

# **Fairfield Public Schools**

## **School Guidelines**

### **and**

## **Practices**



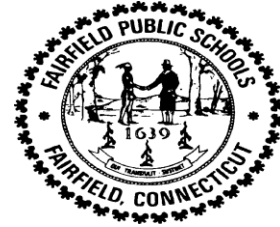
**190 Putting Green Road, Fairfield, CT 06825**

**Telephone: 203-255-8322 Fax: 203-255-8206**

**Deborah Jackson, Principal**

## **FAIRFIELD PUBLIC SCHOOLS' MISSION:**

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever-changing global society through a comprehensive educational program



## **Table of Contents**

### **General School Information**

#### **Central Office Information**

Contact Information

#### **Board of Education Information**

Board Members

Meeting Dates

#### **Principal Message**

#### **School Staff Information**

#### **Communication**

Infinite Campus

Issues with Infinite Campus

#### **Arrival and Dismissal Procedures**

Arrival

Dismissal

Change of plans

Before and After School Care

#### **Emergency Procedures**

Lockdown

Fire Drills

Cancellations/Emergency Closings/Delayed Openings

Celebrations

Emergency Alert Systems

#### **Schedules and Calendars**

A-E Calendar

School Calendar

Parent/Teacher Conferences

Open House

Progress Reports

SBA  
NGSS  
Cogats and Nagleri  
STAR Assessments  
Special Schedule

### **School Policies and Procedures**

Field Trips  
Dress Code  
Visitation  
Communication  
Homework  
Absences

### **Recess and Lunch Procedures**

Schedule  
Food Policies  
Free and Reduced Lunch  
Nut Free Table  
Menu  
Birthday Celebrations  
Whitson's Food Services

### **Program and Support Services**

Language Arts Support  
Math and Science Support  
Speech and Language Support  
Psychologist/Social Worker  
Library Learning Commons  
Special Education  
STEAM  
Gifted Program

### **Curriculum**

#### **SRBI**

#### **Health**

A Note from our Nurse  
Policies on Medication in Schools  
Physical Assessments/Immunizations  
Screenings  
Students with Special Health Needs  
Behavior and Civic Expectations

### **Volunteers and Visitation**

#### **Safety and Behavior**

School Rules and Behavior Expectations  
Bus Expectations  
Transportation Office

Recess and Lunch Expectations  
Items not permitted in school  
Bullying Policy

### **Technology**

Safety and Student Use  
Electronics  
Publishing of Student Images

### **PTA**

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## **General School Information**

### **NORTH STRATFIELD SCHOOL**

**FAIRFIELD, CT 06824**  
**PHONE: (203) 255-8225**  
**FAX: (203) 255-8206**

**WEB SITE: <http://fairfieldschools.org/nss>**

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#### **Leadership Team**

Principal.....Deborah K. Jackson  
Elementary Program Facilitator.....Mary Dolan Collette  
Language Arts Specialist .....Jessica Brinsmade  
Language Arts Specialist .....Darcy Stiber  
Library Media Center Specialist..... Gregory Foschi  
Math/Science Specialist.....Allison Karas  
Psychologist.....Corie Goldman, PhD  
Social Worker.....Peter Tolk, PhD

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#### **Office Staff - Hours 8:30 A.M. to 4:30 P.M.**

School Secretary.....Mari Kathein  
Part-Time Secretary.....Eileen Judd  
Part-Time Secretary.....TBA  
School Nurse..... Rachel Jarvis  
Custodal Staff  
Head Custodian.....Charlie Dias  
Night Custodian.....Paulo Ossa

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### Elementary School Hours

Grades K-5	8:55 A.M. to 3:30 P.M.
Early Dismissal	8:55 A.M. to 1:40 P.M.
Delayed Opening	10:55 A.M. to 3:30 P.M.

**Student drop-off begins at 8:45 A.M. Please do not drop-off students before that time  
(unless specific arrangements have been made) as there is no adult supervision available until 8:45 A.M.**

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### Other Important Phone Numbers

PHONE NUMBERS		WEB SITES	
ABSENTEE CALL-IN LINE:	203-255-8416	FPS Web Site:	<a href="http://www.fairfieldschools.org">www.fairfieldschools.org</a>
EARLY CLOSING HOTLINE: (8255)	203-255-TALK	PTA Web Site:	<a href="http://www.nsspta.org">www.nsspta.org</a>

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## Central Office Information

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### Superintendent and Executive Directors

Ctrl + Click on a name to send an e-mail directly to the person listed.

<a href="#">Mike Cummings</a>	Superintendent of Schools	203-255-8371
<a href="#">Colleen Deasy</a>	Executive Director of Personnel and Legal Services, Title IX Coordinator	203-255-8462
<a href="#">Courtney LeBorious</a>	Executive Director of Finance and Business Services	203-255-8383
<a href="#">Robert Mancusi</a>	Executive Director of Special Education and Student Services	203-255-8379
<a href="#">Angelus Papageorge</a>	Executive Director of Operations	203-255-8373
<a href="#">Dr. Zakia Parrish</a>	Executive Director of Operations and Processes	203-255-8372
<a href="#">Dr. James Zavodjancik</a>	Executive Director of Instruction, Curriculum, and Assessment	203-255-8372

### Directors

Ctrl + Click on a name to send an e-mail directly to the person listed.

<a href="#">Nancy Byrnes</a>	Director of Technology	203-255-8367
<a href="#">Lynn Holcomb</a>	Director of Elementary Literacy and Learning	203-255-8392
<a href="#">Justine LaSala</a>	Director of Secondary Science and STEAM	203-255-8282
<a href="#">Lisa Olivere</a>	Director of Social Studies and Student Centered Learning	203-255-8281

<b>Dr. Paul Rasmussen</b>	Director of Secondary Math and Student Achievement	203-255-735
<b>Dr. Jennifer Swingler</b>	Director of Secondary Literacy and Learning	203-255-8286
<b>Walter Wakeman</b>	Director of Elementary Math, Science and Enrichment	203-255-7368

## Board of Education Information

### Board of Education Members

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Ctrl + Click on a name to send an e-mail directly to the person listed.

<a href="#"><u>Christine Vitale</u></a>	Board Chairman
<a href="#"><u>Nick Aysseh</u></a>	Board Vice-Chairman
<a href="#"><u>Jessica Gerber</u></a>	Board Secretary
<a href="#"><u>Carol Guernsey</u></a>	Board Member
<a href="#"><u>Jennifer Jacobsen</u></a>	Board Member
<a href="#"><u>Jennifer Maxon-Kennelly</u></a>	Board Member
<a href="#"><u>Jeff Peterson</u></a>	Board Member
<a href="#"><u>Trisha Pytko</u></a>	Board Member
<a href="#"><u>Bonnie Rotelli</u></a>	Board Member

### Board of Education Meeting Dates 2021

Tuesday, August 31, 2021	Regular
Tuesday, September 14, 2021	Regular
Tuesday, September 28, 2021	Regular
Tuesday, October 12, 2021	Regular
Tuesday, October 26, 2021	Regular
Tuesday, November 30, 2021	Organizational/Regular
Tuesday, December 14, 2021	Regular

## Principal's Message

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### OPENING LETTER

August 30, 2021

Dear NSS Families:

Welcome to the 2021-2022 school year. We are excited to have all of our students and families back to our building. It has been a busy summer getting ready for the return of our students. The teachers and staff are looking forward to a great school year. We have an exceptional faculty and we always work as a team to keep your children happy, safe, and engaged in learning and growing together.

