Girls Spring Sports

- Golf, JV and Varsity
- Lacrosse, Freshmen, JV and Varsity
- *Sailing
- Softball, Freshmen, JV and Varsity
- Tennis, JV and Varsity
- Track

***Co-Op team with FLHS**

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 1st MP 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 2 credit class is considered a Carnegie Unit).
- A student-athlete may not turn 20 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 cross country, 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 on the day of the activity. 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.

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. If deemed appropriate by the administration, the breathalyzer may be used at athletic events.

Attendance

The purpose of the Fairfield Warde High School Attendance Policy is to encourage school and class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted school and class attendance is essential to successful learning. Students and parents are expected to familiarize themselves with the provisions and procedures of the policy. Please see the Fairfield Warde High School Attendance Policy in this handbook.

Board of Education Policies

All Board of Education policies are available on-line at www.fairfieldschools.org. or at the Board of Education Offices at 501 Kings Highway.

Bullying

Bullying behavior by any student in the Fairfield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. 'Bullying' means 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 repeated against the same student over time. Students and parents or guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with the student's rights of due process. Board policy 5131.911 Bullying and its accompanying regulation set forth this prohibition and the related procedures in detail, and are available to students and their parents or guardians upon request and can be obtained on the district website as part of the Safe School Climate Plan. www.fairfieldschools.org.

Formal Complaints

Students and their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal or headmaster for review and action in accordance with the Reporting Obligations section below.

Informal Complaints

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided.

Such written report by the teacher, other professional employee, or administrator shall be promptly forwarded to the building principal or headmaster for review and action in accordance with the Reporting Obligations section below.

Anonymous Complaints

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal, headmaster, or designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Cafeteria & Courtyard Rules

Students have two important responsibilities while eating in the school cafeteria: To remove any tray and other material at their table and to conduct themselves appropriately and respectfully at all times. All forms of ball and Frisbee playing are prohibited. Behavior considered irresponsible may result in the suspension of cafeteria-courtyard privileges. Throwing snowballs, ball playing, throwing a Frisbee, horseplay and, gambling are prohibited anywhere on school grounds.

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 PSAT, SAT, AP Calculus and AP science tests. It is beneficial that students are familiar with this calculator well before these exams. We recommend that students purchase a Texas Instruments TI 83+ or TI 84+ calculator because it is the model regularly used in classroom demonstrations. If a student is unable to purchase a TI 83 or TI 84 graphing calculator, FWHS 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 because of weather conditions are made on the FPS Website, local radio stations WICC (600 AM), WEBE (108 FM) and on a recorded telephone message – 255-TALK. A delayed opening means that school will begin **two** hours (at **9:30** a.m.) after the regular starting time. Students are to report to homeroom first then follow the usual rotation of classes for shorter than usual periods. Parents can sign up for cell phone or email notification through the internet on the Infinite Campus parent portal.

Cell Phones: Promoting an Improved Environment for Learning

The goal of this policy is to allow the appropriate and thoughtful use of cell phones and other electronic communication devices in a manner that contributes to a school environment that is free of disruption and which fosters learning for all.

Guidelines:

- Follow rules and guidelines established by each teacher for that teacher's class
- Avoid texting while walking between classes. This causes "traffic jams" in the halls, occasional accidents and tardiness to class.
- Ringers are to be off at all times during the school day
- Refrain from text messaging other students when they are in class
- Use the photo and video features of these devices only with the express permission of a teacher, dean or administrator
- Be aware of the impact of a cell phone on the learning environment at all times during the school day and be thoughtful in its use
- Use of phones to share information about tests and other assessments is a violation of the academic integrity policy and is strictly prohibited.

Other considerations for a learning environment free of disruption:

- Speak in low tones when in hallways during class periods.
- During unassigned periods congregate only in approved, designated areas; no roaming
- Do not interrupt teacher's class for any reason; meet with teachers by appointment.

Cheating/Academic Integrity – See Academic Code of Conduct

College Visits

Seniors may be excused from school for college visits provided advance arrangements are made with the housemaster or dean. They will be recorded as excused only when a parent calls in advance. Such absences will be treated similarly to other absences in calculating total numbers toward loss of credit. Please refer to the Attendance Policy.

Computer Network Code of Conduct

Parents may choose to deny their students access to the internet via the school's network. This may be done by filing written notice with the Headmaster. Without written notice it will be assumed that the student has permission to use the school's network and expected that the student will comply with the policies and practices that govern use of the school's network. Each time a student logs onto the district network he/she will be required to comply with the FPS Acceptable Use Guidelines. For the detailed policy on Student Internet Use, see Board of Education Policy 6141.321

Internet Use Agreement

We are pleased to offer students of the Fairfield public school district access to the district computer network. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits of accessing the internet in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Fairfield public school district supports and respects each family's right to decide whether or not to consent to access.

District Network Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school and district rules for behavior and communications apply.

The network is provided for students to conduct research. Network access is given to students who agree to act in a responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement. The district is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Fairfield Public Schools computers.

The Fairfield Public Schools intends to provide a tool for educational activities. Any forum for discussion must be curriculum-related, teacher-selected, and teacher-monitored. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the same responsibility for such guidance they exercise with other information sources such as movies, telephones, radio, and potentially offensive media. Students using the district network agree to the following:

- I will not use obscene or defamatory language
- I will not harass, insult, defame, or attack others
- I will not damage computers, alter systems or networks
- I will not violate copyright laws
- I will not access offensive messages or pictures
- I will not use another's password
- I will not give out my name, address, or phone number
- I will not trespass in other people's folders, work, or files
- I will not intentionally waste limited resources
- I will not employ the network for commercial purposes, Violations may result in loss of access as well as other disciplinary or legal action.

