FAIRFIELD LUDLOWE HIGH SCHOOL

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Mr. Greg C. Hatzis, Headmaster

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Dear Student, Parent, and Guardian:

We welcome you to the 2020-2021 school year and present to you this handbook as a resource of information. Our hope is that you utilize this book frequently to become informed about our policies, procedures, and expectations. We welcome any questions or suggestions you may have regarding the handbook. Check out Falcon Flyer on our website for weekly updates on school events or follow us on Twitter: @FLHSFalcons.

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

We are also proud of the many offerings we provide to meet the social, emotional, and physical needs of all students. We strongly urge students to be involved in the many activities available to them. Our work is driven by our school's Core Values, as we strive to create an environment which promotes: **F**ellowship, **A**cceptance, **L**earning, **C**ommitment, **O**pportunity, **N**iche, and **S**uccess.

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

Go Falcons!



Greg C. Hatzis
Headmaster

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Fairfield Ludlowe High School Core Values

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

Our environment fosters:

- **F**ellowship: we can accomplish more together than we can individually.
- **A**cceptance: we recognize and respect differences.

We are passionate about:

- **L**earning: we encourage intellectual curiosity within and beyond the classroom.
- **C**ommitment: we pledge to honor our obligations to ourselves and to each other.

Our learning experiences generate:

- **O**pportunity: we broaden horizons, deepen understanding, and inspire creativity.
- **N**iche: we discover who we are and what we want to become through enriching our unique strengths and exploring new ideas.
- **S**uccess: we strive to achieve our goals.

Fairfield Public Schools' High School Academic Expectations

Critical and Creative Thinking	Communicating and 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?
Exploring and Understanding The student engages in an investigative process by developing a detailed plan and by using a variety of research tools and methodologies.	***Conveying Ideas*** The student organizes information to support a claim or assertion in a style appropriate to purpose, audience, and task.
Synthesizing and Evaluating The student weighs evidence, arguments, claims and beliefs in order to critically and effectively solve problems and to justify conclusions.	***Using Communication (Media) Tools*** The student makes strategic and ethical use of a range of media to enhance understanding of and interest in a claim or assertion.
Creating and Constructing The student transforms existing ideas and knowledge into original ideas, products, and processes.	***Collaborating Strategically*** 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.

Fairfield Ludlowe High School Social and Civic Expectations

"Your Falcon Footprint Matters"

Be an active and responsible citizen.	Engage with the world around you and realize the impact.

Absence

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

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

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

Academic Integrity Policy

Our school values academic integrity as reflected by the Fairfield Ludlowe High School Core Values. Cheating or plagiarism on academic work will result in no credit for the material. Parents will be notified. Disciplinary action may result from multiple offenses. The Fairfield Public Schools comply with all copyright laws, and plagiarism in the academic environment is strictly prohibited.

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

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

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

Students should not place themselves in the position of having their actions viewed as cheating. We cannot judge intent, whether innocent or not. Students should pay particular attention to sharing documents electronically when individual work is required in the classroom. Consequences for violations of this policy will be determined by administration and may include (but not be limited to) academic consequences, disciplinary consequences, and loss of eligibility for some activities and/or leadership positions.

Accidents-Accident Insurance

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

Activities

Opportunities exist for students attending Fairfield Ludlowe High School to participate in cocurricular 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. It is our hope that all students will participate. Announcements are made during homeroom concerning try-outs for team sports at the beginning of each sports season. In order to be eligible to participate in after-school extra-curricular activities such as athletic practices, games or proms, a student must be in attendance for a minimum of three hours and twenty minutes on the day of the activity, or on the Friday before a weekend event.

Student activities, clubs, and school service organizations meet on alternating Wednesday mornings during Activity Period at 10:30 a.m. Activities are categorized as Group A, Group B, or Group E. Group E activities meet during Activity Period but may also meet after school on another day decided upon by the students involved in the activity. An Activity Fair will be held in early September.

Offices and Membership:

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

A complete and updated copy of the activities offered this year is available on the school website.

During activity period all students must either be in an activity, the cafeteria, or in an assigned area. No student will be permitted to be in the corridors or elsewhere on school grounds. All students are encouraged to join an activity and take part in this important part of high school life. If students have an idea for an activity that they would like to see on the schedule, they should feel free to contact the Director of Student Activities.

Advisory

Every 3-4 weeks, students will be meeting in their advisory groups as part of an extended homeroom period. Students will meet with their homeroom teacher and usually one additional staff member. The purpose of the advisory program is to foster relationships between adults in the building and students and to assist students in achieving the school's twenty-first century learning expectations. Topics for the advisory will be focused on areas brought

forward in our school climate survey, such as those related to emotional security, support for academic pursuits, social and civic learning, and school connectedness and engagement.

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

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

Boys' Fall Sports

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

Boys' Winter Sports:

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

Boys' Spring Sports:

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

Girls' Fall Sports

- Cheerleading – Varsity
- Field Hockey – Varsity, JV, and Freshman
- Soccer – Varsity, JV, and Freshman
- Swimming – Varsity
- Volleyball – Varsity, JV, and Freshman
- Cross Country – Varsity and JV
- Dance Team

Girls' Winter Sports

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

Girls' Spring Sports

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

All sub-varsity teams are subject to change depending on the number of students
****A co-op team is a team comprised of students from FLHS & FWHS participants***

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 (BOE Policy 5145.124) may be used at athletic events.