I am proud to be starting my 17<sup>th</sup> year as the Principal of NSS and want you to know that I always tell the students that I work for them. They always come first and everything I, and our staff at NSS do in our building, is with that in mind. We also do our best to take care of our families and each other as well. This is part of why NSS is a great school! I encourage you to contact your child/children's teacher first with any questions or concerns that may arise during the school year, however, please never hesitate to contact me directly at any time. My door (real or virtual) is always open.

Thank you for being our partners as we work together to take care of our students and one another.

Best regards,

Debbie Jackson  
Principal

[djackson@fairfieldschools.org](mailto:djackson@fairfieldschools.org)

## **School Staff Information**

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### **School Staff Page**

(to be updated shortly)

### **REACHING STAFF BY E-MAIL**

Use firstinitiallastname, followed by: @fairfieldschools.org

Example: [jbrown@fairfieldschools.org](mailto:jbrown@fairfieldschools.org)

### **IMPORTANT LINKS**

#### **Link to Infinite Campus Information**

<https://fairfieldct.infinitecampus.org/campus/portal/fairfield.jsp>

#### **Link to Transportation**

<https://www.fairfieldschools.org/departments/finance/transportation>

#### **Link to Food Services**

<https://www.fairfieldschools.org/departments/finance/food-services>

#### **Link to school's Website**

<http://fairfieldschools.org/schools/nss/>

#### **Link to the NSS PTA Website**

<http://www.nsspta.org/>



## Communication

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### Infinite Campus

Demographic and Emergency Contact Information changes may be made through the parent portal at <https://fairfieldct.infinitecampus.org/campus/portal/fairfield.jsp> with the following exceptions:

- Student's legal name
- Student's address
- Student's birth date

If any of these areas need to be changed, changes **must** be made at Central Office with appropriate paperwork and a parent/guardian **must** schedule an appointment with the registrar at 203-255-8377.

If your household does not have Internet access or if you feel you might need help completing the forms, please contact our registrar at 203-255-8377. The registrar can make arrangements for you to use a computer at the Central Office to update your family's record and at the same time receive assistance, if needed. This system may also be used to register new students. Simply login to the website as described above, using your family login and click on the area for "new student."

Please add the address <https://fairfieldct.infinitecampus.org/campus/portal/fairfield.jsp> to your internet browser to access the new online student information system (Safari, Internet Explorer, Chrome, and Firefox).

### Issues with Infinite Campus

If you have any questions about this process or trouble accessing the portal, you can email [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org) and they will help you resolve your issue promptly.

## Arrival and Dismissal Procedures

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### Hours of Operation

**Grades K-5**  
**Early Dismissal**  
**Delayed Opening**

**8:55 A.M. to 3:30 P.M.**  
**8:55 A.M. to 1:40 P.M.**  
**10:55 A.M. to 3:30 P.M.**

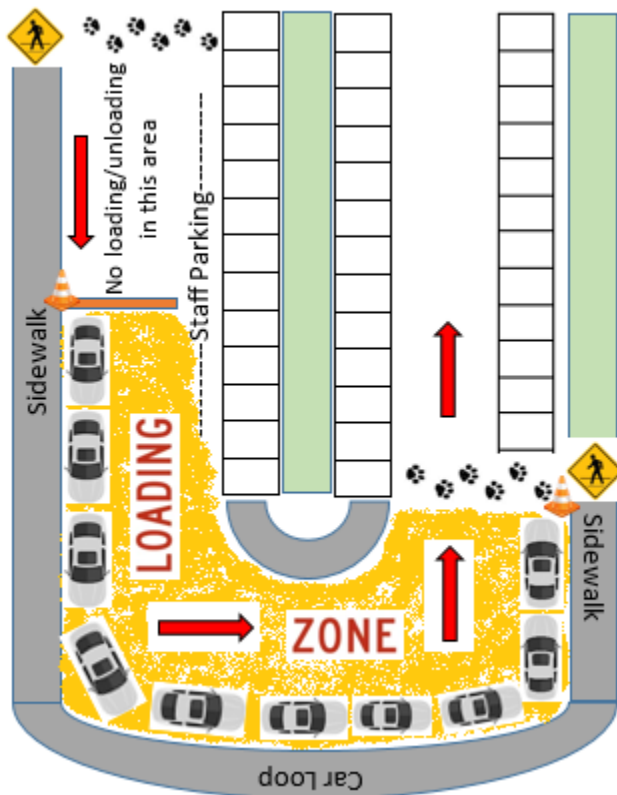
Occasionally, inclement weather makes it prudent for the safety of students to have a delayed opening or early dismissal. Delayed openings are 2 hours after the normal start time and early dismissals are approximately 2 hours before the normal dismissal time.

It is the responsibility of the parent or guardian to listen to the local radio and television stations for specific information or call Fairfield Public Schools Talkline at (203) 255-TALK.

Emergency messages will also be issued to the contact phone numbers and email addresses provided by the parents via the Infinite Campus Parent Portal.

### **Arrival & Dismissal Procedures**

- Building doors will open for student arrival at 8:45 A.M. **Please do not drop your child off before 8:45 A.M. as there is no adult supervision available until that time.**



### **Dismissal Procedures**

Each student begins the school year with a transportation calendar assignment on Infinite Campus:

**Bus:** The bus assignment means that the student lives far enough away from school to warrant a bus for transportation to and from school each day.

**Walker:** If the student is not assigned to a bus, the Infinite Campus transportation record will remain blank. This means that the student is a walker and lives close enough to walk to and from school each day.

The Infinite Campus transportation calendar assignment is the student's default dismissal plan for the school year. This means that the students will always be dismissed from school each day according to this plan.

There are occasions when parents may want to change a student's default dismissal plan for an appointment during the middle of the day or for an after school activity. Some dismissal changes may only be for a single day and others may require a permanent dismissal change.

If you would like to change your child's dismissal plan, either temporarily or permanently, or if you plan to sign-out your child during the school day for any reason, we must receive your request in writing.

**Requesting a change for dismissal at your school:**

Parents must send in a change of dismissal note on the day the change is being requested.

