



I have received the 2017-18 Scofield Magnet Middle School student/parent hand book.

(Student Name)

(Parent Signature)

(Date)

Please return to your child's Advisory teacher

Mission Statement

Scofield Magnet Middle School respects the unique characteristics and individuality of emerging adolescents. Our staff, in partnership with parents and students, strives to develop independent and responsible learners in both heterogeneous and homogeneous groupings. Through our unique school culture, we address the physical, social, and emotional needs that further intellectual development.

While using an interdisciplinary approach to learning, special emphasis is placed on math, science, and technology. The school is strongly committed to implementing the principles of the Carnegie Foundation Report and the Coalition of Essential Schools.

Curriculum and Program Overview

The theme of Scofield Magnet Middle School is math/science/technology. The interdisciplinary themes in sixth and seventh grades are built around objectives taken from various content areas. A special focus in eighth grade is built around technology. The teams employ heterogeneous student groupings and use block scheduling. Students will be regrouped several times throughout the school year. Scofield students receive instruction in the district honors level curriculum, including assessments.

Students are required to demonstrate the skills mastered during the middle school years by preparing an Exhibition at the end of the eighth grade. They will choose a particular technology and thoroughly investigate it. This culminates in student presentations of Exhibitions to teachers, classmates, parents, and community. Exhibition is a mandatory requirement for successful completion of the Magnet Middle program. Students may be excluded from extracurricular activities, such as the “Moving Up” ceremony if they do not complete Exhibition.

School/Family Partnership

Welcome to Scofield Magnet Middle School and our school/family partnership. We strive to work collaboratively to help young adolescents succeed in middle school and in later life. When parents, students, and teachers view one another as partners in education, a caring community forms. The students are in the center of this partnership. It is the job of the parents and teachers to engage, guide, and motivate students as they develop into young adults. Teachers and families reinforce the importance of school and homework. There are many challenging opportunities at Scofield!

Organizational Structure

All students at Scofield Magnet Middle School are members of a team, which has approximately 100 students. Students remain members of a team for all three years at Scofield; it acts in some ways like a family.

The 6th grade teams are Turquoise and White; 7th grade teams are Silver and Black; 8th grade teams are Purple, Gold and Green. Each year, students are assigned to an advisory group and one of the team teachers serves as the Advisor. The Advisor is a parents’ primary point of contact for all academic matters.

Students have the same school counselor and administrator throughout their middle school years. Mrs. Je-nean Fox is the counselor for White/Black/Gold and Mrs. Betsy Benenson is the counselor for Turquoise/Silver/Purple. The Green team will be split between counselors.

Principal:	Mr. Scott Clayton	6 th Grade
Assistant Principal:	Ms. Donna Gardner	8 th Grade
Administrative Intern:	Mr. James Forde	7 th Grade

Arrival and Dismissal

Students are expected to arrive at school on time. Advisory begins promptly at 8:00 a.m. Students may report to their advisory classrooms at 7:45 a.m.

Dismissal begins at 2:40 p.m. Students who are picked up or walk home will use the exit at the back of the building. For safety reasons, students are expected to walk on the sidewalk and grass area at all times. Students should remain on the sidewalk loading area at all times until entering their parents' vehicle.

Handicapped spaces in the front and back of the school are designated for those vehicles displaying the proper identification.

Entry to Scofield Magnet Middle School

Maintaining a safe environment for children to learn is a priority. All visitors must enter and exit from the main lobby. Visitors will be asked to look into a surveillance camera and give their name and reason for their visit. The administration reserves the right to ask additional questions before granting entry to anyone during the school day. Visitors must report directly to the main office upon entry. Visitors will be required to wear a badge for the duration of their visit and may be asked to show identification upon entry. Please understand that these procedures are designed to keep children safe.

Student Photographs

If parents do not wish to have their child's photograph taken for publication, please submit a letter in writing to your child's advisory teacher. This does not include the school yearbook.

Parent Portal

Studies have shown that parental engagement in a child's education is the single most important factor in student achievement. Parents/guardians of students in grades 6-12 have access to the PowerSchool Parent Portal to view homework and classroom assignments, test and quiz grades and attendance.