Note:

- In compliance with the Children’s Internet Act, the Fairfield Public Schools has adopted internet safety policies and filters access to “inappropriate” materials online.
- Students will be held accountable to the network code of conduct as outlined above. A student will be allowed access to the resources listed above unless you, the parent, provides the headmaster with a written letter **by Friday, September 13, 2019**, asking that the student be prevented from using the internet at Fairfield Warde High School. This should also be completed on the Infinite Campus Parent Portal.

Conduct

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 possible include removal from class, detention, probation, loss of privileges, Saturday detention, suspension from school or expulsion.

For the welfare and safety of everyone in the school community, fighting, possession or use of alcohol or illegal substances, possession or use of weapons, acts of vandalism, gambling, throwing of snowballs, 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.

General Conduct

The rules of this school include proper conduct anywhere in the school building, on school grounds and at school sponsored activities. Students at Fairfield Warde are expected to conduct themselves in a respectful and ethical manner at all times.

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:

- 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 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 that are suspended from school 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 FWHS. 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 second semester of the student's junior year. If the suspension is expunged students do not need to report the suspension to colleges. However, it may have an impact on membership to FWHS Honor Societies.

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 Location T-35

- 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.

Dances

- School dances are private social events and no tickets can be purchased at the door.
- No student or guest 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 FWHS student attending a school dance must be a member in good standing.
- All dances will begin no later than 6:30 p.m. and end no later than 9:30 p.m. with the exception of the proms, which are held from 6:30 p.m. to 10:30 p.m.
- Board of Education Policy (5145.124) requires the use of Breathalyzer tests at dances for all students and their guests attending the dance.
- In order to be eligible to attend a dance or prom, 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 or on Friday if the event is on Saturday (arrive by 10:50 a.m. or sign out no earlier than 10:50).

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 school unless it is an essential item expected by the student such as a forgotten homework, instrument, or PE attire. Non-valuable items brought to school can be left on the cart outside the main entrance. Students will be required to check the cart during passing times. We cannot assume responsibility for items left on the cart for student pick up. The Main Office staff will not contact students to inform them of drop-off items. All medications must be brought to the nurses' office in properly labeled containers. Students are not permitted to order food for delivery to school "Uber eats" etc.

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.

Door Entrances- Student Security

As a result of our continued work with our school community and the Fairfield Police Department around enhancing our school's safety and security, the entrance doors to Fairfield Warde High School will be limited during arrival time.

There will be three entrances:

1. Main Entrance to the school
2. Bus loop by the music area
3. Rear Townsend entrance

All other doors will be locked and students should not open them. Please use the three identified entrances. We ask parents and students to please plan ahead and adjust their drop off to be on time for class at 7:30. After 7:40 a.m. all students must use the front entrance and show ID to enter the building.

Driving on School Grounds/Student Drop- off Area

The drop off area for students is located in the circle near the front entrance to FWHS by the flag pole. Access to this area is from Melville Avenue. School buses enter the campus from Knapps Highway. Buses drop off and pick up students near the entrance to the gym. All drivers are advised to comply with the established traffic pattern and regulations for the safety of pedestrians and drivers on and around school grounds. Parents are requested to use the front of the school for pick up and drop off- not the rear of the school near Fitts House.

Drug and Alcohol Policy/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
- Additional Offense...(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 recommended 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 the district website and local radio stations or parents may call – 255-TALK to hear a recorded message. Parents can register for cell phone or e-mail information via Infinite Campus.
- ❑ **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 secretary located in the house office at the beginning of the school day. If necessary, a pass will be issued to the student to be released from class. A pass will be issued to permit the student to leave school grounds. Upon returning to school, the student must sign in with the secretary in the house office. 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 flag pole. Students will wait for their ride in the main lobby outside the Main Office.

Emergencies and Emergency Information

In the case of an in-school emergency, it is critical that FWHS has all necessary emergency information to reach a parent or guardian. Parents/Guardians must complete the immediate medical care information section in Infinite Campus for each child.

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 school counselor or a school social worker.

Fines/Financial Obligations – see Obligations

Fire Drills

Fire drills are conducted under the supervision of the faculty and administration. Each student should become familiar with exit directions from each room scheduled during the day. The fire drill directions should be followed quickly and quietly. All students must promptly leave the building and not return until an all clear signal is given.

Forgery

Students who forge or alter school passes, parent notes, or other documents or otherwise attempt to deceive school personnel, by impersonating a parent via a phone call will receive disciplinary consequences which may include Saturday Detention and/or Suspension.

Hazing Policy

The Fairfield Public Schools prohibit 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 athletic 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. Consequences for hazing activities may include, but are not limited to: teams/activity suspension or removal, school suspension or expulsion, or legal prosecution (Board of Education Policy #5325).

Health Services Room C41 203 255-8358 Fax 203 255-7257

All 9th grade 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 10 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 August 15 of the previous year.** Parents whose children need a physical will be notified by mail in October and reminded again in January. Failure to comply with this will prevent a student from entering his/her junior year, so parents are urged 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 our nursing staff to keep statistics on communicable diseases within our school. Student names are not reported to the Health Department. Parents are asked to inform the House Office or the Nursing Office if a student has contracted a communicable disease (i.e. mono, strep, conjunctivitis, bronchitis, etc.). Please feel free to call the nursing office with any questions.

Medications may be administered in school by the nurse or by the student only with proper authorization. Any medication administered by the nurse or self-administered by the student in school requires appropriate pharmacy containers and specific forms. These forms are available by calling the nursing office or by downloading the forms from www.fairfieldschools.org/schools/fwhs.