- *Regular Dismissal Options:*
  - *Bus*
  - *Pick up by parent of designee*
  - *Dismissed to walk home independently*
  - *Dismissed to ECC Program*
  - *Dismissed to Wakeman Bus*
  - *Dismissed to DATTCO Bus*
  - *Dismissed to YMCA Bus*
- The student brings the change of dismissal note to school and gives it to his/her teacher.
- The note should list the current date, reason, and timing of the dismissal change.
- The teacher marks all student dismissal changes on the classroom daily dismissal sheet.
- The daily dismissal sheets are sent to the main office for the office staff to use in dismissing students throughout the school day.
- Students that are leaving school early are dismissed out the front main doors (before 3pm please). Pick up parent/guardian/approved designee rings front bell and student(s) are brought to the door in the main office by his or her parent/guardian. The office staff will then call the classroom to release the student.

### **Requesting a change of dismissal during the school day:**

If you must change your child's dismissal after the school day has started, we must receive your request in writing. Please stop by the school to drop off your change of dismissal note and the office staff will incorporate the change into the classroom daily dismissal sheet.

*All dismissal changes must be received in the main office before 1:00 P.M.*

### **Requesting a change of dismissal after an in-school event:**

If you attend an in-school event and want to take your child/children home early, please proceed to the Main Office and the office staff will call the classroom to release your child/children.

Please do not go to your child's classroom for pick up as this interrupts the class's lesson and instruction and is in violation of our school safety plans.

### **Additional Dismissal Guidelines**

1. Teachers will not accept a verbal dismissal change from students.
2. If your child does not bring in your written change of dismissal request, he or she will be released according to his or her default dismissal plan.
3. Write "PERMANENT" on any note where your child's dismissal plan will be changed permanently.

Should you desire to permanently change your child's dismissal plan, send in a note defining the days of the week that the change will be effective. Be sure to write "**PERMANENT**" on the top of the note and include the reason for the dismissal change: e.g., "Suzy will attend Kids Care Monday through Friday" or "Johnny will be a pick-up on Monday and Wednesday and will take the bus on Tuesday, Thursday, and Friday". The change will remain in place until you send in another change of dismissal note to replace it.

4. Do not email dismissal change requests, unless directed by the classroom teacher or office staff.

Please refrain from emailing a change of dismissal request, unless directed by the office staff.

- **Due to our security measures – we do not dismiss students leaving early between 3:00 and 3:30.** Please contact Mrs. Jackson directly if an emergency requires this at any time. Otherwise, please understand our need to keep this time clear for a safe dismissal of all students. If a necessary dismissal does take place between 3:00 and 3:30 – please ring the school doorbell and our office staff will escort your child to you at the front door.

This keeps visitors to a minimum during this important time of the day as we prioritize safety.

### **Change of Plans Form**

- Please complete a “change in plans” form (obtain through the PTA) and have your student hand it to the teacher in the morning. It is essential that we receive both white and yellow copies. This form is needed if there is a change in your child's regularly assigned dismissal procedure. We understand that sometimes there are last minute changes in family dismissal arrangements. **We ask that these last minute changes be kept to a minimum if possible and be called into the office by 1:00 p.m.** This will enable the office to deliver “a change of plan note” to the teacher before afternoon instruction begins. As instructional time is a priority, we try to keep interruptions to a minimum.
- **We need a note each time there is a change.** For example, we need a note **each time** your child is staying for a scout meeting, or After School Enrichment, etc.
- If we do not receive a call or change – your child will be dismissed as usual.
- We notify parents (IC Blast) of any busses that may leave our campus later than usual through Infinite Campus only so make sure to check the appropriate communication preference in I.C. (i.e. text, email, or both).

### **Family Emergency Plan for an early dismissal:**

To be prepared for an early dismissal, parents will want to implement a family emergency plan, such as giving your child three to five homes to go to in the neighborhood, in a certain order.

- Remind them to go to the designated neighbor.
- Show them where an extra house key is kept.
- Have them call you or another adult when they arrive home to inform you of their whereabouts.

We suggest that you walk through a simulation with your child to give them the experience in a non-threatening situation. This planning not only prevents numerous phone calls, but also alleviates the child's anxiety.

Before and After School Care    **The NSS program is run by the Easton Community Center “ECC” Please contact the ECC Program Director, Emily Reagan at 203-459-9700.**

# Emergency Procedures

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## **Lockdown**

Lockdown drills are scheduled several times throughout the school year. School staff will notify you when a lockdown is scheduled.

Lockdown and relocation procedures will be practiced a minimum of three times throughout the school year. Parents will be notified whenever a lockdown drill occurs. In the event of an emergency lockdown, all students will be secured in locked classrooms within the building or at designated lockdown locations during recess. A staff member may not be available to answer phone calls or emails during a lockdown. All district communication and updates will be sent out through Infinite Campus. Please be sure to update all contact information at the beginning of each school year.

## **Fire Drills**

Connecticut law requires that each school hold monthly fire drills. There are procedures at school to evacuate children quickly and safely in the event of a fire.

## **Emergency Alert System**

### **Delayed Opening/ Early Dismissal/ Other Notifications**

The Fairfield Public Schools use an emergency communication system to inform parents/guardians via home phone, cell phone, email, or text message of any school delayed opening, early dismissal, or closure in addition to other notifications.

All parents/guardians are required provide how they wish to be contacted in an emergency.

Parents are responsible to complete and keep current emergency contact information for their children through the Fairfield District Infinite Campus Parent Portal available at:

<https://fairfieldct.infinitecampus.org/campus/portal/fairfield.jsp>

The district uses cell phone text and e-mail messages for alerts, weather delays and cancellations. In extreme emergencies, the home phone will be used.

If parents/guardians wish to ***opt out*** of the phone call at home, which can be as early as 5:15 a.m. for a school closure, they must uncheck the home phone under emergency notifications. It is recommended the parent/guardian select an alternative choice such as cell phone text or email notification.

## **Emergency Procedures**

Planning for the safety of the children is our highest priority and is done jointly with the professionals at the Fairfield Police and Fire Departments.

Predetermined plans have been developed as responses to a variety of possible situations. While it is not possible to know in advance what form an incident will take, the following are shared as elements of the district's emergency plan which are anticipated to be relevant under many circumstances:

- In the event of an incident, school district staff will implement appropriate, predetermined measures such as an evacuation or lockdown initiated by the building administrator. Communication will be initiated immediately with Fairfield police and fire personnel. The staff will follow the predetermined plan under the direction of the building administrator until the arrival of police and fire personnel, who will take command of the situation as appropriate to the nature of the incident.

**Note:** Teachers are required to take attendance records with them and re-assemble students in a predetermined safe area. At this time, the teacher will verify attendance.

- All schools have on-site evacuation plans. If warranted, a central evacuation site on the Fairfield University Campus can be utilized.
- In the event of an incident, children will be kept in school for the duration of the normal school day unless otherwise dictated by local conditions or the direction of the Fairfield police or fire personnel.
- If an incident occurs, a child will be released only to his/her parent or guardian if the parent or guardian personally appears at the school or other designated location to take possession of the child.
- Parents are urged to listen to public safety announcements made over radio and television at the time of the incident, which will provide information and guidance on the situation. In addition, email and text messages may be sent out via Infinite Campus (IC) system regarding the incident.
- If an incident occurs at a distance and there is a disruption of regional transportation (e.g., train service is halted, I-95 is closed), each site will make every effort to determine those children who will be going home at dismissal to an unanticipated, unsupervised situation caused by the incident or by the disruption of transportation. Emergency contact information will be utilized to identify alternate destinations for those children affected based on the emergency contacts provided by the parent or guardian. At a time designated by the district, children who remain at school will be transported by the district to Fairfield Warde High School, which will serve as the district's temporary emergency shelter and family reunification site.