Regular Day Schedule – 2017-2018

8th Grade

Advisory	8:00-8:30
Exploratory	8:30-10:00
Team Class	10:00-11:30
Lunch	11:30-11:55
Team Class	11:55-2:30
Advisory	2:30-2:40

6th Grade

Advisory	8:00-8:30
Team Class	8:30-10:45
Exploratory	10:45-12:15
Lunch	12:20-12:45
Team Class	12:45-2:30
Advisory	2:30-2:40

7th Grade

Advisory	8:00-8:30
Team Class	8:30-11:00
Lunch	11:00-11:25
Team Class	11:25-1:00
Exploratory	1:00-2:30
Advisory	2:30-2:40

1st Lunch:	11:00-11:25	7
2nd Lunch:	11:30-11:55	8
3rd Lunch:	12:15-12:40	6
4th Lunch:	12:45-1:10*	If necessary

*Teachers will walk their students to and from the cafeteria.

Early Dismissal/Half-Day Schedule – 2017-2018

1 (Advisory)	8:00-8:15	
2	8:15-8:45	8 th Grade Exploratory
3	8:45-9:15	8 th Grade Exploratory
4	9:15-9:45	6 th Grade Exploratory
5	9:45-10:15	6 th Grade Exploratory
6	10:15-10:45	
7	10:45-11:15	
8	11:15-11:45	7 th Grade Exploratory
9	11:45-12:15	7 th Grade Exploratory
10 (Advisory)	12:15-12:20	

Two-Hour Delayed Opening

When it is necessary to close or delay school, an announcement will be made over the radio, television and SPS Website (www.stamfordpublicschools.org). Please check local broadcasts. Do not call the school. School will begin at 10:00 a.m. on a delayed opening.

Two-Hour Delay Schedule – 2017-2018

	1 (Advisory)	10:00-10:25	
	2	10:25-10:55	8th Grade Exploratory Classes
	3	10:55-11:25	8th Grade Exploratory Classes
	4	11:25-11:55	
	5	11:55-12:25	6th Grade Exploratory
	6	12:25-12:55	6th Grade Exploratory
	7	12:55-1:25	
	8	1:25-1:55	7th Grade Exploratory Classes
	9	1:55-2:30	7th Grade Exploratory Classes
	10 (Advisory)	2:30-2:40	

Lunch	1st Lunch	7th	11:00-11:25
	2nd Lunch	6th	11:30-11:55
	3rd Lunch	8th	12:00 – 12:25
	4th Lunch	*If necessary	12:30-12:55

Emergency Closings

Occasionally, students may be dismissed early due to inclement weather. Parents should monitor weather conditions and listen to news reports. Students and parents should have an emergency plan in place so that students are safe and supervised in case there is an emergency closing.

Radio Station:	WSTC 1400 AM
Television Station:	Channel 12, Cablevision
District Website:	www.stamfordpublicschools.org
District Phone:	203-977-6600

Attendance

Unexpected early dismissals are disruptive to the learning process. Although we understand emergencies arise, parents/guardians are to provide advanced written notice if a student requires dismissal before the official end of the day. Students should bring a note to the Main Office upon arrival at school. Students will be issued an early dismissal pass. Under no circumstances will a student be dismissed based upon a phone call. **Students will not be permitted to leave school with an adult other than the parent or guardian unless it is indicated in a written note that such arrangements have been made by the parent or guardian.** The administration reserves the right to check the identification of unfamiliar adults and the validity of any early dismissal or late arrival note. Barring emergencies and pre-arranged appointments, we ask that parents not make a regular habit of picking students up within 15 minutes of dismissal. It is disruptive to call classrooms so close to the end of the day. Parents are discouraged from removing students from school for extended periods of time. There is no replacement for lost instructional time. Long term absences that occur outside from scheduled vacation time may be considered unexcused. School work may not be provided in advance. Any missed assignments during a prolonged absence may be made up at the discretion of the teacher.

