



BEDFORD MIDDLE SCHOOL  
Westport Public Schools

STUDENT HANDBOOK DAILY PLANNER INSERT  
2024-2025

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## OUR GUIDING PRINCIPLES

Our school community aspires to be emotionally and socially aware; we strive to...

- be aware of our own emotions and learning styles.
- value ourselves and look to make positive connections with others.
- be empathetic when considering the experience of others.

Our school community aspires to be kind with sincerity; we strive to ...

- be genuine in our compassion towards others.
- value and accept others

Our school community aspires to be principled in thought and action; we strive to ...

- act with integrity.
- act responsibly.

Our school community aspires to be learning always; we strive to ...

- be curious, inquisitive, and joyful about learning new things.
- persevere when solving challenging problems.
- view mistakes as part of the learning process.
- bounce back and recover from setbacks or failures.
- be flexible and test possibilities within tasks.

## ELEMENTS TO STUDENT SUCCESS

Bedford Middle School strives to be a happy and joyful place for our students and staff. Our students should feel close to our staff through positive and trusting relationships; our staff recognizes the importance of these relationships. Students should have a sense of belonging; every student should benefit from personal meaning, connection, exploration, discovery and purpose in at least one aspect of our wide ranging educational program. Our staff understands the importance of encouraging, challenging and nominating students to participate where they see a good fit. Students and staff should feel a pervasive sense of fairness and that fairness is essential. Our staff understands that when we actively listen, we remain on the pathway to achieving fairness. Our students and staff should feel physically, emotionally, and intellectually safe at all times. These elements are not a guarantee; they represent trail markers for our journey as we work towards achieving our shared vision for our school and school community.

## THE SCHOOL DAY

The school day begins with a homeroom period for all students, which starts promptly at 8:30am. Bedford's main office is open from 8:00 am to 3:45pm and can be reached at 203-341-1500. We ask that students not arrive at the building before 8:00am unless scheduled to meet with a teacher for extra help, attend a meeting for a school club/organization, or specialty music group.

## SCHOOL ATTENDANCE

Daily school attendance is an essential element of student success. BMS students are expected to attend school regularly, arrive on time for homeroom and stay for the entire school day. We ask that parents make efforts to schedule appointments for students after school hours and to avoid taking family vacations when school is in session. Students who arrive at school after 8:30 am may be considered tardy-excused with a parent-signed note or tardy-unexcused, late to school without an excuse. Note, students will not be considered tardy if the school bus is late. Excused full-day absences in excess of 9 school days total require a pediatrician/physician/nurse note to be considered excused; if no note is provided, the absence will be recorded as unexcused. Students have to attend at least 4 hours of the school day to be considered present. Attendance is checked daily during morning homeroom; parents and guardians are notified when their child is marked absent from homeroom by our automated attendance system.

To report a student absence, a parent/guardian should leave a message on our Attendance Hotline at 203-341-1599 before 8:30am.

## EARLY DISMISSAL NOTES

If you need to leave school early, please deliver a note with a brief explanation signed by a parent or guardian to the main office before 8:30am. The main office will provide you with an early dismissal pass to leave class several minutes

before your pickup time; the extra minutes will allow you to visit your locker before reporting to the main office; parents and guardians must come to the main entrance of the school to sign you out of school.

## **DROPPING-OFF FORGOTTEN ITEMS DURING THE SCHOOL DAY**

At the middle school level, we encourage parents and guardians to refrain from dropping-off forgotten items during the school day, however sometimes this is unavoidable. At BMS, there are drop-off carts located outside at the main entrance; when dropping-off an item, please use the intercom located outside the main entrance to communicate with main office staff. The main office staff will not interrupt classroom instruction to deliver messages, lunches, assignments; students may not be contacted during classroom instruction to retrieve items that were left at home. All dropped-off lunches will be brought inside school staff and made available in the cafeteria during lunch waves; please be sure to write your child's first and last name and grade level on the lunch. Students are permitted to pick up delivered items during lunch or passing time between classes.

## **STUDENT CELL PHONE EXPECTATIONS**

- Students are to securely store their cell phone in their assigned hallway locker for the duration of the school day 8:30 am-3:15 pm
- Students may not text parents asking to be picked up during the school day. Students must report to the health center; our school nurses will contact parents to be picked up if needed.

