



Tomlinson Middle School 2023-2024

Dear Parents & Students,

Welcome to a new school year at Tomlinson Middle School. I hope that your experience will be a very successful one. This **Student/Parent Handbook** is designed to provide you with important information about Tomlinson, and we are asking that you read it carefully and discuss some of the items with your parents. The more you know about your school and our expectations, the better your experience here will be. Your teachers will expect you to have this handbook with you in class so that you can record assignments and can easily refer to our policies.

The staff at Tomlinson Middle School recognizes that your middle school years are an exciting time in your lives. Our goal is to provide you with many opportunities to continue to learn, grow, and develop the skills you will need for a satisfying and successful future. Your success depends a great deal on your willingness to assume new responsibilities and put forth your maximum effort.

We invite you to take full advantage of the wide variety of clubs, events, sports, and other activities that take place at Tomlinson. The more involved you are in your school, the more comfortable and happy you will be here. The staff and faculty want to get to know you and help you be your best. We all wish you a wonderful year!

Sincerely,

Mr. Anthony Formato, Principal Ms. Jodi Sacks, Assistant Principal Mr. Benjamin Levy, Dean of Students

Important Phone numbers

Absentee Line 203-255-8495

Main Office 203-255-8336

Principal	Mr. Formato
Assistant Principal	Ms. Sacks
Secretary to Principal	Ms. Pioli
Main Office Secretary	Ms. Keller

Health Office 203-255-8430

School Nurse	Ms. Mastriani
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School Counseling Office 203-255-8433

Grade 6	Mr. Rhodes
Grade 7	Mrs. Brown
Grade 8	Mrs. McVeigh

Psychologist	Mr. Cesaroni
Social Worker	Ms. Rodriguez
Secretary	Ms. Davis

Student Services 203-255-8337

Dean of Students	Mr. Levy
Attendance Secretary	Ms. Richetelli

Library Media Center 203-255-8366

Library Media Specialist	Ms. Surprenant
TI Specialist	Mrs. Stewart

Transportation (Buses) 203-255-8477

Supervisor	Mr. Schneider
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First Student Bus Co. 203-255-8385



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Fairfield Public Schools Mission Statement

The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens, and successful participants in an ever-changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program.

Beliefs

- We believe all individuals can learn.
- We believe high expectations drive high achievement.
- We believe family and community, in partnership, play an essential role in the development and education of a child.
- We believe kindness, respect and compassion enhance life and improve performance.
- We believe that growth occurs when independent thinking, creativity and appropriate risk taking are encouraged.
- We believe valuing and nurturing diversity promotes learning.
- We believe everyone has the ability and responsibility to make a positive difference
- We believe that positive self image is built through high expectations, honesty and accomplishments.
- We believe that knowledge and skills acquired should be relevant and adaptable for lifelong learning.
- We believe all students should have equitable access to educational opportunities.
- We believe in promoting a healthy life.
- We believe that collaboration and commitment promote the common good.

Tomlinson Middle School “Its Name and Origin”

Our school building is named for Gideon Tomlinson, a distinguished resident of Fairfield who served the people of Connecticut. He was born in 1780 in Stratford and received his early education there. Following his graduation from Yale in 1802, Mr. Tomlinson practiced law in Fairfield. He became interested in politics and was elected to the State House of Representatives where he was elected Speaker of the House in 1818. In the following year, he was elected to the U. S. House of Representatives where he often served as Speaker of the House.

He became the twenty-fifth governor of Connecticut in 1827. As governor, he was a champion for the improvement of education and repeatedly called for financial assistance to education. He closed his political career as U.S. Senator from 1831-1837. During his residency in Fairfield, he lived on Bronson Road in Greenfield Hill, just south of the church. He died in 1854 and was buried in the Old Congregational Cemetery.

Miss Annie Burr Jennings, whose house stood on the site, donated the land upon which Tomlinson stands, to the town. The main section of the building, which became Fairfield High School, replaced the house in 1925. There were several additions, and the school was renamed Roger Ludlowe High School

Tomlinson Junior High School came into existence in 1963. A major renovation and the addition of the gym area were completed in 1980. In 1984, the sixth grades from several of the surrounding schools were added to the school, and it became known as Tomlinson Middle School.