- The district staff is trained in a variety of responses to local public health or safety emergencies, including the implementation of lockdowns and evacuations. Details of these responses are not publicized for security reasons.

### **In School Celebrations**

#### **Student birthday lunches with parents**

**Until further notice outside visitors to school buildings will be essential visits only. Joining your child for lunch cannot be honored at this time.**

**Please note – teachers cannot pass out party invitations in school and/or home party favors/bags.**

## **Schedules and Calendars**

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### **School Calendar**

The Board of Education has established a calendar containing 182 days for instruction. School will begin with a full day for all students in grades K-12 on **Monday, August 30, 2021**. Specific information on orientation and other important dates will be sent in additional communications.

### **Elementary Open House Schedules (Virtual)**



School	Date	Time
Burr	September 22	6:00-7:30
Dwight	September 8	6:00-7:30
Holland Hill	September 22	6:00-7:30
Jennings	September 2	6:30-8:00
McKinley	September 22	6:00-7:30
Mill Hill	September 21	6:00-7:30
North Stratfield	September 22	6:00-8:00
Osborne Hill	September 8	6:00-7:30
Riverfield	September 2	6:30-7:45
Sherman	September 2	6:00-8:00
Stratfield	September 30	6:00-8:00

### **Open House (Virtual)**

Open House is an opportunity to meet your child's teacher and get an overview of the classroom procedures and the expectations for the year. This event is parents only when it is in the building. Please use this time to learn more about your child's educational experience for the upcoming year. Open house takes place in identical two sessions so that you may visit more than one classroom if necessary.

# 2021-2022 Fairfield Public Schools Student Calendar

Approved by BoE October 27, 2020

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 5—Independence Day (Observed)

August 2021 (2)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 25—PD Day

August 26—PD Day

August 27—6th and 9th grade orientations

August 30—First Day of School

September 2021 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 6—Labor Day

September 7—Rosh Hashanah

September 16—Yom Kippur

September 28—Early Dismissal PK-12 (PD)

October 2021 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 7—Early Dismissal, Conference Day PK-8 (Not HS)

Oct 12—Early Dismissal, Conference Day PK-8 PM Conf (Not HS)

Oct 13—Early Dismissal, PK-12, Conference Day and HS PSAT

November 2021 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2—All Day PD

November 11—Veterans Day

November 24—Early Dismissal PK-12

November 25-26—Thanksgiving

December 2021 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 23—Early Dismissal PK-12

December 24-31—Winter Break

January 2022 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 3—New Year's Day (Observed)

January 14—Early Dismissal PK-12 (PD)

January 17—Martin Luther King, Jr. Day

February 2022 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 17—Early Dismissal PK-12 (PD)

Feb 18—February Break

Feb 21—Presidents' Day

March 2022 (23)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 8—Early Dismissal PK-12 (PD)

March 16, 17, 24—Early Dismissal PK-5 Elementary Only (Conference Days, PM Conf on Mar 24)

April 2022 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 15—Good Friday

April 18-22—Spring Break

May 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 30—Memorial Day

May 31—All Day PD

June 2022 (10)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 13—Early Dismissal PK-12, High School Graduation (tentative)

June 14—Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation, tentatively scheduled for June 13, 2022. The Board of Education will set the graduation date in April 2022. Additional snow days will reduce the April Break beginning with the last day, April 22nd.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

# 2021-2022 Fairfield Public Schools Student Calendar A-F

Approved by BoE October 27, 2020

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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July 5—Independence Day (Observed)

August 2021 (2)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	A	B				

August 25, 26, 27—PD Days

August 30—First Day of School

September 2021 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
			C	D	E	4
5	6	7	F	A	B	11
12	C	D	E	16	F	18
19	A	B	C	D	E	25
26	F	A	B	C		

September 6—Labor Day

September 7—Rosh Hashanah

September 16—Yom Kippur

September 28—Early Dismissal PK-12 (PD)

October 2021 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
					D	2
3	E	F	A	B	C	9
10	D	E	F	A	B	16
17	C	D	E	F	A	23
24	B	C	D	E	F	30
31						

Oct 7—Early Dismissal, Conference Day  
PK-8 (Not HS)

Oct 12—Early Dismissal, Conference Day  
PK-8 PM Conf (Not HS)

Oct 13—Early Dismissal, PK-12,  
Conference Day and HS PSAT

November 2021 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
	A	2	B	C	D	6
7	E	F	A	11	B	13
14	C	D	E	F	A	20
21	B	C	D	25	26	27
28	E	F				

November 2—All Day PD

November 11—Veterans Day

November 24—Early Dismissal PK-12

November 25-26—Thanksgiving

December 2021 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
			A	B	C	4
5	D	E	F	A	B	11
12	C	D	E	F	A	18
19	B	C	D	E	24	25
26	27	28	29	30	31	

December 23—Early Dismissal PK-12

December 24-31—Winter Break

January 2022 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	F	A	B	C	8
9	D	E	F	A	B	15
16	17	C	D	E	F	22
23	A	B	C	D	E	29
30	F					

January 3—New Year's Day (Observed)

January 14—Early Dismissal PK-12 (PD)

January 17—Martin Luther King, Jr. Day

February 2022 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
		A	B	C	D	5
6	E	F	A	B	C	12
13	D	E	F	A	18	19
20	21	B	C	D	E	26
27	F					

Feb 17—Early Dismissal PK-12 (PD)

Feb 18—February Break

Feb 21—Presidents' Day

March 2022 (23)						
Su	Mo	Tu	We	Th	Fr	Sa
		A	B	C	D	5
6	E	F	A	B	C	12
13	D	E	F	A	B	19
20	C	D	E	F	A	26
27	B	C	D	E		

March 8—Early Dismissal PK-12 (PD)

March 16, 17, 24—Early Dismissal PK-5  
Elementary Only (Conference Days, PM Conf on  
Mar 24)

April 2022 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
					F	2
3	A	B	C	D	E	9
10	F	A	B	C	15	16
17	18	19	20	21	22	23
24	D	E	F	A	B	30

April 15—Good Friday

April 18-22—Spring Break

May 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	C	D	E	F	A	7
8	B	C	D	E	F	14
15	A	B	C	D	E	21
22	F	A	B	C	D	28
29	30	31				

May 30—Memorial Day

May 31—All Day PD

June 2022 (10)						
Su	Mo	Tu	We	Th	Fr	Sa
			E	F	A	4
5	B	C	D	E	F	11
12	A	B	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 13—Early Dismissal PK-12, High School  
Graduation (tentative)

June 14—Early Dismissal PK-12 and  
Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation, tentatively scheduled for June 13, 2022. The Board of Education will set the graduation date in April 2022. Additional snow days will reduce the April Break beginning with the last day, April 22nd.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

## **Parent Teacher Conferences**

It is important to establish open communication with your child's teacher in order for your child to be successful in school. One form of communication to support the parent-teacher relationship. Parent/Teacher conference days have been established in the fall and the spring to facilitate the process. On these days students have early dismissal. Please mark these dates on your calendars.