Absences

In an effort to decrease absenteeism and enhance student outcomes, please note the State of Connecticut attendance guidelines that will be followed at SMMS:

There are two levels of absences:

- Absences 1 through 9, a student's absences from school are considered excused with parent/guardian notification.
 - The parent/guardian needs to call the school in the morning to report the absence (977-2750, push 2 for attendance); or
 - Students must bring a note to the office verifying the absence on the day after the absence.
- Absences 10 and above are excused for the following reasons:
 - Student illness: **verified by a licensed medical professional**
 - Religious holiday: **verified by a parent/guardian note**
 - Death in the family: **verified by a parent/guardian note**
 - Mandated court appearance: **verified with paperwork from the court**
 - Extraordinary educational opportunity: **pre-approved by administration**

School counselors and administration will follow up with attendance issues via phone calls, letters and/or meetings. Excessive absences may result in referral to community agencies providing child and family services. Students are also encouraged to make arrangements to get their assignments from a study partner in their classes when they are absent.

Note: According to the Stamford Board of Education regulation 5113-R, a “truant” is defined as a student who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” is defined as any such student who has 20 unexcused absences within a school year.

There may be times when the student knows that he/she will be absent from school. It is important that the Main Office receive a letter with this information.

Tardy/Late To School

If a student arrives late to school, he/she is expected to report to the Main office for a late pass. Students with excessive tardies and absences may be assigned Saturday School or an alternate consequence.

After-School Activities and Procedures for the Late Bus

There will be after-school activities available for students of all grade levels. Information is communicated through the advisory program.

Students must obtain written permission from a parent and a staff member in order to stay for an after-school activity. Students must sign the *After-School Activity* form during their morning Advisory period in order to stay for an activity that day.

An appointment to stay with an individual teacher after school must be made in advance. There are late buses at 4:00 PM Monday, Tuesday and Thursday.

Students may not remain in the building unsupervised at the end of the school day or following after school-activities. The administration reserves the right to contact the Stamford Police Department or the Department of Children and Families for students who are repeatedly left unattended by parents or guardians beyond the school day.

Late Bus Schedule

Bus 136(East)

Hope Street, Hope Street at Church Street; Hamilton at Lawn; Daskam at Lafayette; Glenbrook Road at Hamilton Avenue; Courtland Avenue at Hamilton, Seaside Avenue, Cove Road, Willowbrook and Soundview, Lockwood Avenue at East Main Street and Lockwood Avenue at Woodrow Street; Myrtle Avenue, Lillian Street, Shippan Avenue to Shippan Point

Bus 110(Central/South/Waterside)

Scofieldtown Road at High Ridge Road, High Ridge Road at Vine Road, Bradley Place; Terrace and Jessup; High Ridge at Ridge Park; High Ridge Road at Dannel Drive; High Ridge and Longview; High Ridge at Lakeview; High Ridge Road and Nichols; Newfield School; Pepperidge Road at Turner Road; Toms Road at Belltown Road; Strawberry Hill Avenue at Newfield Avenue, 99 Strawberry Hill Avenue; Strawberry Hill Avenue at Hoyt Street; 1425 Bedford Street; Stop at Chesterfield entrance(light on Bedford next to Ridgeway) Woodside Street at Summer Street; North St. at Summer St.

Broad Street at Washington Boulevard; Tresser Boulevard and Washington Boulevard; Henry Street and Washington Boulevard; 300 Tresser Boulevard;
Greenwich Avenue at Milton Road; Dolphin Cove Park

Bus 131(West)

Chestnut Hill Road to Long Ridge Road to Wire Mill to 925 Long Ridge Road:
Three Lakes Drive@ Elaine, Mianus and Westover to Cold Spring and Old Barn to
Washington Boulevard to Bridge Street, Top Stillwater Avenue, West Broad and Stillwater, to
Fairfield Avenue, Fairfield Ave. at Perry St.; to Selleck Street, to West Avenue; West Avenue
and Minor Place; 77 Havemeyer

Bus 106(North)

All North stops, including Haviland Road, Shelter Rock Road, Johnathan Drive, Brookdale Road
at High Ridge Road,

High Ridge at Interlaken; Temple Sinai, Newfield Avenue, Newfield Avenue at Weed Hill
Avenue; Newfield Ave-stop at JCC

*Hope Street and Bennett; Hope Street and Slice Drive; Hope Street at Bouton Street, Hope
Street and Clearview, Hope Street and Hartford