SCHOOL PROCEDURES

School Hours

Arrival and Passing Time: The first bell rings at 8:07 and homeroom starts at 8:10 a.m. You have a maximum of three minutes to go from one class to another. Each lunch period is 30 minutes long, including the passing time to the cafeteria.

Dismissal: 2:50 pm All students
3:50 pm Dismissal after-school activities
3:50 pm Late Buses pick-up at T.M.S. **ONLY on Monday & Thursday.**
12:40 pm on all "Early Dismissal" days

Delayed Opening: In case of inclement weather, it may be necessary to delay the opening of school (10:10 am). Announcements are made on the local radio/TV channels and the **K12 Alerts-Emergency Notification System** between 6:00 and 7:15 am. You may also phone 203-255-TALK for the announcement, or check the Fairfield Public Schools website. **The school bus schedule will be two hours later than normal.**

Early Dismissal (Weather Related): When it appears that weather conditions will be worse by dismissal time, the school may close earlier. Announcements will be made on the radio, **K12 Alerts-Emergency Notification System**, and posted on the Fairfield Public Schools website. Early dismissal is at 12:40 pm.

Attendance Policy

For all attendance policies, please reference the following document: [FPS BOE Attendance Policy](#).

Early Dismissal:Illness/ Appointments

If a student is sick and has to go home, please go to the nurse's office and report the illness. The nurse will make the decision if the student is to go home and then notify a parent or guardian.

If a student has an appointment during school (doctor, dentist, etc.), a parent **must** write a note to the main office/attendance office stating the following:

1. Student's name & student's homeroom
2. The dismissal time, return time, and reason
3. Who will be picking the student up
4. Parent's signature

The person picking up **must** sign out in the student sign-out book in the main office. When returning to school, students should go to the main office for a pass back to class. Once on school grounds, students may not leave the premises without parental permission and signing out in the main office.

Tardy to School

School begins promptly at 8:10 am and students will report to homeroom between 8:10 am and 8:35 am. Students entering the building after 8:10 a.m. need to report to the attendance office and sign in, they will then be marked tardy by their homeroom teacher. Tardy students should:

1. Explain the reason for tardiness.
2. Bring in a note from home signed by a parent stating the following:

- name
 - date and time of tardiness
 - reason for tardiness
 - parent's (guardian) signature
3. When reporting to the attendance office, pick up a tardy slip to be admitted to class.

Absences

Call the absentee line: 203-255-8495

Visitors

All visitors are required to receive permission from the Main Office personnel to visit the school. Visitors will be asked to come to the main office, sign in, and wear an identification badge.

Volunteer Registration

School volunteers who regularly visit the school are required to fill out and sign the **Volunteer/Resource Person Registration Form and Waiver of Liability**. It can be found on our school website and in the main office.

Students' Right to Understand

Students have a right to understand why certain actions have been taken. The following guidelines have been set up for Student Due Process.

1. If there is a question about a grade, action, or policy of a teacher, discuss it with the teacher after school, not in the middle of class.
2. The first line of communication should be with the teacher.
3. If after the discussion additional advice or assistance is needed, see the school counselor or a school administrator.

Dressing for School

We take pride in all TMS students and believe that your dress reflects the way you feel about yourself and the quality of the school. Clothing must be clean and in good repair. At no time should clothing detract from students' attention to the academic process. Students wearing attire that is *distracting to students or teachers during the educational process, dangerous to personal safety, or advocates substance abuse, makes sexist statements, or is disrespectful*, will be required to change. Here are some guidelines for appropriate dress:

1. shorts and skirts should be of appropriate length and fit
2. no hats
3. no outside clothing in class (coats, jackets)
4. no half shirts, see through clothing, or bare-midriff styles
5. no sunglasses in class
6. all language, symbols and messages on clothing should be school appropriate

Students violating the dress code will be required to call home for a change of clothing. If the parent cannot be reached, appropriate clean shorts/sweatpants and/or t-shirt will be provided.