Physical forms for sports participation are also available for downloading at this website. Physical exams for sports are good for 13 months from the day of the exam. An updated exam is required at that time and students are not allowed to participate until a new exam is submitted. Parents may contact the nursing office at any time to check the date of the last exam on record in the school.

Parents are required to complete the immediate medical care information section in Infinite Campus for each child. Please update the information during the school year. 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 student, complete the Dental Clinic Application by the deadline. The form can be found at <http://fairfieldschools.org/district-information/health-nurse/health-business/>

Homebound Instruction

If parents anticipate that a student will be absent for medical reasons for three weeks or longer, they should consult or contact the counselor in advance of the period of absence or, in emergency situations, as soon as possible after the absence begins to see if the student is eligible for homebound instruction. The counselor will inform the parents of the details of the required medical documentation.

Homerom

Students are required to attend homeroom where official daily 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 Warde High School ID Card that will serve as entrance to the building and textbook checkout, bus pass, library card and student activity card. The ID card will be necessary for entry into the Learning Commons (LMC). Replacement ID cards cost \$5.00. Students should keep the card in their possession and are required to present it when asked. Students failing to identify themselves upon request are considered insubordinate and will be subject to disciplinary action.

Innovative Learning (Chromebooks)

Fairfield Public School provides relevant, digital tools that allow students to access information and applications needed for learning. Innovative Learning provides both teachers and students with the tools to enable access to learning anytime, anywhere. Chromebooks will be distributed to all students in grades 9-12. Students will be allowed to keep Chromebooks for the school year to use for all school-based projects and work. Chromebooks remain the property of Fairfield Public Schools, just like a textbook. There should be no expectation for a student's personal privacy from district oversight on the Chromebook. They must be returned in good condition. Please refer to Innovative Learning Website on the school or district home page for additional information. There is important information in the Student Chromebook Care Section.

Junior & Senior Privileges

Early Dismissal- Juniors and seniors may leave school after their last scheduled class with administration approval. 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 commons.

Late Arrival- Juniors or seniors who do not have a scheduled class the first 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, LMC or senior commons 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 to start a class period. The students may be in the Library, College/Career Center or Cafeteria. Seniors may use the senior commons.

Parking- Reserved student parking areas are limited to use by students with permits. See Parking and Traffic regulations for details. All financial obligations must be resolved before obtaining a parking permit.

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 students arriving after the beginning of the school day must use the front entrance then sign in at their house office. Juniors and seniors exercising their "late arrival privileges" must report to school by the beginning of homeroom or their first class, whichever comes first. For further information, see full Attendance Policy in this handbook.

Leaving School Grounds/Building

Fairfield Warde High School is a closed campus. Students may not leave the building, be in the parking lots, go to their car on or off school grounds, congregate anywhere on Melville Avenue or Knapps Highway or leave the school grounds during school hours without first obtaining prior permission from their housemaster or dean.

Students who leave the building or grounds without permission are subject to the following disciplinary action:

First Offense: Two hour Saturday Detention
Additional Offense: Four hour Saturday Detention

Library Learning Commons

Monday, Wednesday, Thursday 7:15-4:00; Tuesday and Friday 7:15-2:15

The Learning Commons welcomes all students and staff. The main floor of the Learning Commons has 16 Macs in pods of four and 6 PCs at individual work stations available for student use, a mixed computer lab with 29 machines (both Mac and PC) for classroom instruction, and 56 tablets and laptops available for student use or teacher reservation to support instruction. There are three dedicated study rooms as well as a creative studio, complete with a green screen and audio/video recording capabilities for both student and teacher use. In addition, the Learning Commons houses two classrooms and a teacher work room with three computers and a professional library. Students may check out print, video, and audio materials including both digital and video cameras. Our Virtual Library offers multiple resources, some of which are subject links, electronic databases, which can be used from home, and the Student Research Manual. To access the Learning Commons, students should obtain passes from their subject areas teachers. Upperclassmen with an unscheduled period may use the Learning Commons at their discretion. **All students must scan their student ID to enter the Learning Commons and to check out any needed materials.**

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. Students wishing to secure their locker must purchase a school lock from their dean. No other locks are permitted. Students are urged to secure all property in a locked locker.

Loitering

Loitering in the school building and on the school grounds, during the school day and after school hours, is prohibited. Students who need to go to their vehicles, during school hours must obtain permission from a housemaster or dean. Students found loitering in the lavatories or anywhere else in school or on school grounds are subject to disciplinary action. Students need to vacate the building by 2:25 p.m. unless they have official business.

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. Make-up work must be completed within two weeks of the student's return to school unless other arrangements have been made with the teacher. An incomplete grade on the report card must be made-up within two weeks of the end of the marking period. Make-up quizzes or tests will be given at the discretion of the teacher.

Extended Vacations: 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. Teachers should not be expected to cover material that is missed during such absences.

Messages to Students

Only messages of an emergency nature can be forwarded to students from the House Office. House office personnel will make every effort to deliver emergency messages.

National Honor Society Selection Criteria

National Honor Society is more than an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

Who is eligible?

Each spring or fall, juniors and seniors who have been students at Fairfield Warde High School for at least one semester and have a cumulative grade point average of 3.70 or better, will be notified of their eligibility for candidacy to our local chapter of the National Honor Society. Eligible juniors will be notified of their candidacy at the beginning of the second semester of their junior year. Students who become eligible as seniors will be notified by the end of October of their senior year. Eligibility does not guarantee acceptance.

Membership is an honor bestowed by the NHS faculty council upon candidates who show evidence of outstanding character, service and leadership.