Use of smart phones by students is not permitted during school hours (8:30 am to 3:15 pm) unless permitted by the classroom teacher for specific and limited educational purposes. Students are expected to lock their smartphones/tablets in their lockers before homeroom. Lockers are inspected every summer to make certain the locking mechanisms are in excellent working order. Students should keep their locker combination private and never share their locker combination. If a student has a concern about the security of their locker, they are to report the issue to their homeroom teacher or school administrator to rectify the issue without delay.

**FIRST OFFENSE:** The student shall deliver their cell phone to the main office where it will remain; the student may retrieve their cell phone/device at dismissal.

**SECOND OFFENSE:** The student shall deliver their cell phone to the main office where it will remain; parent/guardian must pick up the cell phone/device at their discretion.

## **VISITORS**

All visitors must use the video intercom located at the main entrance to the school building; all visitors must sign-in with a driver's license at the BMS Main Office.

## **VISITING FRIENDS, GUESTS AND RELATIVES**

Visitors including close friends, relatives, guests from out of town, are not permitted to be in school during school hours. Board of Education Policy states that BMS shall not host a visiting relative, any student no longer enrolled in Westport schools or host a family friend. BMS does not host children who are not currently registered in the Westport Public School system and are specifically designated for Bedford Middle School. BMS does not permit visitors to attend school sponsored field trips or school sponsored functions; students that attend field trips and school-sponsored events must be current registered students.

## **SCHOOL NURSE & MEDICATIONS**

The school nurse is on duty in the nurse's office from 8:30 am until 3:30 pm daily.

**Medication:** If you require medication at school, your parents must provide written authorization signed by them and your doctor. Medication must be in the original container. Medication authorization forms are available in the BMS health office, online (<http://bms.westportps.org/general/health-services>) or at your doctor's office. While students may not carry medications at school, self-administration of inhalers or Epi-Pen are acceptable with authorization from your doctor, parent and school nurse. A renewed doctor's order is required each school year for each medication.

**Excuse from Gym and Physical Activities:** Excuse from physical education requires a doctor's note submitted to the health office. The note should describe specific limitations and the duration of absence from PE and physical

activities. Note, being excused from PE for one or two days may be possible with a note from a parent or guardian, however this is subject to the judgment of the BMS Head Nurse.

## **CANCELLATIONS, DELAYED OPENINGS**

- Westport Schools sends automated emails and voicemails; please be sure to update your contact information in PowerSchool. Call 203-341-1SNO (203-341-1766); radio and TV stations: Channel 12 News, WICC 600 AM and WEBE 108 FM; School Messenger, our automated system will keep you updated

## **SCHOOL COUNSELING**

School counselors are available to assist you with your schedule, study and work completion strategies, academic concerns, social concerns, or any concerns you would like to discuss. Students who wish to meet with a counselor should contact the guidance office to arrange for an appointment.

## **FIELD TRIPS**

Field trips are designed to enhance the educational program and are scheduled for all grade levels throughout the school year. You will be given a permission slip by the sponsoring teacher; this must be signed by the parent or guardian and returned to the teacher before the trip takes place. All rules and regulations governing student behavior at school apply during a school sponsored trip.

## **LIBRARY MEDIA CENTER**

The Library Media Center is the information hub of Bedford. Here, you have access to books, periodical and educational media and technologies. Students learn by exploring, creating and solving information problems. You may use online resources, audio books, print books and magazines. The Media Center is open every day at 8:00 am and closes at 3:30 pm. A limited number of student passes are handed out each day during lunch.

## **HOMEWORK GUIDELINES**

Homework is designed to support and enhance subject areas and grade-level content to continue the development of skills, competencies and the mastery of concepts associated with curricular essential questions, reinforcement of learning through practice, preparation and extensions

- Grade 6: up to 1 hour (approximately)
- Grade 7: up to 1 hour (approximately)
- Grade 8: up to 1.5 hours (approximately)

If you are absent from school, or unclear regarding your homework and assignments, you may check Schoology or contact a classmate for assistance. If you are absent for more than three days due to illness, your parents may contact the teaching team leader, grade level counselor, or individual teachers to request homework assignments be sent home. Students are expected to meet with teachers and make up missing assignments upon return to Bedford.