Bus Rules

Riding the bus to and from school is a privilege. The Transportation Department assigns students to buses. Our drivers must have the full cooperation of students on the buses at all times in order to provide safe transportation. In addition to the Code of Conduct, it is expected that all students should conduct themselves in a safe manner on the bus, as well as at the stop, and they should respect the property of citizens living near the bus stop. Students should follow these rules:

1. Be at designated bus stop 10 minutes before scheduled departure.
2. Do not attempt to board the bus until it has come to a complete stop. Enter the bus in an orderly fashion, without pushing or shoving. Go to seats promptly and remain there until your arrival at destination. Cross the street in front of the bus, not behind it.
3. No eating or drinking on the bus. Do not throw anything out of the bus windows or on the bus floor.
4. Students are to ride only the bus routes to which they are assigned and get on and off at designated bus stop. **In order to ride an alternate bus, parents must sign a permission slip. Permission slips can be found on the school website or in the Main Office.**
5. Ordinary conversation is permitted on the bus. However, loud talking, standing and unnecessary confusion can divert the attention of the driver and could result in a serious accident.

Inappropriate and disruptive behavior on the bus may result in the loss of the privilege to ride the bus and may lead to placement on a different bus or disciplinary procedures. In addition, the bus driver and/or school administrator may assign seats to students. If a student is having problems on the bus, he/she should report them immediately to the driver, a teacher, an administrator, or a parent/guardian.

Agenda Books

All students receive an Agenda Assignment books and should carry it throughout the day. Agendas are an organizational tool used for homework assignments, school dates, events, as well as correspondence between parent and student. The Agenda Book also serves as a hall pass. Parents/guardians are encouraged to check the Agenda Book for up-to-date school information and to monitor student homework assignments. The replacement cost for an Agenda Book is \$10.

Advisory

The school day begins in an Advisory. The teacher will facilitate activities that focus on the intellectual, social, emotional, and physical development of young adolescents.

The purpose of Advisory is to provide each student with:

- ◆ An adult advocate who will know his/her advisee in order to foster positive self esteem and success in school.
- ◆ An opportunity to reflect on and practice problem-solving and decision-making skills.
- ◆ A teacher who will serve as a link between the school and the student's home with up-to-date information and help on personal and academic growth and progress.

Grading System

Report cards are issued four times per year. Students also receive mid-quarter progress reports (6-8 only). Effort and behavior grades will appear for each quarter. Questions on grading should be directed with the specific teacher.

Honor Roll

Scofield Magnet Middle School believes in the recognition of student achievement. The honor roll is divided into two categories: High Honors and General Honors. In order to make high honors students must have all A's and no 3's for effort or behavior, including Advisory. In order to make general honors students must have A's and B's and no 3's for effort or behavior, including Advisory.

Book Bags/Backpacks

Students are not permitted to carry backpacks during the school day. Students may use book bags to transport materials to and from school only.

Care of Materials

Textbooks, library books, electronic devices, and other instructional resources are the property of Stamford Public Schools. Please treat these materials with respect. Textbooks must be adequately covered to protect them from damage. Students are financially responsible if any materials are lost or damaged. Parents/guardians will be notified if students have lost textbooks, library books or other materials. Should any lost materials be found, the money for the cost of replacement will be returned.

At the end of the school year, students who have outstanding fines may not be permitted to participate in team activities, including field trips and may not be given yearbooks or report cards until the fines have been paid. Students in 8th grade who owe materials or fines may not receive tickets to the "Moving Up" ceremony.

Scofield Magnet Middle School Code of Conduct for Students

Honesty, respect and trust are hallmarks of Scofield Magnet Middle School. Therefore, as a school of choice, there are certain responsibilities to our school and community. Students are expected to behave in a manner that does not interfere with another person's rights and safety. All students have the right to learn and all teachers have the right to teach in a safe and orderly environment. It is expected that all students will follow the instructions of any adult in the building the first time they are given. Students at Scofield Magnet Middle School are expected to accept and obey the rules and standards of behavior in the Stamford Public School System. Students who engage in conduct that endangers persons or property, seriously disrupts the educational process and/or violates the Student Behavior Policy 5131-R of the Board of Education are subject to disciplinary action. Disciplinary consequences for violations of the Non-negotiables shall include, but are not limited to detention, suspension (ISS or OSS), community service, parent meeting, Saturday School, loss of privileges, loss of extra-curricular activities, removal from field trips and/or referral to law enforcement authorities. The following is a list of **non-negotiable** behaviors. **This means that under no conditions will these behaviors be permitted.**