Starting with the Class of 2020, the cumulative grade point average will move to a 3.9 or better.

Valedictorian and Salutatorian:

In order to be considered the Fairfield Warde High School Valedictorian or Salutatorian of the Senior Class, a student must have attended Fairfield Warde High School for all four years of high school. All students are considered for awards and honors.

Selection Process

Each candidate will be asked to provide evidence of involvement in at least **three organizations, two of these must be for two years**. Two of these organizations must be within the FWHS community. These organizations should be included on the application and signed by the advisor/coach. Each candidate will be asked to provide 8 references. Three may be from individuals outside the school community. These individuals should have knowledge of the candidate's character, service and leadership capabilities and be able to rate the candidates in these areas on a 1 to 4 scale. Candidates must maintain an average score of 3 or higher to be considered. Applicants must demonstrate **both service and leadership**. Documentation of 10 hours of service, carried out within the candidate's high school career, must also be provided. Leadership will be scored according to a rubric. Applicants must have a minimum total score of 8 to be considered. Upon acceptance, each candidate will be required to perform, before induction, 20 hours of community service (Jr. year) and 20 more hours during Senior year. The National Honor Society Council, comprised of members of the teaching staff, will examine the completed application packet and determine eligibility.

Membership Requirements

Members are required to attend all meetings and participate in all activities. Each member shall be required to maintain the code of ethics, which is the cornerstone of their acceptance. Members must also maintain the GPA of 3.70 (3.9 with Class of 2020) or the member shall be placed on probation for the marking period. If, at the end of the marking period, the individual has not given evidence of the requirements, the individual will be subject to dismissal.

Twenty additional hours of community service are required each year of membership. Five of the twenty must be in the form of peer tutoring to a FWHS Student in the Academic Center

Dismissal

Members will be dismissed or candidates denied membership if they are found to have violated the FWHS academic integrity code, consistently broken school rules, been involved with controlled substances or been involved in civil offenses. Members will be dismissed if they have unexcused absences from meetings or events or have not completed and documented their community service by the appropriate deadline. Members will be notified in writing through homeroom of their impending dismissal and will have the right to a hearing with the NHS faculty council. The faculty council determines whether or not dismissal is warranted and members are notified in writing of the decision. For additional information refer to this link:

<http://fairfieldschools.org/schools/fwhs/activity/fwhs-national-honor-society/>

Parent Organizations

- **PTA** – Fairfield Warde 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. FWHS PTA supports the mission to support and 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. FWHS PTA's flea markets' proceeds allow the PTA to assist with funding of student activities, scholarships and staff appreciation. See Membership and Volunteer Opportunities cards on the cover of this book.
- **MPA – Music Parents Association** The mission of the MPA is to assist and support the music students and music departments of the Fairfield Public High Schools in order to encourage the pursuit of their musical interests and to foster a lifelong love of music. The MPA recognizes and celebrates Fairfield Ludlowe and Fairfield Warde as two distinct high schools. The MPA also recognizes and celebrates the unity of the students and Fairfield as a community. The MPA therefore functions as a unifying organization, which seeks to combine parental resources of the community for the support and encouragement of all music activities, both at the High Schools and throughout the community.
- **Booster Clubs** – many of our sports teams have parent booster clubs. For additional information, please contact the Athletic Director.

Parent Teacher Conferences

Fairfield Warde 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 or by contacting the teacher directly.

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. All financial obligations must be resolved before obtaining a parking permit. The fee for a parking permit is \$150.00 for the 2019-20 school year. Students may only park in their assigned space. Students may not park in yellow or blue lined spaces as these are reserved for staff members. 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. Additional information will be distributed to students at the beginning of the school year. Fees will not be refunded for those students whose permits are revoked.

Passes

- ❑ **Corridor:** Students are expected to explain their destination and/or purpose when they are in the corridors during class periods. Disruption of the learning environment is strictly prohibited.
- ❑ **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 Privilege Pass from the dean. Students will be required to submit an application to receive this pass. Application forms are available through the student's dean.

Personal Listening Devices

Personal listening devices including iPods and MP3 players are prohibited while students are in class. Students may use PLD in the cafeteria, corridors, study halls (at teacher's discretion) and the courtyard with headphones only.

Photographs/Videotaping

Videotaping and photographing students in classrooms throughout the year for educational purposes or for newspapers, orientation slides, web page, posters, Warde TV or student memorabilia is a common practice.

Parents who do not want their student photographed or videotaped must send a letter to the Headmaster no later than September 13, 2019. 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 and other devices 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.

Physical Exams – See Health Services

Plagiarism/Academic Dishonesty – see Academic Code of Conduct

Publications

There are three student publications; the *Focus*- a student newspaper distributed within school; the *Odyssey* a student literary magazine that is published for a fee at the end of the school year and the Yearbook, which is available for purchase and includes photos of each class and all student organizations. The FWHS PTA also publishes a weekly email bulletin. Parents are urged to stay informed by signing up on the PTA website.

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 and inter-district programs, and vocational agriculture centers. Contact the Guidance Department for further information on these school choice options.

Fairfield Warde High School students currently participate in:

1. The Center for Global Studies Magnet School at Brien McMahon High School in Norwalk.
2. Regional Center for the Arts located in Trumbull.
3. Regional Program for Marine and Related Studies located at the Aquaculture School in Bridgeport.
4. Fairchild Wheeler Multi Magnet High School in Bridgeport.

Relocation Policy

The Fairfield Public Schools provides services to ensure students, parents and other person's 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 the student's housemaster.