Homework may be given over weekends to accommodate long term projects or as preparation for activities the following week. Homework will not be assigned on religious holidays.

Homework and assignments will not be provided in advance if you are taking a family vacation during scheduled school days, unauthorized leave during school time, or enrollment into a temporary alternative program outside of Westport Public Schools.

## **SCHOOL LUNCH**

Well-balanced breakfasts and lunches are offered daily by our food service at reasonable prices. You may purchase a hot or cold breakfast or lunch, or bring a breakfast, lunch or snack from home. The school food service continues to update lunch offerings to comply with health standards and students' culinary interests. Students are expected to clean-up their lunch supplies and tables by discarding trash and recycling items. During each lunch period, halfway through, there is an opportunity to stay in the cafeteria, visit the library media center (LMC), or go outdoors for recess. For students with specialized dietary needs and restrictions, parents must contact CHARTWELLS FOOD DINING SERVICES, Benjamin Leahey - Director of Dining Services, Tel: 203-341-2431, Email: [bleahey@westportps.org](mailto:bleahey@westportps.org). Students can purchase food and beverage using the online payment system: [myschoolbucks.com](https://myschoolbucks.com)

## REPORT CARDS

Our school year is divided into four marking periods of approximately nine weeks each. Report cards will be available on-line after each marking period. A grade of incomplete is given to the student who has been absent for a prolonged time or to the student who, in the teacher's and counselor's judgment, needs additional time to complete the work. If a student has an accountability; i.e. outstanding library books, lost textbooks, etc. the report card will be withheld until the issue is resolved (access to the online report card will be blocked electronically).

## HONOR ROLL - REPORT CARDS

The honor roll is computed quarterly using the following scale:

A+ = 97-100 (4.33)	B+ = 87-89 (3.33)	C+ = 77-79 (2.33)	D+ = 67-69 (1.33)	F = Below 60 (0.00)
A = 93-96 (4.00)	B = 83-86 (3.00)	C = 73-76 (2.00)	D = 63-66 (1.00)	
A- = 90-93 (3.67)	B- = 80-82 (2.67)	C- = 70-72 (1.67)	D- = 60-62 (0.67)	

First Honors are awarded to students with a quarterly overall grade point average of 3.67 or higher; second Honors are awarded to students with a quarterly overall grade point average between 3.17 and 3.66. To calculate the honor roll, the following credit multipliers are used:

<b>Course</b>	<b>Periods/week/year</b>	<b>Credit Multiplier</b>
Language Arts	5	1
Math	5	1
Science	5	1
Social Studies	5	1
World Language	5	1
PE	3	0.6
Art	2	0.4
Orchestra	2	0.4
Band	2	0.4
Chorus	2	0.4
Music & Tech	2	0.4

<b>Other Courses</b>	<b>Periods/week/year</b>	<b>Credit Multiplier</b>
Full year	1 day/week	0.2
Full year	2 days/week	0.4
Full year	3 days/week	0.6

## LOST AND FOUND

There are two 'Lost and Found' locations: the main Lost and Found is located in the cafeteria in the corner behind the elevator; the second location is in the main office for smaller items (eyeglasses, phones, keys, etc.) Articles which are not claimed within a reasonable amount of time will be donated to charity.

## MIDDLE SCHOOL ACADEMIC INTEGRITY POLICY

All students must demonstrate academic integrity by not engaging in any form of cheating or plagiarism. Examples include, but are not limited to:

- Copying from another student's work
- Making your own school work available for another student to copy
- Having another person do your schoolwork (friend, parent, sibling, tutor, etc.) and submitting it as your own work
- Collaborating with other students on an assignment or assessment, either in person or remotely/electronically, unless teacher has specifically directed students to work together

- Quoting another person's words, sentences, paragraphs, or entire work without crediting the source, which includes:
  - Copying and pasting from websites
  - Copying the sentence structure but changing the words of a source without giving credit
  - Using another person's ideas, opinions, or theory without crediting the source
  - Using notes/written material or accessing information on an electronic device when not permitted to do so
  - Making up research/data for a project, essay, etc. and passing it off as factual

#### Student Responsibilities

- Make choices that show academic integrity
- Ask the teacher for clarification if unsure whether an action would be cheating or plagiarizing in a certain situation.
- Pay attention to and understand all instruction from teachers about plagiarizing, cheating, and academic integrity.
- Tell a teacher or guidance counselor if you become aware of a situation where cheating or plagiarizing has occurred.