1. Disruptive/Insubordinate behavior, to include but not limited to taunting, teasing, name-calling, shouting, running, use of profane/obscene language, including gestures.
2. Refusing to comply with adult directions, including lying or giving false information
3. Physical violence, fighting, or "play-fighting"
4. Bullying, threats or intimidation made to teachers or students. This includes social media, email, text message at home, at school or on the bus.
5. Possession and/or use of drugs or alcohol
6. Possession of any weapon or facsimile weapon, including knives
7. Destruction of school or an individual's property. Students shall be financially responsible for any damage caused to school property to include, but not limited to the physical school grounds, textbooks, electronic devices, buses, or anything under the ownership of Stamford Public Schools.
8. Excessive and unexcused tardiness or absences to school or to individual classes
9. Electronic devices shall be stored in lockers. Display or use of portable electronic devices is prohibited, unless given permission by an administrator or teacher.
10. Wearing inappropriate clothing (See Dress Code Policy)
11. No food or drink, including gum shall be consumed in the halls or classrooms unless organized by staff members.
12. Inappropriate use of the Internet. See Acceptable Use Policy on page 16

Dress Code for Students

We take pride in all Scofield Magnet Middle School students. We believe that student dress reflects the way students feel about themselves. This, in turn, reflects upon the entire school community. Students with a pattern of dress code violations may be issued disciplinary consequences.

Scofield staff and administrators acknowledge and adhere to the student dress policy as written and accepted by Stamford Public Schools. Therefore, the following guidelines will be adhered to by the staff and administration of Scofield Magnet Middle School. Please note that any infraction of the following will result in an immediate call to the parents and will require an immediate response by the parent to bring appropriate clothing for the student. Students with a pattern of dress code violations may receive disciplinary consequences.

Dress and Grooming

The development of individual pride and self-esteem is an integral part of education. Dress and grooming play an important role in this development. The Board encourages students to dress in clothing appropriate to the school situation.

Restrictions on freedom of student appearance may be applied whenever the dress or grooming:

1. interferes with the learning process;
2. is disruptive;
3. is unsafe; and
4. is contrary to law.

In addition, any school may choose to adopt the use of school uniforms.

The Board directs the administration to establish specific regulations consistent with this policy that promote cooperative planning with staff, parents and students.

Enforcement of dress and grooming rules adopted in accordance with this policy is the responsibility of each building principal. In a case where a school has adopted the use of uniforms, according to this policy and corresponding regulations, such use shall be voluntary.

Student Dress

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from being worn in the Stamford Public Schools during the academic school day:

1. Attire or accessories which portray disruptive, obscene writing or pictures;
2. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages;
3. Shirts and/or blouses that reveal the abdomen, chest, breasts, or undergarments;
4. See-through clothing;
5. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments;
6. Other attire or accessories which, in the opinion of the principal, are not in good taste or depict vulgar, illegal, racial, or sexist viewpoints.
7. Head coverings of any kind including, but not limited to scarves, bandannas, masks, kerchiefs, athletic headbands, hoods, etc. which prevent the easy identification of students; except that hats and caps may be worn at the discretion of school teachers and administrators and provided that headwear for bona fide religious reasons may be worn;
8. Footwear which damages floors or is a safety hazard;
9. Sunglasses (unless required by doctor's orders);
10. "Name" or other oversized metal belt buckles;
11. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached; and
12. Possession of any electronic device without prior approval of the building principal.

**Jackets, sweatshirts and outerwear may be worn at the teacher's discretion.*

Student Use of Telephone

School phones are available for students' use in the Main Office only. **In order to use the phone in the Main Office, students must have a pass signed by a teacher stating that he/she has been given permission to place a call. Students must also ask the permission of the office staff.** If parents/guardians need to contact their child, they should call the Main Office at 203-977-2750.