Athletic Eligibility

In order to be eligible:

- A student-athlete must take at least five Carnegie Units of work.
- A Carnegie Unit is defined as a class that meets for at least 85 minutes every other day in the FLHS schedule.
- Initial fall eligibility is determined by passing four Carnegie Units from the previous year's final grades. Winter and spring eligibility (also fall eligibility if the team is still playing after the first reporting period report cards are issued) are determined by passing a minimum of four Carnegie Units from the 1st, 2nd, and 3rd term report cards.
- A student-athlete may not turn twenty years old prior to the final day for competition as determined by the CIAC.
- A student-athlete must not have changed schools without a change of legal residence.
- A student-athlete has four consecutive years of eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition.
- A student-athlete must not play under an assumed name on an outside team. No student-athlete may receive personal economic gain for participation in any CIAC sport.

Exceptions shall be:

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

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

Attendance

The primary goals of Fairfield Ludlowe High School Attendance Policy are to promote regular attendance and prompt arrival to all classes and to foster responsible decision-making by all students. Students and parents are expected to familiarize themselves with the policy and the

associated procedures. Parent support of good school attendance and of the school's attendance policy is critical to student success. Any question regarding this policy or about a student's attendance may be addressed to the student's dean or housemaster.

Reporting Absences from School

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

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

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

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

Homeroom Attendance

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

Board of Education Policies

All Board of Education policies are available online at www.Fairfieldschools.org. See the Appendix for a selection of Board of Education policies.

Bullying

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

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that: causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a school.

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

directed must be attending school in the same district as the students engaged in the activity.) Any student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion or referral to law enforcement officials. Additional information regarding the policy on bullying (5131.911) may be found in the Fairfield Public Schools Board of Education Policy Guide.

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

Cafeteria & Courtyard Rules

Students have two important responsibilities while eating in the school cafeteria and courtyard: to remove any trash and other material at their table and to conduct themselves appropriately at all times. Behavior considered irresponsible may result in the suspension of cafeteria/courtyard privileges. Horseplay, gambling and all forms of card playing are prohibited anywhere on school grounds. To protect the safety of all, no flying objects such as Frisbees, footballs, etc. are allowed in the courtyard. Students are not allowed to leave the cafeteria unless a legitimate pass from a staff member is presented, or if you are a senior with a valid school ID.

Calculators

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

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

Cancellations and Delayed Openings

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

Delayed Opening Schedule

Homeroom	**9:30**	**9:40**	
Period 1	**9:45**	**10:35**	
Period 2	**10:40**	**11:30**	
Period 3 Mini: Follow Wave 2 with Mini A - Lunch - Mini B.			
Wave 1	L 11:35-**12:05**	C 12:10-1:15	
Wave 2	C 11:35-12:05	L 12:10-**12:40**	C 12:45-1:15
Wave 3	C 11:35-12:40		L 12:45-**1:15**
Period 4	**1:20**	**2:10**	

In the case of a delayed opening on the day of an Activity or Advisory, the Activity or Advisory will be cancelled.

Cell Phones and Electronic Communication Devices

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

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

Cheating – see Academic Integrity Policy

College Visits

Seniors may be excused from school for college campus visits provided advance arrangements are made with the housemaster or dean. 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

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

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

2. **Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
   a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
   b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
   c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
   d. Refrain from using social network tools for personal use.

3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
   a. Maintain confidentiality of your username and password by not sharing it with others and not using another person’s username and password.
   b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
   c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district ***Publishing Guidelines.***
   d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
   e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

Once logged in, students are required to adhere to these Acceptable Use Guidelines. Should a student commit any violation or in any way misuse access to the school district’s information and communication technologies resources, it should be understood that the student’s access privilege may be revoked and disciplinary action may be taken. For further clarification, refer to Board Policy 6141.321.

Conduct/Suspensions & Expulsion

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

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

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

For the welfare and safety of everyone in the school community, fighting, possessing or using fireworks, acts of vandalism, gambling, throwing of snowballs, body piercing and all forms of card playing are prohibited. Defiance of school staff and/or school policies is considered insubordination and will result in disciplinary consequences. See appendix for Board of Education Policy 5114.

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

Serious infractions of school rules may result in suspension in and/or out of school and/or expulsion from school. These infractions include, but are not limited to, the following:
(See appendix for BOE Policy 5114 Student Discipline-Suspension/Expulsion for additional details.)

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

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

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

The length of suspension varies with the severity of the incident. State law supports suspension up to 10 days per incident and allows for possible expulsion from school. A suspension may be expunged from a student's record under certain circumstances and if it is the only suspension a student has had in his/her first three years at FLHS. A student may request the headmaster review his/her case by submitting a formal letter explaining the incident causing suspension and why the expungement is warranted. This will be followed by a formal meeting between the student and the headmaster to review the case. All decisions are final and an expungement review request cannot occur before the end of a student's junior year.