#### Teacher Responsibilities

- Be very clear and concise with students about what constitutes an academic integrity violation.
- Ensure students understand when it is okay for them to collaborate with others and when they must work on their own.
- Provide students with instruction about academic dishonesty situations and how to avoid/prevent them

#### Administrator/Grade Level Counselor Responsibilities

- Support teachers in addressing academic integrity violations
- Support teachers with educating students about academic integrity
- Maintain records of academic dishonesty

#### Parent Responsibilities

- Support students in following the Academic Integrity Policy.
- Be familiar with the Academic Integrity Policy and reference/utilize provided learning materials

#### Investigation and Resolution Process

When a teacher suspects that academic integrity has been compromised, the following steps will be taken:

- The teacher will investigate the suspected academic integrity incident, inform the student/s involved and, as deemed necessary, include the team leader, grade-level counselor or administrator in the process.
- The teacher will reach out to communicate and speak directly with the student/s parents to discuss the misconduct and the consequence(s)
- The teacher may further communicate with the student/s school counselor and grade level administrator to
  - Determine if other offenses/violations have occurred previously
  - Determine if counselor support and/or intervention is appropriate
  - Discuss appropriate consequence for given academic integrity violation
- The teacher will conference with student and/or school counselor about the academic integrity violation
- The teacher will document the incident for their records

#### Range of Consequences

- A grade reduction on the assignment in question.
- Redoing the assignment, with reduced or restored credit
- A grade of zero (0) for the assignment in question with no opportunity to make up for that work in any way, including extra credit work.

#### Additional Considerations

- Previous incidents of academic integrity violations may lead to referrals for counseling or other restorative measures.
- Repeated violations may also lead to increased severity of consequences.
- Additional consequences may be administered under the school's Code of Conduct

## EXTRA HELP

We encourage you to seek extra help from teachers. Extra help sessions are generally held in the morning from 8:00 to 8:30am and after school from 3:15 to 4:00pm; students are to check teachers' extra help session schedules.

Students are expected to speak with their teachers regarding extra help, make a plan with their teacher for extra help and share that plan with parents if early morning drop-off at school is needed.

## **LOCKERS (backpacks are not permitted during the school day!)**

Students are assigned two lockers: a hallway locker with integrated combination lock and a gym locker with a separate combination lock. All lockers at BMS are in excellent working order, are maintained annually and are completely secure when used properly. Do not ever share lockers or combinations with anyone. The contents of lockers should be kept in neat order. Pictures, stickers, tape, writing, etc. on the exterior of lockers is not permitted. Articles of significant value and substantial sums of money should never be left in lockers; Bedford Middle School is not responsible for articles stored in lockers; it is the responsibility of students to make sure their assigned locker is locked and secure at all times. Broken lockers or locker jamming difficulties should be reported to the main office. Please note, students are not permitted to use backpacks during the school day with the exception of travel to and from school.

## **CLUBS & INTRAMURALS**

Please look for the annually updated (late September) "Clubs and Activities" booklet on the BMS website for an updated listing of offerings each year. Each year, clubs and activities change slightly based on teacher adviser availability and emerging needs for new exciting opportunities. Therefore, we ask that you visit the BMS website to access the latest club information including descriptions and timelines in case there are tryouts or auditions.

## **STUDENT CONDUCT CODE**

At Bedford Middle School, our goal is to help you experience a love of learning and the joy of discovery. We strive to create a dynamic learning environment that recognizes your unique qualities as a middle school student and helps you to be a successful member of our school community. Every BMS student is expected to adhere to the Golden Rule, which is the principle of treating others as oneself would wish to be treated.