Internet/Computer Use

Students will have access to the Internet in a variety of locations for education-related purposes. Social networking sites and game sites are not to be accessed anywhere in the building. Personal email may be used with teacher approval. When students are online at school, they will be supervised and monitored. In order to access the Internet, students must agree to the Acceptable Use guidelines. Inappropriate use of the internet will result in loss of privileges and parent notification. All Scofield students will be issued a "Google" account for the purposes of sharing documents with teachers.

Lockers

At the start of each year, students in grade 6-8 are issued a personal locker and combination. Students are expected to keep lockers clean and orderly. Students are not permitted to write or put decals or stickers on or in lockers. Lockers are school property. School administrators may open lockers at any time in order to search a student's locker who is suspected of containing items that are prohibited by school rules or state laws. Student locker combinations should not be shared with any other students and students are not permitted to share lockers. Any problems with the locker or the locker combination should be reported to the Advisory teacher. Items left in lockers at the conclusion of the school year will be discarded.

Lost and Found

The lost and found department is located in the cafeteria and main office. Please do not bring valuables or large sums of money to school where they may be lost. The school is not responsible for lost items. Unclaimed items at the end of each school year will be donated to charity.

School Nurse

The nurse's office is located near the Main Office. If a student needs to see the nurse, he/she should report to class first and ask for a pass from the teacher. School nursing services are provided for those who are sick during the school day and for emergencies.

Medications Given at School

In order for medications to be administered by school personnel, Connecticut State Law requires a written order by a physician or dentist and authorization from parent/guardian must be provided. All medications must be supplied by the parent/guardian and come in pharmacy-prepared containers or original sealed containers. Over-the-counter medications including Tylenol, Tums, Advil, Motrin and cough drops must be in their original container. Medication Authorization Forms are available in the Nurse's Office.

Excuses for Physical Education

Students who are unable to participate in Physical Education because of an injury, illness, or medical reason must provide the following:

- A parent note from home may excuse students for one day only.
- A doctor's note is required for additional excused gym days. Note must include restriction and duration of restriction.
- When a student is medically cleared and able to participate in PE, an additional note from the doctor is required stating that the student may return to PE.
- Doctor's notes must be presented to the nurse.
- Students who do not participate in PE class may not participate in intramural or interscholastic athletics.
- Students not participating in PE for any reason may be assigned alternate activities.

Cafeteria and Breakfast Program

Breakfast and lunch are available daily for each FULL day of school. There is no food service on half days. Each grade level has its own lunch shift. Appropriate behavior and decorum is expected during meals. Students will share the responsibility with their classmates for discarding trash and cleaning the tables at the end of their respective lunch shift. Specific rules are posted in the cafeteria. **Scofield's cafeteria is NOT peanut or tree nut free.**

Saturday School/Academic Recovery

Students may receive Saturday School assignments in two ways:

1. Students struggling with school or homework and identified as needing assistance will receive an Academic Recovery assignment.
2. Students committing infractions explained in the Handbook may be given a Saturday School assignment as a consequence. One purpose of this program is to provide an academic/study consequence for students who have violated school rules.

Once a student is assigned to Saturday School, the parent/guardian will be informed by phone call and by letter, which will be sent home with the student stating the conditions of Saturday School. Failure to successfully complete assignment of Saturday school for #2 may result in future consequences, which may include detention, future Saturday School assignments or possible out-of-school suspension.

Exhibition

Exhibition is the culminating activity for successful completion of the Magnet Middle School. This project is an opportunity for students to develop and demonstrate their abilities as learners and teachers. Realizing that we live in a constantly changing and technologically-oriented world, students will focus their Exhibition on a specific technology. The 8th grade Advisory teacher serves as the liaison for completion of all phases of the project. Phases include an oral presentation, a formal research paper, a multi-media presentation and a three dimensional construction or creative representation of the technology. All Magnet Middle School students are required to complete Exhibition. Exhibition constitutes 20% of the 4th quarter grade for 8th grade students. Students who do not complete Exhibition may not have the opportunity to participate in the "Moving Up" ceremony or other special end of year activities such as field trips,