Report Cards and Progress Reports

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. Report cards will **only** be issued through Infinite Campus. While the "grade in progress" can be seen at any time, teachers will be assigning a grade at the end of each marking period. End of marking period dates and report card posting will be listed on the school website. Report cards can be printed for a parent upon request through the school counselor.

Safety and Security

All visitors will be required to show their identification to the guard in the main lobby of the school. Visitors will be issued a visitor badge and must then report to the Main Office in order to be announced to their destination. The Security Office is located in the Townsend House corridor, T-38. 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 other areas on our campus. A Fairfield police officer is assigned to be present at FWHS every day to serve as both a resource to students and as security.

SAT and ACT Testing

Visit www.collegeboard.com to register for SAT

Visit www.act.org

FWHS School Code: 070186

SAT and AP assessment tests are administered in the spring.

School Counseling Services

Three School Counselors provide an array of services to students in each house. Students are assigned to a counselor upon entering FWHS 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 Counseling Office secretaries. Parents may also call the School Counseling 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 Career Resource Center P-38

The College and Career Center is a valuable resource for students in making their post high school plans. The Center operates during the school day and is staffed by a full-time staff member. The center is a library of college, career, military, and job information. Additionally, there are several computers available to students or parents to access the various Internet programs available to perform searches for post high school planning information. The Counselors initially take students to the CCC to orient them on the various resources available. Students, however, may use the center during any of their free periods.

Each year, several hundred college, private school, military and job service representatives visit the College Career Center to speak with students about their schools and programs. These visits are posted weekly and students may attend during free periods or with a pass from their school counselor.

Counseling Center Room T-32

In addition to the services offered by the School Counselors based in each house, the Counseling Center offers a wide array of support services to our students and families who are experiencing difficulties that have impact on a student's academic success. Staffed by School Psychologists, Social Workers, and a Student Assistance Counselor, services 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 stopping into the Counseling Center directly. Parents and families may also make appointments by calling the Counseling Center directly.

SRBI - Scientific Research- Based Intervention

The school 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.

School Crisis Team

A Crisis Team composed of administrators, teachers, counselors, and community resources, deal 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 School Crisis team will meet to discuss an appropriate response by the school community.

School Lunch

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, once a 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 in the House offices, Main Office, on the District website and will be distributed to students in homeroom. It may also qualify a student for assistance for field trips, testing fees, cap and gown fees, and yearbook.

Searches

Searches of a student's person, personal belongings, 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 the student will be subject to disciplinary consequences.

Sexual Harassment

It is 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 Coordinator, Caryn Campbell Director of Student

Services, Seth Fry Athletic Director or to the Headmaster. **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 or 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 #5145.5

Smoking Policy/Smokeless Tobacco/Electronic Cigarette Policy

Please see Board of Education Policy 5131.6. In accordance with Connecticut General Statutes, and with Board Policy, smoking or any other use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by students will not be permitted in any public school building, on school grounds, in school vehicles, or at any school-related event in the Town of Fairfield. The Board Policy lists several definitions for "use or possession of tobacco," including but not limited to: cigarettes; cigars; electronic vapor cigarettes; pipes; chewing tobacco; any inhalant that contains tobacco or nicotine; all other forms of smokeless tobacco or devices that produce the same flavor or physical effect of nicotine substances; rolling papers; any other items containing or reasonably resembling tobacco or tobacco products; any other tobacco or nicotine innovations.

Violations of the Smoking/Smokeless Tobacco/Electronic Cigarette Policy will result in Saturday Detention and/or 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. 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 *including food* or service on school property is prohibited. Students and organizations wishing to sell any item or service on school property, through a club or sport must get prior approval from the Activities Director and Athletic Director.

Standards for School Dress

In the interest of supporting the learning environment in and out of the classroom by minimizing distractions, FWHS has established a standard for student dress. The goal of the Dress Standard is to encourage dress that reflects an attitude of respect for oneself and for everyone in the FWHS community.

The following guidelines will contribute to the safety and comfort of all members of our school community as well as prepare students for higher education and the professional world:

- Clothing that promotes or depicts alcohol, drugs, tobacco, violent behavior, or sexually explicit, suggestive, degrading words or pictures are 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.

Student Government

- ❑ **Student Forum-**As a student organization, the Student Forum 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 Forum.
- ❑ **House Councils-** Each house also has the opportunity to elect homeroom representatives for house councils.

- **Class Governance-** Each class has a class council and faculty advisor(s) who conduct business for the benefit of the class. Meetings are called as needed. All students can participate in class meetings.

Student Records

The Fairfield Public Schools recognize that there are times during the course of a student's educational career when a parent or eligible student (18 years or older) might wish to review (make an appointment with the school, and visually inspect) their educational records. Educational records include student cumulative files, special education files, Section 504 files, and health records. The Federal Educational Right to Privacy Act

(FERPA) affords parents and eligible students that right. For more information about the process for requesting a review of educational records and/or a request to obtain copies of educational records, please refer to the district website at <http://fairfieldschools.org/district-information/student-records/>.

Study Halls

All 9th and 10th grade 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 school staff member and must arrive on time to study hall to present the pass to the study hall teacher prior to leaving. The pass must be returned by the student 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.

Summer School

Summer school is an opportunity for a student who has been unsuccessful during the school year to gain the level of competency and mastery needed to successfully complete the course or to regain a loss of credit.

To be eligible to make up a failed course a student must earn a final grade of not lower than 50 or have administrative approval.

The student's summer school course will be reported on his/her transcript as summer school course with a letter grade and credit earned. This information does not replace the existing grade or credit information; rather it is included in the overall GPA calculation.