School Counseling/Special Services

Our School Counselors are available to advise and assist students, parents, and teachers. Our counselors are assigned to a grade level and continue with the same group of students from one year to the next. Tomlinson staff members, including guidance counselors, the school psychologist, and the school social worker offer programs to students throughout the school year. In addition, a school psychologist acts as a counselor for some of our special education students and administers individual testing when appropriate. Services can include individual and/or group counseling and short-term groups focused on various issues. In order to protect the rights of each child these contacts may be held in confidence. Parents who would like to take advantage of these services or would like to contact us with other concerns, please call the appropriate grade level counselor at 255-8433.

Special Education Services

Special Education refers to specially designed instruction that meets the needs of students who qualify for services. There are many kinds of special education programs available at Tomlinson. Special education students are scheduled for regular (mainstream) and/or collaborative classes and may receive additional instruction in a small group learning center. Each student involved in special education is required to have a written and specific Individual Education Plan (IEP). This plan is followed throughout the year and reviewed annually with team members and parents/guardians at a Planning and Placement Team meeting (PPT).

Health Office

- **First Aid:** The Health Office is staffed by a registered nurse certified in School Nursing. A student may go to the Health Office with permission from a staff member. First aid care for minor injuries and illnesses is given during school hours. If there are any health concerns or questions, please feel free to speak to Mrs. Moore, our school nurse.
- **Medication:** Students are not to take any form of medication in the school without the knowledge and supervision of the school nurse. She will also store and/or administer medicines or pills as are prescribed by a physician. Medical permission forms are available in the Health Office for the purpose of administering allergy medicines, etc. These forms are also available on the [website](#).
- **Medical Excuse from Physical Education Class:** Should an illness or injury prohibit a student from attending physical education class, a written excuse from a physician to the school nurse is required. The nurse will notify your teachers.
- **Physical Examinations:** All sixth graders must have a health assessment by his/her physician before the end of the school year.
- **Screening Tests:** The school Health Office will administer screening tests for vision for Grade 6 students, for hearing to Grade 8 students and scoliosis screening to all students. All students new to the Fairfield School system will be tested for vision and hearing.

Elevator Pass

The elevator is available for students with a medical problem that will not allow them to use the stairs. Please also note, every student using the elevator must have a pass from the nurse.

Telephone

Students may use office phones for an emergency. Use of cell phones is not permitted during the school day. Cell phones should remain off and away.

Transportation

In order to get students to and from school safely, please understand the following:

- **Bus Riders:** Bus transportation can be revoked for cause. The bus is an extension of the school grounds, and all of the rules that are observed at school concerning behavior, respect for property, etc. will be enforced.
- **Important Note:** Except for emergency situations, which must be approved in advance by the transportation office (255-8385), only students who have been assigned to a specific bus route may ride. This rule must be enforced so that we will have a list of all possible bus riders to prevent a school bus from becoming overloaded and to assure that eligible bus riders will have a seat.

Late Bus

A late bus is available for all students involved in an after school activity on **Mondays and Thursdays**. The late bus route is posted in the attendance office and cafeteria. Students will get off the bus at the stop closest to their home. Our late bus picks students up in the back of the building at 3:50 pm. Students are not permitted to take the late bus if they leave school grounds. **Students must sign up for the late bus during lunch with the Dean.**

Fire Drills

At the sound of the fire alarm, students are to leave the building with a teacher following the directions posted in each classroom. There is to be no talking during the entire drill in case a teacher needs to give further directions. Once outside, remain at the assigned area until told to re-enter the building. A special procedure for evacuation of students with handicapping conditions is on file and available for review in the Dean's office. This procedure, as well as special instructions for times when you are passing between classes or when you are in the cafeteria will be given in homeroom. When outside, move away from the building, remain silent and do not stay in the driveways as fire trucks and emergency vehicles may be coming.

Lockdown Drill

Staff and students will participate in a lockdown drill during the school year. When a lockdown is announced, remain in the classroom with a teacher and await further instruction. If in transition from one class to another, or in the bathroom, go to the nearest classroom

and remain with that teacher. Staff and students may move to a central location.