Scofield Magnet Middle School Directory

www.magnetmiddle.org

Fax: (203) 977-2766

DEPARTMENT	EXTENSION
	977-
MAIN OFFICE	
Reporting Student Absence	2750
Ms. Dolores Rubino	2753
Mrs. Stacey Burkhardt	2752
ADMINISTRATORS	
Mr. Scott Clayton, Principal	2770
Ms. Donna Gardner, Asst. Principal	2773
Mr. James Forde, Administrative Intern	4511
GUIDANCE COUNSELORS	
Mrs. Betsy Benenson	2757
Mrs. Je-nean Fox	2767
NURSE	
Ms. Cynthia Ragusa	2758
TRANSPORTATION	
First Student Bus Company	203-325-8538

ACCEPTABLE USE OF THE INTERNET AND OTHER ELECTRONIC COMMUNICATION SYSTEMS FOR STUDENTS-BOE REGULATION #5132-R

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users; respect the integrity of the system and related physical resources; and observe all relevant laws, regulations, and contractual obligations. Use of computers by students and access by students to computer networks and to the Internet are services made available only to further the educational mission of the Stamford Public Schools. In order to be granted these access privileges and to retain them, students must abide by the guidelines set forth in the Board's "Acceptable Use of the Internet and other Electronic Communication Systems for Students" policy and these regulations at all times when they use the Stamford Public Schools systems. These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students under the age of 18 may use electronic information retrieval systems in supervised settings and only with the written permission of a parent or guardian through a duly executed "Acceptable Use Agreement." Stamford students may use the district's electronic information retrieval systems provided they:

- Abide by the Acceptable Use Policy
- Sign an "Acceptable Internet Use Agreement"
- Obtain the signature of a parent/guardian (for students under the age of 18)

Any parent or student inquiry regarding any decision relative to Stamford's Acceptable Use Policy and/or these administrative regulations should be directed to the District Internet Administrator.

Information Networks:

The Stamford Public Schools' network connects all of the schools and offices. This makes sharing of information and communicating with all schools and offices possible. This network supports activities that have educational value for administration, instruction and learning by teachers and students. The Internet is a collection of many worldwide networks that support the open exchange of information. The Internet provides immediate access to information anywhere in the world.

Student Behavior:

Students are expected to use all computer equipment, both hardware and software and network access to pursue intellectual activities, to seek resources, to access libraries and for other types of learning activities. They will learn new things and can share their new found knowledge with classmates, teachers, parents and global learning partners. For the safety of all involved, caution must be exercised.

Because the Stamford Public Schools' network is used as part of a school activity, the policy on student behavior applies to network activity. Therefore, the Acceptable Use Policy is an extension of the district's Policy on Student Behavior. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, tampering with hardware and software, bullying and harassment. Conduct including, but not limited to, the following, is prohibited with respect to use of these computer systems:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system. In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by Board policy or school rules or regulations, it must not occur in the use of these computer systems.
- Deliberately accessing, creating, displaying transmitting, or otherwise possessing or disseminating material that contains pornography, obscenity, sexually explicit, or indecent/inappropriate language, text, sounds, or pictures.

Improper behavior may result in disciplinary penalties, including but not limited to, loss of computer privileges, suspension and/or expulsion.

Copying Software:

With a few exceptions, software on the Stamford Public Schools' computers and network are licensed for use on the Stamford Public Schools' computers only. Copying software from a computer or network is prohibited unless specifically authorized in writing by an appropriate authority. *In addition to disciplinary penalties imposed by the Stamford Public Schools, illegal copying of software is subject to civil damages and criminal penalties, including fines and imprisonment.*

Moral and Ethical Issues:

The Stamford Public Schools wants to provide a stimulating educational environment in which students, teachers, and parents can grow as a learning community. While the Stamford Public Schools want this valuable educational tool used, the use of inappropriate information on the Internet will not be condoned. Some materials exist which are inappropriate to the instructional setting, and reasonable measures will be taken to prevent them from being accessed. Users must clearly understand that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals and is not intended to be used for financial gain. Any information that does not support classroom learning should be avoided. Although the actual percentage of unacceptable materials is small, it can cause concern for students and parents if a student accesses those materials while doing legitimate research. If a student has a question or concern regarding any materials found, students should apprise the teacher. The Stamford Public Schools has in place the state recommended web filtering software to minimize the risk to student. However, filtering software is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the user's responsibility not to initiate access to materials that are inconsistent with the goals, objectives and policies of the educational mission of the District.