Textbook Policies and Obligations

Textbooks, calculators, and devices are individually barcoded and checked out to students. Students are responsible for returning all items 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, missing, or damaged items. The bookroom cannot accept replacement items in place of payment for lost materials. Students must resolve outstanding obligations before purchasing parking permit, prom tickets, and 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.

Thefts

All thefts should be reported immediately to school security personnel in their office located in T-38 in the Townsend House corridor. Lost or stolen items are not the responsibility of the school.

Statement of Non-Discrimination and 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 race, color, religion, sex, sexual orientation, national origin, disability, marital status, or age. In order to protect and insure compliance with the law, Fairfield Warde 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:

Ms. Caryn Campbell, Director of Student Services
Fairfield Warde High School
755 Melville Avenue
Fairfield, CT 06825
Telephone 255-8388 ; Fax 255-8284

Mr. Seth Fry, Athletic Director
Fairfield Warde High School
755 Melville Avenue
Fairfield, CT 06825
Telephone 255-8387; Fax 255-8275

Concerns may also be reported to the FWHS 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 – District Transportation Dept. 203 255-8385

School bus transportation is provided for students who live more than 1-1/2 miles from Fairfield Warde High School. Students should report to their bus stop 5 minutes before the scheduled pick-up time. School rules apply on school buses.

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 truant. The policies and procedures included in Public Act 90-240 may require the Superintendent to file with the Superior Court. *See full Attendance Policy Board of Education Policy 5113.*

Vandalism/Damage to School Property

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

Visitors

All visitors must have a pre-arranged appointment with a member of the school staff. All visitors will be required to show their identification to the guard in the main lobby of the school. Visitors will be issued a visitor badge and must then report to the Main Office in order to be announced to their destination. The administration reserves the right to deny a visitor's pass.

Other important notes:

- Casual visitors from other towns or schools are not allowed and will be prosecuted for loitering or trespassing.
- For safety reasons, former students who are visiting teachers need to make arrangements with the teachers before their visit and follow visitor procedures detailed above. 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. See Board of Education Policy 5114 in the Appendix.

FWHS Website

The Parent/Student Handbook is available for viewing, along with other information about the high school, on the Fairfield Warde High School Web Site: fairfieldschools.org/schools/fwhs.

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, ED 301. 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 203 255-8354 or go to www.ctdol.state.ct.us.

Fairfield Public Schools High School Physical Education Program and Policies

➤ Our Vision for Physically Educated Persons

All children and youth will display the skills and practices of a physically active lifestyle, knowing the benefits of their choice to be involved in physical activity. They will be physically fit and have a mindset that values physical activity and the benefits of a healthy lifestyle.

Statement of Purpose: The high school physical education program aims to educate students to be healthy and active throughout their lives. The focus of the high school physical education program is to motivate and educate all students by providing them the skills and knowledge necessary to lead a physically active lifestyle. The program aims to develop young people who will enjoy being active and who believe in the relationship between physical activity and a healthy lifestyle.

- 1. Grading –** Students will be graded on an A – F scale.
90% of the physical education grade is based on the following criteria: Social Expectations and Respect, On Task/Intensity, Attendance and Application of Knowledge.
10% of the grade is based on their skill performance assessment.

2. Class Make-Up Procedure

Students are expected to make arrangements by getting a pass from their teacher to make up missed classes within 4 physical education classes of the absence. Students are expected to make up all excused absences including field trips and medically excused classes. Students will not be required to make up the following absences: music concerts performed during the school day, mandatory class meetings, AP exams, SAT/PSAT testing and state mandated health related screening. Students should make up class in the same activity and with their teacher when possible. Students cannot make up unexcused absences (AU, truant and cuts).

3. Dress Requirements

To be considered prepared for class students are required to wear clothing appropriate for physical activity. T-shirts or sweatshirts, athletic shorts or sweat pants, socks and sneakers are required for class. Long pants, jeans, or button down shirts are not appropriate for physical activity. Students not prepared for class will be required to make up the class.

4. Medical Excuses

Students are responsible to provide a copy of the medical excuse from a physician to their physical education teacher and the school nurse. All students are required to make up medically excused physical education classes. If students are unable to make up classes due to time constraints an incomplete will be given. As a result of the incomplete grade students will make arrangements with their teacher to make up the necessary classes to receive credit for physical education.

5. Additional Information

When athletes who have a medical excuse for physical education and get clearance from their doctor to resume participation on their athletic team, they must resume participation in physical education. Cell phones are not permitted in physical education class (please refer to the school cell phone policy). Students must lock up all personal belongings in a locker before reporting to class and can purchase a lock from the physical education staff to secure their items.

Warde PTA 2018-2019

Executive Board

President – Pooja Garg poojaanan@yahoo.com

Co-President – Sandra Zeigler s.zeigler@hotmail.com

Past President–Karen Secrist karensecrist6@gmail.com

Treasurer - Carlotta Leung carlottaleung@optimum.net

Secretary – Kim Driscoll krd180@gmail.com

Communication is our priority! Informed Parents are Involved Parents

Our #1 priority is to connect with parents so that a strong parent community can support each other, our children and our administrators. We hope you will join PTA and receive our Weekly Sunday Email WARDE PTA Blasts. We want to encourage you to please check on a regular basis the new and updated Fairfield Warde High School PTA website which can be found at www.fwhspta.org. It is our hope that this resource will keep you and your student(s) up to date with school activities in a way that will help you support your teenager without constantly hounding them for information.

Enjoy a Sense of Community and Pride in being a WARDE Family

Our Team focus is evident in our PTA Organizational Framework posted on our website. It is easy to find others who share the same interests in building a positive and co-operative community at Warde. There are many opportunities to get involved and help out throughout the school year. We encourage you to consider many of the “one shot” events that need support. This is a great way to still be involved and not feel so committed and overwhelmed, but just enough to give back and be a part of the PTA efforts. We hope you will consider volunteering and look forward to hearing from you.