Student behavior expectation include the following qualities:

- **Courtesy and respect for everyone**
  - Well-behaved students show courtesy and consideration for all members of the school community.
  - Do not harass or embarrass/tease other students or staff, i.e. bullying.
  - Do not sexually harass other students or staff. Unwanted verbal or physical advances will not be tolerated.
  - Do not threaten or intimidate other students or adults verbally, physically, or in writing.
  - Do not engage in kissing, hand holding, hugging, or any other physical displays of affection.
  - Use appropriate and respectful language at all times.
- **Concern for the safety of everyone**
  - Well-behaved students act responsibly so they and no one else is in danger.
  - Do not bring/possess dangerous objects (i.e. weapons, fireworks, etc.) to/at school.
  - Do not run, trip, play-fight, fight or act in a rowdy manner.
  - Responsible students find and tell an adult when there is an emergency and/or a student in need.
- **Respect for personal and school property**
  - Well-behaved students treat everyone's personal belongings with respect.
  - Do not litter or vandalize personal or school property.
  - Do not steal or possess stolen property.
- **Respect for the right to learn and teach without disruption**
  - Well-behaved students are not disruptive to the learning of others.
  - Do not chew gum in school.
- **Responsibility for being in the right place at the right time**
  - Well-behaved students attend school and classes punctually.
  - Do not skip classes, appointments, or detentions.
- **Appropriate response to reasonable directions of staff members**
  - Well-behaved students follow the directions of the adult members of the school community.
  - Do not argue about or ignore a staff member's request.
- **Appropriate cafeteria behavior**
  - Good behavior and proper manners are very important in our cafeteria so that all students can eat and relax in a comfortable, safe and orderly environment.



- Students should walk in the cafeteria; running is unsafe and not permitted
- Students should line up in order to be served. No cutting the line.
- Proper manners should be observed while eating as a courtesy to others. No fooling around, throwing food, or yelling/screaming;
- After eating, students are responsible for throwing away their refuse in the proper containers. Tables are to be left clean.
- Students must be in the cafeteria during their assigned lunchtime only.
- Safe bus riding practices
  - Your behavior affects the safety of everyone on your bus, as well as other vehicles on the road. Therefore, students transported in a school bus must follow the reasonable directions of the driver. Students should:
  - Follow all school rules when riding the bus.
  - Always remain in your seat and keep your head and arms inside the bus.
  - Remain quiet and orderly
- Demonstrate academic integrity
  - A student who shows academic integrity is honest.
  - Do not cheat, plagiarize, alter records, or assist another student in these actions.
  - Do not submit someone else's work as your own.
  - Students using computers at BMS must follow the Acceptable Use Policy.
- Banned items
  - Vaping products (cartridges, devices), Illegal drugs, tobacco or any related products, alcohol, guns, facsimiles of guns, weapons, prescription medications, over the counter medications are all strictly prohibited and may be subject to strict disciplinary sanctions including possible recommendation of expulsion.
  - 'Fidget' devices and related toys can distract and impede the instructional environment and are subject to confiscation. In some specific cases, individual students are granted access to using such devices during instruction based on a verbal agreement or documented plan shared with teachers and parents; in these instances the school supports the use of such devices. Bang snaps, sprays with offensive odors prohibited.

#### ALCOHOL, TOBACCO AND DRUGS

- The Westport Public schools have a strict, no tolerance position with regard to the use of drugs and alcohol in school buildings and on school grounds, at school-sponsored events and on school buses or other school vehicles used to transport students to school or school activities.
- Students who use or possess alcohol or drugs are subject to penalties including loss of privileges, suspension and/or expulsion. State law requires that the Board of Education begin expulsion proceedings for any student who sells a controlled substance, whether on or off school property.
- All Others: The rule applies to adults as well as students, and to other organizations using school facilities for any purpose. This prohibition also applies to use or possession of alcohol in religious ceremonies and other programs.

#### SMOKING IS PROHIBITED

- The Board of Education strictly prohibits smoking (including the carrying of lighted cigarettes, pipes, electronic nicotine delivery system (e.g. e-cigarettes, vapes, vape pens, etc.) by anyone, including students or adults, in school buildings, on school property, in school vehicles or at school-sponsored activities. This prohibition is in effect 24 hours per day, 12 months of the year. It also applies, thereof , to Continuing Education and to other organizations using school facilities. Students are also prohibited from possessing cigarettes or other tobacco products in school buildings or on school grounds. This prohibition applies also to so-called "herbal cigarettes," the use of which is also prohibited in the Drug/Alcohol Policy.
- Violators of the no-smoking regulation are subject to corrective action noted in Board of Education policies, and individual school rules, up to and including transfer to other classes or schools, suspension and/or expulsion.