Withdrawal from Tomlinson

If a student is moving and will not be attending Tomlinson any longer, a parent must notify the guidance office staff and complete a checkout list, which shows all obligations have been met (returned your books, etc.).

Parent/Teacher Communication

The best way to communicate with a teacher is through e-mail, (first initial, last name @fairfieldschools.org ex: aformato@fairfieldschools.org) or to call 203-255-8336 to leave a message. Please also check the TMS website and Infinite Campus for announcements.

Publishing of Student Images

The school system routinely makes use of videotaping, digital, and traditional photography for educational purposes. Examples include but are not limited to the videotaping of concerts, assemblies, and sporting events. Students' images without names may be displayed in a variety of ways including, but not limited to, bulletin boards, publications, and the school or district website. A parent or guardian who does not want his/her child videotaped or photographed and those images displayed as described above is asked to contact the school principal.

In certain circumstances, it may be desirable to display a student's image in a publication or on the school or district web site with his/her name, such as when an award is given. Publishing a student's image with his/her name requires express written permission from the parent or guardian.

Please Note: This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Infinite Campus

Infinite Campus is a communication tool between parents and the school. If you have not yet created a login and password or for more information, please use the following [webpage](#).

STUDENT CODE OF CONDUCT

Student Behavior Plan

Tomlinson Middle School has a positive school wide behavior support system that emphasizes being safe, respectful, and responsible. The plan features teaching behavioral expectations, establishing regular, predictable positive learning environments, and acknowledging students for doing the "right thing."

Discipline or How to Behave in School

The Tomlinson staff wants all of you to have a very successful year. No one has to feel uncomfortable in

school because other students are treating you poorly. You have a right to an education that is free of emotional, physical, or social threats. Therefore, the administration will enforce the following regulations throughout the school, school grounds, and on all school related trips, bus transportation, and after-school activities:

1. Every person has the right to a safe school environment; therefore, no physical harm is to be inflicted by any student, teacher or staff members (no weapons of any kind will be tolerated).
2. Every student has a right to learn; therefore, no student may disrupt any school activity (academic or social).
3. Every student and staff member has the right to an environment free from profane, obscene or generally unacceptable displays of clothing, printed material, or language, etc.
4. Every student must understand that this school maintains a zero tolerance policy regarding drugs, alcoholic beverages, e-cigs, vapes, and cigarette smoking anywhere on school grounds.
5. Every student must maintain actions that help keep general order (health and safety) in the building. Actions like running in the hallway, false fire alarms, theft, destruction of property, threats or intimidation, etc. are banned since these actions lessen the general health and safety level of the building.
6. In addition, there will be no food or beverages permitted outside the cafeteria or cooking rooms without permission from an administrator, with the exception of school breakfast.
7. Food items may not be brought to school for the purpose of sharing with classmates.
8. Any action that causes a disruption to education will result in disciplinary action.

Each community in the building has specific classroom rules and consequences. Your teachers will explain the classroom rules. The administration supports these teachers and their regulations. There will be consequences when a student decides to act against the basic school regulations. All of the following consequences are applied equally to every student. The Dean does have the right to modify the consequences based on the seriousness of the violation. The general Dean's response to regulation infractions:

1. Warning
2. Call home
3. Lunch detention
4. 1-hour after school detention
5. Saturday 2 hour detention
6. Parent conference
7. In-School Suspension
8. Any one or combination of actions up to and including Out-of-School Suspension.

Reporting of Mean Spirited Behavior

If any student or parent would like to report an event that has taken place, either in or out of school, one can download a form from our school website and submit it to the attendance office. Mean spirited behavior via social media is subject to school consequences, regardless of whether an event takes place outside of school hours.

TIPS

TIPS is a district provided online reporting system. This system will allow anyone in the community to report any type of behavior that they feel the school should be aware of. The software can be accessed by clicking on this [link](#), also located on the school and district website.