<b>Fall</b>		<b>Spring</b>	
Thursday, October 7, 2021	<i>Afternoon</i>	Wednesday, March 16, 2022	<i>Afternoon</i>
Tuesday, October 12, 2021	<i>Evening</i>	Thursday, March 17, 2022	<i>Afternoon</i>
Wednesday, October 13, 2021	<i>Afternoon</i>	Thursday, March 24, 2022	<i>Evening</i>

**You will receive specific information regarding the scheduling of your conference from our staff prior to these dates.**

When attending conferences please keep the following in mind and please consider what you would like to share or ask in these areas at your conference:

- establish early communication with the home'
- exchange information about the child;
- plan how home and school will work together for the child's benefit;
- develop understanding of concerns and expectations;
- report student progress and show samples of student work;
- answer questions about grades (where applicable); and
- talk about the transition from grade to grade.

## **Progress Reports and Testing**

The elementary school Progress Reports are designed to provide parents and other caregivers with an understanding of their child's progress towards mastering grade level standards. See the link below to see the Progress Report rubrics.

<https://www.fairfieldschools.org/academics/progress-reports>

If you should need further information on your child's progress please contact their teacher.

Progress Reports are issued three times a school year through the Infinite Campus portal. The Progress Report dates are as follows:

Friday, December 10  
Monday, March 14  
Tuesday, June 14 (tentative)

### **Smarter Balanced Assessment (SBA)**

Students in the Fairfield Public Schools participate in several standardized testing programs. The Smarter Balanced Assessment (SBA) is a State mandated examination administered to students in grades 3-8 and grade 11. These assessments take place in the spring. Students will take two sections: English Language Arts (ELA) and Math. The ELA addresses reading, writing, and listening standards. Math addressed four components: Concepts and Procedures, Problem Solving, Modeling and Data Analysis, Communicating and Reasoning. More information about the SBA's can be found at <https://ct.portal.airast.org/>

### **Next Generation Science Standards (NGSS)**

Assessments aligned to the Next Generation Science Standards (NGSS) will be administered to all students in Connecticut at Grades 5, 8 and 11 starting in the spring. The tests at each grade assess students' understanding of the NGSS across the corresponding grade band (3-5, 6-8, and high school). Information about the science standards can be found at [www.nextgenscience.org](http://www.nextgenscience.org)

### **CogAt and Nagleri**

Fairfield Public Schools administers the Naglieri Non-Verbal Test and the Cognitive Abilities Test (CogAts) to identify gifted students. Both these assessments are given in October to students in third grade.

### **STAR Assessment**

All STAR assessments are computer-adaptive tests (CATs). Computer-adaptive tests continually adjust the difficulty of each child's test by choosing each test question based on the child's previous response. If the child answers a question correctly, the difficulty level of the next item is increased. If the child misses a question, the difficulty level is decreased.

STAR Reading™ is an assessment of reading comprehension and skills for independent readers through grade 12. STAR Reading tracks development in five domains:

- Word Knowledge and Skills
- Comprehension Strategies and Constructing Meaning
- Analyzing Literary Text
- Understanding Author's Craft
- Analyzing Argument and Evaluating Text

STAR Early Literacy™ is an assessment of early literacy skills developed for Pre-K–3 students. STAR Early Literacy tracks development in three domains and ten sub-domains:

- Word Facility
- Skills Comprehension Strategies
- Constructing Meaning

- Numbers Operations
- Alphabetic Principle
- Visual Discrimination Phonemic Awareness
- Phonics
- Structural Analysis
- Vocabulary
- Sentence-Level Comprehension
- Paragraph-Level Comprehension

STAR Math™ is an assessment of mathematical comprehension and skills for students through grade 12. The following four domains are identified and included in STAR math:

- Numbers and Operations
- Algebra
- Geometry
- Measurement and Data Analysis
- Statistics and Probability

STAR scores are just one piece of a child's learning profile and are used in conjunction with many other assessments and performances.

STAR Testing Dates 2021-2022:

- September 2021 -Grades 1-5 math and reading
- January 2022 - Kindergarten-Early Literacy and Grades 1-5 math and reading
- May 2022 – Kindergarten Early Literacy and Grades 1-5 math and reading

You will receive a reminder of the dates of applicable testing for your child from school staff so he/she may be well rested and ready to do his/her best work. The school system mails the results of standardized testing to parents, with the exception of the Cognitive Abilities Test and STAR test results. STAR results come to parents via *Infinite Campus Backpack*.

### **Specials Schedule**

	<b>Frequency:</b>	<b>Grade level/Duration</b>
Art:	Once every 6 days for Grades K-5	Kindergarten/ 40 minutes Grade 1/ 50 minutes Grade 2/ 50 minutes

		Grade 3/ 50 minutes Grade 4/ 60 minutes Grade 5/ 60 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 <sup>th</sup> /40 minutes Grade 5 /1 40 minute class, 1 55 minute class (Chorus)
Physical Education:	Twice every 6 days for Grades K-5	Grade K-5 <sup>th</sup> /40 minutes
Tech Time:	Once every 6 days for Grades K-5	Grade K-5 <sup>th</sup> /40 minutes
Band Lessons:	Offered in Grade 5	Grade 5/ 45 minutes
String lessons:	Offered in Grades 4 and 5	Grade 4 and 5/ 45 minutes
Recorder:	Lessons begin in Grade 3	During Music class
Spanish:	Twice every 6 days for Grades 3-5	Grade 3-5 <sup>th</sup> /30 minutes
Library:	Flexible Setting	Flexible
STEAM:	Once every 6 days for Grades K-5	Grade K-5 <sup>th</sup> /40 minutes

## School Policies and Procedures

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### **Field Trips**

Each grade will take field trips throughout the year as an extension of the curriculum.

- Permission slips are sent home in advance, along with requests for fees, if necessary.
- Travel is generally by school bus, although coach/luxury buses are used for longer trips
- Teachers will select parent volunteers to chaperone field trips.
- The elementary school PTA subsidizes field trips and scholarships are available.
- Siblings are not permitted to attend any field trips.

### **Dress Code**

At all Fairfield Public Schools, we take pride in our students and know that their dress reflects pride in the school and in themselves. At no time should clothing be a distraction to the students nor should their attire be a danger to their personal safety in the classroom or on the playground. Appropriate footwear must be worn (no flip-flops, clogs, or open-toed sandals). Sneakers **must**

be worn to participate in Physical Education classes. Outerwear, including coats, jackets, or windbreakers must be worn on cooler days.