Informative Meetings and Programming

We are in the process of putting final touches on our programming and presentations for this year. Dates are tentative and will be confirmed via our weekly emails and website. Meetings are generally the 2nd Wednesday of the month (except where noted) from 7pm – 8:15pm and at each meeting this year there will be a topic and presentation that all parents will find helpful and informational. We hope you will join us. The meetings are held in the Library Lecture Room or otherwise noted on the final schedule one completed and available. Please visit the website for dates and topics.

Supporting Student Opportunities

Our teenagers need us more than ever and in a number of different ways. Warde PTA helps and wants to get involved in supporting and enhancing students efforts. Here's a sample of what Warde PTA does for our students and parents:

Teacher & Students Club Support
On-Site SAT/ACT Prep Classes
9th -12th grade Programs and Forums

Reflections Program
College Scholarships
Warde Day

Next Street Driving School
School Spirit Wear
Relevant Topics for PTA Meetings

PTA Fundraising

A big part of supporting and providing all of the efforts of the Warde PTA, we fundraise through community outreach with several events and programs such as our Membership Drive, Monthly Flea Markets, Affiliation Programs like Stop & Shop, grant applications and sales of our Spirit Wear. We hope you **will support your WARDE PTA** and become an involved and an interested member. We look forward to meeting and hearing from you.

APPENDIX

FAIRFIELD WARDE HIGH SCHOOL ATTENDANCE POLICY

Purpose:

The purpose of the Fairfield Warde High School class attendance policy reflects our desire to have each student attend all classes and arrive on time in order to support a positive learning environment. Students and parents are expected to familiarize themselves with the attendance 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 Dean.

Monitoring of Attendance by Parents and Students:

Student attendance will be 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. Parents will be notified by mail when a student reaches 4.0 absences in a semester course and 8.0 absences in a full year course and again if a student loses credit.

Notification of Absences:

It is the responsibility of students to attend all classes. When a student has been absent from class or school, it is the responsibility of the student and/or parent to provide a verified excuse to the house office within two (2) days following the absence.

Preferably, phone calls to excuse an absence, lateness, or early dismissal must be made to the House Office (Fitts 203-255-8364, Pequot 203-255-8350, Townsend 203-255-8362) prior to the absence or on the day of the absence. Parent notes are acceptable in all cases, and when used to request an **early dismissal**, the note must be presented **before** the student is dismissed in order to be considered excused. Parent communication, whether a phone call or a note, must include the following:

- student's name
- date and time of the absence, late arrival or dismissal
- specific reason for the absence
- signature of the parent or guardian, and
- day time phone number where a parent or guardian can be reached to verify the note.

If the school cannot verify the information, the absence, lateness, or dismissal will be recorded as unexcused.

The school attendance policy includes two different aspects of a student's attendance, **full day attendance to school** and **attendance to individual classes**.

Full Day Attendance to School

Definition: A "full day of school" is defined as more than half of a school day. A regular school day is in session for 6 hours and 40 minutes.

Per Connecticut state law and Board of Education policy 5113

For absences one (1) through nine (9), a student's absence from school is 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 is considered excused for the following reasons:

- Student illness (must be verified in writing by a licensed medical professional to be deemed excused, regardless of the length of the absence)
- Death in a student's family or other emergency beyond the control of the student's family
- Mandated court appearances (documentation required)
- Lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education.

All other reasons will be considered **unexcused**.

Definition: "Unexcused absences" are those times when a student misses class(es) or school and there is no approved reason.

An unexcused absence will result in forfeiture of make-up privileges and severely weaken a student's case should they attempt to appeal for reinstatement of credit.

Attendance to Individual Classes

Attendance Impact on Course Credit

A student will lose credit in a course when the number of accumulated absences exceeds the maximum number of allowed absences, which are:

Full-year course	12
Semester course	6

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.

Excused absences which count towards 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*

Excused absences that DO NOT count towards the loss of credit include, but are not limited to, the following:

- *Religious Holidays*
- *Scheduled office and guidance appointments*
- *Homebound instruction*
- *Special absences*
 - a. Class meetings*
 - b. Field Trips*
 - c. Sports and/or other extracurricular activities sponsored by the school*
- *In-school and out-of-school suspensions*

All unexcused absences count toward loss of credit

LOSS OF CREDIT

When a student has lost credit, a letter will be sent explaining 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, the student is still expected to attend the class. Some courses require a minimum grade for the student to take the next course in the 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.

RIGHT OF APPEAL

The Attendance Policy incorporates the right to appeal for lost credit to support 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.

A student's decision to appeal must take into consideration the student's total attendance record. For students who lost credit, any further unexcused absences after the date of the loss will weaken the student's chances to have credit reinstated. Students wishing to appeal must follow the directions given to them by their Dean.

The Appeals Board will be composed of a teacher, the student's counselor, and all three Deans. The Appeals Board will hear the student's case and make a decision on whether to reinstate credit or not. An Appeals Board decision is 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 new information which was not presented to the appeals board. Students should submit letters with the new information to the Headmaster's secretary within three days after communication of the Appeals Board's decision.

Tardies:

Students are expected to be on time to school and to class. Tardies will appear on a student's attendance record as TC (Tardy to Class). Unexcused lateness to class may result in disciplinary consequences and have a negative impact on credit reinstatement. Tardies counts as .2 absences towards the attendance threshold.