Conduct at Athletic Events
See Conduct under Athletics

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
Students must report to in-school suspension before 7:30 a.m. with all textbooks, materials, and supplies for the day.

- Students are required to stay on task and to follow rules established for ISS.
- Students who miss in-school suspension due to an excused absence are required to make up days missed in ISS.
- No unexcused tardiness is permitted. Students later than 15 minutes will be assigned to Saturday detention.

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

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

Counseling and Pupil Services:

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

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

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

College and Career Center, Room 360

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

- **Resources:** The center houses a library of information including: college and technical schools; career; military; test prep info (PSAT/SAT/ACT; AP); financial aid; scholarships; gap-year programs and job search materials. Additionally, there are eight computers available for student use to research post high school opportunities, including Naviance Student which is utilized by the counselors and families for post-high school planning and college searches.
- **College Visits:** Every year, approximately 200 college admissions counselors, military recruiters and career representatives visit the College & Career Center to speak with juniors and seniors about their schools and programs. The individual information sessions are posted on Naviance. http://www.connection.naviance.com/ludlowe Students may attend these meetings during classes or free periods by signing up on Naviance, printing a pass, and having their class teacher sign the pass. Students may attend the sessions at their classroom teacher's discretion.
- **Career Day:** "What do I want to be when I grow up?" is a question asked by many students. At Career Day, they meet and listen to professionals speak about a cross section of careers. The presenters address required skills, training, organizational culture, job descriptions, etc. to help students decide on their post-high school path.
- **College Fair:** In the spring, students and their parents may attend the College Fair, a night where representatives from more than 180 colleges, career and technical schools are available to answer questions and provide information. The fair is held at the Webster Bank Arena in Bridgeport.
- **Military Career Day**: Students have the opportunity to speak with representatives from the armed forces at the annual Military Career Day held in the spring.
- **Part-Time Jobs:** Students looking for after school and summer jobs can sign up to receive part-time job announcements or check the job book and board for positions with local employers. Individual appointments are also available to help students strategize their own job search.
- **Senior Internship Program:** The Senior Internship Program is coordinated through the C&CC for eligible seniors who want to gain employment skills and experience by working for local businesses and organizations at the end of the school year. These positions are unpaid. See section on Senior Internship Program.

Counseling Center, Room 286

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

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

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

Dances

- School dances are private social events and no tickets can be purchased at the door.
- No students or guests will be permitted to re-enter after leaving the dance.
- A student or guest must be at the dance within thirty (30) minutes of the beginning of the event.
- Every FLHS student attending a school dance must be a member in good standing.
- All dances with the exception of the proms will run from 7:00 p.m. to 10:00 p.m.
- Students must be in attendance at school on the day of the event in order to be eligible to attend.
- 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 Food and 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 in the cart outside the front doors. Items will be brought to a table in the lobby by school staff. Students will be required to check the table during passing times. We cannot assume responsibility for items left on the table for student pickup. The Main Office staff will not contact students to inform them of drop-off items. All medications must be brought to the nurses' office. Students are **NOT** permitted to order food for delivery to school. (Pizza, Uber Eats, etc.…) Delivery personnel could pose a potential security threat and will not be permitted into the school.

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

Dress Code

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

- Clothing that promotes or depicts alcohol, drugs, tobacco, violent behavior, or sexually explicit or suggestive words or pictures is prohibited.
- Clothing should cover undergarments and should provide appropriate coverage at the midriff and neckline.
- Clothing that is too revealing or otherwise detracts from our educational environment will not be permitted.
- No Wheels – No shoes with wheels. Other than pre-approved devices to assist with student mobility. Items with wheels (including shoes) are not permitted.

Driving on School Grounds/Student Drop-off Area

The student drop-off area is located in the back of the building. Parents are to access the dropoff area from Unquowa Road (directly across from Barlow Road). All vehicles except buses are prohibited in the circular driveway immediately in front of Fairfield Ludlowe High School for student drop-off, except when returning a student to school during school hours. Instructions for drop-off/pick-up can be found on our website under General Information.

Drug and Alcohol/Breathalyzer Policy (5145.124)

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 Offenses: (Cumulative over 4 years) maximum of ten (10) days' suspension and recommendation for expulsion.