### **Visitation**

School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. This includes parents and community members, as well as, former students. Appointments will be confirmed with the staff member in question. School personnel must approve all other activities for which someone is entering the school. **For the start of the 2021-2022 school year, visitation is limited to essential visits only.**

## **Communications**

### **Telephone**

Plans for the afternoon should be made at home prior to coming to school. In an emergency, the office phone may be used with a teacher's permission. Only emergency phone messages for children and/or teachers will be delivered during the school day. Each classroom teacher will review the telephone policy with your child in school.

### **Fairfield Public Schools Website**

There are a lot of wonderful resources for parents on the district's website. These include information about curriculum, registration information, and the district's family guide.

Infinite Campus is the tool by which the school and district communicates with families throughout the school year. As such, an Infinite Campus account is very important. . We would recommend that you include e-mail and text as contact preferences. Links (such as school letters or newsletters) are only accessible through e-mail.

Please be aware that you need an activation code in order to create a user name and password. [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org), listed under problems logging in, can provide you with an activation code if you have not yet set up an Infinite Campus account.

### **Homework**

The Board of Education considers homework and other out-of-class assignments to be basic parts of the educational program of the Fairfield Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents or guardians are encouraged, through discussions with their children, to become aware of, and to support the need for the student to complete homework and other out-of-class assignments.

### **Board of Education Homework Policy:**



<http://cdn.fairfieldschools.org/boe/policies/6000/6154AR%20-%20Administrative%20Regulations%20on%20Homework.pdf>

### **Vacations when school is in session: *homework requests***

The staff of the Fairfield Public Schools emphasizes the importance of regular school attendance. We urge you to plan vacations only during the time school is **NOT** in session.

If you **must** take a family vacation during school time, the following will be the responsibility of both the parents and child:

1. School work **will not** be provided for vacations.
2. During the vacation, parent or guardian should set aside reading time and ask students to journal about their adventures.
3. For all students, vacations will be considered unexcused absences. For more information, see the Board of Education Policy 5112.

### **Attendance Policy**

NSS's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. The link is provided below.

<http://cdn.fairfieldschools.org/boe/policies/5000/5113%20-%20Attendance-Excuses-Dismissal.pdf>

### ***Please be aware of the following guidelines:***

1. Absences 1-9 are considered "excused" when appropriate documentation is provided by a student's parent/guardian approving the absence, due to: illness or injury, death in the immediate family, religious obligation, court appearance, school sponsored activity, lack of transportation normally provided by the district, an emergency, or an exceptional circumstance pre-approved by a district administrator. Appropriate documentation can be a note, an e-mail, or the return of a phone call from the main office.
2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused if there is medical documentation for an illness from a licensed medical professional (regardless of length), or we have appropriate documentation for any of the other reasons listed above.
3. Anything not listed above is considered an unexcused absence. Vacations are considered unexcused absences.

4. Per Board Policy, a student is considered truant when that student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

Please be aware that if your child accumulates four unexcused absences in one month or ten over the course of a year, s/he is considered truant and you will receive communication from the school regarding next steps.

### **Locking of school doors**

For the safety of our students, ALL school doors are locked throughout the day. However, between 8:45-9:00 a.m., the front doors will be open for students who are being dropped off. At 3:25 the doors to the cafeteria are opened for dismissal. After 9:00 a.m., please ring the bell located at the front of the building to gain access.

## **Recess and Lunch Procedures**

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### **Schedule**

Grade level	Lunch	Recess
K	11:30-11:50	10:30-10:50
1	1:05-1:25	11:50-12:10
2	12:10-12:30	1:50-2:10
3	12:40-1:00	12:05-12:25
4	1:40-2:00	11:20-11:40
5	11:00-11:20	12:40-1:00

\*Additional time is provided for handwashing protocols

### **Food Policies**

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.25%20-%20Students%20with%20Special%20Health%20Care%20Needs%20-%20Life-Threatening%20Allergies%20and.pdf>

### **Free and Reduced Lunch Applications**

[http://cdn.fairfieldschools.org/district-v2/uploads/2018/08/2018-19\\_FAQ\\_Application\\_for\\_Free\\_Reduced-price\\_Meals.pdf](http://cdn.fairfieldschools.org/district-v2/uploads/2018/08/2018-19_FAQ_Application_for_Free_Reduced-price_Meals.pdf)

### **Nut Free Table**

A peanut free table is available for all students with known allergies. Students may ask friends to join them at this table if they are purchasing a hot lunch. Hot lunch from the school are nut free and are safe for students with such allergies. The only child that may bring a cold lunch to the nut free table is the child with the nut allergy.

Menu <http://fairfieldschools.org/parent-resources/food-services/>

## **Food Services**

Elementary Schools Lunch Cost	\$2.85
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<http://fairfieldschools.org/parent-resources/infinite-campus/#foodServices>

### **Whitson's Food Services**

Whitson's Allergy letter

[http://cdn.fairfieldschools.org/food-services/Whitsons\\_Allergen\\_Policy-9\\_11\\_2015.pdf](http://cdn.fairfieldschools.org/food-services/Whitsons_Allergen_Policy-9_11_2015.pdf)

Per district policy, food is not allowed at school celebrations such as birthdays and holiday parties.

## **Program and Support Services**

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### **Language Arts Support**

The Language Arts Specialists will assist students who have been identified by the school team as needing language arts support. These specialist work with students in all areas of reading and writing. The school's team, through a formal process, determines the frequency and duration of services.

### **Math Support**

The Math/Science Teacher will assist students who have been identified by the school's team as needing math or science support. The school's team, through a formal process, determines the frequency and duration of services.

### **Speech and Language Support**

Speech and Language services provide a specialized program that enables children to optimize communication skills and improve speech/language issues which impact academic functioning. Students may qualify for services on the basis of staff or parent referrals and diagnostic testing.

### **Psychologist**

The School Psychologist provides psychological and counseling services to any child, parent, and staff member in the school community as needed. The psychologist works to ensure the students have a successful school year by utilizing a variety of services designed to help children learn and grow to their highest potential. Some of these services may include:

- Individual and group counseling;
- Groups to help children enrich their social and friendship skills;
- Individual sessions to help children adjust to school;
- Classroom lessons to help children learn how to get along with others;
- Conferences with parents to learn about their child's progress in school;
- Teaching social skills; and
- Diagnostic assessments

Lunch bunch and social skills groups are formed at the beginning of the school year. These groups meet for approximately twenty to thirty minutes per week at a time. They include a small number of students on any given occasion and focus on the acquisition of skills for establishing and maintaining positive peer interactions as well as problem solving. Activities are enjoyable and include conversations, and/or games and role-plays. Those students who wish to be a part of these groups will be considered "guests" as they will not be asked to participate on regular basis. In addition, students will not be asked to join these groups during essential academic time or specials.