Electronic Libraries:

Materials on the Internet can be considered part of a vast digital library. Electronic database and information search tools to access the Internet are part of school media centers and libraries. Guidelines for access to information have already been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet as well. This document states that "attempts to restrict access to library materials violate the basic tenets of the Library Bill of

Rights"; however, school librarians are required to devise collections that are "consistent with the philosophy, goals and objectives of the school district." This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

Student Email:

Students will be issued a district-owned email account which is the sole property of Stamford Public Schools. All email activities must comply with the Acceptable Use Policy. The user accepts all responsibility to understand the policy. The primary purpose of the student email system is for students to communicate with school staff and fellow students to collaborate on school activities. Use of the school's email system is a privilege. Students are responsible for messages and material stored and sent from their email accounts. Students should not share their passwords. The email system should be used for education purposes only and cannot be used to operate personal business. Students should have no expectation of privacy. The district reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

Virtual Field Trips:

The information networks offer many opportunities for "virtual field trips" to distant locations. The Stamford Public Schools consider all connections to remote locations as "virtual field trips." Rules that apply to student conduct on field trips apply to "virtual electronic field trips" as well. It is important that students realize that they represent their school and their school district when they use information networks, and are expected to be on their best behavior.

Monitoring

It is expected that students will comply with district standards and will act in a responsible and legal manner at all times, in accordance with district standards, state and federal laws. It is important that students and parents understand that the district, as the owner of the computer systems, intends to monitor and review the use of these computer systems in an effort to ensure that users engage only in appropriate uses. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and message delete function for E-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access, review of email and of document downloading and printing.

Therefore, all users must be aware that *they should not have any reasonable expectation of personal privacy in the use of these computer systems.*

In addition, the Stamford Public Schools accept the requirements of the Children's Internet Protection Act (CIPA). Accordingly, each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by CIPA and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall make arrangements to enforce the use of such filtering devices. Administrators or other authorized personnel may disable the filtering device for legitimate pedagogical research or for any other lawful purpose, provided such person obtains prior approval from the Superintendent or his/her designee. Filtering should be viewed as only one of a number of techniques used to manage students' access to the Internet and to encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors.

Filtering should be used in conjunction with:

- Educating students concerning the dangers of inappropriate material on the Internet;

- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using the district's "Acceptable Use" agreement;
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, both in person and/or electronically.

Internet Safety:

Students are expected to conduct themselves in an appropriate manner at all times when they use or interact with any of Stamford Public Schools' hardware and software resources. This includes, but is not limited to, interaction with district computers, email communication, web browsing software, or even usage of one's own personal hardware over a district network connection.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites, collaborating using web 2.0/3.0 tools, instant messaging, video messaging, chat rooms, and cyber-bullying awareness and response.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline to law enforcement referrals.

Reporting of Misuse:

Anyone who is aware of problems with, or misuse of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the administration urge any student who receives any harassing, threatening, intimidating or other improper message through any computer system/communications device, whether district or privately-owned, to report this immediately. Such acts may constitute violations of the district's anti cyber-bullying policy or other policies.

It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

Use of Personal Electronic Devices:

Connection of any personal electronic device to any network on school grounds is subject to all regulations and guidelines in this document. Students and staff are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Regulation for Acceptable Use of the Internet and Electronic Communication Systems, the School's Student Handbook, and the mission of the school district. Ability for students to use their own devices at school or in a particular class is at the sole discretion of the building administrator and/or classroom teacher. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

Each user is responsible for his/her personal device and should use it responsibly and appropriately. Stamford Public Schools takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. It is the responsibility of each individual to secure their device when not in use.

Use of Web 2.0/3.0 Tools: Classroom blogs, wikis, student e-mail, podcasts, Google Apps accounts, online curriculum software/websites or other Web interactive tools must follow all established Internet safety guidelines. Staff and students using blogs, podcasts or other web tools for educational purposes are expected to act safely. Students using such tools agree to not share their username or password with anyone other than their teachers and parents and treat blog spaces and online spaces, or discussion forums, as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog. Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences consistent with the district discipline policies.

Regulation Adopted: June 27, 2000.

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Amended: July 24, 2012

Amended: April, 2016