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

The Fairfield board of Education, consistent with its mission, is committed to the promotion of healthful living and to the safety and well-being of its students. Research findings on underage drinking coupled with incidents where students were found to have been drinking alcohol before or during high school dances and other high school events have heightened that concern. With that commitment in place, the Board of Education (policy 5145.124) 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

- **Unplanned Early Dismissal:** On days when early dismissal is announced because of changing weather conditions or other emergencies occurring after 7:30 a.m., a decision will be made by 11:00 a.m. The first three periods will meet using the day's regular schedule. Lunch is served during the first two lunch waves only. The scheduled dismissal time is 11:45 a.m. and will be announced on local radio stations: WICC (600 AM), WEBE (108 FM), and through Infinite Campus (registration is necessary). To register for automatic notification of changes in school hours, log onto the Infinite Campus parent portal. Also, call 255-TALK (8255) to hear a recorded message.
- **Planned Early Dismissal:** On days when an early dismissal has been planned in advance, all four periods will meet, and lunch will **NOT** be served. Dismissal is at 11:45 a.m. Schedule:

Period 1	**7:30**	**8:27**
Mini A		7:30-7:56
Mini B		8:01-8:27
Period 2	**8:32**	**9:29**
Mini A		8:32-8:58
Mini B		9:03-9:29
Homeroom	**9:34**	**9:41**
Period 3	**9:46**	**10:43**
Mini A		9:46-10:12
Mini B		10:17-10:43
Period 4	**10:48**	**11:45**
Mini A		10:48-11:14
Mini B		11:19-11:45

- **Personal:** Students needing to leave school early must have a parent or guardian call the house office or present a note from their parent or guardian to the house office secretary in the house office prior to or at the time of dismissal. Students are required to sign out before leaving. If necessary, a pass will be issued to the student to be released from class. Upon returning to school, the student must sign in with the house secretary. Failure to follow this procedure constitutes leaving school grounds without permission. See "Leaving School Grounds."
- **Waiting For A Ride When Being Dismissed Early From School:** Students who depend on a ride to leave school grounds during the school day must meet their ride at the flag pole in front of school. Students must instruct the person who provides the ride to meet them only at the flagpole. During bad weather students may wait for their ride in the main lobby outside the main office. Waiting for a ride anywhere else will result in disciplinary action**.**

Emergencies and Emergency Information

Parents/guardians must update their contact information in Infinite Campus each year for each student in their family for use in the health office.

Exam Policy and Procedures

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

Senior Exam Exemption Policy

Eligibility requirements for senior students:

1. Student must be a senior
2. Earn a cumulative grade of A- or better by the last scheduled class of Term 4 and all grades have been entered by the teacher
3. Exempted seniors must still attend all classes and complete assigned work prior to the exam block.

Policy DOES NOT apply to:

1. Students in semester length courses
2. Students taking the class Pass/Fail
3. Students opting for UConn credit in the pre-approved UConn ECE courses

Procedure:

1. At the end of Term 4, once all grades have been entered, teachers will notify students, counselors, and administrators of seniors who have earned exemption.
2. A letter grade of "E" for Exempt will be entered in the "Final Exam" column on Infinite Campus.
3. Eligible seniors do not need to attend school during the exam block for which they have earned exemption.

Field Trips

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

See Section 3 under Medications/Nursing Services regarding medications for overnight field trips.

Fines/Financial Obligations – see Obligations and Bookroom

Fire Drills

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

Forgery

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

Graduation

Completion of the graduation requirements set forth by the Fairfield Board of Education will result in the student being awarded a diploma. Students in good standing who have met the graduation requirements and have no outstanding obligations will be invited to participate (a.k.a. "walk") in the commencement exercises (a.k.a. graduation ceremony). Participating in the graduation ceremony is a privilege and students are not guaranteed the opportunity. Those who participate are required to attend the graduation orientation and rehearsal (unless excused by the school) as well as comply fully with the dress code, including wearing the cap and gown.

Personalizing mortarboards is acceptable but any obscene or violent references or depictions of drugs or alcohol is not. Beach balls or other objects that will distract from the ceremony are prohibited. All school rules are in effect during the ceremony. School officials will prohibit students from walking if the student has not met the graduation requirements, have excessive disciplinary referrals, are currently suspended from school, have not been cleared to attend for medical reasons, have missed rehearsal without permission, or if the school has reason to believe the student's presence will cause a disruption to the ceremony. School officials will determine a student's ability to participate on an individual, case-by-case basis. Please see the Program of Studies for a full list of graduation requirements.

Hazing Policy

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

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

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. Students and parents can use the online TIPS system to report hazing. 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: team/activity suspension or removal, school suspension or expulsion, or legal prosecution (Board of Education Policy # 5325).

Health Services, Room 206

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

All grade nine boys are screened for scoliosis. Parents are contacted individually if there is a concern in this area. In addition, students in grade nine are required to have a physical exam sometime during their freshman year (unless there is a documented physical from the last school year on their health record). This physical must be dated on or after August 15 of the prior year to meet this requirement. Parents whose children need a physical will be notified by

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

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

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

Parents/guardians are requested to complete the immediate medical care information section on Infinite Campus for each child and update that as well during the year. Please be advised that we contact ONLY THOSE NAMES GIVEN BY PARENTS in case of an emergency.

Dental Clinic

The Town of Fairfield Health Department provides teeth cleaning and topical fluoride treatments by a dental hygienist for all students meeting income guidelines. Additionally, limited funding for eligible students who are Fairfield residents is available for care by participating dentists for problems such as cavities or tooth extractions. If you wish to apply for cleaning, fluoride treatments, or dentist services for your child, contact the health office.