### **Social Worker**

The Social Worker helps students, families, and staff deal with everyday issues affecting their school performance. The social worker provides group and individual counseling to students on varied topics such as: friendship, changing families, social skills, problem solving, etc. He/She is also available to parents to address any behavioral/ emotional issues at home. The NSS Social Worker is at the building full days Monday & Friday – mornings Wednesday and Thursday.

### **Library Learning Commons**

Ours school's library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, **Mr. Gregory Foschi**. Flexible scheduling allows us to incorporate information literacy and technology skills in the curriculum-based K-5 research projects so all students have the opportunity to become independent and responsible users of information. We are committed to providing access to all our resources. Circulation is unlimited, with no restrictions on the number of books students may take out or fines for overdue books. An important aspect of our program is the presentation of these projects to our learning community.

Our Library Media Specialist also teaches each Grade Level's technology class.

Tech Time:	<b>Once every 6 days for Grades K-5</b>	<b>Grade K-5<sup>th</sup>/40 minutes</b>
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### **Special Education**

The Special Education Department exists to facilitate the instructional and administrative aspects of the total program with students who have an Individual Education Plan (IEP). This department includes speech and language pathologists, resource teachers, a psychologist, a social worker, and many support teachers. Together the department addresses the learning, emotional, and social needs of all our school's students.

Throughout the year, the school's special education staff, coordinated by our school psychologist, meets with the principal, teachers, and parents to address academic issues of concern, design individual student programs at a Planning and Placement Team meeting (PPT), and provide appropriate assistance to enhance student learning.

### **Gifted Program**

The gifted program in Fairfield Public Schools is designed to empower students through 21st Century inquiry-based practices while meeting the social and emotional needs of each identified gifted child. Gifted education is provided for those students who show high performance capability in intellectual areas and need different services not ordinarily provided by the regular education program. Gifted education services are delivered in a multi-disciplinary approach. Students engage in a curriculum that is focused on conceptual thinking, higher level processes, in a real-world interdisciplinary problem solving context. In the classroom, teachers provide differentiated experiences for gifted learners along a continuum of service options including, but not limited to, differentiated instruction, push-in/pull-out learning opportunities and targeted enrichment activities. Programming for gifted education from 3rd grade through 8th grade is purposely designed with the unique cognitive and social-emotional characteristics of gifted students in mind while fostering foundational skills in self-awareness, self-regulation, leadership, and social responsibility.

Additional information including the identification process is outlined in the gifted handbook found on the Fairfield Public Schools website. <http://fairfieldschools.org/curriculum-instruction/gifted-education-program/>

## **Curriculum**

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Please refer to the district website for information about the scope and sequences for grades Kindergarten through fifth. You will find a map of the curriculum in all curricular subjects. <https://www.fairfieldschools.org/academics/subjects>

## **Scientifically Research Based Instruction (SRBI)**

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Our school's faculty is committed to providing early intervention for struggling students not meeting goal in reading and math. We also offer intervention support for behavior issues and writing. Students who qualify for early intervention are assessed and provided appropriate intervention to ensure academic success.

Both a school and grade level intervention teams analyze student data, discuss students' classroom performance, and make decisions about how to best offer support. For further information, please contact your child's teacher.

Also, the link below from the CT State Department of Education offers more information about how all schools in CT deliver intervention services.

<https://portal.ct.gov/SDE/SRBI/SRBI---Scientific-Research-Based-Interventions>

## Health

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### **NURSE/HEALTH INFORMATION**

NSS Nurse is Rachel Jarvis – hours at NSS are 8:45-3:30

#### **Policies on Medication in Schools**

<https://boe.fairfieldschools.org/content/uploads/boe-archive/policies/5000/5141.21%20-%20Administration%20of%20Medication%20in%20the%20Schools.pdf>

<https://boe.fairfieldschools.org/content/uploads/2021/06/5141.21-AR-Administration-of-Medication-in-the-Schools-Adm.-Regulations.pdf>

#### **Physical Assessments/Immunizations**

[https://boe.fairfieldschools.org/content/uploads/2020/07/5141.3-Health-Assessments-Immunizations\\_CLEAN\\_7.14.20.pdf](https://boe.fairfieldschools.org/content/uploads/2020/07/5141.3-Health-Assessments-Immunizations_CLEAN_7.14.20.pdf)

<https://boe.fairfieldschools.org/content/uploads/2021/06/5141.3AR-Health-Assessments-Immunizations-Adm-Regulations.pdf>

#### **Students with Special Health Needs**

<https://boe.fairfieldschools.org/content/uploads/boe-archive/policies/5000/5141.25%20-%20Students%20with%20Special%20Health%20Care%20Needs%20-%20Life-Threatening%20Allergies%20and.pdf>

<https://boe.fairfieldschools.org/content/uploads/boe-archive/policies/5000/5141.25AR%20-%20Adm.%20Reg.%20on%20Students%20with%20Spec.%20Health%20Care%20Needs%20Life-Threatening%20Allergies%20and...pdf>

### **Behavior and Civic Expectations from the Elementary Schools**

Common threads and vocabulary that are woven into the work of the schools focuses on the use of Responsive Classroom teaching practices and social skills work-**C-cooperation, A-assertion, R-responsible, E-Empathy and S-self-control**. There are also rules created that focus on these exemplars or other versions that the school leadership has created. The rules encompass expected behaviors towards self and others. They also highlight the expected behaviors of

students in the common areas of the school: hallways, classrooms, bathrooms, cafeteria and recess spaces. Many of the schools have handbooks that are sent out to their families and/or behavior contracts for students and parents to sign. There are also many examples of school themes that incorporate the expected behaviors of their students. Some schools even have mantras or pledges that are shared by all each morning.

The behavior and civic expectations are supported through a variety of behavior management strategies. When dealing with infringements on the rules, staff use restorative practices and natural consequences to change behaviors.

Schools also use monthly celebrations that highlight the CARES actions of the school and its students/staff. Whole school focuses on kindness are common themes of these events. ***Overall, the themes of the schools and their support plans are all on being a truly good school citizen.***

#### Summary Social and Civic Expectations –PK-8

- Mutual Respect
- Developing Independence, Kindness, and Compassion
- Celebrating Diversity
- Nurturing Academic Growth to the Student’s Full Potential
- Safe and Secure Learning Environment

## **Volunteers and Visitation**

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**Please note that for the start of the 2021-2022 school year, school visitations are put on hold. Only essential visits will be allowed until further notice.**

### **Volunteers Guidelines**

We appreciate you taking the time to volunteer at North Stratfield School.

All volunteers must have a Volunteer Registration form on file in the school office. Please see the link below and fill out the form needed. This form ***is not*** required for assemblies, special events, parent/teacher conferences, class presentations or any other parent/staff meeting.

### **Volunteer Form**

<http://cdn.fairfieldschools.org/boe/policies/1000/1212AR%20-%20School%20Volunteers-Resource%20Persons%20-Adm.%20Regulations.pdf>

### **Guidelines and Expectations for Volunteers in Schools (when permitted):**

We appreciate volunteers in our buildings. Please contact the main office or PTA if you are interested in volunteering at school.