Tomlinson Special Rules

1. If any electronic devices such as, but not limited to, iPods, iPads, or e-readers are brought to school, they should be secured in the student's locker unless being used appropriately in class and as approved by the teacher. Tomlinson Middle School does not accept responsibility for lost, damaged or stolen electronic devices belonging to individual students. Cell phone use is prohibited. Following our consequences for cell phone use during the school day.
 - A. 1st offense; item removed for the day and brought to Dean.
 - B. 2nd offense; item removed for the day and a note home that must be signed by parents. (Lunch Detention if note is not signed and returned the next day)
 - C. 3rd offense: item removed to be picked up by parent and every day following the student brings cell phone to school it will be stored in Dean's Office for the school hours.
2. School liability insurance prohibits use of skateboards and rollerblades on school property at any time.
3. Laser pointers are not allowed in school.
4. Gum chewing is not allowed in school.
5. Throwing snowballs, ice, or any object can cause serious injury.
6. Students are not allowed to sell any items at school. Fundraisers must be cleared through the Principal's office.
7. Fidget Cubes/Spinners are prohibited from Tomlinson unless documented in a students' specific school plan.

Cafeteria

Students are expected to clean up after themselves and treat others and the facility with respect. The staff prepares the regular hot lunches, extra salads, desserts, and sandwiches daily. Students may bring their own lunch. Students may sit anywhere in the cafeteria unless otherwise instructed by a teacher or the Dean. In addition, these rules apply to all students dining in our cafeteria:

1. Enter through the main door calmly.
2. Respond in a positive manner to staff who give directions.
3. No pushing, cutting in line, or other physical act against anyone.
4. No throwing objects or food.
5. Clean up your table and the area on the floor around your table.
6. Staff permission is needed to leave the cafeteria.
7. No roaming throughout the cafeteria. You are to remain in your seats unless buying food or bringing something to the garbage.
8. No sharing seats

9. Dismissal will be done in silence and all students will exit through the doors at the top of the ramp.
10. Students may sit anywhere in the dining area, provided they can handle this privilege. The Dean reserves the right to assign seats to any or all student(s) whom he deems necessary.
11. Students are not to borrow money. If there is a situation where a student has forgotten his/her money, see the Dean of Students.

Any student who does not follow our cafeteria rules will earn:

1. Warning (explaining the rule broken).
2. Dean's detention.
3. Dean's detention and parent called.
4. Removed from cafeteria for 3 days.
5. Removed from cafeteria for 5 days and parent called for a conference.

Severe clause: Any action that is deemed severe will result in an immediate removal from the cafeteria and disciplinary action by the Dean will be taken.

Bus Policy

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

All students must follow the rules of conduct listed below:

Safe Bus Riding Procedures:

1. Be at the designated bus stop at least 5 minutes before the bus is scheduled to arrive. Students should conduct themselves in a safe manner at the bus stop, as well as on the bus.
2. If crossing the street after exiting the bus, please pass in front of the bus, not behind it.
3. If crossing the street to board the bus, wait for the signal from the driver before crossing, then walk approximately ten steps away from the front of the bus.
4. Please enter the bus in a single file, do not push or shove.
5. Remain seated at all times when the bus is in motion.
6. Keep bus windows closed unless permission is given by the driver to open them. When allowed to open windows, keep head, hands, feet or any object out of windows and in the bus.

7. Shouting or other acts that distract the drivers are a safety hazard and, therefore, cannot be tolerated.
8. Do not prevent others from sitting where they wish to sit.
9. There should not be any unauthorized tampering with bus and/or emergency equipment especially emergency exit levers.
10. Eating or drinking on the bus is prohibited.

Important Note:

Except for emergency situations that must be approved in advance by the transportation office (203-255-8385), only students who have been assigned to a specific bus route may ride. This rule must be enforced so that we will have a list of all possible bus riders, to prevent a school bus from becoming overloaded, and to assure that eligible bus riders will have a seat.

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

Consequences for inappropriate behavior may include any of the following:

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

Severe Clause:

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

Office Referral - Inappropriate Behavior

1. Report directly to the office with belongings.
2. Write out a description of the incident.
3. Remain absolutely quiet.

A student has the right to know what behavior brought them into the Dean's office. The Dean will review all information then make a decision.