Homebound Instruction

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

Homeroom

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

Identification

Each student will be issued a Fairfield Ludlowe High School ID card that will serve as a bus pass, library card, and student activity card. **Replacement ID cards cost $5.00.** Students should keep the card in their possession and may be required to present it when asked. Students failing to identify themselves upon request will be subject to disciplinary action. ID cards are required of any student entering the building after the general drop-off time.

Junior & Senior Privileges

- **Early Dismissal**—Juniors and seniors may leave school after their last scheduled class. 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 for first period may arrive at school later but must be on time for homeroom. Juniors and seniors arriving prior to homeroom must go to the cafeteria and avoid activity in the hallway that might disturb classes.
- **Unassigned Periods**—Juniors and seniors in good standing are not scheduled into study halls. Although they are unassigned, juniors and seniors are not permitted to walk about the building after the bell that starts a class period. The students may be in the library (with a pass), College/Career Center, or cafeteria. Students are expected to meet appointments and obligations during these unassigned times, with a pass from the staff member.
- **Parking**—Reserved student parking areas are limited to use by students with permits. See Parking and Traffic regulations for details.

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

Laser Pens

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

Late to School

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

Leaving School Grounds/Building

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

Library Learning Commons

The Library Learning Commons is a flexible and creative space that encourages learning, reading, research, and collaboration. It is used for many purposes including whole class instruction, small group collaboration, teacher/student conferences, book selection, and individual research. In order to maintain a productive space for all, all library users are asked keep the following in mind:

- Plan to work or read while in the library.
- Be respectful of others. Conversation should not impact other students' ability to work.

- All students need passes to use the library during the school day. Passes are not needed before or after school.
- Students may request passes from classroom teachers and library staff. Request a pass before 7:30 a.m. on the day you plan to work in the library. Aquaculture students must request a pass at the circulation desk before 7:30 a.m. or upon returning to Ludlowe if they want to work in the library during the school day.
- Return to study hall or the cafeteria when your work is done.
- The library is a quiet study space during the lunch waves (Period 3).
- Follow the network code of conduct any time you are on the school network.
- Food is not allowed in the library.
- The library is not open during homeroom or Activity Period.

Library resources and research tools are available 24/7 from Class Link and the library website. Stop by the library or click "Contact FLHS Library" from the library homepage to meet with a librarian or schedule a research conference.

Lockers

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

Loitering

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

Lost and Found

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

Make-Up Work

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

Students who are absent from school due to family vacations or other extended absences of a personal nature, not including illness, at times other than scheduled school vacation periods, are personally responsible to make up all class work, quizzes, tests, and projects missed during the

absence. Students should make arrangements with their teachers and give them one week's notice of the anticipated absence. House offices should also be given advance notice of extended absences.

Medications/Nursing Services (Board of Education Policy 5141.21)

Some students require medications during the school day for either a long-term or a short-term period. These medications may be ordered on a daily basis or "as necessary." All medications, ***including over-the-counter medications***, require written authorization from the health provider and written authorization from the parent. For greater detail please refer to Board of Education policy 5141.21, Administrative Regulations.

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

1. Medications Administered by the Nurse

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

2. Self-Administered Medication

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

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

3. Medications Administered by Coaches

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

4. Medications Administered on Overnight Field Trips

All medications including over-the-counter medications require completion of a form by the prescriber and parent. These forms must be submitted to the health office no later than two (2) weeks prior to the trip. Students **may not** carry any medications that have not been processed through the health office.

Messages to Students

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

the drop-off table in the foyer. Classes will not be disturbed to inform students an item is waiting for them.

National Honor Society Selection Criteria

National Honor Society is more than just 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?

Junior and senior students who have attended Fairfield Ludlowe High School for at least one semester, have a cumulative grade point average of 3.9 or better, and a clean disciplinary record, 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.

Selection Process – Any changes to this process will be communicated directly with potential members. 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 the three organizations must be within the FLHS community. These organizations should be included on the application and signed by the advisor/coach. Each candidate will be asked to provide 5 recommendation forms. 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 in the category of character to be considered. Applicants must demonstrate **both service and leadership.** Documentation of 5 hours of service, carried out within the candidate's high school career, must also be provided. Leadership will be scored by the student's coaches/advisors according to a rubric. Applicants must have a minimum total score of 8 to be considered. 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. Each member is required to perform and record 20 additional service hours (including 10 tutoring hours) by May of their senior year. Members must also maintain the GPA of 3.9 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.

Dismissal

In addition to falling below the required GPA, members will be dismissed or candidates denied membership if they are found to have violated the FLHS 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 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. Please refer to

http://fairfieldschools.org/schools/flhs/activity/flhs-national-honor-society for additional information.

Obligations

All financial obligations to the school must be met before the conclusion of the school year. School-owned books, materials and equipment must be paid for if lost, stolen, or damaged. Privileges, such as attendance at dances and proms, participation in the internship program or the graduation ceremony, may be denied until all obligations are met.