### BULLYING PREVENTION AND INTERVENTION POLICY

The Westport Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned,

leased or used by the Board of Education. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying

- I. creates a hostile environment at school for the student against whom such bullying was directed,
- II. infringes on the rights of the student against whom such bullying was directed at school, or
- III. substantially disrupts the education process or the orderly operation of a school.

Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. For purposes of this policy, "Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which:

1. causes physical or emotional harm to an individual;
2. places an individual in reasonable fear of physical or emotional harm; or
3. infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship. Consistent with the requirements under state law, the Westport Board of Education authorizes the Superintendent or designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- 1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- 2) enable the parents or guardians of students to file written reports of suspected bullying;
- 3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- 4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- 5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- 6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- 7) provide for the inclusion of language in student codes of conduct concerning bullying;
- 8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;
- 9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;

- 10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- 11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- 12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- 13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- 14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- 15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- 16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- 17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- 18) require that all school employees annually complete the training described in Conn. Gen. Stat. §10- 220a or 10-222j related to the identification, prevention and response to bullying. The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations. The Board shall submit its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks. As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, 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 (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative. Legal References: Public Act 19-166 Public Act 21-95 Conn. Gen. Stat. § 10-145a Conn. Gen. Stat. § 10-145o Conn. Gen. Stat. § 10-220a Conn. Gen. Stat. § 10-222d Conn. Gen. Stat. § 10-222g Conn. Gen. Stat. § 10-222h Conn. Gen. Stat. § 10-222j Conn. Gen. Stat. § 10-222k Conn. Gen. Stat. § 10-222l Conn. Gen. Stat. § 10-222q Conn. Gen. Stat. § 10-222r Conn. Gen. Stat. §§10-233a through 10-233f

## **SELLING ITEMS/CANDY IN SCHOOL**

Personal commerce is prohibited in our public school and on our school buses. Students may not sell items in school, ex. Students may not bring candy into school to sell to students; ex. students may not bring collectible items such as footwear or trading cards into school to sell to others. All fundraisers associated with BMS are required to have prior approval by the principal or their administrative designee.

## **USE OF COMPUTERS & NETWORK: STUDENT CONDUCT**

The Board of Education policy on the use of electronic resources holds students responsible for good behavior on school computer networks, and in their use of other electronic resources, in classrooms and other school facilities. Students are prohibited from using the internet or other electronic technology, whether on or off campus, to interfere with the educational process in any way.

Prohibited uses include but are not limited to:

- Sending or posting any form of harassing, threatening, or intimidating messages or statements (e.g., website postings, instant message), at any time, to any person (such communications may also be a crime);
- That threaten students, staff or administration;
- That are falsely attributed to others;
- That are intended to ridicule, harass, humiliate or intimidate another student;
- That are intended to ridicule, harass, humiliate or intimidate staff members or administrators;
- That are defamatory of students, staff members or administrators.
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Interfering with the school district's computer systems, including but not limited to unauthorized access into or interference with district computer systems;
- Interfering with communication by teachers or administrators with parents or guardians, including but not limited to blocking or intercepting email or other electronic communications;
- Downloading or modifying computer software of the district in violation of the district's license agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folder, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Transmitting or receiving email communications or using computer systems for any personal purpose or non-educational purposes, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- Cyberbullying;
- Accessing or attempting to access social network sites (e.g. Facebook, Twitter, MySpace, etc.) without legitimate educational purposes.

**Acceptable Use Agreement (AUA):** Students and their parents are required to sign an AUA prior to students' access to the network. This agreement must be renewed annually. Students' use may be monitored to assure compliance. If you are new to the Westport school system, or if your child is entering grades three, six or nine, you will receive a grade-appropriate form from your school. Please sign and return it to your child's school immediately. Students who violate the policy and/or the AUA may be denied access to computers and to the school system's network.