Volunteers must aspire to “**professional standards**” of **ethical conduct** while serving in the school and while communicating about school activities outside of the school. Please respect confidential matters and the **special “trust”** that is formed between the school and the parent volunteer. There should be no judgmental or comparative anecdotal conversations in school or within the school community.

## **VISITORS:**

- We love having visitors at NSS and do our best to balance our need to ensure safety while maintaining a friendly and inviting school atmosphere. Please make sure to follow our safety protocols when visiting or volunteering in the building. It is district policy to have all volunteers complete a Volunteer/Resource Person Registration Form and Waiver (found on the District, NSS, and PTA website and distributed during the first week of school). We ask all parents to complete this form so that you can attend classroom activities throughout the year (i.e. parent readers; field trips; room parents, etc...).
- You will need to use the front doorbell to gain access to the building. We may ask to see identification and will also ask your reason for coming to the building. We ask that you contact the office in advance if you plan on visiting. You then report to the main office to sign in and obtain a visitor’s sticker. Make sure to wear your sticker in a clearly visible spot as staff members may question you in the hallway as they work together to monitor visitors in the building. Please make sure you sign out when your visit is over and make sure you **DO NOT** let other visitors into the building when you enter or leave through the front doors. We also ask that you adhere to your planned visit (i.e. lunchroom visit with your child; classroom presentation) and refrain from visiting other unplanned areas. This helps us maintain both a safe and distraction free learning environment for all. Please keep in mind that these measures are in place to maintain our school focus on “**SAFETY FIRST.**”

Thank you in advance for your partnership and cooperation with these guidelines. They will greatly help us to maintain consistency in your child’s daily school routine. This also will allow your child to have a positive school experience that will foster his/her independence.

## **Parent Observation Request**

Please complete the Classroom or Playground Parent Observation Request Form in support of your request to observe your child in the school environment in the classroom or on the playground at North Stratfield School. We appreciate one week’s notice to accommodate a request for an observation; however, we will do our best to schedule your observation as soon as possible. An administrator or other designee must accompany parents during observations. While we welcome your input as a parent and encourage active involvement in your child’s education, please respect our need to limit observations to a **30-minute time period once every two months** in order to minimize interruptions to the student learning environment. Please understand that the teacher cannot meet with you at this time, nor may you engage any student in a private conversation. Thank you for your cooperation. (A copy of the form is included on the next page)



**Elementary School  
Classroom or Playground  
Parent Observation Request Form**

Please complete the following in support of your request to observe your child in the school environment in the classroom or on the playground at North Stratfield School. We appreciate one week's notice to accommodate a request for an observation; however, we will do our best to schedule your observation as soon as possible. An administrator or other designee must accompany parents during observations. While we welcome your input as a parent and encourage active involvement in your child's education, please respect our need to limit observations to a **30-minute time period once every two months** in order to minimize interruptions to the student learning environment. Please understand that the teacher cannot meet with you at this time nor may you engage any student in a private conversation. Thank you for your cooperation.

Name of Student: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

(If Applicable: Case Manager: \_\_\_\_\_)

Individual Observing: \_\_\_\_\_

Class you wish to observe: \_\_\_\_\_

Options for dates & times requested: \_\_\_\_\_

Reason for observation:

\_\_\_\_\_  
\_\_\_\_\_

*Staff complete:*

Date & Time Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Designee Attending Observation \_\_\_\_\_

## Safety and Behavior

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### Transportation Office Link

<http://fairfieldschools.org/parent-resources/transportation/>

### **Items not permitted in school**

The safety of all students is our highest concern. Therefore, students who bring to school, use, sell or attempt to sell a firearm, deadly weapon, dangerous instrument or facsimiles of weapons will be suspended from school and reported to the Fairfield Police Department. State law specifically prohibits such behavior. **Such behavior may result in *EXPULSION* from school for a period of up to, but not exceeding, 182 consecutive school days (10-233a[e]).**

In order to ensure the student safety and the protection of personal property, parents are encouraged to closely monitor those items that are brought or worn to school by students. **The school is not responsible for lost, stolen, or broken prohibited items.**

The following items are specifically prohibited on school grounds and will be confiscated by school staff:

- Weapons (real or toy) such as guns, pocketknives, razor blades, or sharp objects. **Please note that there are disciplinary consequences for bringing any type of weapon or dangerous item to school.**
- Matches, caps, and fireworks
- Skateboards, roller blades, roller skates, Heelys
- **Cell phones**, iPods, radios, CD players, Game Boys, and MP3 players
- Sports equipment such as bats or lacrosse sticks. (Equipment for recess will be provided by the school.)

\*Please note: e-readers are permitted in school at the discretion of the teacher. However, students are NOT permitted to download content while at school. For multi-purpose e-readers like iPads and Kindle Fires, students are not permitted to access games, movies, music, or Web content while at school.

\*\*Please note: All multi-purpose electronics, including cellphones **should not be in use** on the bus. Students can use e-readers to read on the bus only.

### **Bullying Policy**

The Fairfield BOE promotes a secure and happy school climate, conducive to teaching and learning which is free from threat, harassment, and any type of bullying behavior. There is an anonymous bullying report attached to our website called TIPS. If you know of or witness any bullying behavior, you have the option of reporting it anonymously through this online program.

You can also call the Principal, Mrs. Jackson, EPF, Mrs. Mary Dolan Collette or your child's classroom teacher directly if you have any bullying concerns.

For further information regarding BOE policy, please see the following link:  
<http://cdn.fairfieldschools.org/boe/policies/5000/5131.911-%20Bullying.pdf>

## Technology

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### **Safety and Student Use**

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 web site. **A parent or guardian who does not want their child videotaped or photographed and those images displayed as described above are 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.

### **Grades 3, 4, 5 - Chromebooks**

***We are excited to announce that Fairfield Public Schools is implementing a one-to-one computer device model for students in grades 3-5. We will be distributing school issued Chromebooks to all third, fourth and fifth grade students during the first weeks of school.***

***Below you will find an important informational video as well as a Chromebook Agreement form and a Fairfield Public School Grades 3-5 Technology Pledge. We have also included a helpful handout on how to care for Chromebooks.***

**[FPS Elementary Chromebook Agreement Form](#)**

**[FPS Student Technology Pledge for Grades 3-5](#)**

**[FPS Elementary Chromebook Care Rules](#)**

**[FPS Chromebook Video for Students and Families](#)**

***We ask that you and your student:***

- 1. Watch the video together***
- 2. Print each form***
- 3. Carefully read, review, discuss and sign BOTH the Agreement and the Pledge forms***
- 4. Have student return the signed forms (2) to the classroom teacher***

***The information included will answer many of the questions you may have about this process. Information about Chromebook insurance will be coming out shortly directly from the District. And, your student will receive training during Library Learning Time about how to care for and use the Chromebook.***

***If you have additional questions or concerns, please feel free to contact your student's classroom teacher or our Library Media Specialist, Mr. Gregory Foschi.***