Parent Organizations

- **PTA**—Fairfield Ludlowe High School PTA's objectives are in common with the National PTA and the Connecticut PTA. National PTA is the largest volunteer child advocacy organization in the United States. FLHS PTA supports the mission to speak on behalf of our students, assist parents in developing the skills they need to raise and protect their children, and encourage parent and public involvement in our school. Parents may also join online at flhspta.org. Meeting dates and volunteer opportunities appear on the PTA website and in the appendix.
- **MPA**—**Music Parents Association –** functions to assist and support the music department as well as to sponsor musical enrichment and cultural activities. Parent and student members may earn shares by volunteering their time. Shares are assigned a cash value and will be applied to students' accounts in late spring. This money may be used for music lessons, instrument repairs or other related items. The membership card were provided by mail at the beginning of the school year.
- **Booster Clubs –** Many of our sports teams have parent-organized booster clubs.

Parent Teacher Conferences

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

Parking and Traffic Regulations

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

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

FLHS students may not park in the Roger Ludlowe Middle School staff lot, Sturges Ridge, or Carolton Convalescent Hospital parking lot. Violation may result in a Saturday detention.

Passes

Passes are required any time a student is missing class time or not in his/her scheduled location. This includes visits to counselors, nurse, college and career center, or any office. Students should obtain passes when tardy to class in order to have the tardy excused. Passes are also required for use of the library during study halls or free/unassigned periods.

Photographs/Videotaping

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

Physical Education, High School Physical Education Program and Policies

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.

- **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.
- **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, CAPT, Advanced Placement, and other school administered standardized testing, and state mandated health-related screening. Students should make up class in the same activity and with their teacher when possible. Students cannot makeup unexcused absences (AU, truant and cuts).

- **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.
- **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.
- **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.

Plagiarism - see Academic Integrity Policy (page 4)

Publications

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

Public School Choice in Connecticut

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

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

Relocation Policy

Fairfield Public Schools provides services to ensure students, parents, and other persons access to meetings and activities. The school system will relocate programs in order to ensure accessibility of the programs and activities to disabled persons. To make arrangements, please contact your housemaster.

Report Cards and Progress Reports

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 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 term.

Safety/Security

- All visitors and late-arriving students will be required to show their identification to the guard in the main lobby in the front 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 Main Office corridor.
- The security staff will assist students with parking complaints, thefts, and identification cards. In order to provide for a safe environment for all, surveillance cameras are used throughout the building in common areas such as the library, halls, cafeteria, parking lot, and outside campus.
- A Fairfield police officer is assigned to be present at FLHS every day to serve as both a resource to students and as security.
- As part of the ongoing process to make the school more secure, students are forbidden from opening doors at any time to let others into the school. Similarly, using objects to hold the door open is also forbidden. The consequence for such action is a Saturday detention.

School Hours

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

School Lunch Program

The Fairfield Public Schools has implemented an electronic process for students to purchase food in the cafeteria. Students may pay cash or parents may set up pre-paid accounts for the purchase of school lunch. This may be done on line at MyPaymentsPlus.com or by phone at 1-866-8756833. There is a transaction fee for this electronic payment to cover bank fees. Regardless of payment method, student ID cards are needed for students to purchase food in the cafeteria. Parents with questions about the payment plans or the food service program may call the Food Services Department at 255-8370.

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

- The menu will be posted in the cafeteria and also available online on the Fairfield Public Schools website http://fairfieldschools.org/food-services.
- An application for free or reduced-price meals is available at the Main Office, on the District website and included in the Student Parent Handbook mailing. It may also qualify a student for assistance for field trips, testing fees, cap and gown fees, prom tickets, and a yearbook.

Searches

Searches of a student's person, personal belongings, electronic devices, and vehicles parked on school grounds or at a school activity, and/or school lockers are conducted when there are reasonable grounds for suspecting that the search will turn up evidence that the student has

violated or is violating either the law or the rules of the school. This may include but is not limited to the possession of drugs, alcohol, dangerous weapon, stolen property, etc. Whenever a dean or school administrator has reasonable suspicion to conduct a search, it is the school's expectation that the student will consent to the search. Failure to cooperate with a search may be considered insubordination and disciplinary consequences will be administered.

Senior Internship Program

The Senior Internship Program is designed to expose FLHS students to areas of interest outside the constructs of their formal educational program. Interested seniors who meet the eligibility criteria may spend the last several weeks of their high school career working thirty hours per week without pay at an internship site. Students are expected to attend their internship five days per week for the duration of the internship. For detailed information regarding eligibility and other aspects of the program, please visit the FLHS website.

- A minimum cumulative grade point average of 2.0.
- No grade of F during ***any*** marking period or semester senior year for quarter, semester and full year courses including all PE, Computer Information Systems and Health courses taken.
- Loss of Credit must be reinstated by Senior Appeals Board.
- Successfully meeting graduation requirements (including Science CAPT).
- Able to independently assume all the duties and responsibilities of the requested internship site.
- Completion of application and all other requirements ***on or before the deadline***.
- Meeting the civil and social expectations of FLHS:
    - No suspensions junior or senior year; other disciplinary infractions may be considered for ineligibility
    - Not more than one Saturday detention during junior or senior year
    - No excessive disciplinary actions during junior or senior year
    - No infractions for academic integrity violations junior or senior year

PLEASE NOTE:

- Students taking a UCONN ECE course will need to make arrangements to take the final exam during their internship.
- Internships are not allowed at the student's present place of employment or with an immediate family member.
- Internships should be located between Stamford and New Haven. Students must provide their own transportation to and from the site. **Students should discuss all transportation arrangements with their parents *prior to submitting their application***.
- Interns are expected to commit to the entire internship experience--no vacations or time off is allowed.
- Students are encouraged to discuss this program with any coaches, club advisors or employers to make sure their internship hours do not conflict with sports, jobs or other after-school activities.
- Failure to comply with any of the above eligibility requirements may result in withdrawal from the internship program at any given time during the program. During the internship, violations of the Student Handbook policies or the internship contract could result in the removal from participation in the graduation ceremony.