**Internet Filtering:** We have installed filtering software at the elementary, middle school, and high school levels that, with a high degree of effectiveness, bars access to inappropriate sites. However, no filtering software is 100% foolproof. Therefore, despite this safeguard, and although students are supervised when using these resources, the possibility still exists that a youngster may gain access to material that the school officials and you may consider inappropriate or not of educational value. This contingency is noted on the AUA. For their protection, students are cautioned never to provide personal information on the internet. Parents are advised to monitor their children's home use of the internet.

## **GUIDELINES FOR APPROPRIATE STUDENT DRESS AT SCHOOL**

Learning how to dress appropriately is an essential life skill that our adolescent students should acquire; parents play a central role in this development learning process. At BMS, students express personal choice in dress and we ask that our students and families respect the learning environment in our school and standards for attire. At Bedford, we expect students to dress for school by wearing attire commensurate with our safe learning environment.

The Westport Schools encourage students to dress in a manner that demonstrates pride in themselves and in their school. The school district requires that attire be safe, appropriate to the activity, and not distracting or disruptive of the educational program. The following guidelines apply to all regular school activities:

- Shoes appropriate for school activities must be worn at all times. Footwear standards are maintained for the prevention of accidents and injury. High-heeled shoes or sandal styles that make walking, running or other activities less safe for students are discouraged.
- Clothing and jewelry should be safe and free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate violence, racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
- No clothing, article of clothing, or manner of wearing clothes that is inappropriately revealing is permitted. Underwear should not be visible.
- Clothing or jewelry which is distracting, or disruptive to the educational program, or which poses a threat to the physical well-being and safety of the student or others, shall not be worn on campus or at school activities.
- Parents are advised to be sure that students have outerwear appropriate to the weather and to the activities they will engage in, e.g. warm clothes for recess, rain/snow boots when needed and appropriate clothing in inclement weather.
- The principal and staff at each school may establish additional dress and grooming regulations, when necessary, for regular school activities and /or for times when students are engaged in extracurricular or other special school activities.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Principals may confiscate inappropriate attire and provide a suitable substitute if available, and/or phone home to inform parents that a change of attire must be provided.




## CHROMEBOOK SHORTCUTS

### Touchpad Tips:

- **To Right-click**, tap two fingers on touchpad
- **1 Right Click** any word to explore or define term
- **2 Left Double click** on a word to highlight it
- **3 Right Triple click** to highlight an entire paragraph

### Bookmark Tips:

- **Create a bookmark** = Ctrl + D or click the ☆ at the end of the url bar.
- **Edit a bookmark** = Right click on a bookmark
  - Edit bookmark names to reduce clutter and view more bookmarks
- **Make a folder** = Right click on your bookmark bar and make a folder
  - Use folders to organize commonly used bookmarks (ex: your Google Classes, etc.)
  - Right click on a folder and you can launch all of your bookmarks at once

SHORTCUT	TASK	DESCRIPTION:
UNDO	Ctrl + Z	Undoes the last action
REDO	Ctrl + Y	Reapplies the last action
COPY	Ctrl + C	Copies object to clipboard
CUT	Ctrl + X	Removes, but copies object to clipboard
PASTE	Ctrl + V	Inserts last object copied from clipboard
FIND	Ctrl + F	Finds all copies of word(s) in a document or website
NEW TAB	Ctrl + T	Creates a new tab alongside current open tabs
SELECT ALL	Ctrl + A	Selects everything in a document or site
ZOOM IN OR OUT	Ctrl +  or 	Enlarge or shrink the view of your screen
SWAP WINDOWS	Alt+Tab	Switch back and forth between multiple windows
SELECT SCREENSHOT	Ctrl + Shift + 	Take screenshot of portion of your screen
RESTORE TAB	Ctrl + Shift + T	Reopens the last closed tab(s)
OPEN LINK IN NEW TAB	Ctrl + Click	Opens link in a new tab
FIND & REPLACE	Ctrl + H	Docs: Locate any word in a doc and change it Chrome: See browser history
VIEW CLIPBOARD	Search + V	Allows you to see previous items in your clipboard
PASTE (match text)	Ctrl + Shift + V	Reformats pasted text to match its new location