When arriving late to school, all students are required to sign in at the house office accurately indicating the time of arrival, the reason for lateness, and present a parent/guardian note or indicate that a phone call from a parent had already been placed. The student will then go immediately to class. Failure to sign in upon arrival will cause class absences or lateness to be unexcused.

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 or Saturday detention.

Early Dismissals:

Once students have reported to school, they are expected to remain in school and attend all classes. Under the following conditions, students may be dismissed early:

1. A written request from a parent must be presented or a phone call must be received prior to dismissal.
2. The student must sign out at the house office when leaving school. If a student returns to school, the student must sign back 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 cases 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 resulting absences to be considered unexcused. Such absences will be counted towards the loss of credit, and make-up privileges will be forfeited.

Activity Participation:

In order for students 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 a.m.). If students are absent from school on a Friday, they cannot participate in a Saturday athletic event without expressed permission by the Athletic Director or Headmaster.

FAIRFIELD BOARD OF EDUCATION POLICIES

All Board of Education policies are available on-line at www.fairfieldschools.org. or at the Board of Education Offices at 501 Kings Highway.

Students Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY 5113

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.

Excused Absence

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- A. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- B. Student's observance of a religious holiday;
- C. Death in the student's family or other emergency beyond the control of the student's family;
- D. Mandated court appearances (documentation required);
- E. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
- F. Extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance.

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

The following is excerpted from Fairfield Board of Education Policy #5114 Student Discipline – Suspension/Expulsion. The complete policy together with the entire Board of Education Policy Manual is available, in writing, in all school and district offices and online at www.fairfieldschools.org.

Students

STUDENT DISCIPLINE - SUSPENSION/EXPULSION

5114

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. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.
- E. **School Days** shall mean days when school is in session for students.
- F. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- G. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- H. **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. Suspensions pursuant to this Policy shall be in-school suspensions unless during

the hearing held pursuant to Section V of this Policy, (1) the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (2) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (A) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (B) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the board of education.

I. 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 devise 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 VI.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). 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. 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.
25. Possession and/or use of a laser pointer.
26. Hazing.
27. 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.

28. 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.

29. 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.

FAMILY LIFE AND SEX EDUCATION

6142.1

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

Approved 8/27/04

Revised and Approved 5/24/2011

X = no school
1=DAY 1
2=DAY 2
3=DAY 3
4=DAY 4

**2019-2020
Day Rotation
Calendar**

August / September						
S	M	Tu	W	Th	F	S
		→ 26	27	28	29	30
	.	.	.	1	2	31
1	X	3	4	1	2	7
8	3	4	1	2	3	14
15	16	17	18	19	20	21
	→ 4	1	2	3	4	
22	1	<u>2</u>	3	4	1	28
29	X					

date →
schedule day →

October							November							December						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	3	4	5	6	7		
		2	3	4	1							3			4	1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	2	3	X	4	1			4	X	1	2	3			1	2	3	4	1	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	2	3	<u>4</u>	4	1			X	4	1	2	3			2	3	4	1	2	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	2	3	4	1	2			4	1	2	3	4			X	X	X	X	X	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
	3	4	1	2				1	2	<u>3</u>	X	X			X	X				

January							February							March						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
			X	3	4	4							1	1	2	3	4	1	2	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
	1	2	3	4	1			4	1	2	3	4			3	<u>4</u>	1	2	3	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
	2	3	4	1	<u>2</u>			1	2	4	3	X			4	1	2	3	4	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
	X	3	4	1	2			X	1	2	3	4			1	2	3	4	1	
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
	3	4	1	2	3			1	2	3	4	1			2	3				

April							May							June						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
			1	2	3	4						1	2	3	4	5	6			
			4	1	2							3			2	3	4	1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	3	4	1	2	X			4	1	2	3	4			3	4	1	2	3	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	X	X	X	X	X			1	2	3	4	1			<u>4</u>	<u>1</u>	2	3	4	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	3	4	1	2	3			2	3	4	1	2			1	2	X	X	X	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
	4	X	1	2				X	X	3	4	1			X	X				

	Day 1	Day 2	Day 3	Day 4	Advisory Day	Activity Day
7:30-8:55 A:7:30-8:11 B:8:14-8:55	1	1	1	1	7:30-8:49 A:7:30-8:08 B:8:11-8:49	7:30-7:50 Activity 7:55-9:14 A: 7:55 - 8:33 B: 8:36-9:14
9:00-10:25 A:9:00-9:41 B:9:44-10:25	2	2	2	2	8:54-10:13 A:8:54-9:32 E:9:35-10:13	9:19-10:38 A: 9:19-9:57 B: 10:00-10:38
10:30 - 10:37	Homeroom	Homeroom	Homeroom	Homeroom	10:18-10:50 HR	10:43-10:50 HR
Lunch 10:39	3	3	3	3	Lunch 10:52	Lunch 10:52
Class 10:42					Class 10:55	Class 10:55
Class 11:09					Class 11:35	Class 11:35
Class 11:25					Class 12:05	Class 12:05
Class 11:42					Class 12:05	Class 12:05
Lunch 11:25					Lunch 12:14	Lunch 12:14
Lunch 11:55					Lunch 12:14	Lunch 12:14
Class 11:14					Class 12:05	Class 12:05
Class 12:40					Class 12:05	Class 12:05
Class 11:58					Class 12:05	Class 12:05
Lunch 12:10					Class 12:05	Class 12:05
Lunch 12:40					Class 12:05	Class 12:05
12:45-2:10 A:12:45-1:26 B:1:29-2:10	4	4	4	4	12:51-2:10 A:12:51-1:29 B:1:32-2:10	12:51-2:10 A:12:51-1:29 B:1:32-2:10

NOTES