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

Sexual Harassment

It is the policy of the Fairfield Public Schools to maintain a working and learning environment free from harassment, insults or intimidation on the basis of sex or sexual orientation. Sexual harassment is against the law and school district policy. Complaints should be referred to the Title IX Coordinators, Ms. Vanessa Montorsi in room 266, or to Ms. Jodi Sacks in the Webster House Office. Students can make a report in person, in writing, or through our online TIPS system available on our website. Anonymous reports can be made and will be investigated to the best of our ability. The office of Pupil Services and Counseling can be reached at 203- 255-7232. The fax number is 203-255-7244.

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

- Abusing the dignity of a student or staff member through insulting or degrading sexual remarks or conduct.
- Threats, demands or suggestions that a student or staff member's status is contingent upon their tolerance or acquiescence to sexual advances.
- Retaliation against a student or staff member for complaining about the behaviors described above. (Board of Education Policy 5145.5)

Smoking 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. Violation of the Smoking/Smokeless Tobacco/Electronic Cigarette Policy (5131.6) will result in Saturday Detention and possible In-school Suspension.

Our Health education classes provide our students with information on the serious health hazards of smoking and addiction to nicotine or tobacco. Students wishing to participate in a smoking-cessation program can see our Student Assistance Counselor in the Counseling Center for more information.

Soliciting and Selling of Any Item or Service

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

SRBI—Scientifically Research-Based Interventions

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.

Student Government

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

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

Student Records

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 freshmen and sophomore students are scheduled for study halls when they are not assigned classes or lunch. Students must attend study halls and they are expected to use the time productively. Attendance is mandatory and failure to attend study hall will result in disciplinary action. Any student wishing to leave study hall for academic or school-related purposes must obtain a pass from the appropriate staff member and must arrive on time to study hall to present the pass to the study hall teacher prior to leaving the study hall. The pass must be returned to the study hall teacher signed by a staff member to verify that the student went to the appropriate location/activity indicated on the pass.

Testing

Students and parents will be notified prior to any standardized testing that will occur. Copies of letters can be found in the counseling section of the FLHS website under each grade level link. Examples of the standardized testing include the PSAT for grades 9-11, the SAT and Next Generation Science Standard (NGSS) for juniors and the AP exam for students enrolled in AP courses.

Textbook/Bookroom Policies

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 Class Link and clicking on Follett destiny. The link is available on the school home page.

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

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

Thefts

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

Title IX

Title IX is a federal law requiring equal opportunity for students. The Fairfield Public School system does not discriminate against anyone based on sex, race, color, national origin, or handicapping condition. In order to protect and ensure compliance with the law, Fairfield Ludlowe High School has appointed two members of the staff as coordinators of Title IX, Title VI, and Section 504.

Any parent, guardian of a student, or an employee who feels his/her rights have been misused; or has inquiries in the provision of equal opportunity in educational programs, activities or employment, should address concerns to the Title IX Coordinators, Ms. Vanessa Montorsi in room 266, or to Ms. Jodi Sacks in the Webster House Office. A form can be completed online after clicking on “Report Incident” at the top of the school’s webpage. Anonymous reports can be made and will be investigated to the best of our ability. The office of Pupil Services and Counseling can be reached at 203-255-7232. The fax number is 203-255-7244. Concerns may also be reported to the FLHS Headmaster.

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

Transportation

School bus transportation is provided for students who live more than 1 ½ miles from Fairfield Ludlowe High School. Students should report to their bus stop 5 minutes before the scheduled pick-up time. School rules apply on school buses. Bus routes are posted on the Fairfield Public Schools’ website, www.http://fairfieldschools.org. Students can acquire their assigned busses through Infinite Campus. The transportation department can be reached at 203-355-8385.

Truancy

A student who has four unexcused absences from school in one month or a total of ten unexcused absences from school in one year is considered a truant. The policies and procedures included in Public Act 90-240 may require the Superintendent to file for each truant a written complaint with the Superior Court. *See full Attendance Policy (Board of Education Policy 5113).*

Unauthorized Recording

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

Vandalism/Damage to School Property

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

Visitors

All visitors 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 main lobby in the front 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.
- Under special circumstances students may be allowed to bring a visitor to school, but the student must obtain permission from his/her housemaster 24 hours in advance of the visit with written parental permission stating the reason for the visit.
- For safety reasons, former students who are visiting teachers need to make arrangements with the teachers 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.