Detention

If you violate school rules, a student may be assigned detention. (All after school detentions are allowed 24-hour notice in order to arrange transportation, unless the teacher arranges the detention for that day with a parent.) Honor detentions in the order that they are received. When conflicts arise, it is the student's responsibility to make arrangements with teachers to fulfill detention obligations. Discipline problems take precedence over extra help.

School Grounds

Students are expected to behave with good sense on the school grounds. All sports related activity should be restricted to the playing fields. There are a few areas on the school grounds, which are potentially dangerous, either sharp embankments or steep rock outcrops, where

caution and common sense should be used in going up and down. Trees are not to be used for climbing. **Remember that skateboards and roller blades are not allowed on school property.** Other schools within the FPS system are also considered school grounds.

Passes

In order to help keep a sense of order in the building, you must have a pass in the halls during class time which states location origin, destination, time and staff signature.

No Smoking Policy

Smoking, cigarettes or e-cigarettes, is not permitted in school or on school grounds. Infractions of this policy will result in suspension.

Homework

You are expected to complete the homework assigned by your teachers. Failure to meet this obligation will mean you are subject to whatever disciplinary measures that your teachers require. It is your responsibility to see your teachers about making up the work you missed.

Extra Help

If extra help is needed, do not hesitate to see teachers and arrange for an after-school appointment for extra help.

After-School Activities

Please see the listings of all of the activities [here](#). Parents, please register first then you may login for subsequent times for all sports [here](#). Please be aware that school nursing services are not provided for these activities.

Lockers

You are assigned two lockers at Tomlinson. One is near your homeroom (for the storage of books, jackets, and other personal items), and the other is in the locker room near the gym where you may keep your P.E. clothes. All of our hall lockers have combination-type locks with three numbers. Do not share your combination with anyone. Be sure to snap the lock shut and turn the dial at least one full turn when you lock up. The school is not responsible for items kept in the lockers. Lockers remain the property of the school and are assigned for the use of the students. We retain the right to examine the contents of your lockers at any time with reasonable cause for hazardous, illegal, or unsafe materials. The school is not responsible for any personal property that is missing from a locker. Large sums of money, valuables, and/or expensive items should not be brought to school.

Library Media Center

Our library/media center is open every day. You may sign out books for schoolwork or for pleasure reading. As with any library, we expect you to return your books when due. Students are notified periodically of any outstanding library obligations. Lost library materials may be paid for in the library media center.

Lost and Found / Lost Books

The Lost and Found is located in the attendance office. Items not claimed are donated to a charity monthly. Lost books and other materials loaned to you by the school must be paid for if lost. The care of school materials is your responsibility. You may pay for lost items in the main office.

Chromebooks

Students are responsible for the care and function of the Chromebook device. Students are expected to come to school, daily, with their Chromebooks fully charged. The chromebook is to remain in a case at all times. Markers, stickers, etc. should not be adhered to the Chromebook at any time, otherwise penalization may occur. Should a student forget their Chromebook, loaners are provided from the library, only if one is available. Students are expected to return the loaner at the end of the same school day. Students will only be allowed 10 loaners for the school year then must find an alternative solution for their work for the remainder of the year. By signing the agreement, student and parent agree to the above.

Virtual Reality/ Broadcasting

Virtual Reality devices are used to enhance educational experiences within the classroom. Prior to use, students are given a review of safety instructions and a demonstration by a Tomlinson staff member. Please review the health and safety risks on the [website](#). By signing the agreement, the parent gives permission for the student to use the headset while they attend Tomlinson Middle School. Students are expected to treat any technology device with respect and care, including, but not limited to, virtual reality, broadcasting equipment, etc. Any damaged or missing technology will result in disciplinary action.

Fairfield Public School Network Code of Conduct

Use of the network, which includes the local Fairfield Public Schools' computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those students who have completed the appropriate agreement form and have received approval.

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. Protect email passwords from others.
7. Computer hardware or software should not be destroyed, modified or abused in any way.
8. "Hacking", i.e., damaging or interfering, the system is not permitted.
9. The network is not to be used for commercial purposes.
10. Respect the privacy of others. Use only your password.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

See link for other BOE Policies: [BOE Policies](#)