Withdrawal Procedure

The parent or guardian must first submit a letter to their child's housemaster stating their intent to withdraw their child from school. Directions to complete the process will be provided. If parents intend to home-school their child, they must file paperwork with the office of the Chief Academic Officer (203-255-8372).

Working Papers

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

In Connecticut the official name for working papers is Statement of Age Form, ED301. The Statement of Age Form is recognized as the proper documentation verifying a minor's legal age. It also requires a detailed description of the work expected of the minor. Working papers may not be issued if employment is in an occupation that is unacceptable under the law for that age group. For instance, fourteen-year-old minors may work in various jobs but may not work in food service or laundry rooms in convalescent homes or hospitals. Fifteen-year-old minors may be employed in mercantile establishments as baggers, cashiers, or stock clerks but only during non-school weeks and on Saturdays.

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

The minor must obtain a new Promise to Employ letter and new working papers with each new

job until the age of 18. Working papers issued in Connecticut are not valid in any other state, and out-of-state working papers are not valid in Connecticut. For more information, please call the Main Office at 255-7200 or go to www.ctdol.state.ct.us.

Parent TeacherAssociation

The FLHS PTA is dedicated to enhancing the educational experience of all FLHS students, strengthening the connection between school and home, fostering collaboration with teachers, and advocating on behalf of education, families, and staff. Parents/guardians may become members anytime by going online to **flhspta.org,** or to **join.myschoolanywhere.com** and typing in the code, **flhspta**.

When you join the PTA, you help raise funds to support numerous programs and activities at FLHS, including:

- College scholarships for seniors
- Teacher Grants
- Battle of the Houses
- Freshman Picnic
- Junior and Senior Post Prom Parties
- Programs for students and parents
- Mid-Term & Finals Breakfasts
- School Beautification
- Reflections Contest
- Staff Appreciation Events
- PTA Newsletter and Directory

We encourage you to not only become a member, but to become an active volunteer. Parents/guardians will also receive the *Falcon Flash* as part of their PTA membership. Families must be in our My School Anywhere database in order to receive the weekly email newsletter.

2019-2020 Executive Board & Committee Chairs

Position	Volunteer	Email
President	Christi McEldowney	flhsptapresident@gmail.com
President Elect	Daina Senatore	Dainasen10@gmail.com
Treasurer	Jane Corbett	janecorbett@gmail.com
Recording Secretary	Amy Cooke	agred@hotmail.com
Corresponding Secretary	Gina Lucjaz	ginaluczaj@gmail.com
Co-VP Volunteer	TBD	
Co-VP Volunteer	Christine Magliocco	chrisiancale@aol.com
VP Fundraising	OPEN	
VP Programs	TBD	
Past President	Steve Baker	srbaker@optonline.net

We invite you to visit the FLHS PTA website at www.flhspta.org for news, events, membership. Contact flhsptapresident@gmail.com for additional information.

APPENDIX

Fairfield Ludlowe High School Attendance Policy

Purpose:
The purpose of the Fairfield Ludlowe 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.

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 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.

All unexcused absences count towards loss of credit.

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** **Health and PE courses = 4**

Loss of credit in a course can be caused by an accumulation of either **UNEXCUSED** or **EXCUSED** absences. Excused absences will count as .5 of an absence towards loss of credit. Unexcused absences will count as 1.5 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 three teachers, the student's counselor, and the student's Dean. The Appeals Board will hear the student's case and make a decision on whether to reinstate credit 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

meeting. Students should submit letters with the new information to the Headmaster's secretary within one month after the Appeals Board's decision for first-semester classes and before the start of the next school year for second-semester or full-year courses.

Tardies and Early Dismissals

Tardies:

Students are expected to be on time to school and to class. Unexcused tardies will appear on a student's attendance record as TC (Tardy to Class). Excused tardies will be recorded as TE (Tardy Excused). Unexcused lateness to class may result in disciplinary consequences and have a negative impact on credit reinstatement. Both unexcused and excused tardies count as .2 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 Athletics Director or Headmaster.

Edited Fall 2015

FAIRFIELD BOARD OF EDUCATION POLICIES:

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

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 preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

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

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

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

Unexcused Absence

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

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

Release of Student During School Day/Dismissal

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

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

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

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

Truancy

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

1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.

5. Identify a student as “truant” when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a “truant” within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a “truant” are such that the student’s family is a “family with service needs” if the parent or other person having control of the child identified as “truant” fails:
   a. to attend the required meeting to evaluate why the child’s truant or
   b. to cooperate with the school in trying to solve the truancy problem.

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

10-221(b) Board of education to prescribe rules.
Campbell v New Milford, 193 Conn 93 (1984).

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

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

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

STUDENT DISCIPLINE—SUSPENSION/EXPULSION 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. **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such inschool suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.

F. **School Days** shall mean days when school is in session for students.

G. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

H. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

I. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

J. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

K. **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 VII.B.

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

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages). For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.
28. Bullying is defined under Sec. 10-222d. as amended by PA 08-160 as: any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
29. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
30. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

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

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